



AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Date: 6th June 2023

Time: 11:00 am (Darwin Time)

Notice of Meeting

To: Ian Swan (Independent Chairperson)
Natasha Chapman (Independent Member)
Rex Edmunds (Elected President)
Claude Holtze (Elected Councillor)
Noel Clifford (Partner, Nexia Edwards Marshal NT)

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 6th June 2023 commencing at 11:00am (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 6th June 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: 5th June 2023

Table of Contents

1. Opening of Meeting	4
2. Attendees/People Present	4
3. Apologies and Leave of Absence	4
4. Declaration of Interests	5
5. Confirmation of Previous Minutes	6
6. Action Items from Previous Meeting	13
6.1 Reviewing the Terms of Reference for the Audit and Risk Management Committee ...	Error!
Bookmark not defined.	
6.2 Forward Workplan	Error! Bookmark not defined.
7. Financial reports	13
8. General Business	Error! Bookmark not defined.
9. Confidential Items	Error! Bookmark not defined.
10. Next Meeting	25
11. Meeting Closed	25

1. Opening of Meeting

The meeting will be declared open at 11:00am by Chairperson, Mr. Ian Swan and welcome all attendees

2. Attendees/People Present

Members:

IAN SWAN (Independent Chairperson)

NATASHA CHAPMAN (Independent Member)

REX EDMUNDS (Elected President)

CLAUDE HOLTZE (Elected Councillor)

Staff:

DAVE FERGUSON (Chief Executive Officer)

JASMINE BRAR (Senior FINANCE Officer)

Other Attendees:

Noel Clifford (Partner, Nexia Edwards Marshal NT)

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

3. Apologies and Leave of Absence

REPORT NUMBER	3.1.06.06
AUTHOR	JASMINE BRAR – SENIOR FINANCE OFFICER
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 6th June 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 6th June 2023

Moved:

Seconded:

4. Declaration of Interests

REPORT NUMBER	4.1.06.06
AUTHOR	JASMINE BRAR – SENIOR FINANCE OFFICER
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 6th June 2023

Moved:

Seconded:

5. Confirmation of Previous Minutes

REPORT NUMBER

5.1. 03.07

AUTHOR

JASMINE BRAR – SENIOR FINANCE OFFICER

ATTACHMENTS

MINUTES OF MEETING – 7TH MARCH 2023

Summary

Minutes of Audit and Risk Management Committee Meeting held at Belyuen Council Office on 7th March 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



AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

MINUTES OF MEETING

Date: 7th March 2023

Time: 10:00 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: 7th March 2023

Time: 10:00am (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 10th November 2022.

This meeting is open to Public

Dave Ferguson

Chief Executive Officer

Belyuen Community Government Council

Date: 3rd March 2023

MINUTES – 7th March 2023

1. Opening of Meeting

The Chairperson, Mr. Ian Swan declared the meeting open at 10:24am

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)	
LENARD SING (Elected Councillor)	

Staff:

DAVE FERGUSON (Chief Executive Officer)
JASMINE BRAR (Senior Finance/Administration Officer)

Other Attendees:

NIL

3. Apologies and Leave of Absence

NIL

4. Declaration of Interests

NIL

5. Confirmation of Previous Minutes

Recommendation:

That the Minutes of the Audit and Risk Management Committee meeting held on 10th November 2022 be confirmed as true and correct record of the meeting, by the Audit and Risk Management Committee

Moved: N. Chapman

Seconded: L. Sing

6. Action Items from Previous Meeting

6.1 Reviewing the Terms of Reference for the Audit and Risk Management Committee

Recommendation:

The Committee reviewed the Terms of Reference for the Audit and Risk Management Committee on 7th March 2023 and that they will be reviewed again before November 2023

Moved: R. Singh

Seconded: L. Sing

6.2 Forward Workplan

Recommendation:

The Committee reviewed and accepted the updated Workplan for the Audit and Risk Management Committee, submitted by the CEO and Belyuen Council

Moved: L. Sing

Seconded: N. Chapman

7. Financial reports

Recommendation:

The Audit and Risk Management Committee receives and notes the 6-monthly Financial Report for Belyuen Council

Moved: L. Sing

Seconded: N. Chapman

8. General Business

NIL

9. Confidential Items

NIL

10. Next Meeting

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

11. Meeting Closed

The meeting was closed at 11.38am

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6. Action Items from Previous Meeting

NIL

7. Financial reports

REPORT NUMBER	7.1.03.07
AUTHOR	JASMINE BRAR – SENIOR FINANCE OFFICER
ATTACHMENTS	FINANCIAL REPORT (JUL-MARCH 2023)

Summary

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

Background

NIL

Statutory Environment/Policy Implications

Regulation 17 Local Government (General) Regulations 2021

Comment

The Financial Report is for 9 months ending 31st March 2023

Operating Income and Expenditure

- Council's Operating Income is more than the Year-to-date budget, due to increase in income from hire of labour/plant/equipment, Store and the Aged Care. At the same time, there is a delayed payment for Sports and Recreation Grant and Indigenous Job Development Funding for 2022-23. Remaining payment for Remote Airstrip Upgrade Round 8 is 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 employee entitlements

Grants

- The second instalment of the Northern Territory Operational Subsidy has been received and the reduction in funding for this financial year totals \$3,000
- Council received second instalment of School Nutrition Program Grant in March 2023

- No other tied funding was received between Dec 2022 and March 2023

Interest/Investment Income

- Belyuen Council does not receive interest/investment income

Tax

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

- \$205k has been paid to the ATO for Pay As You Go (PAYG Withholdings) since 1 July to 31 March 2023. The March PAYG Withholdings will be submitted with the Business Activity Statement in April 2023.
- Business Activity Statements have been lodged by the due dates. The March BAS will be lodged by the due date of 21st April 2023.

7.1 Monthly Income and Expenditure Statement

For 9 months ending 31st March 2023

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	92,778.03	92,778.00	0.03	92,778.00
Charges	82,499.02	82,500.00	0.98	82,500.00
Fees and Charges	113,797.70	74,656.00	39,141.70	110,860.00
Operating Grants and Subsidies	1,034,610.00	595,213.00	439,397.00	694,915.00
Interest / Investment Income	-	-	-	-
Other Income	2,230,705.97	2,114,284.00	116,421.97	2,843,780.00
TOTAL OPERATING INCOME	3,554,390.72	2,959,431.00	594,959.72	3,824,833.00
OPERATING EXPENDITURE				
Employee Expenses	1,256,282.00	1,159,428.00	96,854.00	1,545,914.00
Materials and Contracts	1,650,088.28	1,344,462.00	305,626.28	2,012,422.00
Elected Member Allowances	49,800.40	45,745.00	4,055.40	60,991.00
Elected Member Expenses	1,150.82	4,123.00	2,972.18	5,500.00
Council Committee & LA Allowances	1,983.01	-	1,983.01	-
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	176,335.11	181,499.00	5,163.89	242,000.00
Interest Expenses	-	-	-	-
Other Expenses	33,718.70	37,192.00	3,473.30	49,600.00
TOTAL OPERATING EXPENDITURE	3,169,358.32	2,772,449.00	396,909.32	3,916,427.00
OPERATING SURPLUS / DEFICIT	385,032.40	186,982.00	198,050.40	(91,594.00)

7.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	385,033	47,115	432,148	91,594
Remove NON-CASH ITEMS				
Less Non-Cash Income		0	0	
Add Back Non-Cash Expenses	176,335	201,667	25,332	242,000
TOTAL NON-CASH ITEMS	176,335	201,667	25,332	242,000
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(259,747)	(216,667)	43,080	(260,000)
Borrowing Repayments (Principal Only)		0	0	
Transfer to Reserves		(125,338)	(125,338)	(150,406)
Other Outflows		0	0	
TOTAL ADDITIONAL OUTFLOWS	259,747	342,005	82,258	410,406
Add ADDITIONAL INFLOWS				
Capital Grants Income	42,491	0	(42,491)	
Prior Year Carry Forward Tied Funding		0	0	
Other Inflow of Funds		0	0	
Transfers from Reserves		216,667	216,667	260,000
TOTAL ADDITIONAL INFLOWS	42,491.00	216,666.67	174,175.67	260,000.00
NET OPERATING POSITION	344,112.18	29,213	314,899.18	-

7.3 Capital Income and Expenditure

By class of infrastructure, property, plant and equipment

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Land and Buildings	11,538.00	10,000.00	1,538.00	12,000.00
Infrastructure (including roads, footpaths, park furniture)	50,400.00	42,500.00	7,900.00	51,000.00
Plant and Machinery	197,809.00	164,166.67	33,642.33	197,000.00
Fleet		-	-	
Other Assets (including furniture and office equipment)		-	-	-
Leased Land and Buildings		-	-	-
Other Leased Assets		-	-	-
TOTAL CAPITAL EXPENDITURE	259,747.00	216,666.67	43,080.33	260,000.00
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	42,491.00	-	42,491.00	-
Transfers from Cash Reserves	217,256.00	216,666.67	589.33	260,000.00
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	-	-	-	-
TOTAL CAPITAL EXPENDITURE	259,747.00	216,666.67	43,080.33	260,000.00
FUNDING				

7.4 Monthly Balance Sheet

Account	31 Mar 2023	Note Reference
Assets		
Cash at Bank		
Tied Funding	573,235.75	(1)
Accounts Receivables	171,386.55	(2)
Current Assets	172,391.35	
Fixed Assets	1,423,648.74	
Non-current Assets	215,869.13	
Total Assets	2,556,531.52	
Liabilities		
Accounts Payable	67,601.67	(3)
Current Liabilities	319,195.85	
Non-current Liabilities	481,794.64	
Total Liabilities	868,592.16	
Net Assets	1,687,939.36	
Equity		
Current Year Earnings	520,128.15	
Reserves	698,155.00	
Retained Earnings	469,656.21	
Total Equity	1,687,939.36	

NOTES

(1) Council's total tied funding as of 31st March 2023 - \$609,203

(2) Accounts Receivables

Council Functions	Current	< 1 Month	1 Month	2 Months	Older	Total
	64.00	(3,129.27)	(1,451.33)	(796.29)	(1,504.27)	(6,817.16)
C56 Civil Community Services	12,367.13	9,628.80	1,090.25	0.00	6,032.84	29,119.02
C56 Civil Community Services, E10 Belyuen Store	710.00	292.60	0.00	300.00	798.00	2,100.60
E10 Belyuen Store	15,330.42	89.64	300.00	748.00	11,920.09	28,388.15
E10 Belyuen Store, G10 Council Admin	260.00	0.00	0.00	0.00	0.00	260.00
G10 Council Admin	0.00	0.00	0.00	0.00	517.68	517.68
G10 Council Admin, E10 Belyuen Store	13,713.98	0.00	0.00	3,862.60	0.00	17,576.58
S11 Aged Care	(473.00)	(591.72)	34.00	339.00	(515.60)	(1,207.32)
S11 Aged Care, S12 Home Care Package	(396.42)	(158.00)	(184.00)	0.00	0.00	(738.42)
S11B - Residential Income - Aged Care, S11 Aged Care	(135.00)	0.00	0.00	0.00	0.00	(135.00)
S12 Home Care Package	862.36	90,778.26	34.00	251.00	1,058.50	92,984.12
S12 Home Care Package, S11 Aged Care	(726.53)	(34.47)	(60.47)	(28.00)	(177.00)	(1,026.47)
Other Workshop Debtors					10,364.77	10,364.77
Total	41,576.94	96,875.84	(237.55)	4,676.31	28,495.01	171,386.55
Percentage of total	25.82%	60.16%	-0.15%	2.90%	11.26%	100.00%

(3) Accounts Payable

Contact	Current	< 1 Month	1 Month	2 Months	Older	Total
Aged Payables						
Bega	210.52	0.00	0.00	0.00	0.00	210.52
Beta Meats	0.00	715.28	0.00	0.00	0.00	715.28
BOC Limited	356.50	0.00	0.00	0.00	0.00	356.50
Bowtown Pty Ltd T/A MJ Electrical	0.00	540.00	0.00	430.00	0.00	970.00
Chevron Australia Downstream Fuels Pty Ltd	18,832.21	0.00	0.00	0.00	0.00	18,832.21
Coco-Cola Amatil	1,966.83	0.00	0.00	0.00	0.00	1,966.83
Compac Sales Pty Ltd	126.50	0.00	0.00	0.00	0.00	126.50
Department of Territory Families, Housing and Communities	105.00	0.00	0.00	0.00	0.00	105.00
east arm civil	0.00	0.00	2,500.00	0.00	0.00	2,500.00
Harbour ISP	55.00	0.00	0.00	0.00	0.00	55.00
Harvey Distributors	533.33	0.00	0.00	0.00	0.00	533.33
Hi-Tec Oil Traders Pty Ltd	956.51	0.00	0.00	0.00	0.00	956.51
Independence Australia	0.00	951.80	0.00	0.00	0.00	951.80
Independent Grocers Darwin	7,318.44	0.00	0.00	0.00	0.00	7,318.44
Keep Moving Pty Ltd	0.00	241.81	0.00	0.00	0.00	241.81
Nutrien Ag Solutions Limited	0.00	447.76	0.00	0.00	0.00	447.76
OZ FRESH INVESTMENTS PTY LTD	296.46	199.15	0.00	0.00	0.00	495.61
Pest Off	0.00	255.00	0.00	0.00	0.00	255.00
PFD Food Services Pty Ltd Darwin	401.50	0.00	0.00	0.00	0.00	401.50
Power & Water Corporation	5,000.00	0.00	(137.24)	(178.26)	(2,760.19)	1,924.31
Repco	4,659.11	1,744.95	1,688.75	0.00	0.00	8,092.81
Sealink Ferries	2,106.00	0.00	0.00	0.00	0.00	2,106.00
SEEK Limited	313.50	324.50	0.00	0.00	0.00	638.00
SimConnect	4,224.00	0.00	0.00	0.00	0.00	4,224.00
SMOKELAND	9,182.99	0.00	0.00	0.00	0.00	9,182.99
The Ark Animal Hospital	1,818.02	0.00	0.00	0.00	0.00	1,818.02
Veolia Environmental Services	1,811.14	0.00	0.00	0.00	0.00	1,811.14
Wyuna Cold Stores NT	364.80	0.00	0.00	0.00	0.00	364.80
Total Aged Payables	60,638.36	5,420.25	4,051.51	251.74	(2,760.19)	67,601.67
Total	60,638.36	5,420.25	4,051.51	251.74	(2,760.19)	67,601.67
Percentage of total	89.70%	8.02%	5.99%	0.37%	-4.08%	100.00%

7.5 Grants and Subsidies

GRANTS	2021/22 Budget Balance	2022/23 Net Movement	2022/23 Budget Balance
Unexpended Grants (untied) recognised in Accumulated Surplus			
FAA - Roads	27752	0	27752
FAA - General Purpose	18529	0	18529
Culture Program	10695	0	10695
Cemetery	7126	0	7126
Sport and Recreation	2127	0	2127
Youth Vibe - Holiday	610	-610	0
Aged Care	65	0	65
	66904	-610	66294
Unearned Grant Income			
Oval Upgrade	263000	-258443	4557
WaRM	138930	-116026	22904
Airstrip Upgrade	119427	-15510	103917
Aged Care Vehicle	94061	-93831	230
LRCIP Phase 2	10218	0	10218
NTG Consultants	5615	0	5615
LRCIP Phase 3	0	10440	10440
FRRR Store Upgrade	0	0	0
Traditional Camps - Second payment	0	0	0
Belyuen Sports Carnival	0	16500	16500
ABA (Store Upgrade)	0		0
ABA (Solar Sreet Lights)	0		0
ABA (Grounds Maintenance Crew)	0		0
LG Immediate Priority Grant	0	55000	55000
Alcohol Action Initiatives 2023-24 (Community Events)	0		0
Community Benefit Fund (Vehicle Gift) - Culture Program	0		0
	631251	-401870	229381

SUBSIDIES

Description	Date received	YTD
Financial Assistance Grants - General Purpose (Early Release 2022-23)	14/04/2022	\$ 18,529.00
Financial Assistance Grants 2022-23 (General Purpose) - Q1	2/09/2022	\$ 1,805.00
Financial Assistance Grants 2022-23 (General Purpose) - Q2	21/11/2022	\$ 1,805.00

Financial Assistance Grants 2022-23 (General Purpose) - Q3	20/02/2023	\$ 1,805.00
Financial Assistance Grants 2022-23 (General Purpose) - Q4		-
Financial Assistance Grants - Roads (Early Release 2022-23)	14/04/2022	\$ 27,752.00
Financial Assistance Grants 2022-23 (Roads) - Q1	2/09/2022	\$ 2,530.00
Financial Assistance Grants 2022-23 (Roads) - Q2	21/11/2022	\$ 2,530.00
Financial Assistance Grants 2022-23 (Roads) - Q3	20/02/2023	\$ 2,530.00
Financial Assistance Grants 2022-23 (Roads) - Q4		-
Northern Territory - Operational	3/08/2022	\$ 41,000.00
Northern Territory - Operational	30/01/2023	\$ 39,000.00
DOH - Indigenous Jobs - Wage Subsidy (Jul-Dec 2022)	19/07/2022	\$ 45,084.00
DOH – Indigenous Jobs (2022-23 Back Payment)	12/01/2023	\$ 939.42
DOH - Indigenous Jobs - Wage Subsidy (Jan-June 2023)	17/01/2023	\$ 46023.42
DOH - Indigenous Jobs - Training (Jul-Dec 2022)	19/07/2022	\$ 10,176.00
DOH - Indigenous Jobs - Training (Jan-June 2023)	17/01/2023	\$ 10,176.00
Indigenous Job Development Fund		-
Indigenous Job Development Fund		-
Indigenous Job Development Fund		-
Indigenous Job Development Fund		-
		\$ 251,684.84

7.6 Depreciation Schedule

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	38,574.56	684,764.62
Fixed Asset - Infrastructure at valuation	401,499.00	289,624.40	50,401.00	0.00	21,970.41	318,054.99
Fixed Asset - Plant & Equipment -Costed as Plant	546,386.11	200,657.29	195,857.00	0.00	69,440.09	327,074.20
Fixed Assets - Store Furniture and Fittings at Cost	243,326.00	108,889.39	0.00	0.00	45,291.27	63,598.12
Fixed Assets - Store Improvements at Cost	32,070.92	29,227.58	0.00	0.00	1,058.78	28,168.80
Total	2,058,738.03	1,340,199.84	257,796.00	0.00	176,335.11	1,421,660.73

7.7 Statement of Cash Flows

Account	Jul 2022-Mar 2023
Operating Activities	
Receipts from customers	3,821,053.99
Payments to suppliers and employees	(3,155,692.26)
Cash receipts from other operating activities	(15,151.36)
Net Cash Flows from Operating Activities	0.00
Investing Activities	
Payment for property, plant and equipment	(295,646.61)
Other cash items from investing activities	(135,754.26)
Net Cash Flows from Investing Activities	0.00
Financing Activities	
Other cash items from financing activities	(656,147.59)
Net Cash Flows from Financing Activities	0.00
Net Cash Flows	0.00
Cash and Cash Equivalents	
Cash and cash equivalents at beginning of period	1,010,573.84
Net change in cash for period	(437,338.09)
Cash and cash equivalents at end of period	573,235.75

Recommendation:

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

Moved:

Seconded:

8. Draft 2023-24 Budget and Shire Plan

REPORT NUMBER	7.1.03.07
AUTHOR	JASMINE BRAR – SENIOR FINANCE OFFICER
ATTACHMENTS	FINANCIAL REPORT (JUL-MARCH 2023)

Purpose

To Seek the Audit and Risk Management Committee's Recommendations to adopt the 2023-23 Budget and Shire Plan, Rates Declaration and fees and charges

Background and Previous Decisions

Nil

Comment

Council is required to prepare a balanced budget for the financial year and advertise for public comment for 21 days.

The Audit and Risk Management Committee is presented with the Draft 2023-23 Budget and the Draft Shire Plan for review and to provide comment and recommendation to Council

Consultation

CEO

Statutory Environment/Policy Implications

Part 10.5 of the Local Government Act 2019

Financial Implications

Budget balanced to zero (0)

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 2023-34 Budget and Shire Plan with the following amendments:
 -
 -

Moved:

Seconded:

9. General Business

10. Next Meeting

The next Audit and Risk Management Committee meeting will be held at Belyuen Council on

11. Meeting Closed

The meeting was closed at