



MEETING OF THE FINANCE COMMITTEE

THURSDAY, 28 APRIL 2022

11:00 AM

Held at the West Daly Regional Council
1/4 Albatross Street WINNELLIE NT 0820

This meeting is open to the public excluding confidential
Council business.

Agenda available online and if any queries please contact
Governance and Quality Assurance Officer on

info@westdaly.nt.gov.au

or phone: 08 7922 6403

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AGENDA

West Daly Regional Council Finance Committee Meeting

28 APRIL 2022

WEST DALY REGIONAL COUNCIL CHAMBERS,
WINNELLIE NT

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

West Daly Regional Council acknowledges the Traditional Owners and custodians of the lands on which we live and work, paying our respect to Elders past, present and in the future.

PRESENT, APOLOGY AND LEAVE OF ABSENCE

Finance Committee

| Title | Name | Present | Apology | Absent |
|--------------|----------------|---------|---------|--------|
| Mayor | Ralph Narburup | | | |
| Deputy Mayor | Wilfred Harris | | | |
| Councillor | Jake Clark | | | |

Staff present:

| | |
|--------------------|---|
| Matthew Eastham | Chief Executive Officer |
| James Cartwright | Chief Financial Officer |
| Rebecca Fauntleroy | EA to CEO and Mayor |
| Sharon Binns | Governance and Quality Assurance Officer (Minute taker) |

CONFLICT OF INTEREST

Any conflict of interest to be declared?

CONFIRMATION OF MINUTES

- 1 Confirmation of Finance Committee meeting minutes 16 February 2022..... 4

REPORTS

- 2 Financial Report - March 2022 8

GENERAL BUSINESS

Any matters of General Business?

CONFIDENTIAL MATTERS

- 3 Invitation to Extend - West Daly Regional Aerodromes Inspection and Maintenance
The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(i) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person. (Commercial In Confidence.).
- 4 Standard Form Works Contract - Manthape Walkway
The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(i) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on any person. (Commercial In Confidence.).



WEST DALY REGIONAL COUNCIL

FOR THE FINANCE COMMITTEE MEETING OF 28 APRIL 2022

Report for Agenda Item No 1

Prepared by Sharon Binns, Governance & Quality Assurance
Officer

Confirmation of Finance Committee meeting minutes 16 February 2022.

Purpose

Minutes of the Finance Committee meeting held on 16 February 2022 are submitted for confirmation that those minutes are a true and correct record of the meeting.

Background

To ensure Committee members have read and understood the minutes of the Finance Committee which have not been confirmed.

Statutory Environment

N/A

Impact for Council

For information.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2021-2022:

| Focus 1 - Enhancing our Organisation Culture | |
|--|---|
| 1.4 Destination: Strengthened Governance | |
| Journey 1.4.4 | Improved reporting and accountability processes |
| 1.5 Destination: Advocacy | |
| Journey 1.5.2 | Increased engagement, participation and collaboration with all levels of government, stakeholders, and external organisations |

| | |
|--|--|
| Journey 1.5.3 | Active participation in organisational development and future planning |
| Focus 4 - Growing our Services | |
| 4.4 Destination: Financial capacity and quality of current services enhanced | |
| Journey 4.4.1 | Review service charges and plan for development of new charging strategy |

Recommendation

- 1. That Finance Committee note and accept the minutes of the meeting held on 16 February 2022 as a true and correct record.**

Attachments

- 1 16 February 2022 Finance Committee minutes**



MINUTES OF THE FINANCE COMMITTEE MEETING
HELD IN THE
WEST DALY REGIONAL COUNCIL CHAMBERS
WADEYE NT 0822
ON WEDNESDAY 16 FEBRUARY 2022
AT 11:00 AM

Meeting opened at 11:29am

PRESENT

Councillors:

Jake Clarke
Wilfred Harris

Councillor
Deputy Mayor

Staff:

Matthew Eastham
James Cartwright
Andrew Everingham
Migari Wijayasekara
Sharon Binns
Rebecca Fauntleroy

CEO
CFO
Chief Operations Officer
Senior Accountant
Secretariat
Secretariat

APOLOGIES

Ralph Narburup

Acting Mayor

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

West Daly Regional Council acknowledges the Traditional Owners and custodians of the lands on which we live and work, paying our respect to Elders past, present and in the future.

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

There were no declarations of interest at this Finance Committee Meeting.

CONFIRMATION OF MINUTES

Minutes of the Finance Committee Meeting held on 15 December 2021

001/2022 **Motion:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

Moved: Cr. Clark

Seconded: Deputy Mayor Harris

Resolution: Unanimously

REPORTS TO COUNCIL

1) **Financial Report - January 2021**

002/2022

James spoke to his report.

NTG are in the process of delivering template reports such as budget and finance report for Council.

COVID related spending has been separated into a separate cost code.

Council Emergency Relief Payment for staff in community will occur this pay period to assist with the COVID situation and to ease the challenges faced.

Motion:

- 1. That the Finance Committee receives and notes the Financial Report for January 2022.**

Moved: Cr. Harris

Seconded: Cr. Clark

Resolution: Unanimously

GENERAL BUSINESS

No general to discuss

The meeting closed at 11:59 am.

THIS PAGE AND THE PRECEEDING
PAGES ARE THE MINUTES OF THE
Meeting of the Finance Committee
HELD ON
Wednesday, 16 February 2022
AND TO BE CONFIRMED
Tuesday, 28 April 2022.



WEST DALY REGIONAL COUNCIL

FOR THE FINANCE COMMITTEE MEETING OF 28 APRIL 2022

Report for Agenda Item No 2

Prepared by **James Cartwright, Chief Financial Officer**

Financial Report - March 2022

Purpose

To provide the Finance Committee the Financial Management Reports for the period ended 31 March 2022.

Background

The *Local Government (General) Regulations 2021*, Division 7, require that Council receive a report 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 most recently adopted annual budget; and
- (c) details of any material variances between the most recent actual income and expenditure of the council and the most recently adopted annual budget.

Council has continued to meet its financial obligations for the period, as per the attached report. Our net result was \$835,500.48.

Statutory Environment

Regulation 17 of the *Local Government (General) Regulations 2021*.

Impact for Council

Under Regulation 17 of the *Local Government (General) Regulations 2021* Council must receive the Financial Report.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2021-22:

| Focus 1 – Enhancing our Organisations Culture | |
|--|---|
| 4. Destination: Strengthened Governance | |
| Journey 4.2 | Establish a key focus on Policy and Governance |
| Journey 4.3 | Governance training for Elected Members |
| Journey 4.4 | Improved reporting and accountability processes |
| Journey 4.5 | Ongoing development of Policy and Procedures to support Councils activities and staff |

Recommendation

- 1. That the Finance Committee receives and notes the Financial Report for March 2022.**

Attachments

- 1 Financial Report March 2022 - Signed

FINANCIAL MANAGEMENT REPORT

For the period ended 31 March 2022



Certification by the Council CEO

Council Name: **WEST DALY REGIONAL COUNCIL**
Reporting Period Ended: **31 March 2022**



To the best of the CEO's knowledge, information and belief:

- (1) the internal controls implemented by the council are appropriate; and
- (2) the monthly reports best reflects the financial affairs of the council.


Matthew Eastham ASM
CEO

Date: 24

Income and Expense Statement - Actual v Budget

| INCOME AND EXPENSE STATEMENT | | | | | | | | | |
|---|-------------------|-------------------|--------------------|--------------|----------|-------------------|------------|-----------|-----|
| FOR THE PERIOD ENDING AT 31 MARCH | | | | | | | | | |
| 2021 | YTD Actuals | YTD Budget | YTD Variance | YTD Variance | Approved | Annual Budget | Progress | Note | |
| | \$ | \$ | \$ | % | | \$ | | Reference | |
| OPERATING INCOME | | | | | | | | | |
| Rates | 1,750,642 | 1,750,642 | - | 0% | | 1,750,642 | 100% | | |
| User Fees and Charges | 2,418,864 | 2,365,905 | 52,960 | 2% | | 3,154,539 | 77% | | |
| Operating Grants and Subsidies | 6,981,641 | 8,283,153 | (1,301,512) | -16% | | 11,044,204 | 63% | | |
| Other Income | 252,164 | 253,182 | (1,019) | 0% | | 337,577 | 75% | | |
| TOTAL INCOME | 11,403,311 | 12,652,882 | (1,249,571) | -10% | | 16,286,962 | 70% | | |
| OPERATING EXPENSES | | | | | | | | | |
| Employee Expenses | 3,738,612 | 4,007,887 | (269,275) | -7% | | 5,343,849 | 70% | | |
| Materials and Contracts | 2,122,983 | 4,221,589 | (2,098,606) | -50% | | 5,628,785 | 38% | (1) | |
| Elected Member Allowances | 125,493 | 93,150 | 32,343 | 35% | | 124,200 | 101% | | (2) |
| Elected Member Expenses | 98,679 | 73,246 | 25,432 | 35% | | 97,662 | 101% | | |
| Depreciation, Amortisation and Impairment | 616,118 | 708,524 | (92,406) | -13% | | 944,698 | 65% | | (3) |
| Operational Expenses | 3,865,926 | 3,802,291 | 63,635 | 2% | | 5,069,721 | 76% | | |
| TOTAL EXPENSES | 10,567,810 | 12,906,687 | (2,338,876) | -18% | | 17,208,916 | 61% | | |
| OPERATING SURPLUS / DEFICIT | 835,500 | (253,805) | 1,089,306 | -429% | | (921,954) | | | |
| Capital Grants Income | - | - | - | - | | - | - | | |
| SURPLUS / DEFICIT | 835,500 | (253,805) | 1,089,306 | | | (921,954) | | | |
| Capital Expenses | - | - | - | - | | - | - | | |
| Borrowing Repayments (Principal Only) | - | - | - | - | | - | - | | |
| Transfer to Reserves | - | - | - | - | | - | - | | |
| Less Non-Cash Income | - | - | - | - | | - | - | | |
| Add Back Non-Cash Expenses | - | - | - | - | | - | - | | |
| NET SURPLUS / DEFICIT | 835,500 | (253,805) | 1,089,306 | | | (921,954) | | | |

WDRC Financial Management Report March 2022

Income and Expense Statement - Variance Analysis

| | Note Reference | Comments |
|---|----------------|--|
| Operating Grants and Subsidies | (1) | Variance due to the delay in capital projects. Although funds have been received, these are currently recognised as unearned revenue. |
| Materials and Contracts | (2) | Year to date expenditure below budget due to the delayed start to the Mantrapape Walkway project. This project is expected to be completed before the end of the financial year. |
| Elected Members Expenses | (3) | There have been some reallocations between operational expenses and Elected Member Expenses. These will be adjusted in the March Quarter budget review. |
| Depreciation, Amortisation and Impairment | (4) | Council is still negotiating our Section 19 leases with the Northern Land Council, and these expenses are yet to be recognised. |

Monthly Balance Sheet Report

| BALANCESHEET AS AT 31 MARCH 2021 | | YTD Actuals | Note Reference |
|----------------------------------|-------------------|-------------|----------------|
| | | \$ | |
| ASSETS | | | |
| Cash at Bank | | | (1) |
| Tied Funds | 5,563,562 | | |
| Unlied Funds | 4,375,471 | | |
| Accounts Receivable | | | |
| Trade Debtors | 150,816 | | (2) |
| Rates & Charges Debtors | 154,869 | | (3) |
| Other Current Assets | 261,101 | | |
| TOTAL CURRENT ASSETS | 10,505,819 | | |
| Property, Plant and Equipment | 2,818,556 | | |
| Right-of-Use Assets | 5,350,091 | | |
| Non-Current Financial Assets | - | | |
| TOTAL NON-CURRENT ASSETS | 8,168,647 | | |
| TOTAL ASSETS | 18,674,466 | | |

| BALANCESHEET AS AT 31 MARCH 2021 | | YTD Actuals | Note Reference |
|--------------------------------------|------------------|-------------|----------------|
| | | \$ | |
| LIABILITIES | | | |
| Accounts Payable | 286,316 | | (4) |
| AT O & Payroll Liabilities | 12,264 | | (5) |
| Current Provisions | 320,734 | | |
| Accruals | - | | |
| Other Current Liabilities | 2,909,091 | | |
| TOTAL CURRENT LIABILITIES | 3,528,404 | | |
| Non-Current Provisions | 35,583 | | |
| Other Non-Current Liabilities | 5,632,445 | | |
| TOTAL NON-CURRENT LIABILITIES | 5,668,028 | | |
| TOTAL LIABILITIES | 9,196,432 | | |
| NET ASSETS | 9,478,034 | | |
| EQUITY | | | |
| Asset Revaluation Reserve | - | | |
| Cash Reserves | - | | |
| Accumulated Surplus | 9,478,037 | | |
| TOTAL EQUITY | 9,478,037 | | |

Monthly Balance Sheet Report

Note 1. Details of Cash and Investments Held

| | Mar-22 | Feb-22 |
|------------------------------|-----------|-----------|
| Cash at Bank Operational | 101,871 | 165,907 |
| Cash at Bank Trust | 4,836,163 | 3,360,706 |
| Cash Investment - Fixed Term | 5,000,000 | 5,000,000 |
| Cash on Hand Petty Cash | 999 | 999 |
| | 9,939,033 | 8,527,612 |

| | Amount |
|--------------|-----------|
| Tied Funds | 5,563,562 |
| Unlied Funds | 4,375,471 |
| | 9,939,033 |

Details of Cash Investment - Fixed Term

| Product | Actual Balance | Available Balance | Interest Rate | Maturity |
|--------------------|----------------|-------------------|---------------|------------|
| Fixed Term Deposit | \$1,000,000.00 | \$0.00 | 0.30% | 6/07/2022 |
| Fixed Term Deposit | \$1,000,000.00 | \$0.00 | 0.30% | 4/07/2022 |
| Fixed Term Deposit | \$1,000,000.00 | \$0.00 | 0.29% | 23/05/2022 |
| Fixed Term Deposit | \$1,000,000.00 | \$0.00 | 0.28% | 19/04/2022 |
| Fixed Term Deposit | \$1,000,000.00 | \$0.00 | 0.24% | 28/03/2022 |

Current Ratio

“How many dollars do we have for every dollar we owe?”

| Current Assets | | Current Liabilities | |
|-----------------------------|------------|---------------------------|-----------|
| Cash in Bank | 9,939,033 | Accounts Payable | 286,316 |
| Less: Grants to be refunded | 0 | Other Current Liabilities | 2,921,354 |
| | 9,939,033 | Grants in advance | |
| Trade and Rates Debtors | 305,685 | Commitments | 671,706 |
| Other Current Assets | 261,101 | Unspent Grants | 4,891,856 |
| Less: | | (Agency & Core) | |
| Staff Liability | 356,317 | | |
| | 10,149,502 | | 8,771,232 |

1.87

Current Ratio for FY2021/22

| Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1.36 | 1.63 | 1.91 | 1.78 | 1.74 | 1.69 | 1.83 | 1.63 | 1.87 | | | |

Monthly Balance Sheet Report

Note 2. Statement on Debts Owed to Council (Accounts Receivable)

| Trade Debtor's Account - Age Analysis | | |
|---------------------------------------|----------------|----------------|
| | Mar-22 | Feb-22 |
| Current | 29,255 | 37,127 |
| Unapplied (yet to reconcile) | (7,344) | (11,308) |
| Over 30 days | 18,721 | 86,673 |
| Over 60 days | 86,162 | 2,495 |
| Over 90 days | 11,893 | 16,193 |
| Total | 138,687 | 131,180 |

Note 3. Rates

WDRC has raised \$1.75M in rates for FY22, which includes 1.12M in Rates and \$632K in Refuse/Garbage Charges. As at 31 March 2022 98% of total rates have been collected. WDRC also raised an additional \$123k for garbage fee for service for any extra bins and collection days made for WDRC ratepayers during the year.

Monthly Balance Sheet Report

Note 4. Statement on Debts Owed by Council (Accounts Payable)

| Creditor's Account - Age Analysis | | Mar-22 | Feb-22 |
|-----------------------------------|--|----------------|---------------|
| Current | | 201,729 | 56,408 |
| Unapplied (yet to reconcile) | | (2,758) | (39,113) |
| Over 30 days | | 84,586 | 4,334 |
| Over 60 days | | 1,843 | 137 |
| Over 90 days | | 16 | 660 |
| Total | | 285,417 | 22,426 |

Note 5. Statement on Australian Tax Office (ATO) and Payroll Obligations

As at 31 March 2022, Council has net PAYG and GST refundable amount of \$18,201.

All FBT and superannuation obligations have been paid to date.

All insurance premiums, including Workers Compensation, Directors and Office Holders cover have been paid to date.

Monthly Balance Sheet Report

Highest 10 Contractor Payments/ Items paid in the month

| | Supplier Name | Territory/enterprise or industry supplier \$ | | Interstate / overseas enterprise or industry supplier \$ | |
|--------------|------------------|---|----------------|--|----------|
| | | | | | |
| 12172 | DJ AIR & ELECTR | | 40,496 | | |
| 13383 | OSHAGHNESSY E | | 20,241 | | |
| 10124 | MURIN TRAVEL | | 19,311 | | |
| 13231 | De Marchi & Poi | | 11,000 | | |
| 12630 | CARCOM | | 9,279 | | |
| 13075 | LEASE PLAN AJUST | | 7,750 | | |
| 12623 | HAYS SPECIALIST | | 6,233 | | |
| 12876 | MINT KEY | | 5,962 | | |
| 10259 | NORTRUSS | | 4,950 | | |
| 13331 | CAMPBELL PRO/EC | | 4,862 | | |
| TOTAL | | | 130,084 | | - |

WDRC Financial Management Report March 2022

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