



MEETING OF THE FINANCE COMMITTEE

WEDNESDAY, 15 JUNE 2022

10:00 AM

Held at the West Daly Regional Council
Winnellie NT 0812

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

WEDNESDAY 15 JUNE 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 (by phone)			

Staff

Title	Name	Present	Apology	Absent
CEO	Matthew Eastham			
CFO	James Cartwright			
COO	Andrew Everingham			
CPSO	Renae McGarvie			
Senior Accountant	Migari Wijayasekara			
Governance	Sharon Binns			

CONFLICT OF INTEREST

Are there any declarations of interest at this Finance Committee Meeting?

CONFIRMATION OF MINUTES

- 1 Confirmation of Finance Committee meeting minutes 28 April 2022.... 4

REPORTS

- 2 Community Night Patrol logo change 9
- 3 Financial Report - May 2022 12

CONFIDENTIAL MATTERS

- 4 2022 NAIDOC Funding

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(iii) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff. (Grant Agreement).



WEST DALY REGIONAL COUNCIL

FOR THE FINANCE COMMITTEE MEETING OF 15 JUNE 2022

Report for Agenda Item No 1

Prepared by Sharon Binns, Governance & Quality Assurance
Officer

Confirmation of Finance Committee meeting minutes 28 April 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 28 April 2022 as a true and correct record.**

Attachments

- 1 Finance Committee Meeting Minutes 28 April 2022**



MINUTES OF THE FINANCE COMMITTEE MEETING
HELD IN THE WEST DALY REGIONAL COUNCIL
1/4 ALBATROSS STREET WINNELLIE NT 0820
ON THURSDAY, 28 APRIL 2022
AT 11:00 AM

Meeting opened by Deputy Mayor Wilfred Harris at 11am.

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, APOLOGIES AND LEAVE OF ABSENCE

Finance Committee

Title	Name	Present	Apology	Absent
Mayor	Ralph Narburup		X	
Deputy Mayor	Wilfred Harris	X		
Councillor	Jake Clark (by phone)	X		

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)
Renae McGarvie	Chief People and Strategy Officer
Andrew Everingham	Chief Operations Officer
Migari Wijayasekara	Senior Accountant

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

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

CONFIRMATION OF MINUTES

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

003/2022

Motion:

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

Moved: Cr. Clark

Seconded: Deputy Mayor Wilfred Harris

Resolution: Unanimously

CALL FOR ITEMS OF GENERAL BUSINESS

CEO Matthew Eastham – Funding for community due to crisis.

REPORTS

- 2) Financial Report - March 2022

004/2022

James Cartwright spoke to his report.

Amendment noted on Finance report which should state March 2022 not March 2021.

Motion:

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

Moved: Cr. Harris

Seconded: Cr. Clark

Resolution: Unanimously

GENERAL BUSINESS

CEO Matthew Eastham – Due to the issues in community with the unrest and property damage WDRC will assist its people with temporary shelter, bedding and food. This will be done by releasing funding using the delegation of the CEO.

DECISION TO MOVE TO CLOSED SESSION

RECOMMENDATION:

Members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with *Section 99(2)* of the *Local Government Act 2019* as the items lists come within the following provisions:-

- 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.)*

The meeting closed at 11:19 am.

THIS PAGE AND THE PRECEEDING PAGES
ARE THE UNCONFIRMED MINUTES OF THE
Meeting of the Finance Committee

HELD ON

Thursday, 28 April 2022

AND TO BE CONFIRMED

Wednesday, 15 June 2022.



WEST DALY REGIONAL COUNCIL

FOR THE FINANCE COMMITTEE MEETING OF 15 JUNE 2022

Report for Agenda Item No 2

Prepared by Andrew Everingham, Chief Operations Officer

Community Night Patrol logo change

Purpose

To seek Finance Committee support and approval to change the name of the current Community Night Patrol Program and implement a new name and logo that better reflects the intent and purpose of the program.

Background

The Community Night Patrol (CNP) program is an integral program run across the three communities of Peppimenarti, Nganmarriyanga and Wadeye. The CNP program has recently been revamped with a new management structure and clarification of roles and responsibilities. As part of the review, Council has secured funding to purchase four new vehicles with rear transport modules. This update to the fleet has provided the opportunity to review both the program name and logo to better reflect the purpose and intent of the program.

Consultation has been sort across the three community working groups regarding the proposed new program name and logo design. The design has been created with input from all CNP staff.

Proposal

The Community Safety Patrol (CSP), the change from Community' Night' Patrol, reflects the focus on a safety program and removes the term 'night' as patrols in Wadeye operate during the day. Increasing the safety of our community is at the core of our service provision and the program's intent.

The new Community Safety Patrol (CSP) logo



- The hands outstretched and cradling the people represent strength, power and protection of our people. The CSP is protecting our community members and cradling in outstretched hands the people figures.
- The three figures (Man, Women & Child) represent the safety focus of our patrols; it's about people, all people.
- The three different colours of the people and dots represent the three different communities we serve Wadeye, Nganmarriyanga & Peppimenarti with the WDRC colours which represents the region and its people.
- The dots encase and outline the logo in traditional artwork, and the colours represent the region's communities and surround the logo. Defining its boundary and protecting its meaning.
- The two spears, while traditionally used for hunting and fighting, also represent the protection and safety of the people and community. The spear is a symbol of strength, power and protection. The spear design is also one of great cultural and spiritual significance for the region.

If approved, the new name and logo would be included in all materials and references to the project moving forward including on the new vehicle livery.

Impact for Council

Nil

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

Recommendation

1. That the Finance Committee approve the newly proposed Community Safety Patrol program and the associated logo.

Attachments

There are no attachments for this report.



WEST DALY REGIONAL COUNCIL

FOR THE FINANCE COMMITTEE MEETING OF 15 JUNE 2022

Report for Agenda Item No 3

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

Financial Report - May 2022

Purpose

To provide the Finance Committee the Financial Management Reports for the period ended 31 May 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 operating result was \$1,421,336.

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

That the Finance Committee receives and notes the Financial Report for May 2022.

Attachments

- 1 Finance Report - May 2022

FINANCIAL MANAGEMENT REPORT
For the period ended 31 May 2022



Certification by the Council CEO

Council Name: **WEST DALY REGIONAL COUNCIL**
Reporting Period Ended: **31 May 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.

A handwritten signature in black ink, appearing to read 'M. Eastham'.

Matthew Eastham ASM
CEO

Date: 7/6/22.

Snapshot - Financial Report

Revenue	Current Ratio	Cash at Bank
\$13.84M	1.57	\$ 10.52M
		
Expenditures	Unspent United Funds	Net Current Assets
\$12.42M	\$ 6.46M	\$3.95M
		
Operating Result	Local Authority - Uncommitted	Capital Expenditures
\$1.42M (including tied grants)	\$ 479K	\$206K
		

WDRC Financial Management Report May 2022

Income and Expense Statement - Actual v Budget

INCOME AND EXPENSE STATEMENT									
FOR THE PERIOD ENDING SAT 31 MAY									
2022	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	2,803,187	2,751,619	51,568	2%		3,001,766	93%		
Operating Grants and Subsidies	8,927,269	8,534,631	392,638	5%		9,310,506	96%		
Other Income	356,498	574,932	(218,434)	-38%		627,198	57%		(1)
TOTAL INCOME	13,837,595	13,611,823	225,772	2%		14,690,112	94%		
OPERATING EXPENSES									
Employee Expenses	4,384,876	4,467,815	(82,939)	-2%		4,873,980	90%		
Materials and Contracts	2,290,568	3,177,083	(886,515)	-28%		3,465,909	66%		(2)
Elected Member Allowances	164,228	160,900	3,328	2%		175,527	94%		
Elected Member Expenses	33,758	42,692	(8,934)	-21%		46,573	72%		
Depreciation, Amortisation and Impairment	759,498	845,044	(85,546)	-10%		921,866	82%		
Operational Expenses	4,783,331	5,008,921	(225,590)	-5%		5,464,277	88%		(3)
TOTAL EXPENSES	12,416,259	13,702,454	(1,286,195)	-9%		14,948,132	83%		
OPERATING SURPLUS / DEFICIT	1,421,336	(90,632)	1,511,968			(258,020)			

WDRC Financial Management Report May 2022

Income and Expense Statement - Variance Analysis

	Note Reference	Comments
Other Income	(1)	Due to the delay in receiving the funds for the Peppinemat Conference Centre, the variance is our administration fee
Materials and Contracts	(2)	Delays in construction for the Maritape Walkway have caused this variance
Operational Expenses	(3)	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 MAY 2022		YTD Actuals	Note Reference
		\$	
ASSETS			
Cash at Bank			
Tied Funds		4,062,565	
United Funds		6,457,212	
Accounts Receivable			
Trade Debtors		26,781	
Rates & Charges Debtors		153,059	
Other Current Assets		533,408	
TOTAL CURRENT ASSETS		11,233,025	
Property, Plant and Equipment		2,821,749	
Right-of-Use Assets		5,316,555	
Non-Current Financial Assets		-	
TOTAL NON-CURRENT ASSETS		8,138,303	
TOTAL ASSETS		19,371,328	

BALANCESHEET AS AT 31 MAY 2022		YTD Actuals	Note Reference
		\$	
LIABILITIES			
Accounts Payable		99,043	
AT O & Payroll Liabilities		57,514	
Current Provisions		355,349	
Accruals		-	
Other Current Liabilities		2,672,299	
TOTAL CURRENT LIABILITIES		3,184,205	
Non-Current Provisions		35,583	
Other Non-Current Liabilities		5,605,160	
TOTAL NON-CURRENT LIABILITIES		5,640,743	
TOTAL LIABILITIES		8,824,947	
NET ASSETS		10,546,381	
EQUITY			
Asset Revaluation Reserve		-	
Cash Reserves		-	
Accumulated Surplus		10,546,873	
TOTAL EQUITY		10,546,873	

Monthly Balance Sheet Report

Note 1. Details of Cash and Investments Held

	May-22	Apr-22
Cash at Bank Operational	307,181	145,010
Cash at Bank Trust	5,211,738	5,405,936
Cash Investment - Fixed Term	5,000,000	5,000,000
Cash on Hand Petty Cash	858	858
	10,519,777	10,551,804

	Amount
Tied Funds	4,062,565
Unlied Funds	6,457,212
	10,519,777

Details of Cash Investment - Fixed Term

Product Information

Product	Actual Balance	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	\$1,000,000.00	\$0.00	2.17%	21/11/2022
Fixed Term Deposit	\$1,000,000.00	\$0.00	2.24%	9/11/2022
Fixed Term Deposit	\$1,000,000.00	\$0.00	0.70%	27/09/2022
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

WDRC Financial Management Report May 2022

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Current Ratio

"How many dollars do we have for every dollar we owe?"

Current Assets		Current Liabilities	
Cash in Bank	10,519,777	Accounts Payable	99,043
Less: Grants to be refunded	0	Other Current Liabilities	2,729,813
	10,519,777	Grants in advance	
Trade and Rates Debtors	179,840	Commitments	631,570
Other Current Assets	533,408	Unspent Grants	3,430,995
Less:		(Agency & Core)	
Staff Liability	390,931		
	10,842,093		6,891,421

1.57

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	1.65	1.57	

Monthly Balance Sheet Report

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

Trade Debtor's Account - Age Analysis		May-22	Apr-22
Current		9,476	27,514
Unapplied (yet to reconcile)		(4,450)	(5,909)
Over 30 days		4,074	6,209
Over 60 days		2,176	5,418
Over 90 days		21,578	12,127
Total		32,853	45,360

Note 3. Rates

WDRC has raised \$1.75M in rates for FY2021/22, which includes \$1.12M in Rates and \$632K in Refuse/Garbage. As at 31 May, 96% 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 the ratepayers for the year.

Monthly Balance Sheet Report

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

Creditor's Account - Age Analysis		May-22	Apr-22
Current		107,358	29,983
Unapplied (yet to reconcile)		(18,895)	(10,027)
Over 30 days		9,667	16,980
Over 60 days		-	-
Over 90 days		913	-
Total		99,043	36,936

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

As of 31 May 2022, Council has net PAYG and GST refundable amount of \$10,478.00.

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 \$
10081	AP MOTORS (NO3) PTY LTD T/A BRIDGE TOYOTA	79,530	
12911	PLUMBING POWER PTY LTD	70,950	
13405	RED EARTH AUTOMOTIVE PTY LTD HIDDEN VALLEY	57,299	
12568	TELSTRA CORPORATION LIMITED		37,016
12172	DJ AIR & ELECTRICAL SERVICES PTY LTD	33,808	
13320	JEAN, PATRICIA MARY	19,965	
13150	ELDRIDGE SERVICES AUSTRALIA	16,661	
12585	READYCUT (NT) PTY LTD	14,365	
13404	HOLCIM AUSTRALIA PTY LTD	14,214	
10124	MURIN TRAVEL & FREIGHT SERVICES	13,934	
TOTAL		320,725	37,016