



MEETING OF THE FINANCE COMMITTEE

WEDNESDAY, 26 OCTOBER 2022

10:00 AM

Held at the West Daly Regional Council
1/4 Albatross Street, Winnellie
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, 26 OCTOBER 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

Title	Name	Present	Apology	Absent
CEO	Matthew Eastham			
CFO	James Cartwright			
SR Accountant	Migari Wijayasekara			
Governance	Sharon Binns			
EA to CEO	Julianne Wylie			

CONFLICT OF INTEREST

Are there any conflicts of interest to declare for anything in this meeting.

CONFIRMATION OF MINUTES

- 1 Confirmation of Finance Committee meeting minutes 24 August 2022 4

REPORTS

- 2 Finance Report - September 2022 8

CONFIDENTIAL MATTERS

- 3 Housing works at Fossil Head grant

The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(ii) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law (Legal agreements attached).

- 4 Shelter and ablution construction works at Fossil Head

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. (Grant agreement).

- 5 Grant - Inverter at Deleye

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. (grant agreement).



WEST DALY REGIONAL COUNCIL

FOR THE FINANCE COMMITTEE MEETING OF 26 OCTOBER 2022

Report for Agenda Item No 1

Prepared by **Sharon Binns, Governance & Quality Assurance
Officer**

Confirmation of Finance Committee meeting minutes 24 August 2022

Purpose

Minutes of the Finance Committee meeting held on 24 August 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

Local Government Act 2019 ss 101 & 102.

Impact for Council

For information.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2022-2023:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings
Focus 5 - Building our Region	
5.4 Regional Analysis	

Journey 5.4.4

Strengthen key relationships to maximise economic data for the benefit of communities

Recommendation

- 1. That Finance Committee note and accept the minutes of the meeting held on 24 August 2022 as a true and correct record.**

Attachments

- 1 Finance Committee minutes 24 August 2022



MINUTES OF THE FINANCE COMMITTEE MEETING
HELD IN THE WEST DALY REGIONAL COUNCIL
1/4 ALBATROSS STREET,
WINNELLIE NT 0812
ON WEDNESDAY, 24 AUGUST 2022
AT 9:00 AM

Mayor Narburup opened 9:09am

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 on phone	X		
Deputy Mayor	Wilfred Harris on phone	X		
Councillor	Jake Clark	X		

Staff

Title	Name	Present	Apology	Absent
CEO	Matthew Eastham	X		
CFO	James Cartwright	X		
COO	Andrew Everingham	X		
CPSO	Renaë McGarvie		X	
SR Accountant	Migari Wijayasekara		X	
Governance	Sharon Binns	X		
EA to CEO	Julianne Wylie	X		

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

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

GENERAL BUSINESS

No General business issues to raise.

CONFIRMATION OF MINUTES

Minutes of the Finance Committee Meeting held on 15 June 2022

008/2022 Sharon spoke to the report.

Motion:

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

Moved: Cr. Narburup

Seconded: Cr. Harris

Resolution: Unanimously

Cr Jake Clark left the meeting, the time being 09:14 AM

Cr Jake Clark returned to the meeting, the time being 09:15 AM

REPORTS

2) Ministerial General Instruction 2: Annual Financial Statement (General Instruction 2)

009/2022 Sharon spoke to the report.

Motion:

- 1. That the Finance Committee note and understand the Ministerial General Instruction 2: Annual Financial Statement.**

Moved: Cr. Narburup

Seconded: Cr. Harris

Resolution: Unanimously

3) Finance Report - July 2022

010/2022 James spoke to his report.

Motion:

- 1. That Council receives and notes the Financial report for July 2022.**

Moved: Cr. Harris

Seconded: Cr. Narburup

Resolution: Unanimously

The meeting closed at 10:00 am.

This page and the preceding pages are the Unconfirmed Minutes of the Meeting of the Finance Committee held on Wednesday, 24 August 2022 and are to be confirmed on the Wednesday, 26 October 2022.



WEST DALY REGIONAL COUNCIL

FOR THE FINANCE COMMITTEE MEETING OF 26 OCTOBER 2022

Report for Agenda Item No 2

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

Finance Report - September 2022

Purpose

To provide the Finance Committee the Financial Management Reports for the period ended 30 September 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

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 2022-23:

Focus 1 - Strengthen our Organisation	
1.2 Governance	
Journey 1.2.3	Continue to strengthen the governance framework and encourage active contribution at all meetings

Recommendation

- 1. That Council receives and notes the Financial report for September 2022.**

Attachments

- 1 Finance Report - October 2022



FINANCIAL MANAGEMENT REPORT

For the period ended 30 September 2022

Certification by the Council CEO

Council Name: WEST DALY REGIONAL COUNCIL
Reporting Period Ended: 30 September 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.

Andrew Everingham
Acting CEO

Date: _____


Snapshot - Financial Report

Revenue \$ 5.27M 	Current Ratio 2.07 	Cash at Bank \$ 11.15M 
Expenditures \$ 3.76M 	Unspent Tied Funds \$ 1.88M <small>(including commitments of \$1.00M)</small> 	Net Current Assets \$ 6.19M 
Operating Result \$ 1.51M <small>(including tied grants)</small> 	Local Authority \$ 50K 	Capital Expenditures \$ 1.74M 

WDRC Financial Management Report September 2022

Income and Expense Statement - Actual v Budget

INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING AS AT 30 SEP 2022.	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Variance %	Annual Budget \$	Note Reference
OPERATING INCOME						
Rates	1,412,131	1,353,338	58,793	0%	1,353,338	
Charges	755,267	764,939	(9,672)	0%	764,939	
Fees and Charges	163,900	91,780	72,120	79%	367,121	(1)
Operating Grants and Subsidies	2,190,212	2,094,039	96,173	5%	6,417,340	
Capital Grants	56,979	100,500	(43,521)	-43%	402,000	
Interest / Investment Income	43,148	4,764	38,384	806%	19,054	(2)
Commercial and Other Income	654,397	585,312	69,085	12%	1,933,033	(3)
TOTAL OPERATING INCOME	5,276,034	4,994,672	281,362		11,256,825	
OPERATING EXPENDITURE						
Employee Benefit Expenses	1,351,396	1,533,470	182,074	12%	6,133,878	(4)
Operational Expenses	1,474,493	850,611	(623,881)	-73%	3,394,445	(5)
Elected Member Allowances	46,752	70,872	24,120	34%	283,489	(6)
Elected Member Expenses	6,772	15,000	8,228	55%	60,000	
Council Committee & LA Allowances	2,668	2,125	(543)	-26%	8,500	
Council Committee & LA Expenses	710	2,000	1,290	64%	12,000	
Interest Expense	6,628	56,614	49,986	88%	226,456	(7)
Repair and Maintenance	234,474	147,500	(86,974)	-59%	590,000	(8)
Contractors Materials and Labour	418,479	265,384	(153,095)	-58%	1,061,538	
TOTAL OPERATING EXPENDITURE	3,542,372	2,943,576	(598,796)		11,770,305	
OPERATING SURPLUS / (DEFICIT)	1,733,662	2,051,096	(317,434)		(513,481)	
Depreciation	222,846	234,444	11,598	5%	937,776	
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	1,510,816	1,816,652	(305,836)		(1,451,256)	

WDRC Financial Management Report September 2022

Income and Expense Statement - Variance Analysis

Income / Expense Item	Note Reference	Comments
Fees and Charges	(1)	Additional Homelands revenue and administrative fees from Homelands and special purpose grants.
Interest / Investment Income	(2)	Interest rates have increased significantly from when the budget was prepared, resulting in increased interest revenue.
Commercial and Other Income	(3)	Overall VOQ revenue below budget due to lower than budgeted occupancy, Airport maintenance revenue also down due to timing of invoicing (due December), and timing of DIP L Housing contract invoicing resulting in lower than budgeted Commercial and Other Income. This is offset by internal transfer of \$300K from LA funds to the Wadeye Pool.
Employee Benefit Expenses	(4)	Unfilled positions and staff absenteeism in Civil and CNP programs has resulted in a lower than budgeted expense.
Operational Expenses	(5)	Variance due to insurance premiums paid in August and DRFA works being completed by Council.
Elected Member Allowances	(6)	Variance due to budget including all professional development and extra meeting allowances
Council Committee & LA Allowances	(7)	Variance due to the timing of LA meetings vs Budget
Interest Expense	(7)	Variance due to \$19 lease interest expenditure not yet applied
Repair and Maintenance	(8)	Variance due to recognition of \$300K LA contribution to Wadeye Pool project

Monthly Balance Sheet Report

BALANCE SHEET AS AT 30 SEP 2022.		
	YTD Actuals \$	Note Reference *
ASSETS		
Cash at Bank	11,156,259	(1)
Tied Funds	468,379	
Untied Funds	10,687,880	
Accounts Receivable		
Trade Debtors	265,365	(2)
Rates & Charges Debtors	636,533	
Other Current Assets	548,792	
TOTAL CURRENT ASSETS	12,606,949	
Non-Current Financial Assets	0	
Right-of-Use Assets	5,136,543	
Property, Plant and Equipment	3,389,419	
TOTAL NON-CURRENT ASSETS	8,525,962	
TOTAL ASSETS	21,132,911	

BALANCE SHEET AS AT 31 AUG 2022.		
	YTD Actuals \$	Note Reference *
LIABILITIES		
Accounts Payable	50,234	(3)
ATO & Payroll Liabilities	71,035	(4)
Current Provisions	435,340	
Accruals	83,987	
Other Current Liabilities	4,270,680	
TOTAL CURRENT LIABILITIES	4,911,276	
Non-Current Provisions	27,448	
Other Non-Current Liabilities	5,508,473	
TOTAL NON-CURRENT LIABILITIES	5,535,921	
TOTAL LIABILITIES	10,447,197	
NET ASSETS	10,685,714	
EQUITY		
Asset Revaluation Reserve	0	
Reserves	0	
Accumulated Surplus	10,685,714	
TOTAL EQUITY	10,685,714	

Monthly Balance Sheet Report Note 1. Details of Cash and Investments Held

Details of Cash and Investments Held	\$
Cash at Bank Operational	997,283
Cash at Bank Trust	5,158,063
Cash Investment - Fixed Term	5,000,000
Cash on Hand Petty Cash	913
	11,156,259

Tied Funds	Amount
Tied Funds	468,379
Untied Funds	10,687,880
	11,156,259

Details of Cash Investment - Fixed Term

Product	Actual Balance	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	\$1,000,000.00	\$0.00	4.01%	27/03/2023
Fixed Term Deposit	\$1,000,000.00	\$0.00	3.96%	4/01/2023
Fixed Term Deposit	\$1,000,000.00	\$0.00	3.32%	6/01/2023
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

Current Ratio

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

The Current Ratio is the amount of current assets (cash or assets that are readily convertible to cash), divided by the amount of liabilities (debts that will be due within a year).

Current Assets		Current Liabilities	
Cash in Bank	11,156,259	Accounts Payable	50,234
Less: Grants to be refunded	0	Other Current Liabilities	4,341,715
	11,156,259	Grants in advance	1,003,735
Trade and Rates Debtors	901,898	Commitments	468,379
Other Current Assets	548,792	Unspent Grants (Agency & Core)	
Less:	462,789		
Staff Liability	12,144,161		5,964,063

Current Ratio for FY2022/23

FY 22/2023		FY 21/2022	
Jul-22	1.50	Aug-21	1.63
Aug-22	1.72	Sep-21	1.91
Sep-22	2.07	Oct-21	1.78
Oct-22		Nov-21	1.74
Nov-22		Dec-21	1.69
Dec-22		Jan-22	1.83
Jan-23		Jan-23	1.83
Feb-23		Feb-22	1.63
Mar-23		Mar-22	1.87
Apr-23		Apr-22	1.65
May-23		May-22	1.57
Jun-23		Jun-22	1.49



Monthly Balance Sheet Report
Note 2. Statement on Debts Owed to Council (Accounts Receivable)

Trade Debtor's Account - Age Analysis	Current	Past Due 1 - 30 Days	Past Due 31 - 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total *
Trade Debtors	-5,525	140,085	6,503	22,108	108,848	272,019

Note 3. Rates

WDRC has raised \$2.17 million in rates for FY23, which includes \$1.41 million in Rates and \$755k in Refuse/Garbage charges. As at 31 August, no rates have been collected.

Monthly Balance Sheet Report

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

Creditor's Account - Age Analysis	Current	Past Due 1 - 30 Days	Past Due 31 - 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Trade Creditors		6,731	43,503	0	0	50,235
Other Creditors	-					-
Total Accounts Payable	0	6,731	43,503	0	0	50,235

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

Note 4. Statement on Australian Tax Office (ATO) and Payroll Obligations

As of 30 September 2022, Council has net PAYG and GST payable amount \$11,256.00. 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.

GST & PAYG		Jul-22	
	13240	GST Rec	59,779
	22240	GST Pay	-17,993
	22230	PAYG	-53,042
			-11,256

Monthly Financial Report for Each Local Authority Area

	NOTES	Regional Office / Unallocated - Darwin			LA 1 - Roper Territory		
		YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$
OPERATING INCOME							
Rates		0	0	0	106,776	106,696	80
Charges		0	0	0	71,055	75,338	(4,283)
Fees and Charges		0	0	0	1,954	256	1,698
Operating Grants and Subsidies		0	0	0	402,250	123,100	279,150
Capital Grants		0	0	0	0	0	0
Interest / Investment Income		0	0	0	0	0	0
Commercial and Other Income		210	359	(149)	54,069	86,872	(32,803)
TOTAL OPERATING INCOME		210	359	(149)	636,104	392,262	243,842
OPERATING EXPENDITURE							
Employee Benefit Expenses		343,563	383,424	(39,861)	140,802	190,365	(49,563)
Operational Expenses		206,567	122,056	84,511	94,486	70,449	24,037
Elected Member Allowances		0	0	0	290	4,613	(4,323)
Elected Member Expenses		0	0	0	2,036	1,875	161
Council Committee & LA		0	0	0	1,963	875	1,088
Allowances		0	0	0	710	666	44
Council Committee & LA		0	0	0	0	0	0
Depreciation		0	0	0	0	0	0
Interest Expenses		0	0	0	0	0	0
Repair and Maintenance		0	0	0	41,319	26,250	15,069
Labour		120	0	120	(25,820)	85,477	(111,297)
TOTAL OPERATING EXPENDITURE		550,250	505,480	44,770	255,786	380,572	(124,786)
OPERATING SURPLUS / DEFICIT		(550,040)	(505,121)	(44,919)	380,318	11,691	383,696

WDRC Financial Management Report September 2022

Monthly Financial Report for Each Local Authority Area

	NOTES	LA 2 - Rejmythmanri			LA 2 - Wodeye			Total		
		YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance
OPERATING INCOME										
Rates		120,256	119,483	773	1,185,098	1,127,159	57,939	1,412,130	1,353,338	58,791.9
Charges		71,143	73,498	(2,355)	613,069	616,102	(3,033)	755,267	764,939	-9671.58
Fees and Charges		50,469	43	50,426	111,477	91,482	19,995	163,900	91,780	72,119.8
Operating Grants and Subsidies		291,376	117,465	173,911	1,496,585	1,853,474	(356,889)	2,190,211	2,094,040	96,171.49
Capital Grants		50,469	0	50,469	6,510	100,500	(93,990)	56,979	100,500	-43,521
Interest / Investment Income		0	0	0	43,148	4,764	38,384	43,148	4,764	38,384.45
Commercial and Other Income		50,349	64,370	(14,021)	549,769	433,648	116,121	654,397	585,250	69,146.74
TOTAL OPERATING INCOME		634,062	374,860	259,202	4,005,656	4,227,129	(221,473)	5,276,032	4,994,610	281,422
OPERATING EXPENDITURE										
Employee Benefit Expenses		211,054	197,751	13,303	655,974	761,928	(105,954)	1,351,993	1,533,470	-182,076.52
Operational Expenses		145,603	70,667	74,936	1,027,837	587,440	440,397	1,474,493	850,611	623,881.52
Elected Member Allowances		8,517	4,613	3,904	37,945	61,645	(23,700)	46,752	70,872	-24,120.24
Elected Member Expenses		2,145	1,875	270	2,591	11,250	(8,659)	6,772	15,000	-8,228
Council Committee & LA										
Allowances		705	625	80	0	625	(625)	2,668	2,125	543.01
Council Committee & LA		0	666	(666)	0	668	(668)	710	2,000	-1,290
Depreciation		0	0	0	222,846	234,444	(11,598)	222,846	234,444	-11,597.97
Interest Expenses		0	0	0	6,628	56,614	(49,986)	6,628	56,614	-49,986
Repair and Maintenance		54,082	21,250	32,832	139,069	100,000	39,069	234,470	147,500	86,969.96
Labour		(117,599)	46,294	(163,892)	461,777	133,613	328,164	418,479	265,384	153,094.62
TOTAL OPERATING EXPENDITURE		404,508	343,741	27,935	2,554,667	1,948,228	567,370	3,765,211	3,178,021	587,190
OPERATING SURPLUS / DEFICIT		229,554	31,118	231,268	1,450,989	2,278,901	(788,443)	1,510,821	1,816,590	(305,769)

WDRC Financial Management Report September 2022

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 \$
13405 Red Earth Autom	158,673	
12172 DJ Air & Electr	69,039	
13332 Scope Building	62,728	
13431 Shane Liam Htc	62,467	
10034 Airpower	56,455	
12568 Telstra		51,150
10087 Bunnings		41,386
13410 Mckeen Enterpri	25,740	
10124 Murin Travel	20,747	
12531 LGANT	18,238	
TOTAL	315,413	92,536

WDRC Financial Management Report September 2022

Member and CEO Council Credit Card Transactions for the Month

Table 4. Member and CEO Council Credit Card Transactions for the Month

Where a council credit card has been issued to an Elected Member and/or the CEO, a list per cardholder of all credit card transactions in the month is to be published including the name of the supplier, the amount for each transaction and the reason for the transaction.

Cardholder Name: M Eastham

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
9/09/2022	16.00	News Limited Surry Hills	News Paper Subscription
19/09/2022	468.95	Total Tools Darwin	Tool kit and bottle jack for CEO vehicle
29/09/2022	15.00	Qantas Airways Limited	NTG Meetings - Alice Springs
29/09/2022	15.00	Qantas Airways Limited	NTG Meetings - Alice Springs
29/09/2022	1,261.02	Qantas Airways Limited	NTG Meetings - Alice Springs
Total	1,775.97		