



MEETING OF THE FINANCE COMMITTEE

THURSDAY, 21 DECEMBER 2023

10:00 AM

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

THURSDAY, 21 DECEMBER 2023

**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

CONFLICT OF INTEREST

CONFIRMATION OF MINUTES

- 1 Confirmation of Finance Committee Meeting Minutes 4

BUSINESS ARISING FROM PREVIOUS MINUTES

REPORTS

- 2 Finance Report - November 2023 8

GENERAL BUSINESS

CONFIDENTIAL MATTERS

- 3 Confirmation of Confidential Finance Committee Meeting Minutes
The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(d) of the Local

Government (General) Regulations 2021. It contains information subject to an obligation of confidentiality at law, or in equity. (Confidential Papers).



WEST DALY REGIONAL COUNCIL

FOR THE FINANCE COMMITTEE MEETING OF 21 DECEMBER 2023

Report for Agenda Item No 1

Prepared by **Michelle Griffin, Executive Officer**

Confirmation of Finance Committee Meeting Minutes

Purpose

Minutes of the Finance Committee meeting held on 31 August 2023 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 2023-2024:

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 31 August 2023 as a true and correct record.**

Attachments

- [1](#) Finance Committee 2023-08-31 [642] Minutes.DOCX



MINUTES OF THE FINANCE COMMITTEE MEETING
HELD IN THE WEST DALY REGIONAL COUNCIL
1/4 ALBATROSS STREET,
WINNELLIE NT 0812
ON THURSDAY, 31 AUGUST 2023
AT 10:00 AM

Mayor Narburup declared the meeting open at 10:02am

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

Name	Present	Apology	Absent
Mayor Ralph Narburup	X		
Deputy Mayor Wilfred Harris	Via phone		
Cr. Jake Clark		X	
Matthew Eastham – CEO		X	
Andrew Everingham – COO	X		
David Glover – EDCS	X		
Dorothea Janczewska – P&C Manager	X		
Julianne Wylie – EO – Minute Taker	X		

ACTION: That Council request reason for Cr. Clark's apology to inform the Committee.

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

Nil.

CONFIRMATION OF PREVIOUS MINUTES

1) Confirmation of Finance Committee Meeting Minutes

Motion:

- 1. That Finance Committee note and accept the minutes of the meeting held on 22 February 2023 as a true and correct record.**

Moved: Cr. Harris
Seconded: Cr. Narburup
Resolution: Unanimously

CALL FOR ITEMS OF GENERAL BUSINESS

Nil.

REPORTS

2) Finance Report - July 2023

Motion:

- 1. That Council receives and approves the West Daly Regional Council Financial report for July 2023.**

GENERAL BUSINESS

The meeting closed at 1032 am.

This page and the preceding pages are the Minutes of the Meeting of the Finance Committee held on Thursday, 31 August 2023 and are to be confirmed on the Thursday, 26 October 2023.

Mayor Ralph Narbarup



WEST DALY REGIONAL COUNCIL

FOR THE FINANCE COMMITTEE MEETING OF 21 DECEMBER 2023

Report for Agenda Item No 2

Prepared by **Tinos Rushwaya, Senior Accountant**

Finance Report - November 2023

Purpose

To provide the Finance Committee the Financial Management Reports for the period ended 31 October 2023.

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.

Tax and Insurance

Council is compliant with payment and reporting of all tax and insurance liabilities.

The last Business Activity Statement was lodged on 20th November 2023 for the month ended 31 October 2022, and the GST refund was \$326K.

Strategic Alignment

This report is aligned to the West Daly Regional Plan 2023-24:

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 approves the West Daly Regional Council Financial report for October 2023.**

Attachments

- [1](#) Finance Report



FINANCIAL MANAGEMENT REPORT

For the period ended 30 November 2023

Certification by the Council CEO

Council Name: **WEST DALY REGIONAL COUNCIL**
Reporting Period Ended: **30 November 2023**




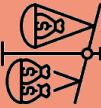







To the best of the CEO's knowledge, information and belief:
(1) the internal controls implemented by the council are appropriate; and
(2) the monthly reports best reflects the financial affairs of the council.

A handwritten signature in black ink, appearing to read "Mark Blackburn", is written over a faint dotted grid background.

Mark Blackburn
Interim CEO

Date: 19/12/23

Snapshot - Financial Report

Revenue \$10.219m 	Current Ratio 1.06 	Cash at Bank \$7.912m 
Expenditures \$7.362m 	Unspent Tied Funds \$5.1 M 	Net Current Assets \$529k 
Operating Result \$3.469m (including tied grants) 	Local Authority \$1.067 M 	Capital Expenditures \$5.231m 

Income and Expense Statement - Actual v Budget

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$	Note Reference
OPERATING INCOME					
Rates	688,442	677,669	10,773	1,626,405	
Charges	480,339	457,788	22,551	1,098,692	
Fees and Charges	50,420	35,633	14,787	85,520	
Operating Grants and Subsidies	8,209,024	4,356,963	3,852,061	10,456,712	
Interest / Investment Income	186,282	114,975	71,308	275,940	
Commercial and Other Income	604,567	853,135	(248,568)	2,047,524	
TOTAL OPERATING INCOME	10,219,075	6,496,164	3,722,912	15,590,793	(1)
OPERATING EXPENDITURE					
Employee Expenses	2,664,066	2,750,156	86,090	6,600,375	
Operational & Other Expenses	2,122,606	1,425,606	(697,000)	3,421,454	
Elected Member Allowances	109,028	107,131	(1,897)	257,115	
Elected Member Expenses	37,635	18,009	(19,626)	43,222	
Council Committee & LA Allowances	7,100	7,694	594	18,467	
Council Committee & LA Expenses	10,137	5,355	(4,781)	12,853	
Interest Expenses	12,044	93,589	81,545	224,613	
Repair and Maintenance	783,551	417,557	(365,994)	1,002,137	
Materials and Contracts	1,003,891	1,018,412	14,521	2,444,189	
TOTAL OPERATING EXPENDITURE	6,750,058	5,843,510	(906,548)	14,024,424	(2)
OPERATING SURPLUS / DEFICIT	3,469,018	652,654	2,816,364	1,566,368	(3)
Depreciation, Amortisation and Impairment	612,168	564,251	(47,916)	1,354,202	
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	2,856,850	88,403	2,768,448	212,166	

WDRC Financial Management Report November 2023

Monthly Balance Sheet Report

BALANCE SHEET		YTD Actuals	Note	BALANCE SHEET		YTD Actuals	Note
		\$	Reference			\$	Reference
ASSETS				LIABILITIES			
Cash at Bank		7,912,909		Accounts Payable		185,191	
Tied Funds		7,410,197	(4)	ATO & Payroll Liabilities		52,644	
Unfied Funds		502,712		Current Provisions		488,938	
Accounts Receivable		829,602		Other Current Liabilities		7,697,505	
Trade Debtors		105,199		TOTAL CURRENT LIABILITIES		8,424,278	
Rates & Charges Debtors		724,403		Non-Current Provisions		27,268	
Other Current Assets		211,159		Other Non-Current Liabilities		5,422,818	
TOTAL CURRENT ASSETS		8,953,670		TOTAL NON-CURRENT LIABILITIES		5,450,086	
Right-of-Use Assets		5,202,220		TOTAL LIABILITIES		13,874,364	
Property, Plant and Equipment		14,430,586		NET ASSETS		14,712,112	
TOTAL NON-CURRENT ASSETS		19,632,806		EQUITY			
TOTAL ASSETS		28,586,476		Asset Revaluation Reserve		4,281,263	
				Accumulated Surplus		7,877,916	
				YTD Result + Interim PY Result Carried Forward		2,552,933	
				TOTAL EQUITY		14,712,112	

WDRG Financial Management Report November 2023

Variance Analysis

Income/Expense or Balance Sheet Item	Note Ref	Comments
Total Operating Income	(1)	Rates, Charges and Grant funding are adjusted through the year. The balances reflect the monthly allocation income through the year.
Expense	(2)	Operating Expenses exceeding Budget at this time.
Operating Surplus	(3)	Revenue amounts driving Operating result. That will even out over the year.
Tied Funds	(4)	Unspent Grant Liability now finalised through Audit.

Monthly Balance Sheet Report Details of Cash and Investments Held

Cash and Investments Held	Nov-23
111110 - Bank Operational	1,077,774
11130 - Bank High Inter	334,782
11210 - Petty Cash	353
12110 - Term Deposit	6,500,000
TOTAL CASH	7,912,909

Cash and Investments Held	Nov-23
Tied Funds	7,410,197
Untied Funds	502,712
Cash at Bank	7,912,909

Product	Actual Balance	Available Balance	Interest Rate	Maturity
Fixed Term Deposit	\$500,000	\$0	5.04%	22/05/2024
Fixed Term Deposit	\$500,000	\$0	5.00%	30/04/2024
Fixed Term Deposit	\$500,000	\$0	5.04%	16/04/2024
Fixed Term Deposit	\$1,000,000	\$0	5.21%	2/04/2024
Fixed Term Deposit	\$1,000,000	\$0	5.19%	15/03/2024
Fixed Term Deposit	\$1,000,000	\$0	5.26%	29/02/2024
Fixed Term Deposit	\$500,000	\$0	5.22%	30/01/2024
Fixed Term Deposit	\$500,000	\$0	5.17%	3/01/2024
Fixed Term Deposit	\$1,000,000	\$0	5.10%	27/12/2023
	\$6,500,000			

Current Ratio

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

Current Assets		Current Liabilities	
Cash in Bank	7,912,909	Accounts Payable	185,191
Trade and Rates Debtors	829,602	Other Current Liabilities	541,582
Other Current Assets	211,159	Unspent Grants (Agency & Core)	7,697,505
	8,953,670		8,424,278



Current Ratio for FY2023/24

PERIOD	July	August	September	October	November	December	January	February	March	April	May	June
FY 22/2023	1.50	1.72	2.07	1.77	1.63	1.41	1.57	1.82	1.46	1.27	1.24	1.06
FY 23/2024	1.82	1.99	1.28	1.12	1.06							

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

Trade Debtors Ageing Analysis

Current	37,244
Over 30 days	2,517
Over 60 days	7,111
Over 90 days	86,834
Total	133,707

Monthly Balance Sheet Report
Statement on Debts Owed by Council (Accounts Payable)

Trade Creditors Ageing Analysis

Current	334,089
Over 30 days	24,597
Over 60 days	392
Over 90 days	18,755
Total	377,833

Monthly Balance Sheet Report

Highest 10 Contractor Payments/ Items paid in the month

Supplier	Territory	Interstate
COUNTRYWIDE BUILDING PTY LTD	\$421,633.85	
DALY RIVER/PORT KEATS ABORIGINAL LAND TRUST NORTHERN LAND COUNCIL	\$214,934.56	
TOA Construction Pty Ltd	\$88,013.97	
MOGAS REGIONAL PTY LTD T/A AUSFUEL	\$62,632.33	
DJ AIR & ELECTRICAL SERVICES PTY LTD	\$44,626.16	
Telstra Limited	\$22,613.99	
COUNCLIBIZ	\$19,822.46	
ELDRIDGE SERVICES AUSTRALIA	\$15,305.38	
COZENS JOHANSEN LAWYERS PTY LTD	\$14,229.60	
WILDMAN RIVER STOCK CONTRACTORS PTY LIMITED	\$13,874.28	
Total	917,687	-

Financial Report for each Local Authority Area

	Regional Office/Unallocated Darwin 200		
	YTD Actuals \$	YTD Budget * \$	YTD Variance \$
OPERATING INCOME			
Rates	\$0.00	\$0.00	\$0.00
Charges	\$0.00	\$0.00	\$0.00
Fees and Charges	\$0.00	\$0.00	\$0.00
Operating Grants and Subsidies	\$0.00	\$0.00	\$0.00
Interest / Investment Income	\$0.00	\$0.00	\$0.00
Commercial and Other Income	\$42,195.47	\$593.12	\$41,602.35
TOTAL OPERATING INCOME	\$42,195.47	\$593.12	\$41,602.35
OPERATING EXPENDITURE			
Employee Expenses	\$844,633.23	\$796,057.92	-\$48,575.31
Operational & Other Expenses	\$235,383.19	\$156,816.65	-\$78,566.54
Elected Member Allowances	\$1,155.36	\$0.00	-\$1,155.36
Elected Member Expenses	\$0.00	\$0.00	\$0.00
Council Committee & LA Allowances	\$0.00	\$0.00	\$0.00
Council Committee & LA Expenses	\$1,877.16	\$0.00	-\$1,877.16
Interest Expenses	\$0.00	\$0.00	\$0.00
Repair and Maintenance	\$2,274.86	\$60.85	-\$2,214.01
Materials and Contracts	\$194,275.09	\$41,023.74	-\$153,251.35
Internal Charges	\$0.00	\$379,265.17	\$379,265.17
TOTAL OPERATING EXPENDITURE	\$1,279,598.89	\$1,373,224.32	\$93,625.43
OPERATING SURPLUS / DEFICIT	-\$1,237,403.42	-\$1,372,631.20	\$135,227.78
Depreciation, Amortisation and Impairment	\$0.00	-\$37,657.33	-\$37,657.33
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	-\$1,237,403.42	-\$1,334,973.86	\$97,570.44

WDRC Financial Management Report November 2023

Financial Report for each Local Authority Area

	LA1 Ngāmaririyanga 300			LA2 Peppinematari 400			LA3 Wadeye 700			TOTAL		
	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$
OPERATING INCOME												
Rates	\$54,276.17	\$53,426.83	\$849.34	\$60,780.83	\$59,829.70	\$951.13	\$573,384.97	\$564,412.38	\$8,972.59	\$688,441.97	\$677,668.92	\$10,773.05
Charges	\$47,949.64	\$45,698.49	\$2,251.15	\$38,616.48	\$36,803.51	\$1,812.97	\$393,773.22	\$375,286.27	\$18,486.95	\$480,339.34	\$457,788.27	\$22,551.07
Fees and Charges	\$7,452.44	\$8,908.32	-\$1,455.88	\$1,562.73	\$8,908.32	-\$7,345.59	\$41,404.87	\$17,816.64	\$23,588.23	\$50,420.04	\$35,633.28	\$14,786.76
Operating Grants and Subsidies	\$542,628.33	\$718,809.77	-\$176,181.44	\$846,659.46	\$499,446.27	\$347,213.19	\$6,819,736.55	\$3,138,706.75	\$3,681,029.80	\$8,209,024.34	\$4,356,962.79	\$3,852,061.55
Interest / Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$186,282.48	\$114,974.96	\$71,307.52	\$186,282.48	\$114,974.96	\$71,307.52
Commercial and Other Income	\$151,204.69	\$213,283.78	-\$62,079.09	\$64,928.52	\$212,690.78	-\$147,762.26	\$346,238.41	\$426,567.55	-\$80,329.14	\$604,567.09	\$853,135.23	-\$248,568.14
TOTAL OPERATING INCOME	\$803,511.27	\$1,040,127.19	-\$236,615.91	\$1,012,548.02	\$817,678.57	\$194,869.45	\$8,360,820.49	\$4,637,764.56	\$3,723,055.94	\$10,219,075.26	\$6,496,163.44	\$3,722,911.82
OPERATING EXPENDITURE												
Employee Expenses	\$182,508.77	\$372,800.99	-\$190,292.22	\$311,613.37	\$348,905.14	-\$37,291.77	\$1,325,310.98	\$1,232,391.99	-\$92,918.99	\$2,664,066.35	\$2,750,156.03	-\$86,089.68
Operational & Other Expenses	\$135,975.11	\$185,328.76	-\$49,353.65	\$148,066.70	\$156,816.65	-\$8,749.95	\$1,603,180.68	\$976,643.81	-\$676,536.87	\$2,122,605.68	\$1,425,605.87	-\$696,999.81
Elected Member Allowances	\$8,382.52	\$6,546.61	-\$1,835.91	\$13,311.62	\$22,084.76	-\$8,773.14	\$86,178.37	\$78,499.55	-\$7,678.82	\$109,027.87	\$107,130.91	-\$1,896.96
Elected Member Expenses	\$252.57	\$1,454.63	-\$1,202.06	\$9,135.80	\$3,428.21	-\$5,707.59	\$28,246.92	\$13,126.01	-\$15,120.91	\$37,635.29	\$18,008.85	-\$19,626.44
Council Committee & LA Allowances	\$2,250.00	\$0.00	-\$2,250.00	\$2,450.00	\$0.00	-\$2,450.00	\$2,400.00	\$7,694.26	\$5,294.26	\$7,100.00	\$7,694.26	-\$594.26
Council Committee & LA Expenses	\$152.73	\$1,502.00	-\$1,349.27	\$3,641.77	\$1,351.25	-\$2,290.52	\$4,465.20	\$2,502.21	-\$1,962.99	\$10,136.86	\$5,555.46	-\$4,781.40
Interest Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,043.82	\$93,588.80	\$81,544.98	\$12,043.82	\$93,588.80	-\$81,544.98
Repair and Maintenance	\$95,774.57	\$62,351.73	\$230,111.64	\$142,596.95	\$61,161.15	-\$81,435.80	\$542,904.27	\$293,983.20	-\$248,921.07	\$783,550.65	\$417,556.92	-\$365,993.73
Materials and Contracts	\$119,915.31	\$325,886.21	-\$129,128.40	\$161,609.08	\$95,176.08	-\$66,433.00	\$528,091.70	\$556,326.41	-\$28,234.71	\$1,003,891.18	\$1,018,412.44	-\$14,521.26
Internal Charges	\$47,520.80	-\$9,213.09	\$0.00	\$36,450.40	-\$8,960.23	\$0.00	-\$83,971.20	-\$361,091.85	-\$277,120.65	\$0.00	\$0.00	\$0.00
TOTAL OPERATING EXPENDITURE	\$592,732.38	\$946,657.83	\$353,925.45	\$828,875.69	\$679,963.01	-\$148,912.68	\$4,048,850.74	\$2,843,664.38	\$1,205,186.36	\$6,750,057.70	\$5,843,509.53	-\$906,548.17
OPERATING SURPLUS / DEFICIT	\$210,778.89	\$93,469.36	\$117,309.53	\$183,672.33	\$137,715.57	\$45,956.76	\$4,311,969.75	\$1,794,100.18	\$2,517,869.58	\$3,469,017.56	\$652,653.91	\$2,816,363.65
Depreciation, Amortisation and Impairment	\$0.00	\$0.00	\$0.00	\$2,182.41	\$0.00	-\$2,182.41	\$609,985.09	\$601,908.35	-\$8,076.74	\$612,167.50	\$564,251.02	-\$47,916.48
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	\$210,778.89	\$93,469.36	\$117,309.53	\$181,489.92	\$137,715.57	\$43,774.35	\$3,701,984.66	\$1,192,191.82	\$2,509,792.84	\$2,856,850.06	\$88,402.88	\$2,768,447.17

WDRC Financial Management Report November 2023

Member and CEO Council Credit Card Transactions

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	Reasons for the Transaction
18/11/2023	\$18	ARLO	ARLO 408-638-3750IRL
30/11/2023	\$16	NEWS LIMITED	NEWS LIMITED SURRY HILLS
TOTAL	\$34		