



MEETING OF THE FINANCE COMMITTEE

THURSDAY, 31 AUGUST 2023

10:00 AM

Held at the West Daly Regional Council
WADEYE

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

Agenda available online and if any queries please contact
Executive Officer on ceo@westdaly.nt.gov.au
or phone: 08 7922 6403

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AGENDA

West Daly Regional Council Finance Committee Meeting

Thursday, 31 August 2023

**WEST DALY REGIONAL COUNCIL CHAMBERS,
WADEYE 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

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BUSINESS ARISING FROM PREVIOUS MINUTES

REPORTS

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GENERAL BUSINESS

CONFIDENTIAL MATTERS



WEST DALY REGIONAL COUNCIL

FOR THE FINANCE COMMITTEE MEETING OF 31 AUGUST 2023

Report for Agenda Item No 1

Prepared by **Julieanne Wylie, Executive Officer**

Confirmation of Finance Committee Meeting Minutes

Purpose

Minutes of the Finance Committee meeting held on 22 February 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 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 22 February 2023 as a true and correct record.

Attachments

- 1 Finance Committee meeting minutes



MINUTES OF THE FINANCE COMMITTEE MEETING
HELD IN THE WEST DALY REGIONAL COUNCIL
1/4 ALBATROSS STREET,
WINNELLIE NT 0812
ON WEDNESDAY, 22 FEBRUARY 2023
AT 10:00 AM

Meeting opened by Mayor Narburup at 9:58 am

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 VC in Wadeye		
Councillor	Jake Clark		X	

Staff

Title	Name	Present	Apology	Absent
CEO	Matthew Eastham	X		
COO	Andrew Everingham	X		
CFO	James Cartwright		X	
SR Accountant	Migari Wijayasekara		X	
Governance	Sharon Binns	X		

DISCLOSURES OF INTEREST – COUNCILLORS AND STAFF

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

CONFIRMATION OF PREVIOUS MINUTES

1) Confirmation of Finance Committee meeting minutes 26 October 2022

001/2023 **Motion:**

- 1. That Finance Committee note and accept the minutes of the meeting held on 26 October 2022 as a true and correct record.**

Moved: Deputy Mayor Harris
Seconded: Mayor Narburup
Resolution: Unanimously

REPORTS

2) Finance Report - January 2023

002/2023 CEO spoke to the report.

Error noted on Monthly Balance sheet report and Note 5: Statement on ATO and Payroll obligations where it states incorrectly as at 31 January 2022, it should be 31 January 2023. Variance analysis explained by the CEO to the best of his ability.

Motion:

- 1. That Council receives and notes the Financial report for January 2023.**

Moved: Deputy Mayor Harris
Seconded: Mayor Narburup
Resolution: Unanimously

3) Remuneration Tribunal Determination for Elected Members

003/2023 The CEO spoke to the report.

The policy in relation to Elected Members allowances will need to change.

The Deputy Mayor asked about Professional Development and CEO explained it further from the Determination paperwork.

Motion:

- 1. That Finance Committee note the Remuneration Tribunal's Determination No. 1 of 2023 – Allowances for Members of Local Councils**

Moved: Deputy Mayor Harris
Seconded: Mayor Narburup
Resolution: Unanimously

4) **Remuneration Determination - Allowances for Members of Local Authorities.**

004/2023 The CEO spoke to the report.

Motion:

1. That Finance Committee note the Remuneration Tribunal's Determination No. 1 of 2023 of Allowances for members of Local Authorities.

Moved: Deputy Mayor Harris
Seconded: Mayor Narburup
Resolution: Unanimously

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:-

- 5 **Confirmation of Finance Committee meeting minutes 26 October 2022** - *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).*
- 6 **Vehicle Costs - Mayor** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(c)(iv) (a) of the Local Government (General) Regulations 2021. It contains information that would, if publicly disclosed, be likely to prejudice the interests of council or some other person.; AND information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual (Mayor).*
- 7 **CEO Annual Leave** - *The report will be dealt with under Section 99(2) of the Local Government Act 2019 and Regulation 51(1)(a) of the Local Government (General) Regulations 2021. It contains information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual (Employment in confidence).*



WEST DALY REGIONAL COUNCIL

FOR THE FINANCE COMMITTEE MEETING OF 31 AUGUST 2023

Report for Agenda Item No 2

Prepared by **David Glover, Executive Director Corporate Services**

Finance Report - July 2023

Purpose

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

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 July 2023.**

Attachments

- 1 WDRRC Finance Report July 2023



FINANCIAL MANAGEMENT REPORT

For the period ended 31 July 2023 (One Month)

Certification by the Council CEO

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


~~Matthew Eastham~~ ASM
CEO

Date: 28 August 2023

Snapshot - Financial Report

Revenue \$ 0.831M 	Current Ratio 1.15 	Cash at Bank \$12.725 M 
Expenditures \$ 0.828 M 	Unspent Tied Funds \$11.326 M 	Net Current Assets \$1.732 M 
Operating Result \$0.003m <small>(Including tied grants)</small> 	Local Authority \$1.031 M 	Capital Expenditures \$0.086 M 

Income and Expense Statement - Actual v Budget

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$	Note Reference
OPERATING INCOME					
Rates Allocation	133,997	135,534	(1,537)	1,626,405	
Charges Allocation - Garbage, Environmental & Animal	98,247	91,558	6,690	1,098,692	
Fees and Charges	38,349	47,928	(9,579)	575,134	
Operating Grants and Subsidies	475,105	871,393	(396,288)	10,456,712	
Interest / Investment Income	45,526	22,995	22,531	275,940	
Commercial and Other Income	39,439	129,826	(90,387)	1,557,911	
TOTAL OPERATING INCOME	830,664	1,299,233	(468,569)	15,590,793	(1)
OPERATING EXPENDITURE					
Employee Expenses	510,407	550,031	39,624	6,600,375	
Operational & Other Expenses	187,640	285,121	97,481	3,421,454	
Elected Member Allowances	16,586	21,426	4,840	257,115	
Elected Member Expenses	10,705	3,602	(7,103)	43,222	
Council Committee & LA Allowances	0	1,539	1,539	18,467	
Council Committee & LA Expenses	1,106	1,071	(34)	12,853	
Interest Expenses	3,064	18,718	15,654	224,613	
Repair and Maintenance	54,779	83,511	28,733	1,002,137	
Materials and Contracts	25,488	203,682	178,194	2,444,189	
TOTAL OPERATING EXPENDITURE	809,775	1,168,702	358,927	14,024,424	(2)
OPERATING SURPLUS / DEFICIT	20,889	130,531	(109,642)	1,566,368	(3)
Depreciation, Amortisation and Impairment	18,093	112,850	94,757	1,354,202	
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	2,796	17,681	(14,884)	212,166	

WDRC Financial Management Report July 2023

Balance Sheet

BALANCE SHEET AS AT 31 JULY 2023		
ASSETS	YTD Actuals \$	Note Reference
Cash at Bank	12,725,012	
Tied Funds	11,325,715	
Untied Funds	1,399,297	
Accounts Receivable	596,184	
Trade Debtors	254,994	
Rates & Charges Debtors	341,190	
Other Current Assets	211,726	
TOTAL CURRENT ASSETS	13,532,922	(4)
Non-Current Financial Assets		
Right-of-Use Assets	5,274,592	
Property, Plant and Equipment	2,965,048	
Other Non-current Assets	2,088,609	
TOTAL NON-CURRENT ASSETS	10,328,249	
TOTAL ASSETS	23,861,171	(5)

BALANCE SHEET AS AT 31 JULY 2023		
LIABILITIES	YTD Actuals \$	Note Reference
Accounts Payable	19,090	
ATO & Payroll Liabilities	24,570	
Current Provisions	448,859	
Accruals	0	
Other Current Liabilities	11,308,632	
TOTAL CURRENT LIABILITIES	11,801,151	
Non-Current Provisions	27,448	
Other Non-Current Liabilities	5,724,627	
TOTAL NON-CURRENT LIABILITIES	5,752,075	
TOTAL LIABILITIES	17,553,226	
NET ASSETS	6,307,945	
EQUITY		
Asset Revaluation Reserve		(6)
Reserves		
Accumulated Surplus	6,307,945	(7)
TOTAL EQUITY	6,307,945	

Variance Analysis

Income/Expense or Balance Sheet Item	Note Ref	Comments
Total Operating Income	(1)	Total Operating Income reflecting Rates & Grant income allocated in FY 2024. To be issued August 2023
Expense	(2)	Expenses currently running under budget
Operating Surplus	(3)	Result for July 2023 includes accrued allocation income. Outcome will change over first quarter
Cash at Bank	(4)	Cash position good due to inflow of Grant funding in Fourth Quarter of 2022-23 & first month FY 2024 (for Wadeye pool)
Non-current Assets	(5)	Non-current Assets will vary materially after Audit due to asset revaluation project currently in progress
Asset Revaluation Reserve	(6)	Reserve figure will vary due to asset revaluation project to be completed
Accumulated Surplus	(7)	Accumulated Surplus is being finalised in FY 2023 in readiness for Audit. It may be adjusted in following period

Monthly Balance Sheet Report Details of Cash and Investments Held

Cash and Investments Held	31/07/2023
11110 - Bank Operational	181,082
11130 - Bank High Interest	3,043,440
11210 - Petty Cash	490
12110 - Term Deposit	9,500,000
TOTAL CASH	12,725,012
Cash and Investments Held	31/07/2023
Tied Funds	11,325,715
Untied Funds	1,399,297
CASH AT BANK	12,725,012

Product	Bank	Actual Balance	Interest Rate	Maturity
Fixed Term Deposit	Commonwealth	\$1,000,000	5.21%	2/04/2024
Fixed Term Deposit	Commonwealth	\$1,000,000	5.19%	15/03/2024
Fixed Term Deposit	Commonwealth	\$750,000	4.96%	10/11/2023
Fixed Term Deposit	Commonwealth	\$750,000	4.88%	11/10/2023
Fixed Term Deposit	Commonwealth	\$1,000,000	5.26%	29/02/2024
Fixed Term Deposit	Commonwealth	\$500,000	5.22%	30/01/2024
Fixed Term Deposit	Commonwealth	\$500,000	5.17%	3/01/2024
Fixed Term Deposit	Commonwealth	\$1,000,000	5.10%	27/12/2023
Fixed Term Deposit	Commonwealth	\$500,000	5.01%	24/11/2023
Fixed Term Deposit	Commonwealth	\$500,000	4.93%	25/10/2023
Fixed Term Deposit	Commonwealth	\$1,000,000	4.61%	12/09/2023
Fixed Term Deposit	Commonwealth	\$500,000	4.46%	22/08/2023
Fixed Term Deposit	Commonwealth	\$500,000	4.33%	8/08/2023
Total		\$9,500,000		

Current Ratio

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

Current Assets		Current Liabilities	
Cash in Bank	12,725,012	Accounts Payable	43,660
Trade and Rates Debtors	596,184	Other Current Liabilities	431,776
Other Current Assets	211,726	Unspent Grants - Tied Funds (Agency & Core)	11,325,715
	13,532,922		11,801,151



Current Ratio for FY2023/24

PERIOD	July	August	September	October	November	December	January	February	March	April	May	June
FY22/2023	1.50	1.72	2.07	1.77	1.63	1.41	1.57	1.82	1.46	1.27	1.24	1.46
FY23/2024	1.15											

1.15

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

Trade Debtors Ageing Analysis	
Current	1,534
Over 30 days	165,725
Over 60 days	12,688
Over 90 days	75,047
Total	254,994

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

Trade Creditors Ageing Analysis	
Current	84,233
Over 30 days	9,601
Over 60 days	3,537
Over 90 days	57
Total	97,427

Monthly Balance Sheet Report
Highest 10 Contractor Payments/ Items paid in the month

Supplier	Territory	Interstate
TOA Construction	71,734	
Telstra Limited		48,552
Power and Water	47,458	
Port Shipping Containers	40,810	
Hames Sharley NT	25,264	
Western Truck Group P/L	20,203	
Hayes Specialist Recruitment	16,963	
True North Strategic Communications	16,641	
De Marchi & Pollon	11,330	
Turner & Townsend	11,033	
Total	261,435	48,552

Financial Report for each Local Authority Area

	Regional Office/Unallocated Darwin 200			LA1 Ngamarrinyanga 300		
	YTD Actuals \$	YTD Budget * \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$
OPERATING INCOME						
Rates Allocation				10,000	10,685	(685)
Charges Allocation - Garbage, Environmental & Animal				8,000	9,140	(1,140)
Fees and Charges				2,917	2,234	683
Operating Grants and Subsidies				90,000	174,207	(84,207)
Interest / Investment Income						
Commercial and Other Income		119	(119)	13,299	33,425	(20,126)
TOTAL OPERATING INCOME	-	119	(119)	124,216	229,691	(105,475)
OPERATING EXPENDITURE						
Employee Expenses	175,594	141,524	(34,071)	35,511	76,241	40,731
Operational & Other Expenses	39,097	30,501	(8,596)	17,730	39,380	21,650
Elected Member Allowances				1,509	1,309	(199)
Elected Member Expenses				616	143	(472)
Council Committee & LA Allowances					768	768
Council Committee & LA Expenses	427	212	212		148	148
Interest Expenses			(1,463)			0
Repair and Maintenance	1,463	12	(15,408)	1,671	12,470	10,799
Materials and Contracts	15,421	5,910	(9,510)		62,782	62,782
TOTAL OPERATING EXPENDITURE	232,002	178,159	(53,843)	57,036	193,242	136,206
OPERATING SURPLUS / DEFICIT	(232,002)	(178,039)	(53,963)	67,180	36,449	30,731
Depreciation, Amortisation and Impairment						
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	(232,002)	(178,039)	(53,963)	67,180	36,449	30,731

WDRC Financial Management Report July 2023

Income and Expense Statement - Actual v Budget

	LA2 Peppinmhart 400			LA3 Wadey 700			TOTAL		
	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$	YTD Actuals \$	YTD Budget \$	YTD Variance \$
OPERATING INCOME									
Rates Allocation	11,000	11,966	(966)	112,997	112,882	115	133,997	135,534	(1,537)
Charges Allocation - Garbage, Environmental & Animal	7,000	7,361	(361)	83,247	75,057	8,190	98,247	91,558	6,689
Fees and Charges	140	2,605	(2,465)	35,292	43,089	(7,797)	38,349	47,928	(9,579)
Operating Grants and Subsidies	95,000	140,952	(45,952)	290,106	556,234	(266,128)	475,106	871,393	(396,287)
Interest / Investment Income			-	45,526	22,995	22,531	45,526	22,995	22,531
Commercial and Other Income	11,734	34,608	(22,874)	14,407	61,674	(47,267)	39,439	129,826	(90,387)
TOTAL OPERATING INCOME	124,874	197,492	(72,618)	581,574	871,931	(290,357)	830,664	1,299,233	(468,569)
OPERATING EXPENDITURE									
Employee Expenses	60,626	70,959	10,332	238,676	261,308	22,631	510,407	550,031	39,624
Operational & Other Expenses	15,381	31,783	16,402	115,432	183,457	68,025	187,640	285,121	97,481
Elected Member Allowances	1,509	4,417	2,908	13,568	15,700	2,132	16,586	21,426	4,840
Elected Member Expenses	430	534	103	9,659	2,925	(6,734)	10,705	3,602	(7,103)
Council Committee & LA Allowances		270	270		500	500		1,539	1,539
Council Committee & LA Expenses		152	152		560	(119)		1,071	(34)
Interest Expenses			-	3,064	18,718	15,654	3,064	18,718	15,654
Repair and Maintenance	16,396	12,232	(4,164)	35,249	58,797	23,548	54,779	83,511	28,733
Materials and Contracts	38	17,451	17,413	10,030	117,539	107,509	25,488	203,682	178,194
TOTAL OPERATING EXPENDITURE	94,381	137,798	43,418	426,356	659,503	233,147	809,775	1,168,702	358,927
OPERATING SURPLUS / DEFICIT	30,493	59,694	(29,200)	155,218	212,428	(57,210)	20,889	130,531	(109,641)
Depreciation, Amortisation and Impairment			-	18,093	112,850	94,757	18,093	112,850	94,757
SURPLUS / (DEFICIT) INCLUDING DEPRECIATION	30,493	59,694	(29,200)	137,125	99,578	37,547	2,796	17,681	(14,884)

WDRC Financial Management Report July 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	Transaction Description
3/07/2023	\$ 40.00	COMMONWEALTH BANK	Annual Fee
13/07/2023	\$ 16.00	NEWS LIMITED	NT News Subscription
19/07/2023	\$ 17.99	ARLO	Security Camera Subscription
TOTAL	\$73.99		