BARKLY REGIONAL COUNCIL

OUR VISION

We strive to be responsive, progressive, sustainable council which respects, listens and empowers the people to be strong.

The Way We Will Work

We will make it happen!
We will be engaged and have regular opportunities to listen.
We will have strong policy and budgets to ensure our programs and services are progressive and sustainable.
Respect is shown in everything we do and we have acceptance of all cultures in the Barkly Region and their practices through a culturally competent Council.
We are a responsible Council.
We will be a responsive Council.
We want to empower local decision making.
We want to ensure that our services are sustainable and that our region has a standard consistent level of services.
We want to be able to sustain our environment – our communities, our physical places, our people and our organisational culture.
We will aggressively pursue additional funding from both levels of government to improve the standard of living of people across the region.
We need to be realistic, transparent and accountable.

AGENDA

FINANCE AND OPERATIONS COMMITTEE MEETING

THURSDAY, 30 MARCH 2017

The Finance and Operations Committee Meeting of the Barkly Regional Council will be held in Council Chambers on Thursday, 30 March 2017 at 10:00 am.

Chris Wright
Chief Executive Officer

AGENDA

ITEM	SUBJECT	PAGE NO
1	**OPENING & ATTENDANCE**	
2	**CONFIRMATION OF PREVIOUS MINUTES**	
2.1	Minutes from previous meeting held 27 January 2017	4
3	**ACTION ITEMS FROM PREVIOUS MEETING**	
3.1	Action List from from the previous meeting held 27 January 2017	10
4	**PRESENTATIONS TO THE COMMITTEE**	
	Nil	
5	**FINANCE**	
5.1	Monthly Financial Report March 2017	12
6	**GRANTS**	
	Nil	
7	**OPERATIONS**	
	Nil	
8	**RISK AND FRAUD**	
	Nil	
9	**GENERAL BUSINESS**	
9.1	Review of the Finance and Operations Committee's Terms of Reference	24
10	**OTHER MATTERS FOR NOTING**	
	Nil	
11	**CLOSE OF MEETING**	

CONFIRMATION OF PREVIOUS MINUTES

ITEM NUMBER 2.1
TITLE Minutes from previous meeting held 27 January 2017
REFERENCE 201294
AUTHOR Chris Wright, Acting Chief Executive Officer

RECOMMENDATION

That the Committee

a) Receive and note the minutes of the Finance and Operations Committee Meeting held 27 January 2017 as a true and accurate record

SUMMARY:

These are the Minutes of the Finance and Operations Committee Meeting held 27 January 2017 in the Tennant Creek Council Chambers

BACKGROUND

Nil

ORGANISATIONAL RISK ASSESSMENT
Nil

BUDGET IMPLICATION
Nil

ISSUE/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

ATTACHMENTS:
1 Confirmed Minutes - Finance and Ops Committee 2017-01-27 [197681].pdf

BARKLY REGIONAL COUNCIL

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MINUTES

FINANCE AND OPERATIONS COMMITTEE MEETING

FRIDAY, 27 JANUARY 2017

The Finance and Operations Committee Meeting of the Barkly Regional Council was held in Tennant Creek Council Chambers on Friday, 27 January 2017 at 10:00 am.

Chris Wright
Acting Chief Executive Officer

1. OPENING AND ATTENDANCE

Meeting commenced at 10:05 am with President Barb Shaw as Chair.

1.1 ELECTED MEMBERS PRESENT

President Barb Shaw - Acting Chair
Cr. Bob Bagnall - Teleconference
Cr. Narelle Bremner
Cr. Noel Hayes
Cr. Hal Ruger
Cr. Joyce Taylor

1.2 STAFF MEMBERS PRESENT

Chris Wright; Acting Chief Executive Office
Elai Semisi; Director Infrastructure
Agnes Nhidza; Acting Finance Manager
Robert Rabotot; Minute Taker

1.3 APOLOGIES

Stephen Dawkins; Director Community Services
Michele Bennetts; Director Corporate Services

1.4 ABSENT WITHOUT APOLOGIES

Nil

2 DISCLOSURE OF INTEREST – COUNCILLORS AND STAFF

There were no declarations of interest at this Finance and Operations Committee meeting.

4 PRESENTATIONS TO THE COMMITTEE

Nil

5 FINANCE

5.1 MONTHLY FINANCIAL REPORT DECEMBER 2016

MOTION

That the Committee receive and note the report.

Moved: Cr. Hal Ruger
Seconded: Cr. Noel Hayes **CARRIED UNAN.**

Resolved FOC1/17

CONFIRMED

Cr. Bob Bagnall left the meeting, the time being 10:42 am

5.1 MONTHLY FINANCIAL REPORT DECEMBER 2016

Verbal statement from Madam President:

It is really unhealthy to have big blocks of money sitting as underspent. If we are sitting with lots of money underspent, we are placing ourselves in a situation where when we are putting submission to the government, they are going to tell us to get lost because we are not spending the money. We have got to show that we are spending the money so as far as I am concerned this is totally unacceptable and it is a disgrace for this organisation to have such large buckets of money identified as underspent. This is doing this organisation a big disfavour. You cannot allow this to happen. Money has to be spent. We are one of the poorest struggling Councils in this Country.

6 GRANTS

Nil

7 OPERATIONS

Nil

8 RISK AND FRAUD

Nil

9 GENERAL BUSINESS

9.1 WHS ISSUES

MOTION

That the Committee

a) Receive and note this report

Moved: Cr. Joyce Taylor

Seconded: Cr. Hal Ruger **CARRIED UNAN.**

Resolved FOC2/17

Chris Wright left the meeting, the time being 10:54 am
Chris Wright returned to the meeting, the time being 10:58 am

Cr. Joyce Taylor left the meeting, the time being 11:00 am
Cr. Joyce Taylor returned to the meeting, the time being 11:06 am

CONFIRMED

9.1 WHS ISSUES

MOTION

That the Committee

b) Request for a draft report to be presented to the Finance and Operations Committee Meeting in March for further consideration

Moved: Cr. Hal Ruger

Seconded: Cr. Noel Hayes **CARRIED UNAN.**

Resolved FOC3/17

Cr. Narelle Bremner left the meeting, time being 11:18 am

9.2 REVIEW OF THE FINANCE AND OPERATIONS COMMITTEE'S TERMS OF REFERENCE

MOTION

That the Committee

a) Receive and note the report
b) Recommend to Council that the "Draft Finance and Operations Committee's Terms of Reference" be adopted with the modification of the wording of Item 2 to include the Deputy "in brackets" as Ex Officio and in the absence of the President, the Deputy President will assume the President's role as Ex Officio

Moved: Cr. Joyce Taylor

Seconded: Cr. Noel Hayes **CARRIED UNAN.**

Resolved 4/17

10 OTHER MATTERS FOR NOTING

Nil

3 CONFIRMATION OF PREVIOUS MINUTES

3.1 CONFIRMATION OF PREVIOUS MINUTES

MOTION

That the Committee

a) Accept the minutes of the Financial and Operations Committee Meeting held on 3 March 2016 as true and accurate

Moved: Cr. Joyce Taylor

Seconded: Cr. Hal Ruger **CARRIED UNAN.**

Resolved FOC5/17

CONFIRMED

11 CLOSE OF MEETING

The meeting terminated at 11:48 am.

THIS PAGE AND THE PRECEEDING 4 PAGES ARE THE MINUTES OF THE Finance and Operations Committee Meeting HELD ON Friday, 27 January 2017 AND CONFIRMED Thursday, 30 March 2017.

_____	_____
Barb Shaw	Chris Wright
Council President	Acting Chief Executive Officer

CONFIRMED

ACTION ITEMS FROM PREVIOUS MEETING

ITEM NUMBER 3.1
TITLE Action List from from the previous meeting held 27 January 2017
REFERENCE 201309
AUTHOR Chris Wright, Acting Chief Executive Officer

RECOMMENDATION

That the Committee

a) Receive and note the Action List from its previous meeting held on 27 January 2017

SUMMARY:

Progress on the Finance and Operations Committee Action List to date

BACKGROUND

Nil

ORGANISATIONAL RISK ASSESSMENT
Nil

BUDGET IMPLICATION
Nil

ISSUE/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

ATTACHMENTS:
1 Action List - Finance and Ops - 30.03.2017.pdf

BARKLY REGIONAL COUNCIL

FINANCE and OPERATIONS ACTION LIST
Meeting of the 30 March 2017

Updated for 30 March meeting

	Meeting Date	Timeframe	Subject	Resolution	Action Officer	Action/Task	Completed Status
1.	Finance and Operations Committee Meeting 27 January 2017		Monthly Financial Report December 2016	That the Committee receive and note the report. Resolved FOC1/17 Bill Rainnie | Relationship Manager ANZ Regional Business Banking Cnr Todd and Parson Streets, Alice Springs, NT 0870 Phone: +61 8 8968 5980 | Fax: +61 8 8968 5997 Mob: +61 0434 460 443| Email William.Rainnie@anz.com	CEO	Write an invitation letter for ANZ Business Manager to attend the next Finance and Operations Meeting 30 March 2017 – 10:00 am	27.02.17 – Letter sent to Bill Rainnie **COMPLETED**
2.	Finance and Operations Committee Meeting 27 January 2017		Monthly Financial Report December 2016	That the Committee receive and note the report. Resolved FOC1/17	CEO	CEO to touch base with Tony Tapsell – LGANT – in regards to reimbursement of streetlight operational maintenance and repairs	**COMPLETED by DI**
3.	Finance and Operations Committee Meeting 27 January 2017		WHS Issues	That the Committee b) Request for a draft report to be presented to the Finance and Operations Committee Meeting in March for further consideration Resolved FOC3/17	CEO HR M.H.	Draft report – review of WHS processes and risk management and control - to be presented to the Finance and Operations Committee Meeting 30 March 2017	**Ongoing**
4.	Finance and Operations Committee Meeting 27 January 2017		Review of the Finance and Operations Committee's Terms of Reference	That the Committee a) Receive and note the report b) Recommend to Council that the "Draft Finance and Operations Committee's Terms of Reference" be adopted Resolved 4/17	Acting Director Corporate Services M.B.	Under item 2. Membership, page 23 - to include the Deputy 'in brackets' as Ex Officio and in the absence of the President, the Deputy President will assume the President's role as Ex Officio	06.03.17 – Resolution OCM 19/17 **COMPLETED**
5.	Finance and Operations Committee Meeting 27 January 2017		Review of the Finance and Operations Committee's Terms of Reference	That the Committee a) Receive and note the report b) Recommend to Council that the "Draft Finance and Operations Committee's Terms of Reference" be adopted Resolved 4/17	Acting Director Corporate Services M.B.	Council to appoint a Member to fill the vacant position, to replace Tony Boulter, of the Finance and Operations Committee	06.03.17 – Resolution OCM 31/17 to keep at 5 members **COMPLETED**

FINANCE

ITEM NUMBER	5.1
TITLE	Monthly Financial Report March 2017
REFERENCE	201984
AUTHOR	Chris Wright, Acting Chief Executive Officer

RECOMMENDATION

That the Committee

a) Receive and note the report

SUMMARY:

The objective of the report is to provide financial information to the Council to assist it in;

- making decisions about resource allocation;
- monitoring the financial performance and financial health of it's operations; and
- demonstrating the stewardship of the financial resources for which it is responsible.

BACKGROUND

The NT Local Government (Accounting) Regulations states that

(1) The CEO must, in each month, lay before a meeting of the council a report, in a form approved by the council, 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 forecast income and expenditure for the whole of the financial year.

(2) The report must include:

(a) details of all cash and investments held by the council (including money held in trust); and

(b) a statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and

(c) other information required by the council.

The first review of the budget for the 2016/17 financial year is being undertaken and will be reported at the February ordinary council meeting.

ORGANISATIONAL RISK ASSESSMENT

Nil

BUDGET IMPLICATION

Nil

ISSUE/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

ATTACHMENTS:

1 Finance Ops_22.03.2017.pdf

Barkly Regional Council

Monthly Finance Report February 2017

1. Executive Summary
2. Statement of Comprehensive Income
3. Explanation of Material Variances
4. Cash and Investment Balances
5. Rates & Debtors Summary

SECTION 1

EXECUTIVE SUMMARY

This report provides a summary of the Council's financials from the 1st of July to 28th of February under the following key items:

- a comparison of the actual income and expenditure to budget accompanied by an explanation of material variances;
- details of Cash & Investments held by Council; and
- a statement on the debts owed to the Council including the aggregate amounts under each category and general indication of the age of debts

OPERATING RESULT

For the period ending 28th of February the Council has an Operating Surplus of $849,000.

With 66% of the budget year complete, income recognised to date represents 76% of the full year budget while total expenditure incurred to date represents 63% of the full year budget. Recognised income to date is slightly under year to date due to timing of receipt of main grants due to timing issues.

SECTION 2
STATEMENT OF COMPREHENSIVE INCOME

Barkly Regional Council Statement of Comprehensive Income for the period ending 28th February 2017

	YTD Actual $'000	YTD Budget $'000	Var $'000	Var %	Full Year Budget $'000
INCOME					
Rates and Annual Charges	3,376	3,394	**(18)**	-1%	3,407
Statutory Charges	3	3	**()**	-19%	3
User Fees and Charges	1,789	1,625	**165**	9%	2,431
Grants and Subsidies	11,197	12,574	**(1,377)**	-12%	15,818
Interest	6	0	**6**	100%	0
Reimbursements	221	25	**196**	89%	37
Other Current Income	60	21	**40**	66%	21
Total Income	**16,652**	**17,641**	**(989)**		**21,717**
EXPENSES					
Employees	(8,437)	(8,551)	115	-1%	(13,023)
Councillors	(282)	(308)	26	-9%	(461)
Materials and Contracts	(5,048)	(5,624)	576	-11%	(8,186)
Depreciation	(2,036)	(2,154)	118	-6%	(3,232)
Total Expenses	**(15,803)**	**(16,637)**	**835**	**-5%**	**(24,902)**
OPERATING SURPLUS/ (DEFICIT)	**849**	**1,004**	**(154)**		**(3,185)**
Other Capital Income	35	0			0
TOTAL COMPREHENSIVE INCOME	**884**	**1,004**	**(154)**		**(3,185)**

SECTION 3
EXPLANATION OF MATERIAL VARIANCES

Income

Rates & annual charges

YTD Actual $'000	YTD Budget $'000	YTD Variance $'000	Comment
3,376	3,394	(18)	Unfavourable

User fees & charges

YTD Actual $'000	YTD Budget $'000	YTD Variance $'000	Comment
1,789	1,625	165	Favourable

The material items include:

Rent & Lease Property	65	Favourable due to increased income from visitor accommodation office space bookings in communities.
Private Works	50	Favourable due to additional non-contract work requests for infrastructure related services.
Agency Income – NDIS	15	Receipt of NDIS income from submitted claims.
Rental Employee housing	25	Favourable to budget income received to date. There is offsetting expenditure.

Grants & subsidies

YTD Actual $'000	YTD Budget $'000	YTD Variance $'000	Comment
11,197	12,574	(1,377)	Unfavourable

The material items include:

Operational Grants	(1,395)	Timing issue for when income is planned to be received and actually received. Includes Night Patrol, School Nutrition Program, Indigenous Sports & Rec Youth Multi-Media. Funds will be received in March.
Ceased programs	(160)	Relates to Crèche, Playgroup and Media and Broadcasting programs which were budgeted for but have now been ceased.
General Purpose and Roads Funding	(539)	Scheduled to be received in May.
Home Care Package	100	Favourable due to an increase in Medicare allowances for clients.
Special Purpose Grants	200	Relates to grants for Roads, Elliott landfill cell and Arlparra grader.

Reimbursements

YTD Actual $'000	YTD Budget $'000	YTD Variance $'000	Comment
220	25	196	Favourable

The material items include:

Street Lights	90	Reimbursement of streetlight operational maintenance and repairs for expenditure incurred up to 30 June 2016.
Employment Incentive payments	38	Incentive payments received when new employees successfully reach milestone dates by remaining employed by the Council. Includes employees in Ampilatwatja and Alpurrurulam.
Insurance	60	Reimbursements from insurance provider for wages covered by insurance.

Other Income

YTD Actual $'000	YTD Budget $'000	YTD Variance $'000	Comment
35	0	35	Favourable

The material items include:

Night Patrol capital income	35	Proceeds from the disposal of replaced vehicles.

Expenditure

Employees

YTD Actual $'000	YTD Budget $'000	YTD Variance $'000	Comment
8,437	8,551	114	Favourable

The material items include:

Worker's compensation	37	Prior year insurance premiums have been adjusted to reflect lower than expected salaries and wages.
FBT	105	Timing variance between when Fringe Benefits Tax will be paid and when budgeted for.
Chief Executive Office	280	Executive management budget held under CEO.
Corporate Services	120	Favourable due to reduction in FTE'S due to unfilled and removed positions.
Community Services	45	Favourable position in part due to unfilled positions under the Media & Broadcasting and Library programs. This is offset by higher spend for Swimming Pool and Animal Management.
Infrastructure Services	(479)	Unfavourable position due to unbudgeted overtime ($140K) under Municipal & Essential Services; additional unbudgeted positions under Area Management ($120K)

Councillors

YTD Actual $'000	YTD Budget $'000	YTD Variance $'000	Comment
218	270	52	Favourable

Materials & contracts

YTD Actual $'000	YTD Budget $'000	YTD Variance $'000	Comment
5,048	5,624	576	Favourable

The material items include:

Local Authority (LA)	318	Expenditure still to be spent across all communities. Majority of the communities have confirmed projects will move ahead however, achievement by 30/07/17 will need to be monitored.
Information Technology	175	Timing variance for IT contractual & ICT fees.
Utilities	120	Relates to power and water invoices yet to be processed.

Depreciation			
YTD Actual $'000	**YTD Budget $'000**	**YTD Variance $'000**	**Comment**
2,036	2,154	118	Favourable

Depreciation expense is steadily decreasing each month. This indicates a majority of the assets are now old and require replacement. Assets are reaching the end of their useful life and now have low value to depreciate.

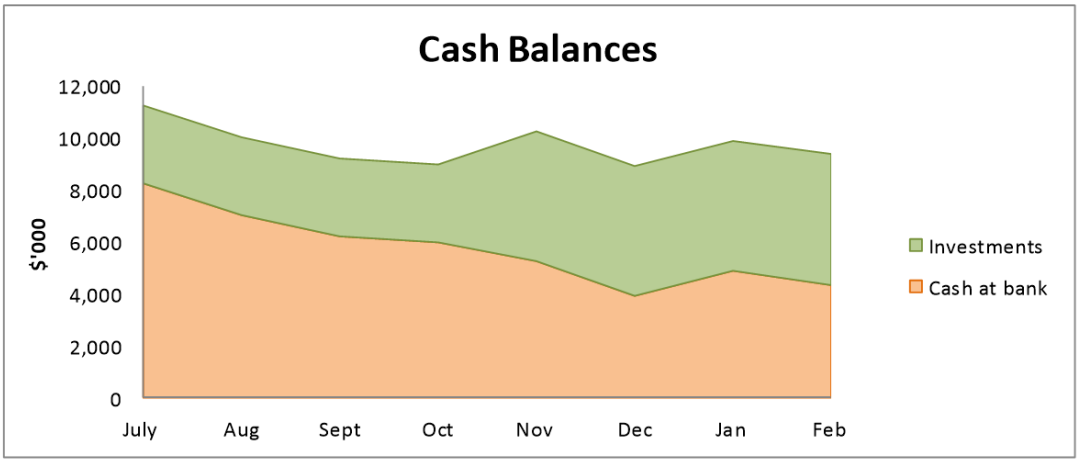
An asset revaluation project is underway. This will involve a full stocktake and assessment of the current state of assets including Buildings, Land, Transport and Plant and Equipment. Following the completion of the revaluation, an asset replacement strategy will then be developed.

SECTION 3

CASH & INVESTMENTS

Bank Account	Balance as at 28.02.2017	
Westpac Operating	$975,582	
*Westpac Term Deposit	$3,040,057	Matures 24/05/2017
*ANZ Term Deposit	$2,013,118	Matures 31/05/2017
ANZ Operating	$3,364,664	
Total Cash & Investments	$9,393,422	

*The Westpac Term deposit is invested at 2.33% and the ANZ term deposit at 2.30%.



SECTION 4

RATES DEBTORS

As at 28th of February, total rates outstanding were $1,009,841. This shows an improved position in outstanding rates debts of $100,000 compared to the same period last year. 87% ($2,946,334) of current year rates levied have been received to date, these relate to instalments that have fallen due.

The outstanding balance comprises of:

- overdue rate payments of $291,000 from the first three instalments which have now passed;
- $424,000 outstanding instalments not yet due until the end of April, and
- Arrears owing of $293,992 from previous years.

Year on Year comparison of rates balances

	Feb-2017	**Feb-2016**
Brought forward arrears	$553,588	$592,419
Interest	$27,932	$33,834
Rates Levied 2016-17	$3,374,655	$3,251,674
	$3,956,175	$3,877,927
Rates collected YTD	$2,946,334	$2,767,086
Total Balance	**$1,009,841**	**$1,110,841**
Arrears owing	$293,992	$375,907
Overdue 1st, 2nd & 3rd Instalments	$291,488	$323,338
Due and payable immediately	**$585,480**	**$699,245**
Instalments not yet due	**$424,485**	**$411,677**
Current arrears paid to date YTD	$259,596	$193,841

OTHER DEBTORS

Non Rates Debtor balances as at 28th February 2017				
Balance	**Current**	**>30 Days**	**>60 Days**	**>90days**
$696,913	$328,572	$10,469	$12,199	$367,599

Debtor Balances by debtor type	
Debtor Type	**Outstanding balance**
Federal Government	$48,473
Northern Territory Government	$341,422
General Debtors	$301,234
Employee Debtors	$5,783
Total	**$696,913**

GENERAL BUSINESS

ITEM NUMBER 9.1

TITLE Review of the Finance and Operations Committee's Terms of Reference

REFERENCE 201667

AUTHOR Chris Wright, Acting Chief Executive Officer

RECOMMENDATION

That the Committee

a) Receive and note the report
b) Endorse the Terms of Reference of the Finance and Operations Committee amended as per Resolution OC 31/17

SUMMARY:

This report provides the amended version of the Finance and Operations Committee's Terms of Reference.

At the Council Meeting held on 23 February 2017, the Council moved to:

a) Confirm the current membership of the Committee as

- Cr Bob Bagnall (Chair)
- Cr Narelle Bremner
- Cr Joyce Taylor
- Cr Hal Ruger
- Cr Noel Hayes
- President Barb Shaw (Ex-Officio)

b) Make adjustments to the Terms of Reference

- Paragraph 2 delete *'(or Deputy President in the absence of the President)'*
- Paragraph 4 delete the word *Committee* and insert the word *Council*
- Chair of the Finance and Operations Committee to be appointed by the President not Council

BACKGROUND

Nil

ORGANISATIONAL RISK ASSESSMENT
Nil

BUDGET IMPLICATION
Nil

ISSUE/OPTIONS/CONSEQUENCES

Nil

CONSULTATION & TIMING

Nil

ATTACHMENTS:
1 Draft TOR 20032017 V2.pdf

TERMS OF REFERENCE

FINANCE AND OPERATIONS COMMITTEE

The Finance and Audit Committee is established under S54 of the Local Government Act (NT). The terms of reference provide the framework for the conduct of the Finance and Operations Committee.

1. Objectives

    a. To assist the council in the oversight of councils financial functions including;
        i. The setting of the annual budget, rates and fees and charges
        ii. The operation of all municipal and community services in accordance with the strategic plan
        iii. Acting as a Tender Review committee in regard to major purchases, leases and engagement of professional services over one-hundred thousand dollars ($100,000) per unit or contract
        iv. Reviewing grant submissions valued in excess of one-million dollars ($1,000,000) per annum.
        v. Reviewing Asset Management plans and their future funding requirements
        vi. Other matters as referred by the chief executive officer or the council

    b. To make decisions in regard to council's financial functions in those months that the Council does not hold an ordinary meeting. This does not include decisions related to items that cannot be delegated by the council as as set out in the Local Government Act (NT). Such decisions are only to be made following a risk assessment of the committee considering the item, compared to that of the next ordinary or special meeting of the council. In such instances the committee is to document the assessment and include it within the minutes presented to the council.

2. Membership

    Members of this committee are appointed by the council. Membership is to include the President and a minimum of five (5) other members.

    Current Members
    Cr Bob Bagnall (Chair)
    Cr. Narelle Bremner
    Cr. Joyce Taylor
    Cr. Hal Ruger
    Cr. Noel Hayes
    President Barb Shaw (ex-officio)

DRAFT

3. Quorum

   A quorum is calculated as half the total membership add one (1).

4. Chair

   The chair is appointed by the Barkly Regional Council President

5. Term of Office

   The term of office is for the term of the council. A newly elected council will appoint the members of the committee.

6. Frequency of Meeting

   The committee will meet on those months that the council does not meet at an ordinary meeting.

7. Agenda and minutes

   Agendas will be made available 3 working days prior to a meeting. Minutes will be made available 10 workings days after the meeting.

   Minutes will be tabled at the next council meeting.

8. External consultants

   Persons of expertise specific to committee deliberation can be invited to meet with the committee.

9. Review

   The terms of reference will be reviewed as a minimum every two years.

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