



WEST DALY
Regional Council

MINUTES
FINANCE COMMITTEE MEETING
8.30 am
30 September 2015
DARWIN PARAP OFFICE

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CONFIRMED

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Signed: Chief Executive Officer

MINUTES

FINANCE COMMITTEE MEETING

HELD AT THE DARWIN PARAP OFFICE

ON 30 September 2015

COMMENCING AT 8.30 AM

Mayor of the West Daly Regional Council Harold Wilson declared the meeting open at 8.30 am and welcomed all in attendance.

1	Persons Present
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Finance Committee members present

Mayor	Harold Wilson
Deputy Mayor	Andrew Brown

Staff present

Chief Executive Officer	Glenda Teede
Finance Manager	Clem Barratt

Persons present

Nil

2	Mayor	Apologies and Leave of Absence
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SUMMARY

This report is to table, for Council's record, any apologies and requests for leave of absence received from Committee Members for the Meeting held 30 September 2015.

FOR NOTING

That Committee receive and notes that there are no apologies for the Ordinary General Meeting held 30 September 2015.

3	Mayor	Notification of Conflict(s) of Interest
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SUMMARY

All committee members to table, for Committee's record, any conflict of interest.

FOR NOTING No conflict advised

4	Mayor	Confirmation of Previous Minutes
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SUMMARY

Minutes of the Finance Committee Meeting held on 31 August 2015 are submitted to the Committee for confirmation that those minutes are a true and correct record of the meeting.

RESOLUTION 30/09 001

That the minutes of the Ordinary General Meeting held 31 August 2015 be confirmed by the Finance Committee as a true and correct record of the meeting.

Moved: Mayor Harold Wilson

Seconded: Deputy Mayor Andrew Brown **Carried**

5	Finance Manager	The Finance Committee receive and note the September 2015 Monthly Financial Report
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SUMMARY

As part of the monthly reporting procedures the finance report is submitted to the Finance Committee for review and the presented to the Council for adoption.

RESOLUTION 30/9 002

That the Committee receives and notes the August 2015 Monthly Finance Report.

Moved: Mayor Harold Wilson

Seconded: Deputy Mayor Andrew Brown **Carried**

6	Finance Manager	Progress Audited Financial Statements 30th June 2015 – For Noting
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SUMMARY

Audited Financial Statements need to be finalised by 31st October 2015. The audit is expected to be finished by 10th October 2015 and the Audit and Risk Committee to review the financial statements and signed by the Chief Executive Officer and then approved at the Council Meeting on 14 October..

RESOLUTION 30/9 003

That the update on the progress for the audited financial statements be noted.

Moved: Mayor Harold Wilson

Seconded: Deputy Mayor Andrew Brown Carried

7	Finance Manager	Opening of Imprest Account with Traditional Credit Union in Wadeye
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SUMMARY

West Daly Regional Council has no current facility to obtain cash for operating purposes in Wadeye. It is recommended that an account be opened with Traditional Credit Union with an imprest amount of \$5,000 with signatories to be two of CEO, Director of Council Services and Regional Service Manager.

RESOLUTION 30/9 004

That an account with the Traditional Credit Union be opened.

Moved: Mayor Harold Wilson

Seconded: Deputy Mayor Andrew Brown Carried

7	Finance Manager	Review of Current operating Signatories
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SUMMARY

West Daly Regional Council currently requires one signature of the CEO, Finance Manager and HR advisor. It is proposed to change the process and issue a token to the Director of Council services. It is recommended that dual authorisation be enacted with two of CEO, DCS and Finance Manager.

RESOLUTION 30/9 005

That dual authorisation be implemented before the next Finance Meeting.

Moved: Mayor Harold Wilson

Seconded: Deputy Mayor Andrew Brown Carried

8	Finance Manager	Next Meeting
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The meeting finished at 10.45. The next Finance Committee Meeting of West Daly Regional Council will be held at Darwin Council Office on a date to be advised.