



WEST DALY
Regional Council

MINUTES

FINANCE COMMITTEE MEETING

18 JANUARY 2016

DARWIN

TABLE OF CONTENTS

1	PERSONS PRESENT	4
2	APOLOGIES AND LEAVE OF ABSENCE	5
3	CONFIRMATION OF PREVIOUS MINUTES	5
4	FINANCE REPORT	5
5	POLICY AMENDMENT – CREDIT CARDS – POLICY NO. 3.1.2	6
6	AUDIT COMMITTEE	6
7	CONFIDENTIAL	7
8	SUPPLEMENTARY ITEMS	7
9	NEXT MEETING.....	8

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Glenda Teede
Chief Executive Officer

WEST DALY REGIONAL COUNCIL

Minutes for Finance Committee Meeting 18th January 2016

MINUTES
FINANCE COMMITTEE MEETING
TO BE HELD AT THE COUNCIL OFFICE DARWIN-
ON 18 January 2016
COMMENCING AT 1pm

Mayor of the West Daly Regional Council Harold Wilson declared the meeting open at 1:09pm 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
Personal Assistant to CEO	Kelli Reinke

GUESTS

Local Government Compliance &
Sustainability Division

Accountant	Omor Sharif Robin
Community Development Officer	Colvin Crowe

CouncilBIZ

General Manager	Michael Freeman
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2 APOLOGIES AND LEAVE OF ABSENCE

Nil

3 CONFIRMATION OF PREVIOUS MINUTES

No questions from Council.

MOTION:

THAT the Finance Committee accepts the minutes of the Finance Committee Meeting - 1st December 2015.

Moved: Clr Brown

Seconded: Clr Wilson

4 FINANCE REPORT

Clem Barratt spoke to the report. The Finance Report covers both the months of November and December 2015.

Clem Barratt gave an overview of the current financial position and:

- a) Payments register to 31 December 2015
- b) Cash and Investments Table at 31 December 2015
- c) Restricted Funds Table at 31 December 2015
- d) Community Activity Table to 31 December 2015
- e) Profit & Loss to 31 December 2015

General discussions were held around the current financial position.

MOTION:

THAT Finance Committee receives and notes the Finance Report for the months of November and December 2015.

Moved: Clr Brown

Seconded: Clr Wilson

GENERAL BUSINESS

5 POLICY AMENDMENT – CREDIT CARDS – POLICY NO. 3.1.2

SUMMARY

An amendment to Policy No. 3.1.2 was put forth to the Finance Committee for consideration and endorsement. The policy sets out WDRC's requirements for the use of corporate credit cards. The responsibilities of cardholders and Council's expectations in regard to the use of credit cards are covered by the policy.

COMMENT

Unregulated or inadequately controlled usage of credit cards can lead to unbudgeted expenditure, breaches of Council's procurement policy and risk of fraud. A policy clearly identifying who can approve the issue of credit cards and clearly setting out the both the responsibilities and the personal liability for misuse of cardholders is regarded as a necessary internal control.

Council considered the amendments put forth and agreed to endorse the amended policy.

MOTION:

THAT Finance Committee endorses the amendments to Credit Card Policy No.3.1.2.

Moved: Clr Brown

Seconded: Clr Wilson

6 AUDIT COMMITTEE

MOTION:

(a) THAT the Finance Committee acknowledges and notes the roles and responsibilities of the Audit Committee.

Moved: Clr. Brown

Seconded: Clr. Wilson

DECISION TO MOVE TO CLOSED SESSION

7 CONFIDENTIAL

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 65(2) of the *Local Government Act, 2008* as the items lists come within the provisions of Regulation 8(a) of the *Local Government (Administration) Regulations*.

Moved: Clr Wilson

Seconded: Clr Brown

- 7.1 **CouncilBiz** – *The report will be dealt with under Section 65(2) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information provided to the council on condition that it be kept confidential.*
- 7.2 **Accounts and Senior Financial Officer** – *The report will be dealt with under Section 65(2) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information under Part 4 of the Local Government (Administration) Regulations 8 (a) “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”.*
- 7.3 **Signatories** - *The report will be dealt with under Section 65(2) of the Local Government Act 2008 and Regulation 8 of the Local Government (Administration) Regulations 2008. It contains information under Part 4 of the Local Government (Administration) Regulations 8 (c)(iii) “prejudice the security of the council, its members or staff”.*

8 SUPPLEMENTARY ITEMS

8.1 COUNCILBIZ BOARD – NOMINATED REPRESENTATIVE

SUMMARY

CouncilBIZ is a Local Government Subsidiary defined by section 27 of the *Local Government Act* and a constitution signed by the Minister in 2008.

Rule 10.1(b) of the CouncilBiz Constitution states each Member has to *nominate in writing one person, being the Chief Executive Officer or other senior officer employed by the Member, to be their Nominated Representative from time to time.*

MOTION:

THAT the Finance Committee appoints the Chief Executive Officer as the Nominated Representative of Council to the CouncilBiz Board

Moved: Clr Wilson

Seconded: Clr Brown

8.2 CREDIT CARD LIMITS

SUMMARY

In line with the amendment to the Credit Card Policy a discussion was held with regards to the current credit card limits (\$5,000). The Finance Committee decided that the Chief Executive Officer should be delegated the authority to review the current credit card limits and reduce the limits where required.

MOTION:

THAT the Finance Committee delegates the authority to the Chief Executive Officer to amend the credit card limits, where required.

Moved: Clr Brown

Seconded: Clr Wilson

9 NEXT MEETING

The next Finance Committee Meeting of West Daly Regional Council will be held in Darwin on Thursday, 25th February 2016.

There being no further business the Chair closed the meeting at **4:19pm**.