



WEST DALY
Regional Council

MINUTES

**FINANCE COMMITTEE
COUNCIL MEETING**

21 OCTOBER 2016

AT

1:30pm

COUNCILBIZ OFFICE DARWIN



WEST DALY REGIONAL COUNCIL

Agenda for Finance Committee Meeting 21 October 2016

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WEST DALY REGIONAL COUNCIL

Agenda for Finance Committee Meeting 21 October 2016

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A handwritten signature in black ink, appearing to read 'G Teede'.

Glenda Teede
Chief Executive Officer

AGENDA
FINANCE COMMITTEE COUNCIL MEETING
TO BE HELD AT THE COUNCILBIIZ OFFICE DARWIN
ON 21 OCTOBER 2016
COMMENCING AT 1:30pm

1 WELCOME AND MEETING ARRANGEMENTS

Mayor Harold Wilson opened the meeting at 1:32pm

2 ATTENDANCE

Present: Mayor Harold Wilson
Deputy Mayor Andrew Brown (via telephone link up)
Councillor Ralph Narburup
Councillor Mark Martin
Ramesh Pudasaini (Acting CEO / Senior Financial Consultant)
Rebecca Purser (Finance and Administration Team Leader)

Guests: Jocelyn NATHANAEL-WALTERS – Department of Local Government

3 APOLOGIES / ABSENT

Glenda Teede - CEO

Applicant:	N/A
Location/ Address:	Darwin
Date:	21 October 2016
Author:	Chief Executive Officer, Glenda Teede

SUMMARY

This report is to table, for Council's record, any apologies and requests for leave of absence received from Elected Members for the Finance Committee Meeting held 21 October 2016.

Apology received from Chief Executive Office, Glenda Teede.

COMMENT

Council can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by Council will be recorded as absence without notice.

STATUTORY ENVIRONMENT

As per the Local Government Act s.39 (1), a person ceases to hold office as a member of a council if the person:

(d) is absent, without permission of the council, from 2 consecutive ordinary meetings of the council.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

THAT Council receive and notes apologies and grants a leave of absence the Chief Executive Officer, Glenda Teede, for the Finance Committee Meeting held 21 October 2016.

Moved: Deputy Mayor Andrew Brown

Seconded: Clr. Ralph Narburup

4 DISCLOSURE OF INTEREST – MEMBERS / STAFF

Applicant: Chief Executive Officer

Location/Address: Darwin

Date: 21 October 2016

Author: Glenda Teede

SUMMARY

Elected members are required to disclose an interest in a matter under consideration by Council at a meeting of the Council or a meeting of a Council committee by:

- (1) In the case of a matter featured in an officer's report or written agenda item, by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- (2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council, by disclosure as soon as possible after the matter is raised. Under disclosure, the Member must abide by the decision of Council on whether he/she shall remain in the Chambers and/or take part in the vote on the issue. The council may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/her to leave the Chambers.

Staff members of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter.

Upon disclosure, the staff member is not to act or exercise his or her delegated authority unless the Council expressly directs him or her to do so.

STATUTORY ENVIRONMENT

Local Government Act Section 73 & Section 74 (Elected Members).

Local Government Act (2008) Section 107 Conflict of interest (Staff Members).

POLICY IMPLICATIONS

Conflict of Interest – Code of Conduct.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That Council receives no declarations of interest for the Finance Committee Meeting held 21 October 2016.

Moved: Deputy Mayor Andrew Brown

Seconded: Clr. Ralph Narburup

1:35pm Councillor Mark Martin entered the meeting and was welcomed

5 CONFIRMATION OF PREVIOUS MINUTES

Applicant:	Chief Executive Officer
Location/Address:	Darwin
Date:	21 October 2016
Author:	Glenda Teede
Attachments:	"A" - Copy of Minutes from Finance Committee Meeting 17 August 2016

SUMMARY

Minutes of the Finance Committee Meeting held on 17 August are attached for acceptance by Council.

STATUTORY ENVIRONMENT

The minutes as submitted must comply with part section 67(2) Local Government Act 2011 and that confirmation of minutes is compliant with section 67(3) of the Local Government Act 2011.

VOTING REQUIREMENT

Simple majority

RECOMMENDATION

That the Minutes of the Council Meeting held on 17 August 2016 be confirmed as a true and correct record of the meeting held on 17 August 2016.

Moved: Deputy Mayor Andrew Brown

Seconded: Clr. Ralph Narburup

6 BUSINESS ARISING FROM THE PREVIOUS MINUTES

Accommodation for CEO

Rental accommodation has been sourced for CEO.

Auction Agent – Gray's Online

Gray's Online have been notified and are attending the communities on 13th and 14th October 2016 and will provide a list of items to be auctioned for approval by Council thereafter.

1:39pm Mayor Wilson left the meeting. Deputy Mayor Brown chaired the meeting in his absence. Mayor Wilson returned to the meeting at 1:45pm

7 FINANCIAL REPORTS

Senior Financial Consultant for CouncilBiz, Ramesh Pudasaini discussed the financials for West Daly Regional Council.

- Cash Balance is \$5.1 million but \$4.6 million is tied funds. Untied funds at \$500k
- \$750k is due to be paid to Northern Land Council (NLC) for the Section 19 leases (we are in the process of drafting a payment plan with NLC).
- Cash Ratio is 1.17 due to \$800k for rates yet to be received.
- HR Manager to provide information as to why grants are overspent in regards to salaries. Some of the programs on the salary side are over the budgeted amount – two in particular being Sport and Rec and Night Patrol. Discussed that there is a need to meet with CEO to discuss overspend.

Deputy Mayor Andrew Brown requested clarification on Page 11 – Creditors and Payables - Questioned what “others” is. Ramesh Pudasaini advised to read the paragraph underneath the table which advises what “others” is compiled of. Clarification provided and was understood.

Conclusion

The financial report for the period shows that WDRC has met its financial obligations for the period.

Bank Balance – \$3.5m is in short term deposit

Accounts Payable and Accounts Receivable are both regularly monitored for timely payment and collection.

The cash ratio healthy for the month and is above 1.

Unspent grant in cash ratio of \$4.1m is made of PY unspent grant c/f of \$3.6m and \$524k from this FY.

MOTION

THAT Finance Committee Meeting receives and notes the finance report for the month of September 2016.

Moved: Mayor Wilson

Seconded: Clr. Narburup

8 GENERAL BUSINESS

Financial Statements and Financial Position

Ramesh Pudasaini advised that this was placed in general business as it was late. Attention was brought to the last page of the report being the profit and loss statement.

Jocelyn advised that part of the issue was the blow out of staff costs and directed the members to page 20. Wages are the big issue.

It was noted that the Auditors have been provided with the information also.

Mayor Harold Wilson requested that a meeting with CEO is to take place on her immediate return from annual leave.

Grants Officer

CouncilBIZ is prepared to offer to accept the responsibility for the Grants Reporting duties on behalf of West Daly Regional Council. This role would be incorporated into the financial processing team at CouncilBIZ premises.

CouncilBIZ's proposal is as follows:

1. Application for New Grants and SPG: West Daly are responsible.
2. Once a grant is successfully obtained: CouncilBIZ will
 - a) Prepare a grant summary sheet that summarises the conditions and requirements of the grant, and provide to the nominated responsible delivery officer;
 - b) Collate information, both financial and operational, as required in grant reporting requirements from nominated delivery personnel;
 - c) Prepare grant report for review
 - d) After review, submit to funder
 - e) Be the contact point for funders for generic grant requirements
 - f) Ensure grant correspondence is stored in document management system
3. The annual cost would be \$75,000 to West Daly.
4. The role would be advertised as Financial Officer (Grants).

MOTION

THAT the Finance Committee receives and notes the Grants Officer position is to be the responsibility of CouncilBiz like other finance officers' roles.

Moved: Deputy Mayor Andrew Brown

Seconded: Clr. Ralph Narburup

9 NEXT MEETING

The next Finance Committee Meeting of West Daly Regional Council will be held in Darwin on **Wednesday 7th December 2016.**

Comment made that as soon as CEO is back from Leave, the Councillors and Senior Financial Consultant and CEO to meet and go through finances in regards to spending and other issues.

10 MEETING CLOSED AT

Meeting closed at 2:11pm