



Terms of Reference

West Daly Regional Council

Finance Committee of Council



1. BACKGROUND

West Daly Regional Council (Council) has established the Finance Committee of Council (the Committee) pursuant to section 82(1) of the *Local Government Act 2019* (Act) which states that a council may, by resolution, establish one or more council committees.

According to section 19 of the *Local Government (General) Regulations 2021*, if a Council does not schedule an ordinary meeting at least once in each month, the council must delegate to a council committee the necessary powers to carry out, on behalf of the council, financial functions of the council in the months the council does not schedule an ordinary meeting.

2. PURPOSE

The purpose of the Committee is to assist the Council to undertake its financial functions in the months that the Council does not hold an ordinary meeting.

3. ROLE

The role of the Committee is to:

- 3.1 Review the monthly income and expenditure reports, monitor progress against the budget and provide advice to Council on implications of these.
- 3.2 Approve adjustments to budget and re-allocation of resources after consultation with affected areas.
- 3.3 Review and accept or reject Program Funding Agreements or any other offers of funding.
- 3.4 Consider and make appropriate recommendations to Council on any matters having a significant financial impact on the Council.
- 3.5 Advise Council on the short, medium and long term financial implications of the Council's Regional Council Plan and any sub-plans.
- 3.6 At least annually, advise Council about the adequacy of the Council's insurance coverage.
- 3.7 On a regular basis, review the financial investments of the Council.
- 3.8 At least annually, review the Council's borrowing program.
- 3.9 Review financial delegations and policies at least annually.
- 3.10 To advise Council on the level of allowances to be paid to Councillors.
- 3.11 Review and determine action for any other financial documents that need to be dealt with prior to the next ordinary Council meeting.
- 3.12 Work with the Executive Director Corporate Services (EDCS) to develop the annual budget and ensure it aligns with the Council's Regional Plan.
- 3.13 Determine fees and charges to be made by the Council.
- 3.14 Decide which applications for financial aid made to the Council will be supported.
- 3.15 Contribute to the preparation of the annual financial statements.



- 3.16 Review the annual audited financial statement and auditor's report and recommend any necessary follow-up.
- 3.17 Ensure there is an adequate internal control system, including a fraud protection plan, to minimise financial risk.
- 3.18 Exercise any general authority delegated by Council.
- 3.19 Deal with any tasks that have been delegated from a previous Council meeting.
- 3.20 Consider any matters referred by the Chief Executive Officer (CEO) or the Council.

4. ACCOUNTABILITY

The Committee is accountable to Council. To support the Committee with strategic direction and key decision making, the Committee will be supported by the CEO and EDCS as required.

5. MEMBERSHIP OF THE FINANCE COMMITTEE OF COUNCIL

The Committee consists of the persons appointed, by resolution, by the council to be members of the Committee (*section 82(2) of the Act*). Nomination of proxies is not permitted.

Position	Role of Member
Mayor	Chair
Deputy Mayor	
Appointed Elected Member	
Chief Executive Officer- Ex-Officio	
Executive Director Corporate Services- Ex-Officio	
Governance Officer	Secretariat

Subject matter experts and technical specialists may be invited to attend Committee meetings to provide advice on matters, as required.

The Chair reserves the right to invite other attendees to Committee meetings as needed.

6. TERM OF APPOINTMENT AND TERMINATION OF COMMITTEE MEMBERS

Appointment of the elected member shall be for a term of two years or until the end of the term of the Council, whichever is the lesser. Committee members cease being a member of the committee if they are no longer an elected member of the Council. The appointment may be terminated by the Council should the member miss two (2) consecutive meetings without an accepted apology or for any other cause reasonably considered by Council.

7. CHAIR

- 7.1 The Mayor will chair the Committee.
- 7.2 If the chair is not present, a member chosen by the members present at the meeting will assume the role of chair for the meeting (*see Section 98(d) of the Act*).



8. MEMBER RESPONSIBILITIES

Members have the responsibility to:

- 8.1 Act in the best interest of West Daly Regional Council and its staff at all times.
- 8.2 Engage in professional debate, allow diverse perspectives and encourage constructive enquiry.
- 8.3 Leave meetings with clear-cut agreement around recommendations, decisions and actions.
- 8.4 Hold one another accountable to commitments, actions and behaviours.
- 8.5 Retain single unified voice in any internal and external communications following deliberations.
- 8.6 Provide feedback and communicate decisions to staff as appropriate and encourage two-way communication.
- 8.7 Respect the confidentiality of information provided.

9. MEETING PROTOCOLS

9.1 Terms of Reference

The Chair of the Committee will initiate an annual review of the Committee's performance. The review will be conducted on a self-assessment basis, unless otherwise determined by the Chair.

9.2 Meeting Times

The Committee will meet in the months when a Council meeting is not scheduled or as determined by the Chair.

9.3 Agenda Items, meeting papers and minutes

- 9.3.1 The Governance Officer will prepare the agenda in consultation with the Chair and EDCS, where necessary, seek papers from members.
- 9.3.2 Where urgent matters arise that need to be discussed at a meeting, then agreement must be sought from the Chair, through the Governance Officer, in advance of the meeting.
- 9.3.3 Meeting papers must be provided to the Governance at least five (5) working days in advance of a meeting. Papers received after this may not be included at the discretion of the Chair.
- 9.3.4 Agendas and meeting papers will be made available at least three (3) working days prior to a meeting.
- 9.3.5 Minutes and action items will be distributed within ten (10) working days of the meeting.
- 9.3.6 The minutes of the Finance Committee will be tabled at the next Council Meeting.

9.4 Quorum Requirements

- 9.4.1 A quorum at a meeting of a council committee consists of a majority of its members holding office at the time of the meeting (*see Section 98(2) of the Act*).
- 9.4.2 Members are expected to attend all meetings. If a member cannot attend a meeting, a formal apology should be sent to the Chair or the Secretariat.



9.5 Decision Making

A decision of a council committee is to be by majority vote of the members present at a meeting (see Section 98(4) of the Act).

Document Name	Finance Committee Terms of Reference
Committee Type	Council Committee
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Council Resolution	OCM-2024/48
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