

# Terms of Reference

**Committee:** Finance  
**Responsible Directorate:** Finance and Corporate Services  
**Version:** PROPOSED

## 1. INTRODUCTION

- 1.1. The Council of the City of Busselton has established a standing committee to be known as the Finance Committee (the Committee), under the powers given in Section 5.8 of the Local Government Act 1995 (the Act).
- 1.2. The Committee is established for the purpose of assisting the Council to undertake its role under Section 2.7(2)(a) of the Act and to oversee the allocation and use of the local government's finances and resources.
- 1.3. The Committee shall act for and on behalf of Council in accordance with the provisions of Act, local laws and policies of the City of Busselton and these Terms of Reference.

## 2. OBJECTIVE

- 2.1. The objectives of the Committee are:
  - a. to monitor income and expenditure with the objective of ensuring and overseeing budget compliance;
  - b. to consider funding options for major capital projects;
  - c. to assist the Council to prepare its long-term financial plans;
  - d. to review budget development processes;
  - e. to receive reports proposed to be put to the Council with significant financial implications or reports for the purposes of meeting the requirements of the *Local Government (Financial Management) Regulations 1996*; and
  - f. to review and advise the Council on specific matters referred by the Council from time to time.

## 3. MEMBERSHIP

- 3.1. The Council shall appoint five elected members to the Committee.
- 3.2. Council shall appoint four elected members as deputy members of the Committee.
- 3.3. Membership of the Committee shall, unless determined otherwise, cease on the day of the next ordinary Council election.
- 3.4. Council shall appoint new members to the Committee, in accordance with paragraphs 3.1 and 3.2, at the next ordinary Council meeting following the Council election.
- 3.5. The membership of a member may be ceased in accordance with the Act.

## 4. PRESIDING MEMBER

- 4.1. The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.

## 5. MEETINGS

- 5.1. The Committee shall meet at least six times per year.
- 5.2. The Committee shall report to Council in accordance with clause 2.10 of the *City of Busselton Standing Orders Local Law 2018*.
- 5.3. Notice of meetings shall be given to members at least five days prior to each meeting, with the agenda papers to be provided to members not less than 72 hours prior to the meeting.
- 5.4. The Presiding Member shall ensure that detailed minutes of all meetings are kept in accordance with the Part 14 of the *City of Busselton Standing Orders Local Law 2018*.
- 5.5. All members of the Committee shall have one vote. If the vote of the members present is equally divided, the Presiding Member shall cast a second vote.
- 5.6. Where the Committee makes a recommendation to the Council, the Chief Executive Officer shall ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

## 6. QUORUM

- 6.1. The quorum for a meeting shall be at least 50% of the number of offices of membership, whether vacant or not.

## 7. DELEGATED POWERS

- 7.1. Pursuant to section 5.17 of the Act, the Committee is delegated the powers to:
  - a. schedule and endorse the dates, times and locations of the meetings held by the Committee; and
  - b. note an item that does not require a recommendation to Council or further action of Council.
- 7.2. Committee recommendations, other than those made in accordance with the delegated powers in paragraph 7.1, are not binding on Council and must be endorsed by Council to take effect.

## 8. EVALUATION OF COMMITTEE'S EFFECTIVENESS

- 8.1. At the meeting of the Committee prior to the ordinary Council elections, the Committee shall undertake review to evaluate its effectiveness, and as a guide the following should be determined:
  - a. are the Committee's purpose and objectives being met?
  - b. should the purpose and objectives be amended?
  - c. is the Committee functioning effectively and as per the requirements of the Act?
  - d. are the Committee members regularly attending meetings?
  - e. review the Terms of Reference, including membership.

## 9. TERMINATION OF COMMITTEE

- 9.1. Termination of the Committee shall be by an absolute majority decision of Council.

## 10. APPROVAL

<b>Council Adoption</b>	<b>DATE</b>		<b>Resolution #</b>	
<b>Previous Adoption</b>	<b>DATE</b>	25 September 2019	<b>Resolution #</b>	C1909/191