

Terms of Reference

Committee: Finance
Responsible Directorate: Finance and Corporate Services
Version: Adopted

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 will appoint five elected members to the Committee.
- 3.2. Council will appoint four elected members as deputy members of the Committee.
- 3.3. Membership of the Committee will, unless determined otherwise, cease on the day of the next ordinary Council election.
- 3.4. Council will appoint new members to the Committee, in accordance with paragraphs 3.1 and 3.2, at the next meeting of Council 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 will appoint a Presiding Member and Deputy Presiding Member to conduct its business.

5. MEETINGS

- 5.1. The Committee will meet at least six times per year.
- 5.2. The Committee will report to Council in accordance with clause 2.10 of the *City of Busselton Standing Orders Local Law 2018*.
- 5.3. Notice of meetings will 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 will 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 will have one vote. If the vote of the members present is equally divided, the Presiding Member will cast a second vote.
- 5.6. Where the Committee makes a recommendation to the Council, the Chief Executive Officer will ensure that the recommendation is on the agenda of the next practicable ordinary Council meeting.

6. QUORUM

- 6.1. The quorum for a meeting will 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 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 a meeting of the Council prior to the ordinary Council elections, officers will present for the Council's consideration, a review as to the Committees effectiveness and ongoing relevance of the Committee.

9. TERMINATION OF COMMITTEE

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

10. APPROVAL

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| Council Adoption | DATE | 21 June 2023 | Resolution # | C2306/115 |
| Previous Adoption | DATE | 8 September 2021 | Resolution # | C2109/201 |