Coorong Finance Committee

Section 41

Terms of Reference

1. **Name:**
The name of the Committee is the Coorong Finance Committee.

2. **Establishment**
   2.1 The Coorong Finance Committee was established 20 November 2018, Minute No 239/18 pursuant to Section 41 of the Local Government Act 1999.
   2.2 The Coorong Finance Committee shall be reviewed at the conclusion of each Local Government election unless dismissed earlier by resolution of Council.

3. **Definitions**
   Nil

4. **Purpose and Functions**
The Coorong Finance Committee is established for the purpose of reviewing the reliability and integrity of information for inclusion in financial statements and returns.

   The Coorong Finance Committee is established for the purpose of reviewing:

   4.1. Financial implications of Council Plans to ensure they relate to the strategic direction of Council and are sustainable, including:
       4.1.1. Asset Management Plans (all categories)
       4.1.2. Strategic Management Plans
       4.1.3. Long Term Financial Plan
       4.1.4. Annual Business Plan & Budget
       4.1.5. Other plans as needed

   4.2. The financial status of major projects on a regular basis and provide recommendations to Council.

   4.3. Budget appropriations and amendments.


   4.5. Other financial policies that are linked to financial operations of Council.

   4.6. External and internal auditor reports and recommendations ensuring matters are resolved in a timely and compliant manner.

   4.7. Finance reports including, but not limited to
       4.7.1. Budget performance reviews
       4.7.2. Annual financial statements
       4.7.3. Operational/Capital income and expenditure reports at the departmental level
4.7.4. Debt recovery management
4.7.5. Treasury management
4.7.6. Uniform presentation of finances
4.7.7. Major projects and specific purpose grants
4.7.8. Review on-costs, overheads hire rates annually

5. Membership
5.1. The Coorong Finance Committee shall comprise of all Members of Council.
5.2. The Presiding Member of the Coorong Finance Committee is appointed by Council until the next Local Government elections or unless the Committee is dismissed earlier. The Presiding Member is the Mayor.
5.3. The Deputy Presiding Member of the Coorong Finance Committee is appointed by Council until the next Local Government elections or unless the Committee is dismissed earlier. The Deputy Presiding Member is the Deputy Mayor.
5.4. Should the Presiding Member and the Deputy Presiding Member be absent from a meeting the Committee members present may appoint a person to act as Chairperson for that meeting.

6. Quorum
The quorum required for the transaction of business at a meeting of the Coorong Finance Committee be 50% plus one (1) members. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all requirements of the Committee.

7. Voting
7.1. Each member of the Coorong Finance Committee present at a meeting shall have one vote.
7.2. The Presiding Member shall have a deliberative vote but does not in the event of an equality of votes have a casting vote.
7.3. In the event of a tied vote the matter will be referred to the next meeting of Council for deliberation.
7.4. Members present at the meeting must vote on all resolutions of the Committee.
7.5. Proxy votes are not permitted.
7.6. A Committee Member may partake in the meeting via telephone, video conference or in person. If via telephone or video conference, the Committee Member must verbalise their vote to enable the Presiding Member to clarify and record the vote.
7.7. Should a Committee Member wish to partake in the meeting via telephone or video conference a minimum two business days’ notice must be provided to the Chief Executive Officer.
7.8. The Presiding Member must be in attendance (in person) of the meeting and may not partake in the meeting via telephone or video conference.
7.9. Should the Presiding Member be required to leave the meeting (e.g. conflict of interest) and the Deputy Presiding Member is partaking in the meeting via telephone or video conference, the Deputy Presiding Member may preside over the meeting electronically.
8. Meetings

8.1. The Coorong Finance Committee shall meet quarterly on the third Tuesday of that month.

8.2. Meetings will be conducted at Councils Principal Office, the Coorong Civic Centre Chambers, 95 – 101 Railway Terrace, Tailem Bend.

8.3. The Presiding Member, in consultation with the Chief Executive Officer may cancel a meeting due to lack of business.

8.4. A Special Meeting of the Coorong Finance Committee may be called in accordance with the Local Government Act 1999 and Local Government (Procedure at Meetings) Regulations 2013.

8.5. The Presiding Member shall ensure that the proceedings of the meeting and resolutions, including recording those present are minuted and that all requirements meet the Local Government (Procedure at Meetings) Regulations 2013.

8.6. Audio or video recordings of meetings may be made to enable the Minute Taker to reference as required. Audio or video recordings will be saved only until the Minutes of the relevant meeting have been endorsed by Council or until determined by Council.

9. Meeting Procedures

9.1. Procedures at meetings will be in accordance with the Local Government (Procedures at Meetings) Regulations 2013, these Terms of Reference, and Council’s Code of Practice - Meeting Procedures.

10. Reporting Responsibilities

10.1. The Chief Executive Officer will inform Council at the next practical Ordinary meeting of the matters considered by the Committee through the provision of a written report if business arises, e.g. recommendations from the Committee. If no business is arising from the Committee meeting, the Chief Executive Officer will provide the Minutes of the meeting through the Council meeting agenda.

10.2. Agendas and Minutes of the Coorong Finance Committee will be published on Council’s website and a copy of minutes will be provided to all Council members in accordance with the requirements of the Local Government Act 1999.

11. Delegations

The Coorong Finance Committee has no direct decision-making power (no delegations) and will provide recommendations to the Council on matters for consideration.

12. Administrative

The Chief Executive Officer shall provide administrative resourcing to the Committee.

The Committee shall:

12.1. have access to reasonable resources to enable the carrying out of its duties, subject to budgetary implications/allocations;

12.2. receive adequate training as required and in accordance with Council’s budget; and

12.3. review its performance and Terms of Reference as required and recommend any changes necessary to Council.
## SCHEDULE OF AMENDMENTS

<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>2019</td>
<td>Adopted 22 January 2019, Minute No 025/19.</td>
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</tr>
<tr>
<td>2020</td>
<td>Amended 19 May 2020, Minute No 103/20.</td>
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