



Borough of Queenscliffe Governance and Finance Reference Group

Terms of Reference

1. Introduction

The Governance and Finance Reference Group has been established to provide information and feedback on Council's annual Implementation Plan and Budget.

2. Background

Council has requested the Chief Executive Officer to undertake an Expression of Interest for the Governance and Finance Reference Group comprising 10 community members that will include the six current members who have indicated their interest in continuing.

3. Purpose and objectives

The primary purpose of the Reference Group is to provide information and feedback on Council's Implementation Plan and Budget.

4. Roles and functions

- 4.1. Maintain open, productive and respectful communication with all Reference Group members, Councillors and Council officers.
- 4.2. Ensure that information and feedback is provided in the best interests of the local community.

5. Legal status

Meetings of the Reference Group are defined as 'an Assembly' of Council as described in the *Local Government Act*. The Act requires that key meeting details, agenda items and any conflict of interest be recorded and included in the subsequent formal Council Meeting. Decisions of the Reference Group have no legal standing unless they are adopted by Council at a formal Council meeting.

6. Membership

The Reference Group membership will consist of:

- Up to 10 members of the Borough community.
- Two Councillors of the Borough of Queenscliffe, specifically Cr Susan Salter and Cr Bob Merriman.

- Relevant Council officer/s, appointed by Council's Chief Executive Officer, will act as secretariat and provide information to assist the Reference Group.
- Presentations by specialist consultants may occur through the process.

7. Recruitment and appointment of external members

- 7.1** Appointment of community members shall be made by Council following a publicly advertised expression of interest process.
- 7.2** Reference Group members will be appointed for a fixed-term nominated period for the period of the elected Council.
- 7.3** Council's Chief Executive Officer will administer a recruitment and selection process. Recommendation for appointment will be made by a selection panel comprising Councillor Susan Salter, Governance and Finance portfolio, and Councillor Bob Merriman, Community Wellbeing and Amenity portfolio, as well as the Chief Executive Officer (or his delegate). Final appointments to the Reference Group will be made by formal resolution of Council.
- 7.4** Council has the authority to appoint and remove members of the Reference Group at a formal Council meeting.

8. Eligibility and selection criteria

- 8.1** Each external Reference Group member must meet one of the following eligibility criteria:
- Resident in the Borough of Queenscliffe or postcode 3225;
 - Ratepayer in the Borough of Queenscliffe or postcode 3225;
 - Business owner / operator in the Borough of Queenscliffe or postcode 3225.
- 8.2** Each external Reference Group application will be assessed against the following selection criteria:
- Demonstrated availability to attend Reference Group meetings, actively participate and contribute to the work of the Reference Group in a productive, constructive and respectful manner;
 - Demonstrated interest in Governance and Finance;
 - Relevant skills and / or experience in contributing to strategic planning matters related to Governance, Finance and Rating.

9. Chairperson

One of the two nominated Councillors will be appointed as chair of the Reference Group. The Mayor will nominate other Councillors to attend Reference Group Meetings if selected portfolio councillors are unable to attend.

10. Meetings

- 10.1** The Reference Group will meet to provide information and feedback related to Council's Implementation Plan, Budget and Rating Strategy.
- 10.2** Reference Group members are expected to be fully prepared for and attend each meeting, in person.
- 10.3** Council officers will provide administrative support to the Reference Group meetings including distribution of agendas and background documents, as appropriate.
- 10.4** The meetings of the Reference Group are closed to the general public unless determined by the Mayor.

Approved by Lenny Jenner, Chief Executive Officer, Borough of Queenscliffe Council

Date: 8 June 2017

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