


Finance Committee – Terms of Reference	Adopted by Council	29/10/2025	
	Date/s Revised:		
	Next Review Date:	03/2029	
	Document No:	TOR003	
	Directorate:	Finance and ICT Services / CEO	

Objective

Provide an unbiased and objective evaluation of Council’s long-term financial sustainability

Scope

Finance Committee (the Committee) is a formally appointed Advisory Committee of Council. The Committee does not have executive powers or authority to implement actions in any areas over which Council has responsibility. The Committee is not a delegated Committee of Council and has no delegated decision-making powers of Council.

The Committee must not duplicate the purpose and activities of the Audit and Risk Committee (ARC). The ARC cannot delegate their responsibilities entrusted to them by the *Local Government Act 2020*.

Composition

The Committee would comprise:

- Three independent members selected through an open Expression of Interest (EOI) process; and
- Two Councillors appointed by the Council;

Selection Criteria of independent members

- Should have qualifications as a chartered accountant or a certified practising accountant;
- Contemporary experience in public sector or local government finances or managing finances of large organisations;
- Experience in preparing/interpreting financial statements and reporting on key performance metrics; and

- Willingness to contribute positively to meetings in a fair and unbiased manner.

Chairperson

The role of Chairperson shall be undertaken by an independent member.

Term

The Committee will be appointed by Council within the first six months of a new Council term following a review of the Committee's purpose and role for the remaining term of that Council. For each Committee term independent members must be appointed by Council via an open EOI process; independent members cannot be simply re-appointed without undertaking an open EOI process.

If a Committee member misses two (2) consecutive meetings, they will be asked to confirm if they wish to continue on the Committee.

If a Committee member is absent from three (3) meetings during a two year period without explanation, the Committee member may be asked to resign.

Key responsibilities

Key responsibilities include:

- Review and provide feedback in updating/ developing relevant strategies, plans and initiatives that impact Council's long-term financial sustainability; and
- Feedback and input on investment opportunities for income diversifications.

Meetings

The committee would meet at a minimum twice a year in April and December and on other occasions as determined by the Committee and/or Council (via resolution). Committee meetings are closed to the public. Key decisions/actions/advice of the Committee will be included in the CEO's report at a subsequent Ordinary Meeting of Council.

The Chief Executive Officer and Manager Finance and ICT Services will attend all meetings, except when the Committee chooses to meet alone in camera. The Chief Executive Officer and Manager Finance and ICT Services are not members of the Committee and do not have voting rights. Other members of Council or Council staff and Council's external contractors / consultants may be invited to attend at the discretion of the Committee to advise and provide information when required.

Quorum

A quorum of the Committee will be 'one third plus one' of the total number of Members (i.e. a minimum of three Committee members).

Administration

The Council will approve the Terms of Reference of the Committee, and review the Terms of Reference as required and at a minimum at least once before the appointment of a new term of the Committee. Officers will support the Chair in the preparation of meeting agendas and minutes.

Sitting Fee

As per other non-statutory required committees of Council, no sitting fee is paid to Committee members.

Administration

The Committee will be appointed by Council within the first six months of each new Council term, following a review of the Committee's purpose, role and Terms of Reference.

Governance Obligations

Conflict of Interest:

Councillor Committee members must disclose any conflict of interest in a matter being considered by the Committee in accordance with the Local Government Act 2020 and Council's Governance Rules.

A non-Councillor Committee member will have a conflict of interest if they have a personal or private interest, including a perceived personal or private interest, that may compromise their ability to act in the public interest.

If a non-Councillor Committee member believes they have a conflict of interest in a matter before the Committee, then that member must declare their interest and not partake in any discussion had or decision made in relation to the matter and leave the room for the item. The declaration will be recorded in the minutes of the meeting.

Confidential Information and Privacy

Committee members must not disclose information that they know or should reasonably know is confidential information.

Committee members have an obligation not to publicly disclose any materials or information obtained or discussed through their membership of the Committee that is not already publicly available (other than because of a breach of a Committee member's obligations under these Terms of Reference).

Committee members should be mindful of their obligations under the *Privacy and Data Protection Act 2014* regarding the use and disclosure of information.

Standards of Conduct

To ensure Council's advisory committees are conducted in a respectful and efficient manner, members of all advisory committees must:

- act with integrity;
- impartially exercise their responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or impose a disadvantage on any person, including themselves;
- listen actively and acknowledge diverse perspectives;
- communicate openly and honestly while maintaining professionalism;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, Council officers and other members of the Committee;
- commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying;
- take reasonable care of their own health and safety and that of others;
- commit to regular attendance at committee meetings; and contribute positively to discussions and decision-making processes.

Any alleged breaches of the standards of conduct may result in membership in the Committee being terminated.

Transparency

In order to maintain transparency of Committee operations, the following information will be published on Council's website:

- Terms of reference
- Names of all members Summary of key decisions/actions/advice of the Committee meetings (which includes attendees and conflict of interest declarations) via inclusion in minutes of Ordinary Meetings of Council (within the CEO's report).

End.