



## FINANCE PORTFOLIO COMMITTEE

### TERMS OF REFERENCE

#### 1. BACKGROUND

- 1.1 By this Terms of Reference Document, the Ballarat City Council (Council) establishes the Advisory Committee (Committee) pursuant to section 86 of the *Local Government Act 1989* (LGA).
- 1.2 The Committee has the powers, duties and functions of Council as set out in this Terms of Reference Instrument. The Terms of Reference Instrument sets out the structure and basis on which the Committee can make decisions for and on behalf of Council.
- 1.3 This Terms of Reference Document is authorised by a resolution of Council passed on 9 October 2013.

#### 2. PURPOSE

The Committee is established for the purpose of:

- 2.1 To consider reports on Council's performance against budget.
- 2.2 To consider reports on the immediate and long term financial plans of Council
- 2.3 To consider Council's financial priorities in line with the Council Plan and other Plans
- 2.4 To consider reports on Council's Capital Works Project reporting including risk.
- 2.5 To consider reports on Council's KPI's against financial indicators.
- 2.6 To consider reports on Council's performance against the Council Plan.

#### 3. OBJECTIVES

The objectives of the Committee are:

- 3.1 Active and regular engagement of Councillors in major planning, projects and services related to the portfolio;
- 3.2 Provide regular and dynamic opportunities to brief Councillors on emerging issues
- 3.3 To encourage a whole of Ballarat perspective on key issues related to the portfolio;
- 3.4 To support cross-councillor communication on the issues related to the portfolio;
- 3.6 To nominate and coordinate key Councillor and officer representatives, spokespeople and media liaisons related to the portfolio.

#### **4. ROLES AND RESPONSIBILITY**

- 4.1 The role of the Committee is to consider items relevant to the portfolio so support cross-councillor communication.

#### **5. MEMBERSHIP**

- 5.1 The Committee will consist of 3 Councillors and the Chief Financial Officer
- 5.2 The tenure of members shall be reviewed annually when all committees and representations are confirmed by Council.
- 5.3 Any Councillor can attend the meeting as an observer.

#### **6. MEETINGS**

Committee meetings must be conducted in accordance with:

- 6.1 Council's Meeting Procedure Local Law No 18;
- 6.2 The Committee shall meet at least quarterly.

#### **7. REPORTING**

- 7.1 The Committee is responsible for taking meeting notes of all meetings and preparing a Councillor Assembly Record as appropriate.

#### **8. CREATION AND DISSOLUTION**

- 8.1 By these Terms of Reference the:
- 8.1.1 Committee is established; and
  - 8.1.2 Powers, duties and functions of the Committee, as set out in this Instrument are delegated.
- 8.2 The Terms of Reference including the delegation of Council's powers, duties and functions to the Committee
- 8.2.1 Come into force immediately once the seal of Council is affixed to it; and
  - 8.2.2 Remain in force until Council determines to vary or revoke it.
- 8.3 The Committee can be dissolved by resolution of Council.

Dated: 9 October 2013

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The Common Seal of Ballarat City Council was affixed by authority of the Council in the presence of:

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*John A J PHL*  
.....  
*Chief*  
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MAYOR/COUNCILLOR

COUNCILLOR

CHIEF EXECUTIVE OFFICER