

Finance Reference Group Terms of Reference

PREAMBLE

A Working Group of Council may be established by resolution of the Council to assist the Council in the performance of its functions, to inquire into and report to the Council on matters, provide advice to the Council and to exercise, perform or discharge delegated powers, functions or duties.

1. Establishment of the Finance Reference Group

Council establishes a Working Group to be known as the Finance Reference Group (referred to in these Terms of Reference as 'the Reference Group') as a Council Working Group.

2. Reference Group Objectives

To provide advice and work collaboratively with Port Augusta City Council in the development of the Annual Business Plan and Budget with an aim to ensure that community feedback, ideas and suggestions can be presented to the Council during the development process.

3. Reference Group Activities

- To provide insight and advice to Council on community issues, ideas and suggestions in relation to the Council's draft Annual Business Plan and Budget.
- Identify common themes and feedback from the community in relation to the Draft Annual Business Plan and Budget.
- Encourage community participation and consultation in the budget development process, including conducting community forums and promoting formal consultation processes.
- Improve public knowledge and awareness in relation to the Annual Business Plan and Budget.

4. Membership:

Membership of the Reference Group shall comprise the following:

- Up to 7 Members of the community (must be residents or ratepayers of Port Augusta City Council).
- Director Corporate & Community Services
- A nominated Elected Member (Cr Marsh) and Proxy Elected Member (Mayor Benbow)

Other Council Officers or guests may be invited to attend meetings in relation to specific agenda items.

5. Presiding Member of the Reference Group

The Director Corporate and Community Services will chair the Finance Reference Group.

6. Term of Office

Membership of the Reference Group terminates at the end of each Council term. The purpose and necessity for the Reference Group will be reviewed by the new Council.

7. Reporting Arrangements

The Reference Group reports and makes recommendations to the Council on any item on the Working Group agenda.

Council Officers as designated by the Chief Executive Officer, may provide the Reference Group verbal briefings or other documents ordinarily produced during the budget process, and as such, agendas will be limited to a face sheet only. Specific reports will not be prepared for the Finance Reference Group.

The Reference Group minutes, which will also include any recommendations arising from discussions of the Reference Group, will be forwarded to Council for approval.

8. Confidentiality

The confidential provisions of the *Local Government Act 1999* shall apply to ALL members of the Reference Group. This means that those matters that are deemed to be 'confidential' (which includes the reports, discussions and any resulting decision) **must remain confidential**, and are not to be discussed outside the forum of the Reference Group Meeting, until the matter is discussed and determined by the Council. There are substantial penalties for breaches of confidentiality.

9. Delegated Authority

Not applicable.

10. Conduct and Conflict of Interest of Reference Group Members

Elected Members of the Reference Group must comply with the Code of Conduct for Elected Members as published by the Minister for the purposes of Section 63 (1) of the *Local Government Act 1999* and Chapter 5 Part 4 of the *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

As a member of the Reference Group, you must not make improper use of your position to gain (directly or indirectly) an advantage for yourself or for another person closely associated with you. You must make sure there is no conflict between your private interests and your role as a public decision maker. As a Reference Group Member you will have to declare what your interest is in any matter before the Reference Group.

11. Media and Spokespersons

All media activities, releases and commentary will be undertaken in accordance with the Council Media Policy.

Members of the Reference Group are not authorised to speak with media regarding the Reference Group or actions of the Council unless approved by Council.

12. Meeting Times & Place

Reference Group meetings are to be held at least 3 times per year commencing at a time and place agreed by the Reference Group.

Attendance may be via teleconference or video conference if required.

13. Quorum & Voting by Members

At all meetings of the Reference Group, a quorum shall be 3 independent members.

Each member of the Reference Group present at a relevant meeting must vote of any motion put at that meeting. The Presiding Member shall have a deliberative vote but does not in the event of an equality of votes have a casting vote.

14. Local Government Meeting Procedures

At the discretion of the presiding member, meetings will be held in accordance with the *Local Government Act 1999* and *Local Government (Procedures at Meetings) Regulations 2013*.

15. Liability and Insurance

Pursuant to Section 80 of the *Local Government Act 1999* Council must take out a policy of insurance insuring every member of the Council, and a spouse, domestic partner or another person who may be accompanying a member of the Council, against risks associated with the performance or discharge of official functions or duties by members.

16. Administrative Support

The Chief Executive Officer will nominate an officer to provide administrative support, limited to the preparation of agendas, recording meeting minutes and ensuring that Reference Group recommendations are forwarded to Council. Specific reports will not be prepared for the Finance Reference Group.

17. Sitting Fee

Not applicable.