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## EXPRESSION OF INTEREST

### Finance Reference Group Membership

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Port Augusta City Council is seeking expressions of interest from Community Members to participate in a newly formed Finance Reference Group. Up to seven (7) community members will be appointed by Council.

The objective of the Finance Reference Group is to review the draft budget and engage with the broader community in relation to the annual budget development process. The Finance Reference Group will be able to make formal recommendations to Council in relation to ideas, suggestions and community feedback through the budget development process.

The membership of the group is voluntary, with no sitting fees applicable. It will be up to the Reference Group to determine an appropriate meeting time, place and frequency, although it is anticipated that there may be several meetings in April, May and June 2022.

The Terms of Reference for the Finance Reference Group will be presented to a Special Council Meeting on 29 March 2022 for adoption, the draft document is attached. The expressions of interest for membership will be presented to the Council at the Meeting on 12 April 2022, and Council will determine the final membership of the group.

Members of the Finance Reference Group must be residents and/or ratepayers of the Port Augusta City Council Area.

For all enquiries please contact Luke Culhane, Director Corporate and Community Services at the Port Augusta City Council on 8641 9100 or email: [admin@portaugusta.sa.gov.au](mailto:admin@portaugusta.sa.gov.au)

**INSTRUCTIONS:** If you are interested in being considered for membership for the Finance Reference Group, please complete and lodge this form with your personal details and relevant experience by **5.00pm Monday 4 April 2022** at the Port Augusta Council Civic Centre, 4 Mackay Street Port Augusta SA 5700 or by email to [admin@portaugusta.sa.gov.au](mailto:admin@portaugusta.sa.gov.au).

Full name:.....

Address: .....

Telephone Number: .....

Email Address: .....

Signature: .....Dated this.....day of..... 2022.

## Application Details

- i) Why would you like to be a part of the Port Augusta City Council Finance Reference Group?

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- ii) What is your availability to attend Finance Reference Group Meetings?  
(Daytime, Evenings, Other? Please detail any commitments you have day/even)

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- iii) Please provide details of you Community Involvement and/or Employment?

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- iv) Community Issues/Concerns? What do you see as current financial issues/concerns for Port Augusta?

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- v) What are your strengths/expertise and how would these contribute to discussions and ideas?

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## **Finance Reference Group Terms of Reference**

***\*\*Draft – not yet adopted by Council\*\****

### **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 XXX) and Proxy Elected Member (Cr XXX)

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.