



LITHGOW CITY COUNCIL FINANCE COMMITTEE Terms of Reference

Committee name

Finance Committee

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:
(b) by a committee of the council*

Resolutions

The Finance Committee may make recommendations to the Council, however, any recommendations do not constitute a resolution of the Council.

Delegations

The Committee has no delegations from the Council.

Financial arrangements

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

Term of the Committee

The Committee shall operate for the term of the Council.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

Committee's responsibilities

The principal responsibilities of the Committee are to:

- Monitor Council's financial performance and quarterly budget variations.
- Monitor Council's annual audit process and timely preparation of the annual financial statements.

- Review monthly Investment reports.
- Monitor internal and external audit actions and timely completion of actions.
- Monitor financial risk and controls.
- Examine funding policies to be adopted by Council (eg Level of Debt funding).
- Review of quarterly Budget Review documents.
- Review of annual financial statements.
- Review Finance and Assets Council reports.

Councillor membership

Periodically and at least at the commencement of the Council term, the Council shall nominate **5** Councillors to the Committee, including the Mayor.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee.

Committee membership

The Committee will be comprised of the following representation:

- 5 Councillors (including the Mayor),
- The Chief Financial and Information Officer (CFIO), and
- Lithgow City Council General Manager or his nominee

Voting members shall be:

- 5 Councillor members of the Committee
- Lithgow City Council General Manager or his / her nominee

Committee member responsibilities

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's WHS system objectives and instructions.

Appointment

All members of the Committee will be appointed by a resolution of the Council.

Executive Officer

The CFIO shall be the Executive officer to the Committee. The Executive Officer shall:

- organise executive support for the Committee;
- organise preparation of the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise stated below.

Office holders

The Chair of the Committee shall be the Mayor.

This position shall be determined by an election at the first meeting of a new term of the committee.

Frequency of meetings

Meetings shall be held at least every two months on a day and a time to be determined by the committee.

Meeting protocol

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 3 voting members.

Minutes and Reports to Council

- Minutes of meetings will be kept and will be reported to Council.
- The Minutes of the meeting will be submitted to the next ordinary meeting of Council.