

Business Services and Finance Committee Terms of Reference

Local Government Act 2009

1. PURPOSE

The Business Services and Finance Committee has been established as a Standing Committee in accordance with section 264 of the *Local Government Regulation 2012* ("the Regulation").

Its purpose is to provide strategic direction and leadership on matters detailed in the Committee's Roles and Responsibilities. The Committee will conduct much of the investigative and detailed work leading to a recommendation to Council to enable an informed decision to be made.

2. SCOPE AND OBJECTIVES

The Business Services and Finance Committee considers and advises Council in relation to strategy and policy for the Business Services and Finance services and functions of Council.

The objectives of the Committee are to:

1. Provide a forum to enable complex or strategic issues to be discussed at length;
2. Provide an opportunity to the community and business representatives to address and make submissions for Council 's consideration;
3. Receive and consider officer's reports in order to provide a recommended course of action to Council to determine matters outlined in the roles and responsibilities of the Committee.

3. AUTHORITY

The Business Services and Finance Committee has the power only to recommend a course of action to Council.

Council may by resolution, delegate authority to the Business Services and Finance Committee to decide matters.

Delegations of authority may be specific to an individual matter or in general terms to provide lasting authority to determine nominated issues. Such delegations must be in accordance with Council's Delegations Policy and be included in Council's Delegation Register.

4. ROLES AND RESPONSIBILITY

The role of the Business Services and Finance Committee is to consider matters within the defined scope and to provide recommendations and advice to Council.

The Committee shall have a primary role in considering the long-term strategic direction of Council's Business Services and Finance services and functions and provide a monitoring role on the whole of Council financial, asset and performance management.

The Committee is charged with considering matters relating to the following Services and Functions.

Functions:

- Information Technology
- Finance
- People & Culture
- Legal Services
- Procurement

Services:

- Asset Management (Business Services)
- Business Management
- Financial Management
- Governance
- Legal
- Information Technology
- People
- Safety
- Contract Management

Council business referred to above will include such business as:

- Development of goals and strategies for Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Quarterly review of Council 's Business Services and Finance services and functions progress and achievement towards Council's Corporate Plan, Operational Plan, Business Plans and Performance Management Plans;
- Development of the annual budget for Council's Business Services and Finance services and functions;
- Quarterly review of the annual budget for Council's Business Services and Finance services and functions;
- Monthly review of Council 's Business Services and Finance services and functions financial reports; and
- To report to Council on a regular basis on the operations of Council's Business Services and Finance services and functions.

5. MEMBERSHIP

Membership of the Committee is in accordance with previous resolutions of Council, being five Councillors and the Mayor. The Director of Business Services and Chief Financial Officer will also attend as advisers to the Committee.

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation.

In the event of a Councillor resigning his/her position on the Committee, the Council will nominate a Councillor to fill the vacant position.

5.1 APPOINTMENT OF CHAIRPERSON

The Chairperson of the Committee shall be appointed by Council.

In the absence of the appointed Chairperson from a meeting, the meeting will be chaired by the Deputy Chairperson appointed by the Committee.

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5.2 APPOINTMENT OF DEPUTY CHAIRPERSON

The Deputy Chairperson of the Business Services and Finance Committee shall be appointed by the members of the Committee at the first meeting.

5.3 ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of Council in discussing matters relating to the Business Services and Finance Committee with the community.

The role of Chairperson allows that Councillor to specialise in the areas relating to the Business Services and Finance Committee's responsible services and functions of Council.

The Chairperson will preside at the meeting and conduct the meeting as they see fit. If there is a dispute about meeting procedure reference will be made to the Townsville City Council's Code of Meeting Practice Policy.

5.4 ROLE OF DEPUTY CHAIRPERSON

The Deputy Chairperson will assume the roles and responsibilities of the Chairperson should the Chairperson be unable to fulfill their role.

5.5 ROLE OF COMMITTEE MEMBERS

The role of a Committee Member is to consider and make recommendations on matters relating to Council achieving the goals for Council's Business Services and Finance services and functions, as outlined in Council 's Community and Corporate Plan and considering the implementation of policies relating to Council 's Corporate functions, while serving the overall public interest of the whole local government area.

5.6 TERMS OF MEMBERSHIP

a) Representation

The appointed Committee Members will be required to attend the meeting in person.

b) Proxy

A committee member may not award a Proxy Vote to another Committee member.

An Alternative Member may be appointed in accordance with S266 of the Regulation.

c) Sub-Committees

The Business Services and Finance Committee can recommend the appointment of a Special committee should the need arise, and this may act as a sub-committee.

The Special Committee will be appointed by resolution at a Full Council meeting in accordance with S264 of the Regulation.

6. MEETINGS

All meetings of the Committee shall be open to the public unless resolved by the Committee to be closed to the public for the purpose of discussing a matter deemed to be confidential in terms of S254 of the Regulation.

6.1 QUORUM

The quorum for the Business Services and Finance Committee must be in accordance with Council's Code of Meeting Practice. The quorum for a Standing Committee meeting is a majority of the Councillors appointed to that committee, or where the committee is an even number one half of the number is a quorum. In this instance quorum will constitute the attendance of 3 committee members.

6.2 FREQUENCY AND LOCATION

Committee meetings are held at the Council Chambers located at 103 Walker Street, Townsville as resolved at previous Council meetings.

Meetings will be held in accordance with the adopted meeting schedule resolved by Council each calendar year.

The schedule of Business Services and Finance Committee meetings are to be adopted in November of each year for the following calendar year.

In accordance with S277(2) of the Regulation the schedule of meetings must be published in a newspaper, circulating generally in its area, at least once a year, and on the Townsville City Council website.

6.3 CONDUCT

Meetings must be conducted in accordance with the provisions of the *Local Government Act 2009* and *Local Government Regulation 2012*. If there is a dispute regarding meeting procedure or the conduct of an individual the Chairperson must refer to the Townsville City Council Code of Meeting Practice.

6.4 CONFLICT OF INTEREST

In accordance with Chapter 5B of the *Local Government Act 2009*, Committee members must declare their interest, whether prescribed conflict of interest or declarable conflict of interest.

6.5 MEETING AGENDA

The agenda for this Committee will be distributed in accordance with S254C (Notice of meetings) of the Regulation. Council aims to distribute the Committee agenda at least two (2) clear business days prior to the meeting date unless it is impracticable to give that notice.

6.6 MEETING RECORDS

The Committee will keep minutes of its proceedings in accordance with S254F of the Regulation.

7. REPORTING REQUIREMENTS

The Committee will provide a written report from each of its meetings to the next Ordinary meeting of Council. The written report will contain both the Committee's deliberations and its advice or recommendations.

8. REVIEW AND PERFORMANCE EVALUATION

8.1 TERMS OF REFERENCE

The Committee shall review these Terms of Reference at the first Business Services and Finance Committee meeting of each calendar year.

8.2 PERFORMANCE EVALUATION

At the November Business Services and Finance Committee meeting the Committee shall undergo a self-assessment process to ensure all the services and functions and business of the Committee is being dealt with in an efficient and effective manner.

The assessment process shall include but not be restricted to time of meetings, length of meetings, attendance at meetings (members and public), location of meetings (suitability), content of meetings, results of recommendations on matters discussed, achievements, satisfaction rating of members and meeting management.

9. COUNCIL REPRESENTATION

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Council Workers can attend committee meetings to present reports, answer questions and provide guidance to the Committee. They are not committee members and will not vote on any recommendations before the Business Services and Finance Committee.

10. DEFINITIONS

Proxy Vote – means a vote cast by one person as a representative of another.

Workers – includes employees, contractors, volunteers and all others who perform work on behalf of Council.

11. RELATED POLICIES/DOCUMENTS

Local Government Act 2009

Local Government Regulation 2012

Code of Meeting Practice Policy

Acceptable Request Guidelines - Councillors

Asset Management Policy

Council Advisory Committees Policy

Debt Policy

Procurement Policy

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