

Committee:	Finance Advisory Committee
Status:	Council committee <input checked="" type="checkbox"/> Statutory committee <input type="checkbox"/> Sunset committee <input type="checkbox"/> (specify the end date)
Purpose:	Role of the Committee is to: <ul style="list-style-type: none"> • act in an advisory capacity to council on financial matters • encourage sound financial practice and reporting for Kiama Municipal Council • provide expert advice to Council and community on the long term financial sustainability of Council • review the efficacy of Council's Long Term Financial Plan and strategies to sustainably deliver Council's financial objectives. • review action plans aimed at delivering financial performance • review service levels ensuring sustainable resourcing • review and monitor Council's financial performance • review and investigate opportunities proposed by Council officers or other committee members.
Objectives:	Objectives of the Committee are to: <ul style="list-style-type: none"> • provide expert advice which informs the future financial sustainability of Council • support and provide advice to Council's Chief Executive Officer and Chief Financial Officer • act as a conduit between the community and Council on financial concerns • make recommendations to Council on specific financial concerns and matters.
Committee Meetings:	Meetings are held every second month on the first Thursday of the month. While the Performance Improvement Order is in place bi-monthly presentations will be provided to Councillor briefings, subject to a Council decision on timing.
Venue:	Meetings will be held at the Kiama Council Chambers, other suitable venues as required or by video conference.
Membership:	<ul style="list-style-type: none"> • Mayor • 1 Councillor representative • Chief Executive Officer • Chief Operating Officer • Chief Financial Officer • 5 community members appointed by Council

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	<p>Councillors can attend meetings as an observer.</p> <p>Other Council officers may attend by invitation from the Committee through the CEO for relevant items of discussion.</p>
Term of membership	<p>Non-Councillor membership of the Finance Advisory Committee will be for the length of a Council term.</p> <p>NB: a specified term does not preclude an incumbent from reapplying to serve on consecutive terms.</p>
Meeting quorum:	<p>A Quorum will be deemed to have been met under the following criteria:</p> <ol style="list-style-type: none"> 1. minimum of 50% plus 1 2. or per statutory requirements (if required).
Meeting administration:	<ul style="list-style-type: none"> • Meetings are to be chaired by a non-Councillor Committee members as elected by the committee and endorsed by Council. • The agenda and business papers will be circulated no less than five days prior to a scheduled meeting. • Minutes will be taken by a representative of Council. • Minutes shall be approved by the Chair and circulated to each member and to Councillors within two weeks of the meeting being held. • Minutes are to be brief and focused on action items and advice. • Recommendations from the meeting minutes that require Council endorsement will be reported separately to the next Ordinary Meeting of Council. • While the Performance Improvement Order is in place the Minutes will be reported to the next Ordinary Meeting of Council to be received.
Selection of members	<p>When positions become vacant the selection of new committee members will be undertaken:</p> <ol style="list-style-type: none"> 1. through a public invitation for EOI by applicants 2. by consideration of applications by Council 3. by Council approval of successful applicants. <p>The following factors will be taken into consideration when determining members:</p> <ol style="list-style-type: none"> 1. the persons relevant experience and expertise 2. whether the person is a resident of the Kiama Local Government Area 3. there is a gender balance 4. there is representation from across the full Kiama geographical area 5. cultural and age diversity is represented 6. committee members are able to demonstrate that they are connected and representative” of the community.

Committee:	Finance Advisory Committee
Responsibility	<p>Committee members will:</p> <ol style="list-style-type: none"> 1. act in an advisory role to Council staff, the Council and Councillors on financial matters arising in performance of the role of the Committee 2. provide strategic guidance on developing and implementing Council's financial management policies and strategies 3. provide information and analysis to Council on the sustainably funding performance of Council's functions 4. at all times comply with Council's Code of Conduct 5. at all times contribute in a positive and respectful manner 6. avoid disruption, contrary conduct or being wasteful of time and resources.
Conflicts of interest	<p>Conflicts of Interest are to be called as a matter of process.</p> <p>Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest shall be appropriately noted.</p> <p>Committee members must complete a declaration of interest form.</p> <p>Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist.</p> <p>Where there is a conflict, Council's Code of Conduct will be adhered.</p>
Code of Conduct	<p>At all times Councillors, employees, contractors, volunteers, Council committee members, delegates of Council and Council advisors must comply with Council's Code of Conduct.</p>
Termination of membership	<p>Non-Councillor member positions will be declared vacant/terminated when a member:</p> <ol style="list-style-type: none"> 1. completes their designated term and retires from the committee 2. completes their term and is not re appointed 3. resigns their membership, in writing, to the Chairperson 4. fails to attend more than 75% of scheduled meetings unless granted special leave of absence by the Chairperson 5. acts in a way that is contrary to their responsibility as outlined (above). <p>NOTE: Council on the recommendation of the committee chairperson reserves the right to terminate appointments in instances where behaviour is considered excessively disruptive and contrary, is a breach of the Code of Conduct, is deemed inappropriate or is regarded as failing to provide productive and valued input.</p>
Process for termination of membership	<p>Where a (non-Councillor or staff) committee member's behaviour is considered unsatisfactory and contrary to their responsibilities (identified above), the Chairperson will draw this to the attention of the relevant committee member and reinforce the required level of conduct. The Chairperson will make a written record of this and provide to a relevant</p>

Committee:	Finance Advisory Committee
	<p>council officer for recording. The committee member will be able to sight and sign the written record.</p> <p>Where there is re-occurrence of unsatisfactory behaviour the committee member will be warned formally in writing by the Chairperson. Counselling (to be provided by the General Manager or Public Officer) will reinforce the standard of conduct expected as well as the implications of the behaviour on the committee members and Council. In addition counselling will reinforce potential for termination from the committee should the behaviour continue. A written record shall be kept of the formal warning and counselling.</p> <p>If the committee member's behaviour does not improve after the formal warning and counselling, the committee member's appointment may, on the recommendation of the Chairperson, be terminated by Council resolution.</p>