

BUDGET REVIEW & FINANCE COMMITTEE

TERMS OF REFERNCE 2025



Budget Review & Finance Committee

DETAILS

Version Number	2
Authoriser	Council
Date	23 June 2025 [Minute 187/25]
Review Timeframe:	Annually
Owner:	Chief Financial Officer
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VERSION HISTROY

Version No	Date	Revision details	Modified by	Amendments made
1	November 2024	New	Chief Financial Officer	Initiated & Resolved Council
2	May 2025	Reviewed & updated	Director Corporate & Community	Quorum reviewed & recommendation made to Council

1.0 Purpose

The Budget Review and Finance Committee (BRFC) is established as an advisory committee to support Council in achieving its financial management functions and obligations under the Local Government Act 1993 (the Act).

The Committee's role is to provide strategic oversight, advice, and recommendations on the Council's budgetary planning, review processes, financial sustainability, and resource allocation to ensure alignment with Council priorities and sound financial stewardship.

2.0 Authority

The Committee is authorised by Council to investigate any matters within its Terms of Reference and to make recommendations to Council. The Committee is not a decision-making body but operates to advise Council on budgetary and financial matters.

3.0 Membership

3.1 Voting Committee Members

- Chair: The Mayor, or their nominated delegate in the Mayor's absence.
- Deputy Chair: Councillor Matthew Blackmore, OR a voting Councillor appointed by the Chair or Deputy Chair in their absence.
- Councillor representative: Councillor Sandy Reddy

Note: Any of the above voting members may delegate their role to another Councillor if they are unable to attend a meeting. This provision ensures continuity and enables meetings to proceed in the event of scheduling or availability conflicts.

3.2 Non-Voting Committee Members

- All other Councillors not listed above, unless temporarily delegated a voting role by one of the designated voting members.
- The General Manager (GM)
- The Director Corporate and Community (DCC)
- The Director of Engineering and Operations (DEO)
- Chief Financial Officer (CFO).

3.3 3.2 Committee support

- Relevant Council officers as required
- External advisors may be invited to provide expertise or guidance on specific matters.

4.0 Roles and Responsibilities

The Committee shall:

4.1 Review and Advise on Budget Preparation

- Oversee the development of the Annual Budget and Long-Term Financial Plan (LTFP).
- Ensuring alignment of Council's Budget and LTFP with the Council's strategic goals and principles of sound financial management under the Act.
- Advise on revenue strategies, including rates, fees and charges, and other income sources.
- Review proposed budget allocations for adequacy, priority alignment, and fiscal responsibility.

4.2 Monitor Financial Performance

- Review Annual Financial Statements and Quarterly Budget Review Statements (QBRs) to monitor Council's performance.

4.3 Oversee Capital Expenditure and Projects

4.4 Review and monitor capital projects and budget allocations.

- Review and monitor key infrastructure asset indicators to ensure that adequate funding is available and allocated to renew and replace essential community infrastructure as and when required.

4.5 Ensure and Secure Council's Long Term Financial Sustainability

- Monitor the financial sustainability indicators and key financial performance measures.
- Review and support strategies to ensure Council's long-term financial sustainability and viability of services including essential community infrastructure.

5.0 Meetings

- **Frequency:** The Committee will meet for 10 meetings per annum, with additional meetings convened as required.
- **Quorum:** A quorum shall consist of the Chair, Deputy Chair, and at least two other Committee members.
- **Minutes:** Meeting minutes shall be recorded and distributed to all members. Approved minutes will be shared with the Council as part of the Committee's reporting duties.

6.0 Review and Amendment

- These Terms of Reference will be reviewed annually by the Committee to ensure ongoing relevance and effectiveness.
- Amendments to the Terms of Reference may be recommended by the Committee and are subject to approval by Council.