

Expenditure Review Committee (ERC)

Terms of Reference

Background

1. The Expenditure Review Committee (ERC) is a formally appointed Committee of Council.
2. The ERC will review each Service Level Plan produced for all Business and Service Units established in accordance with the City's adopted organisation structure to ensure the need, standards, resourcing, and benchmarking for each Plan is warranted.
3. Section 6.8 of the *Local Government Act 1995* stipulates the requirements for authorising expenditure proposals to be incurred in addition to the adopted Budget.
4. Provisional allocation for Donations and Grants is to be up to a maximum of 1.5% of Rates Revenue (excluding any specified area rates). The Council committee (established for this purpose) makes recommendations regarding individual donations and grants.
5. Provisional allocation for Community Events is to be up to a maximum of 0.8% of Rates Revenue (excluding any specified area rates). Council approves the annual calendar of events each year.

Objectives and Duties

1. The ERC will review each Service Level Plan produced for all units established in accordance with the City's adopted Organisation Structure to ensure that each Plan contains sufficient information related to the need, standards, resourcing and benchmarking.
2. The ERC will assess all expenditure proposals not otherwise allocated in the City's annual budget and make recommendations to Council on whether the proposals should be accepted.
3. The ERC will be responsible for assessing and recommending the allocation of funding in the Major Donations and Significant Sponsorship Categories of the "Community Funding for Community Organisations and Individuals (Grants, Donations and Sponsorships) Policy, as well as considering applications for Funding proposals received outside of established guidelines.
4. The ERC will monitor the expenditure of funds from the annual allocation of funds to the Grants, Donations and Sponsorship Budget.
5. The ERC will be responsible for reviewing the Community Funding Guidelines and recommending any proposed amendments, as considered appropriate.
6. The ERC will be responsible for the review of the annual community events program funded by Council and to recommend a calendar of events for the following financial year.

7. The ERC will be presented with a report on the statistics for the previous year's events program to demonstrate the success (or otherwise) of the various events and to review the community feedback received for the adopted events.
8. Oversight and review of the City's revenue streams, and make recommendations to the Council, including:
 - a. Rating Strategy and Policy
 - b. Fees and Charges
 - c. Commercial Revenues
 - d. Federal and State Grants
 - e. Debt Funding
9. Review and make recommendations to the Council on the Long Term Financial Plan including:
 - a. Operational (income and expenditure)
 - b. Capital (income and expenditure)
10. Oversight and review of:
 - a. operating surpluses (deficit)
 - b. make recommendations to the Council on reallocations and priority adjustments in such areas of reserve transfers to meet requirements as outlined in asset management plans and other adopted plans.

Membership

1. The ERC will comprise of a minimum of four Elected Members, who shall be appointed by Council.
2. Relevant City staff shall attend each Meeting of the Committee to provide the necessary advisory, administrative and secretarial support to the Committee.

Meetings

1. The Committee shall meet five (5) times each year, on the fourth Thursday in March, May, July, September, and November and may meet on other occasions to consider any urgent matters related to the functions of the Committee.
2. The Committee shall be held in person at 6:00pm to 7:00pm or at 7:30 to 8:30pm on a rotating basis with the other 3 Committees as determined in advance, in accordance with the two-year Electoral cycle.

Delegation

1. Nil.

Reporting

1. The Committee shall ensure that that Minutes of each Meeting are forwarded for inclusion on the Agenda of the next practicable Ordinary Council Meeting for the Committee recommendations to be considered.
2. The Report to Council accompanying the Minutes shall provide a summary of the matters considered at the Committee meeting and any relevant clarifying commentary.