

## 3 COMMITTEES

### 3.1 Finance and Performance Committee – Pūroro Tahua

<b>Chair</b>	Cr Diane Calvert
<b>Deputy Chair</b>	Cr Laurie Foon
<b>Membership</b>	Mayor and all Councillors
<b>External Membership</b>	Liz Kelly representing Ngāti Toa Rangatira  One representative of Taranaki Whānui ki Te Upoko o Te Ika nominated by the Port Nicholson Block Settlement Trust and appointed by Council
<b>Quorum</b>	8
<b>Frequency of meeting</b>	Monthly

#### Area of focus

1. The Finance and Performance Committee has the following responsibilities:
  - a. Financial oversight
  - b. Procurement policy
  - c. Financial and non-financial performance oversight in relation to the Long-term Plan and Annual Plan
  - d. Health and Safety
  - e. Non-strategic asset investment and divestment as provided for through the Long-Term Plan, and recommending to Council for matters not provided for in the Long-Term Plan.
  - f. CCO oversight and performance, with the exception of Wellington Water Limited which sits with the Pūroro Waihanga | Infrastructure Committee
  - g. CCO director review and appointments
  - h. WellingtonNZ oversight and performance
2. The committee has the responsibility to discuss and approve a forward agenda.

#### Delegations

##### General

3. The Committee has the powers necessary to perform its responsibilities, within the approved Long-term Plan and Annual Plan budgets.

#### Strategy and policy

4. Develop and approve strategy and policy within its area of focus and monitor and review these strategies and policies.

### **Service levels**

5. Recommend service level changes and new initiatives to the Pūroro Maherehere | Long-term and Annual Plan Committee as part of the Long-term and Annual Plan processes, within its area of focus.

### **Significant Projects & Monitoring and reporting**

6. Receive and consider quarterly reports on the Council's performance against the Long-term Plan and Annual Plan. This includes Council's Performance Framework that is made up of Council Key Performance Indicators and City Outcome Indicators.
7. Review business cases and approve next steps on significant projects not otherwise within another committee's area of focus.
8. Monitor and maintain oversight of financial aspects of significant projects.
9. Review and recommend to Council the adoption of the Annual Report.

### **Financial**

10. Approve budget overspends (above the tolerance levels in the Chief Executive's delegations) and any reprogramming of capex for a project or programme provided that:
  - (a) The overall budget for the Activity Group is met from savings and efficiencies within the Activity Group
  - (b) The overall budget for capex is not exceeded
11. Where this is not the case the committee must either;
  - (a) Recommend to Council that additional funding is approved (outside the Annual Plan or Long-term Plan process) or
  - (b) Recommend to the Pūroro Maherehere | Annual Plan/Long-term Plan Committee that the funding is considered for inclusion in the next Long-term Plan or Annual Plan.

### **Consultation and engagement**

12. Conduct any consultation processes required for issues before the Committee that are within its Area of Focus.
13. Act as a community interface for consultation on issues before the Committee that are within its Area of Focus and as a forum for engaging effectively.

### **Submissions and legislation**

14. Approve submissions to external bodies/organisations and on legislation and regulatory proposals that are within its Area of Focus except:
  - (a) If there is insufficient time for the matter to be determined by the Committee before the submission 'close date', in which case the submission can be agreed by

the relevant Committee Chair, Deputy Chair, Mayor and Chief Executive (and all Councillors must be advised of the submission and provided copies if requested).

- (b) If the submission is of a technical and operational nature, in which case the submission can be approved by the Chief Executive (in consultation with the relevant Committee Chair prior to lodging the submission).
- (c) During the formal pre-election period, in which case submissions are approved by the Chief Executive.

## **CCOs**

- 15. The Finance and Performance Committee has the responsibility for and authority to:
  - a. Ascertain and outline the Council's key priorities for each CCO to address in their Statement of Intent in an annual Letter of Expectation and issue the Letter of Expectation
  - b. Receive, review, and provide feedback on draft Statements of Intent
  - c. Monitor the performance, including financial, and the delivery of strategic outcomes of Council's CCO's through Quarterly and Annual Reports of CCO performance
  - d. Require CCO attendance at the committee meetings to present their reports and respond to any questions from members of the committee
  - e. Monitor board performance, including the performance of board members appointed by Council or committee, raising any concerns with the Chair of the CCO
  - f. Constructively engage with CCOs during the development of any Council strategy and policy or relevant submission by Council to an external entity (where relevant)
  - g. Engage with CCOs and provide the members of the committee and the Board and Chief Executive the opportunity to discuss issues that have the potential to impact a CCOs funding, strategic outlook or risk management framework
  - h. Receive reports and updates from certain COs, noting that while the Wellington Regional Stadium Trust (WRST) is a CO, clauses (a) to (g) apply to that entity
  - i. Receive reports and updates from Wellington International Airport Limited on a quarterly and annual basis
- 16. Undertake any reviews of CCOs and approve CCO changes to governance arrangements and consider any issues regarding CCOs .
- 17. To appoint or remove trustees, directors or office holders to Council's Council-Controlled Organisations (CCOs) and Council Organisations (COs), external members to other external bodies
- 18. In respect of Wellington Water Limited and Wellington Regional Economic Development Agency (WREDA), this committee performs delegations (a) and (b) only.

19. For the avoidance of doubt, council organisations (excluding WRST) are not within the remit of this committee.

#### **Elected members**

20. Approve the attendance and associated costs of elected members at conferences, seminars, training, or events or when representing the Council overseas as part of delegations or invitations.

#### **Health and Safety**

21. Oversight of the systems in place to manage compliance.

#### **Other**

22. Consider and make decisions which are within the Chief Executive's delegations that the Chief Executive has referred to the committee for decision making.
23. Recommend to Council the establishment of a subcommittee or working group and approve its terms of reference.
24. The committee has the powers to perform the responsibilities of another committee, where it is necessary to make a decision prior to the next meeting of that other committee.