



Terms of Reference

Finance and Performance Committee

Purpose

To guide and monitor the Council's financial, commercial and administrative affairs, operational performance, Long Term Plan, Annual Plans and implementation of the Local Government Act 2002.

Key Responsibilities

The Finance and Performance Committee has the following key responsibilities:

- o Monitor and review Council's operational performance against the agreed levels of service and target measures outlined in the Long-Term and Annual Plans
- o Review quarterly and annual financial statements including the statement of comprehensive income, balance sheet and treasury report
- o Oversee the Long Term Plan and Annual Plan process, approve the Draft Annual Plan and Draft Long-Term Plan and associated policies, and conduct all consultation and hearings with the public concerning them.
- o Oversee all financial policies including the Financial Strategy and Revenue and Financing Policy
- o Review and make recommendations to Council on rates, fees, charges, royalties and rentals
- o Review and make recommendations concerning any commercial activities, trading activities or investments held by the Council
- o Maintain an overview of Council's assets, leases and financial reserves
- o To award or approve contracts and tenders in excess of staff delegations
- o To consider matters of financial impact other than as provided for in the Annual Plan.

Delegated Authority

Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).

The Finance and Performance Committee may appoint subcommittees or working parties as appropriate provided they are limited to a time duration consistent with performance of their specified tasks.

Membership

Chairperson: Her Worship the Mayor

Deputy Chairperson: Councillor Mike Long

Members: Her Worship the Mayor and all Councillors

Quorum

5 members of the committee

Meeting Cycle

Meetings held two-monthly

Executive Support

Chief Executive and Group Manager - Corporate