

Operations & Performance Committee

Reports to:	Council
Chairperson:	Cr Duncan
Deputy Chairperson:	Cr Law
Membership:	Mayor Tripe, Deputy Mayor Cr Craig, all other Councillors, and Rural Community Board member Michael Dick (speaking rights, not entitled to vote)
Meeting frequency:	Eight-weekly
Quorum:	Half of the members (including vacancies)
ELT Leads:	General Manager - Community and Customer Experience General Manager - Community Property and Places

Purpose

The Operations & Performance Committee is responsible for oversight and monitoring of the implementation of the Council's strategy and the organisation's operational performance (both financial and non-financial) against the Long Term Plan and Annual Plan.

This includes:

- Providing direction on issues relating to external funding agencies, including the Local Government Funding Agency issues.
- Procurement and tendering (other than for those matters expressly reserved by Council or delegated to other committees or the Chief Executive).
- Health and safety due diligence and other related matters
- Community and customer service delivery, including community development, activities and events.
- Advancing the wellbeing of the District's communities.
- Civil defence and emergency management.

Note

- *The Strategy & Policy Committee makes all decisions in relation to the development of strategies, plans and policies. The Operations & Performance Committee may recommend amendments to Council's strategies, plans and policies to the Strategy & Policy Committee.*

The Operations & Performance Committee has the following Terms of Reference and is delegated the following powers:

General

1. To monitor and review the implementation of adopted strategies, plans and policies.
2. To monitor governance issues on regional and cross-border matters.

3. To receive quarterly activity updates from the Whanganui Rural Community Board, Safer Whanganui Group, Positive Aging Group, and Welcoming Communities Group.

Finance

1. To monitor performance against the Council's Financial Strategy.
2. To monitor Council's treasury management against its treasury policies, including funding and investment arrangements with external parties (e.g. the New Zealand Local Government Funding Agency).
3. To monitor and oversee the delivery of Council's non-financial performance against the Long Term Plan and Annual Plan.

To approve expenditure within the Long Term Plan or Annual Plan, that aligns with the Council's Financial Strategy, and that exceeds the Chief Executive's delegation.

4. To approve alterations and transfers within the provisional programme of capital works within the Long-Term Plan and Annual Plan, subject to:
 - the overall scope of the programme remaining unchanged and
 - the programme remaining within overall budget.
5. To approve the process for making decisions where additional operational or capital expenditure, or deferred capital expenditure, is required. **For clarity, the Committee's delegation is restricted to approving the process only.**
6. To review the Annual Report and recommend its adoption to the Council.
7. To approve insurance arrangements that exceed the Chief Executive's delegations.
8. To approve contractual and other arrangements for the purchase and supply of goods and services, and revenue-generating contracts, that exceed the Chief Executive's delegations, but exclude contracts or arrangements that are reserved for the Council or another committee's approval.
9. To approve rating issues where these exceed the delegated authority of staff, or are an appeal against staff decisions. For clarity, this excludes decisions that are required, by law, to be made by the Council (see Council terms of reference, above).
10. To approve the writing-off of debts owed to the Council that exceed staff delegations.

Infrastructure

Subject to appropriate community engagement or consultation, to:

1. Approve proposed changes to current road names in the District.
2. Approve any proposal to stop or close any road.
3. Approve any traffic regulatory measures, including under the Parking Bylaw and Parking Controls.

Property and Reserves

1. To approve the acquisition or disposal (including by way of lease or easement) of property owned or administered by the Council (including land that is either open space under the District Plan, or reserve under the Reserves Act 1977), where such acquisition or disposal is in conformity with the Long Term Plan or Annual Plan but exceeds the Chief Executive's delegation.
2. To make decisions in respect of the acquisition or construction of new recreational and community facilities and amenities in accordance with the Long Term Plan or Annual Plan.
3. To make any non- significant decision under a reserve management plan that has not been delegated to the Chief Executive.
4. Recommend to Council for approval anything that would change the ownership of such land.

Note

- *Where any decision has a significant impact under a management plan the Committee will make a recommendation to the Council for approval.*

Community and culture

1. To approve funding for existing recreational and community facilities and amenities in accordance with the Long Term Plan and Annual Plan, which exceeds the Chief Executive's delegations.

Health and safety

1. Governance oversight of the systems and processes in place to manage the Council's compliance with health & safety legislation.

Civil defence and emergency management

1. To monitor the performance of the District's civil defence and emergency management response against the Council's requirements under the Civil Defence and Emergency Management Act 2002 including:
 - i. implementation of Government requirements; and
 - ii. co-ordination with, and receiving reports from, the National Emergency Management Agency.

Other delegations

1. To exercise all of the Council's functions, powers and duties under legislation (including Council bylaws) in relation to operational matters that are not significant within the Long Term Plan or Annual Plan, except the functions, powers and duties:

- i. that cannot be delegated by law, or that are otherwise retained by the Council under its terms of reference (see above); or
 - ii. expressly delegated to other Council committees, subordinate decision-making bodies, the Chief Executive, or staff.
2. To oversee and monitor the work of Council's District Licensing Committee.

Note

- *Review and monitoring reporting to the Committee will typically be on a 'by exceptions' basis (i.e. only reporting on issues that fall outside of what was originally approved or planned). This will be supplemented with a programme of "deep-dive" updates that cycle across the different functions and services of the Council.*

