

Council

Meeting of 04 March 2026

Business Unit: People and Corporate

Date Created: 20 February 2026

Finance and Performance Committee – Terms of Reference Amendment

Purpose Te Aronga o te Pūrongo

To seek Council approval to amend the Terms of Reference for the Finance and Performance Committee to reflect proposed governance refinements.

Recommendations Ngā Tūtohinga

That the Council:

1. Approve the amendments to the Finance and Performance Committee Terms of Reference, as attached to this report, being:
 - a. Requiring all priority service contracts to be considered by the Committee for approval.
 - b. Delegating authority to the Grants Connector to approve grants up to \$1,000 in accordance with the Grants Policy.
 - c. Appointing Cr Rob Duindam to the Committee membership.
2. Adopt the amended Terms of Reference effective from 4 March 2026.

Report prepared by:

Ash Garstang

Governance and Assurance Manager

Approved for submission by:

Frances Smorti

General Manager - People and Corporate

1 Background Ngā Kōrero o Muri

- 1.1 The Finance and Performance Committee operates under Terms of Reference adopted by Council, which outline its purpose, responsibilities, delegated authority, membership, and meeting cycle.
- 1.2 Several amendments are proposed to the Committee's Terms of Reference, and these highlighted in Attachment 1 to this report.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 The proposed amendments support the strategic priority of **Value for money and excellence in local government**, by strengthening governance clarity and ensuring robust oversight of financial, performance, audit and risk management functions.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

- 3.1 The proposed amendments aim to clarify responsibilities and strengthen oversight of key grants.

- 3.2 The proposed amendments are:

- a. **All priority service contracts to be considered by the Committee for approval**

This change clarifies that oversight and approval of priority service contracts sits with the Finance and Performance Committee. This will ensure consistent governance scrutiny of significant contractual commitments.

- b. **Delegation to the Grant Connector to approve grants up to \$1,000**

The amendment formalises the delegation of authority to the Grant Connector to approve grants up to \$1,000, in accordance with the Grants Policy. This supports administrative efficiency while retaining appropriate oversight through reporting mechanisms and existing delegation thresholds.

- c. **Addition of Cr Rob Duindam to the Committee membership**

Cr Duindam is the elected member Health and Safety Representative. His appointment to the Committee will support effective reporting of health and safety matters and strengthen governance oversight in this area.

4 Risk Assessment Te Arotake Tūraru

- 4.1 Adoption of the amendments reduces governance risk by ensuring clarity and alignment between documented Terms of Reference and current practice.

5 Engagement Te Whakapānga

Significance of Decision

- 5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

Māori and Cultural Engagement

- 5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

- 5.3 As this is an internal governance document, no community engagement is warranted.

6 Operational Implications Ngā Pānga Whakahaere

- 6.1 There are no operational implications with this report.

7 Financial Implications Ngā Pānga Ahumoni

- 7.1 There are no financial implications with this report.

8 Statutory Requirements Ngā Here ā-Ture

- 8.1 The Local Government Act 2002 enables Council to establish committees and determine their Terms of Reference (Schedule 7).

- 8.2 There are no statutory barriers to the proposed amendments.

9 Next Steps Te Kokenga

- 9.1 If approved, the amended Terms of Reference will be updated within the Delegations Manual.

10 Attachments Ngā Āpitihanga

- Finance and Performance Committee – Terms of Reference