

Organisation Committee (ORG)

Purpose	<p>The purpose of the Organisation Committee is:</p> <ul style="list-style-type: none"> • Performance monitoring, oversight, and provide direction on behalf of the Executive Committee (EXCO) to assure that the Annual Plan is delivered effectively. • Provide advice to EXCO through a whole enterprise lens regarding projects, people and organisational output performance measures. • Performance monitoring and oversight where appropriate over change programmes, and in the People, Finance, Estate and Defence Information portfolios. • Enhancing the effectiveness and efficiency of decision making at the strategic level of the NZDF. 		
	Meeting Responsibilities	<p>The key responsibilities of the Organisation Committee are to:</p> <ul style="list-style-type: none"> • Provide EXCO with regular reports about ORG Committee decisions and business outcomes (in-particularly reallocation/redistribution of resources). • Provide oversight, advice, and direction on the management of the Annual Plan, and the annual NZDF-led projects prioritisation round. • Provide oversight of the NZDF Annual Budget through Budget Sub Committee to be approved at EXCO. • Provide recommendations on the addition of new multi-year ongoing personnel costs to support new and current initiatives. • Provide recommendations for amendments to Annual Plan, Plan25, Strat25, and Statement of Intent • Assure EXCO that the budgeted and approved investments portfolio is effectively delivered in accordance with the Capability Management Framework (CMF). • Provide recommendations to EXCO, including new investments and adjustments to the existing portfolio composition, through consideration of: <ul style="list-style-type: none"> ○ Project initiation in the context of achievability and the future project pipeline; ○ Business cases seeking investment and ensuring that advice to Government meets standards for good public policy; ○ Project eligibility for approval thresholds under the Investor Confidence Rating for referral to Investment Ministers; ○ Changes to optimise the effective delivery and achievability of projects through their life cycle; ○ Matters referred from EXCO. ○ Provide oversight on the development and implementation of internal controls, including a regular review to assure that the organisations activities are compliant. • Provide an independent perspective to decision making, putting the interests of NZDF ahead of their interests. • Use the NZDF Risk Framework to help align decision-making; this committee is an accountable body for enterprise risk. • Utilise the NZDF Governance Toolkit is a resource to support both presenters and members. 	<p>Reference: CDF Directive 18/2022 (NZDF GOVERNANCE, COMMITTEE CHAIR DECISION MAKING DELEGATION)</p> <p>APPROVE:</p> <ul style="list-style-type: none"> • New in-year investments with a whole of life cost up to a maximum of \$5M. • Provide direction about prioritising resources for all in-year approved investments and funded initiatives up to a maximum of \$5M. • Provide direction about where to prioritise resources for approved and budgeted investments. • The reallocation/redistribution of approved budgets between Navy, Army, RNZAF and NZDF Portfolios up to a maximum of \$20M. • An increase of Navy, Army, RNZAF and NZDF Portfolio budgets up to a maximum of \$5M. • A funding contingency up to a maximum of \$5M. • Changes to the NZDF establishments including: <ul style="list-style-type: none"> • Changes to position rank grading • Changes of title • Addition and deletion of positions within currently approved stated personnel caps • Addition of new positions mil and civ within currently approved NZDF personnel budgets • The employment of contactors with a whole of life cost between \$250k and \$1M. • Amendments to NZDF HR DFI's & DFO 3 & 5. <p>ENDORSE</p> <ul style="list-style-type: none"> • New investments with an in-year whole of life cost up to a maximum of \$25M. • NZDF Annual Budget. • The reallocation/redistribution of budgeted funds between Navy, Army, RNZAF and NZDF Portfolios up to a maximum of \$25M. • New multi-year personnel costs to support enduring new and current initiatives. • The employment of contactors with a whole of life cost over \$1M. • Amendments to DFO 1. • Annual Output Plan, including in-year amendments.
Committee Support		<p>Agenda Items</p> <ul style="list-style-type: none"> • <i>Schedule Meetings, Draft Agenda & Meeting Minutes in conjunction with the Chair.</i> • <i>Call for papers and consult with presenters.</i> • <i>Agenda and papers will be published to members five working days before the meeting.</i> • <i>Future items for EXCO are to be submitted to NZDF Governance Team for consultation, then added to the forward work plan.</i> • <i>The committee should review the forward work plan at each meeting.</i> • <i>Back briefs should be provided from other relevant committees when requested.</i> <p>Action and Decision recording</p> <ul style="list-style-type: none"> • <i>A post-meeting matrix with actions & decisions will be sent to owners and members in a timely fashion.</i> <p>Governance Support</p> <ul style="list-style-type: none"> • <i>Induction material collated and provided to all new members of EXCO on appointment.</i> 	<p>Business Rules:</p> <ul style="list-style-type: none"> • <i>The quorum is the Chair or Deputy Chair, and half the listed members.</i> • <i>Meetings are held monthly throughout the year.</i> • <i>A member must advise NZDF Governance of a pending apology.</i> • <i>A member may only be excused from a meeting and replaced by a nominated alternate with the Chair's approval.</i> • <i>Papers are to be submitted to the NZDF Governance Team with approval from the Sponsor; submissions must include a completed cover sheet a minimum of eight working days before the meeting.</i> • <i>Papers are to be a maximum of five pages, clearly stating; purpose, clear decision points, and answer 'what, so what, now what' to support decision-making. Project artefacts are to conform with change management framework methodology. Additional supporting documents can be made available via links. Acceptance of late papers is at the discretion of the Chair.</i> • <i>Will consult a draft of the minutes with presenting members then passed to the Chair for review before publishing in the next meeting pack for approval.</i> • <i>Must undertake consultation with all stakeholders, conduct a risk assessment before submitting papers, and be included in the cover sheet.</i> • <i>If out of session endorsement is required, distribute papers with precise response requirements and timeline, and publish outcomes to all members.</i> • <i>An annual review of the Terms of Reference, performance and membership.</i> • <i>Members must commit sufficient time to prepare for meetings, attend and follow up on actions delegated.</i>