

SOUTH WAIRARAPA DISTRICT COUNCIL

9 AUGUST 2017

AGENDA ITEM C6

ANNUAL PLAN/LONG TERM PLAN WORKING PARTY TERMS OF REFERENCE

Purpose of Report

To inform councillors of the proposed Terms of Reference for the Annual Plan/Long Term Plan Working Party.

Recommendations

Officers recommend that the Council:

1. *Receive the Annual Plan/Long Term Plan Working Party Terms of Reference Report.*
2. *Approve the proposed Terms of Reference for the Annual Plan/Long Term Plan Working Party.*
3. *Update Policy A100 to reflect the adoption of the terms of reference for this Working Party.*

1. Executive Summary

The attached Terms of reference for the Annual Plan/Long Term Plan Working Party have been drafted and need approval by Council.

2. Background

The Annual Plan/Long Term Plan Working Party have previously not had documented terms of reference.

It was agreed all working parties of Council should have written Terms of reference to ensure their purpose and procedures for operation are correctly documented and can be referred to by members of the working party and the Chair to ensure they are operating within the correct scope of practice.

The attached Terms of Reference have been drafted by SWDC officers and were reviewed by the Audit and Risk Working Party at their June 2017 meeting.

The Audit and Risk Working Party recommend Council adopt these Terms of Reference.

3. Appendices

Appendix 1 - Annual Plan/Long Term Plan Working Party Terms of Reference

Contact Officer: Jennie Mitchell, Group Manager Corporate Support

Reviewed By: Paul Crimp, Chief Executive Officer

**Appendix 1 –Annual
Plan/Long Term Plan
Working Party Terms of
Reference**



SOUTH WAIRARAPA DISTRICT COUNCIL

Annual Plan/Long Term Plan Working Party **Terms of Reference**

Purpose:

The South Wairarapa District Council operates a working party of Council to oversee the annual planning process and also the triennial Long term planning process.

Membership of the Annual Plan/Long Term Plan Working Party:

- The Working Party consists of The Mayor and all Councillors
- CEO
- Group Manager Corporate Support
- Finance Team Leader
- Other SWDC staff members as required

Meetings of the Working Party:

As and when the working party decides, but at least monthly from November through to June whilst the annual plan and consultation documents are being prepared and reviewed and until the Annual plan (AP) has been approved and published.

In the year in which the Long term plan (LTP) is being prepared, the working party will meet at least monthly from August through to June whilst the Long term plan and consultation documents are being prepared and reviewed and until the Long term plan has been approved and published.

Role of the Working Party:

- To receive recommendations from officers regarding appropriate activities for SWDC;

- To discuss proposed activities to be completed by SWDC over the period the plan relates to;
- To evaluate and make recommendations on activities or changes to be consulted on;
- To review draft budgets prepared by the Finance team for the period of the plan;
- To review draft rating levels for the period of the plan;
- During the long term plan process, review the following policies:
 - Significance and Engagement Policy
 - Revenue and Financing Policy
 - Liability Management Policy
 - Investment Policy
 - Development Contributions/Financial Contributions Policy
 - Remission and Postponement of Rates on Maori Freehold Land Policy
 - Rates Remission Policy
 - Rates Postponement Policy
- To decide which issues covered in the AP or LTP are significant and therefore require consultation with ratepayers;
- To agree the questions for consultation and review the Consultation document and supporting documentation prior to publication;
- Council will then review submissions and attend hearings to enable submitters to speak to their submissions. At the conclusion of the submission hearings, Council will agree any changes to the Annual plan as a result and request officers to update the Annual plan document including any financial changes;
- The Annual plan working party will then review the updated financials prior to the final Annual plan document being submitted to Council for approval.
- Council approval of the Annual plan will be required on or before 30 June each financial year.