

## **Council Briefing Meeting Minutes**

**Date:** Tuesday, 4 December, 2018  
**Time:** 1:00 p.m.  
**Location:** Council Chamber  
Forum North, Rust Avenue  
Whangarei

<b>In Attendance</b>	<b>Her Worship the Mayor Sheryl Mai</b> <b>(Chairperson)</b> <b>Cr Stu Bell</b> <b>Cr Crichton Christie</b> <b>Cr Vince Cocurullo</b> <b>Cr Tricia Cutforth</b> <b>Cr Shelley Deeming</b> <b>Cr Sue Glen</b> <b>Cr Phil Halse</b> <b>Cr Cherry Hermon</b> <b>Cr Greg Innes</b> <b>Cr Greg Martin</b> <b>Cr Sharon Morgan</b> <b>Cr Anna Murphy</b> <b>Cr Gavin Benney</b>
<b>Not in Attendance</b>	

<b>Scribe</b>	<b>Sue Reid (Democracy Adviser)</b>
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Her Worship the Mayor convened the briefing.

### **1. Apology**

Cr Gavin Benney

### **2. Reports**

#### **2.1 2019-2020 Annual Plan Process**

Following a brief overview of the process to date Dominic Kula (General Manager Strategy and Democracy) covered the content of the presentation including the 2019-2020 Annual Plan process.

- Overview  
Recap on Long Term Plan (LTP) approach  
LTP and the Annual Plan relationship

Key assumptions underlying the Annual Plan

High level timeline including proposed schedule of Council briefings, meetings and workshops

Updates on budget review, engagement plan and fees and charges

- LTP 2018-2028 approach

Strategic approach was used to set priorities

Focus was on delivery of three strategic drivers - continuing to focus on core assets, getting set up for the future and keeping the place nice and making it even better to live here

- LTP and the Annual Plan relationship

Links to LTP

What is different to the LTP process

- Assumptions underlying the Annual Plan

Rates

Inflation

Community participation

Development Contributions

- Proposed key dates

Planning and document development

Engagement and analysis period (dependent upon decisions next week)

Post engagement amendments and adoption of Annual Plan

- Budget review update

Tasks undertaken to date

What is remaining specific to the budget

- Known challenges to budget

Revenue challenges

Expenditure

Adjusting timing of capital projects

- Additional operational expense requests

Recycling

Dog Control

RMA Compliance

Regulatory

Community Development

ICT

### Minor operational requests

- Additional capital expenditure requests  
Preparation for WRW Cup  
Waterfront tourism facilities upgrades  
Pump station upgrade  
ICT projects  
Minor capita requests
- Engagement plan update  
Themes from Annual Plan Workshop  
Approach
- Fees and charges 2019 – 2020  
Key assumptions for review
- Next steps  
13 December engagement/consultations to Council  
18 December workshop  
2019 will be focused on finalising budgets and engagement

Councillors discussed options for engagement on the 2019/20 Annual Plan, three options are proposed:

#### *Option 1 – Formal consultation*

Formal submission and hearings process, although this is not a requirement under the LGA for annual plan consultation.

#### *Option 2 – Communication and engagement programme*

Information sharing with mechanisms for feedback to inform annual plan and/or next LTP process. It included meetings with Resident and Ratepayer groups, complemented by engagement activities in key locations (i.e. markets, playgrounds and malls).

#### *Option 3 – One or more big events (e.g. expo)*

Information sharing with mechanisms for feedback to inform annual plan and/or next LTP process. One or more expos across the district.

A report is being presented to the 13 December council meeting seeking a decision from council on their preferred option. Staff are recommending Option 2 as the preferred option.

## Discussion and feedback

Council discussed options, comments, feedback included:

- There should be some formal consultation based on submissions and hearings, communication and getting feedback.  
Mr Kula advised that options will be in a formal paper and have put forward staff recommendation from feedback we have received.
- Focus will remain on further communication with the community.
- LTP and Annual Plan relationship is quite crucial. If the LTP is too rigid, there is little room to manoeuvre on the Annual Plan. Part of going out to public is managing community expectations as there is very little room to move in change of allocations.
- For next time, because we have so much growth in Whangarei and we are required to monitor and understand the impacts of it, should the LTP have a level of flexibility for the Annual Plan to address issues as they happen?  
There may be some audit requirements that may preclude that, but we can investigate whether there is some flexibility.
- The language needs to be important it's about information sharing and how we use the years after a LTP to inform the next one. We are restricted in terms of what we can adjust but at that time we need to take on board what the community is telling us.
- Some preferred retaining formal consultation and felt that enables a two-way conversation. The formal consultation process captures feedback. Lists get forgotten within 12 months and we can't afford to lose that feedback.  
  
It's about our people, we need to go and communicate and people want a face-to-face meeting as it's the only opportunity the spread out communities have.
- We need to manage community expectations. Public submission process often raises expectations, we seek feedback knowing we don't have the budget to address their issues. The public meetings enable us to tell them what is happening, why and what they need to do. They provide us with an opportunity to talk about some of the changes and explain the need to continually review budgets and talk about unexpected projects approved since the LTP was adopted.
- Staff are proposing ratepayer groups and feedback, taking a longer term view. We aren't recommending formal hearings. Council will ultimately decide on 13 December.
- Would it be possible to have similar key dates for each of the three options?

- The LTP should be flexible as you can't guarantee what you will do after one year. Conscious that for the Annual Plan we need really good communication with the public so they can understand what is being planned for that year.
- If there is any extra money it should be discussed in context of what was in the LTP so projects don't jump the queue and the process is transparent.

Alan Adcock advised that any extra Development Contributions revenue can only be spent on projects which are planned.

Merryn Statham (Consultation Adviser) advised on the more up to date methods of communication. Capturing Councillors stories on camera was one of the proposed methods. Councillors advised a cautious approach due to election year.

Council will decide the three engagement options at the 13 December council meeting.

### **3. Closure of Meeting**

The meeting concluded at 2.10 p.m.