

Western Bay of Plenty District Council

Minutes of Meeting No. APLTP1 of the Annual Plan and Long Term Plan Committee held on 17 December 2019 in the Council Chamber, Barks Corner, Tauranga commencing at 9.30am

Present

Councillor J Scrimgeour (Chairperson), Councillors G Dally, M Dean, J Denyer, M Grainger, A Henry, C Humphreys, M Lints, K Marsh, M Murray-Benge, D Thwaites, Mayor G J Webber

In Attendance

M Taris (Chief Executive Officer), G Allis (Deputy Chief Executive), K Perumal (Group Manager Finance and Technology Services), J Pedersen (Group Manager People and Customer Services), K Hill (Utilities Manager), I Butler (Finance Manager), P van den Berg (Infrastructure Engineer Water), G Payne (Strategic Advisor), D Pearce (Community Manager), R Woodward (Communications Specialist), B Clarke (Senior Governance Advisor)

Declarations of Interest

Members were advised that if they had an interest (actual, potential, perceived, pecuniary or non pecuniary interest) in any item on the agenda, then they must declare this interest and refrain from discussing or voting on the item and were advised to withdraw from the meeting table for the item (as per the Local Authorities (Members' Interest) Act 1968).

There were no declarations of interest for any item on the agenda.

APLTP1.1 **Recommendatory Report from the Katikati Community Board – Draft 2020/2021 Annual Operating Budget**

The Committee considered a report from the Senior Governance Advisor dated 4 December 2019.

Resolved: Denyer / Thwaites

- 1. That the Annual Plan and Long Term Plan Committee adopts the Katikati Community Board Operating Budget for 2020/21 as follows:*

<i>Operating Costs</i>	2021
<i>Conference / Training</i>	2,000
<i>Contingency</i>	2,000
<i>Grants</i>	8,000
<i>Mileage Allowance</i>	2,000
<i>Security</i>	6,500
<i>Street Decoration</i>	4,500
<i>C E Miller Bequest</i>	14,888
<i>Salaries</i>	<i>Determined by Remuneration Authority</i>
	<i>Determined by Overhead Cost Allocation</i>
<i>Inter Departmental Charges</i>	
TOTAL OPERATING COSTS	

2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.

APLTP1.2

Recommendatory Report from the Maketu Community Board – Draft 2020/2021 Annual Operating Budget

The Committee considered a report from the Senior Governance Advisor dated 4 December 2019.

The Chairperson responded to a question from the floor, advising that the Contingency of \$17,000 had been discussed at the Maketu Community Board meeting. Future projects and allocation of the contingency funding were being discussed by the Board.

Resolved: Marsh / Scrimgeour

1. That the Annual Plan and Long Term Plan Committee adopts the Maketu Community Board Operating Budget for 2020/21 as follows:

<i>Operating Costs</i>	2021
<i>Contingency</i>	17,000
<i>Grants</i>	5,000
<i>Mileage Allowance</i>	1,000
<i>Security</i>	4,020
<i>Salaries</i>	<i>Determined by Remuneration Authority</i>
	<i>Determined by Overhead Cost Allocation</i>
<i>Inter Departmental Charges</i>	
TOTAL OPERATING COSTS	

2. *That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*

APLTP1.3 **Recommendatory Report from the Omokoroa Community Board – Draft 2020/2021 Annual Operating Budget**

The Committee considered a report from the Senior Governance Advisor dated 4 December 2019.

Resolved: Murray-Benge / Grainger

1. *That the Annual Plan and Long Term Plan Committee adopts the Omokoroa Community Board Operating Budget for 2020/21 as follows:*

<i>Operating Costs</i>	<i>2021</i>	
<i>Conference / Training</i>	<i>2,500</i>	
<i>Contingency</i>	<i>4,000</i>	
<i>Grants</i>	<i>7,500</i>	
<i>Mileage Allowance</i>	<i>1,500</i>	
<i>Salaries</i>	<i>Determined by Remuneration Authority</i>	
	<i>Determined by Overhead Cost Allocation</i>	
<i>Inter Departmental Charges</i>		
<i>TOTAL OPERATING COSTS</i>		

2. *That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*

APLTP1.4 **Recommendatory Report from the Te Puke Community Board – Draft 2020/2021 Annual Operating Budget**

The Committee considered a report from the Senior Governance Advisor dated 4 December 2019.

The Mayor responded to a question from the floor, noting that the cost of running the ANZAC service in Te Puke covered a number of requirements, including traffic management.

Resolved: Dally / Lints

1. *That the Annual Plan and Long Term Plan Committee adopts the Te Puke Community Board Operating Budget for 2020/21 as follows:*

<i>Operating Costs</i>	<i>2021</i>	
<i>Conference / Training</i>	<i>2,000</i>	
<i>Contingency</i>	<i>5,000</i>	

<i>Operating Costs</i>	<i>2021</i>	
<i>Grants</i>	<i>11,000</i>	
<i>Mileage Allowance</i>	<i>1,000</i>	
<i>Security</i>	<i>7,560</i>	
<i>Street Decoration</i>	<i>8,500</i>	
<i>Anzac Day Civic Service</i>	<i>1,500</i>	
<i>Salaries</i>	<i>Determined by Remuneration Authority</i>	
	<i>Determined by Overhead Cost Allocation</i>	
<i>Inter Departmental Charges</i>		
<i>TOTAL OPERATING COSTS</i>		

2. *That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*

APLTP1.5

Recommendatory Report from the Waihi Beach Community Board – Draft 2020/2021 Annual Operating Budget

The Committee considered a report from the Senior Governance Advisor dated 4 December 2019.

Resolved: Henry / Denyer

1. *That the Annual Plan and Long Term Plan Committee adopts the Waihi Beach Community Board Operating Budget for 2020/21 as follows.*

<i>Operating Costs</i>	<i>2021</i>	
<i>CBD Road Closure</i>	<i>1,000</i>	
<i>Conference / Training</i>	<i>2,000</i>	
<i>Extra Rubbish Collection</i>	<i>2,000</i>	
<i>Contingency</i>	<i>2,000</i>	
<i>Grants</i>	<i>5,000</i>	
<i>Mileage Allowance</i>	<i>5,000</i>	
<i>Salaries</i>	<i>Determined by Remuneration Authority</i>	
	<i>Determined by Overhead Cost Allocation</i>	
<i>Inter Departmental Charges</i>		
<i>TOTAL OPERATING COSTS</i>		

2. *That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy.*

9.35am The meeting adjourned for the purpose of holding a workshop.

11.45am The meeting reconvened.

APLTP1.6 **Engagement Options for the Annual Plan 2020/21**

The Committee considered a report from the Senior Financial Planner dated 10 December 2019.

The Group Manager Finance and Technology Services introduced the report, noting that a decision was sought regarding the level of community engagement considered appropriate for the Annual Plan 2020/21.

He highlighted key matters in the report, and advised that the Committee must be comfortable with its determination as to whether or not there were any significant or material differences from the content of the Long Term Plan for the 2020/21 financial year. He noted that if there were none, then Council was not required to follow the Special Consultative Procedure (SCP), i.e. to consult for the adoption of its Annual Plan.

Matters were considered under the following three lenses:

- The threshold for significance under Council's Significance and Engagement Policy;
- The Determination of materiality under the Local Government Act 2002;
- The Threshold for Long Term Plan amendment under the Local Government Act 2002.

The matters considered by the Committee were as follows:

- An analysis of budget and project changes compared to the forecast for 2020/21 in the Long Term Plan;
- Debt management topics;
- Council's water charging regime.

Staff responded to questions as follows:

- If the Committee decided on an 'informed only' approach, and then received community feedback requesting consultation, it was within Council's powers to consider such a request prior to finalising its Annual Plan in late June 2020.
- If the Committee decided on an 'informed only' approach, there would be a spectrum of engagement including a full range of options.
- Groups would always be able to approach Council on a one-on-one basis and not consulting did not remove the community's ability to approach Council.

- Depending on the Committee's decision today, an extensive Draft Communication Plan approach would be prepared, and presented to Councillors for consideration at the next Annual Plan workshop.
- Targeted rates were not subsidised. If Council wished to reduce a targeted rate, it had to extend the debt repayment period, which did not significantly reduce the debt. Infrastructure replacement must still be undertaken.
- If a rate was changed, then Council was required to consult and refer this to the Long Term Plan.
- It was envisaged that the newly established Ward Forums would have a significant role to play in terms of engaging with their communities.

Following indications from the floor, the Chairperson noted that it appeared that the Committee had discussed matters sufficiently and was in a position to make its decision. The following motion was put.

Resolved: Grainger / Denyer

- 1. That the Senior Financial Planner's report dated 10 December 2019 and titled 'Engagement Options for the Annual Plan 2020/21' be received.*
- 2. That the report relates to an issue that is considered to be of low significance in terms of Council's Significance and Engagement Policy (as shown in Attachment 1 of the agenda report).*
- 3. That Council considers that at present there are no material or significant differences from the Long Term Plan for 2020-21, and therefore will not consult on the Annual Plan 2020-21, in accordance with section 95(2A) of the Local Government Act 2002.*
- 4. That staff prepare a Communications and Engagement Plan to give effect to resolution 3 for direction to the Annual Plan workshop scheduled on 13 February 2019.*

The meeting concluded at 11.58am.

APLTP1