

# 1. Report: Whangarei District Council Briefing Thursday 18 February 2016

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*Report of a Briefing of the Whangarei District Council held in the Council Chamber, Forum North on Tuesday 18 February 2016 at 1.00pm*

**Present:**

Her Worship the Mayor S L Mai, Crs S J Bell, S J Bretherton, C B Christie, S J Deeming, S M Glen, P R Halse, C M Hermon, G C Innes, G M Martin, B L McLachlan, S L Morgan and J D T Williamson

**Apology/Absent:**

Cr P A Cutforth

**In Attendance:**

Chief Executive (R Forlong), Group Manager Support Services (A Adcock), Financial Controller (R Kerr), Governance Manager (J Marris), Audit and Risk Analyst (P Labuschagne), Management Accountant (N Butturini), Strategic Planner (S Gavin), Planning and Management Accountant (B Jeeves) and Senior Meeting Co-ordinator (C Brindle)

## 1 Risk Management Framework

Facilitators: Cr Morgan  
P Labushcagne

Power Point presentation: 16/16236

This report should be read in conjunction with the agenda report and power point presentation.

Cr Morgan convened the meeting.

P Labuschagne covered the content of the Briefing as outlined in the presentation and the agenda report.

Councillor's feedback and recommended changes to the draft Risk Management Framework included:

- Ensure alignment with responsibilities under the LGA. This is already provided for in document "ensuring legislative and governance requirements and obligations are met; and...."
- Terminology – "Insignificant" could be perceived to be demeaning. Terms align to Australasian standards. Staff will look into finding a way to either change the term or add a qualification to make it clear what the term refers to.
- Table 2 –  
Reputation/Corporate image:  
Under column 'Catastrophic' include:  
*".....management & governance...changes demanded."*  
Health & Safety:  
Under column 'Catastrophic' change to:  
*"more than 1 fatality..."*
- 'Third Party Loss' – no change – review wording to ensure consistent.
- 'Levels of Service' – 'Major and Catastrophic' - major disruption to level of service because of road works might be acceptable but major disruption to sewage event would not be acceptable. Further work and options requested.

- Project delays:  
Define what 'project delays' means (delay to project commencing or delay to project commencing?)

Suggested the thresholds be reduced in this category as follows (subject to the Infrastructure team having no objection):

Project delays	Total delay less than € 3 months	Total delay between € & 42 3 & 6 months	Total delay between 4 & 3 6 months & 3 years
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## Conclusion

The feedback provided at today's Briefing will be considered in the final Risk Management Framework document being presented to the Audit & Risk Committee meeting on 31 March. Following consideration by the Audit & Risk Committee it is intended the final document be presented to Council on 27 April.

## 2 Annual Plan 2016-2017 Briefing

Facilitators: Cr Deeming  
A Adcock

Power Point presentation: 16/16236

Tabled: Draft Capital Works Programme 2016/17  
Extract from LTP 2015-2025 – Capital Projects information

This report should be read in conjunction with the agenda report and power point presentation.

Cr Deeming convened the Briefing.

A Adcock covered the content of the Briefing as outlined in the presentation and the agenda report.

Summary of feedback:

- Council's highest priority is to have a balanced budget in line with the rates rises signalled in the LTP
- Councillors were comfortable with the inclusion of projects that have been through the previous LTP process
- Of the projects brought forward for inclusion in the draft plan it appeared the highest priority related to the funding for New Footpaths where there were safety related issues. Suggested include narrative in Plan asking communities what they think about funding footpaths (where there is a safety issue) through a targeted rate. Any new footpaths should be included on the 'list' and priority agreed to by council.
- The issue of funding for the Marina Trust to progress a feasibility study for the replacement of the pier was raised and discussed.
- Engagement Plan – an outline of pre-engagement activities and a draft schedule of proposed public meetings was provided. One 'Have Your Say' event is proposed for Thursday 7 April at 5.15pm. Following an outline of the key points and format for the event Mr Marris gave a brief overview of two options for the format of the event. Mr Marris recommended Option 2.

Following an outline of the timeline for the Annual Plan process the Briefing concluded.

### The Briefing concluded at 3.09pm