



Notice is given of a Strategy Committee Meeting to be held on:

Date: Tuesday, 20 April 2021

Time: Following the Planning and Regulations Committee

Location: Council Chambers

Fairlie

AGENDA

Strategy Committee Meeting

20 April 2021

Note: This meeting may be digitally recorded by the minute-taker.

Strategy Committee Membership:

James Leslie (Chair)
Stuart Barwood
Anne Munro
Graham Smith
Emily Bradbury
Murray Cox
Matt Murphy

The purpose of local government:

(1) The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

(2) In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—

- (a) efficient; and
- (b) effective; and
- (c) appropriate to present and anticipated future circumstances.

(Local Government Act 2002)

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- 1 OPENING**
- 2 APOLOGIES**
- 3 DECLARATIONS OF INTEREST**
- 4 VISITORS**

5 REPORTS

5.1 MINUTES OF STRATEGY COMMITTEE MEETING - 2 MARCH 2021

Author: **Arlene Goss, Governance Advisor**

Authoriser:

Attachments: **1. Minutes of the Strategy Committee March 2, 2021** [!\[\]\(5a132f13505a6571904d622757b7a8f0_img.jpg\)](#) 

RECOMMENDATION

That the Minutes of the Strategy Committee Meeting held on Tuesday 2 March 2021 be received and confirmed as an accurate record of the meeting.



Unconfirmed MINUTES

Strategy Committee Meeting

24 March 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
STRATEGY COMMITTEE MEETING
HELD AT THE COMMUNITY CENTRE LOUNGE, FAIRLIE
ON TUESDAY, 24 MARCH 2020 AT 12.43PM**

PRESENT: Deputy Mayor James Leslie (Chairperson), Cr Stuart Barwood, Cr Anne Munro, Mayor Graham Smith, Cr Emily Bradbury, Cr Murray Cox, Cr Matt Murphy

IN ATTENDANCE: Suzette van Aswegen (Chief Executive), Stuart Grant (General Manager Operations), Paul Numan (General Manager Corporate Services), Katherine Hill (Senior Corporate Planner), Arlene Goss (Governance Advisor)

1 OPENING

The chairperson opened the meeting.

2 APOLOGIES

There were no apologies.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 VISITORS

There were no visitors.

5 REPORTS

5.1 ANNUAL PLAN 2020/21 PROGRAMME

The senior corporate planner spoke to her report. She asked Council how they would like the annual plan process to progress given the situation with Covid19.

The plan was on target to be completed on time, but if it was delayed Council would be able to strike rates at the same levels as this year until the annual plan was completed.

Discussion took place on whether a general rates reduction would be appropriate. This would apply across all ratepayers, whereas targeted assistance was available for people on low incomes.

The Mayor asked if a fund could be set up to help ratepayers on low incomes. The legislation already allows for this scenario.

The chairperson said the next rates payments were not due for three months. Council needed to do an analysis and work out what was going to happen, then how any shortfall would be funded.

Cr Munro said when setting the last LTP councillors "cut the cloth" as closely as they could. Council did have the ability to borrow.

The finance team would be working from home on this.

Council would be asked to adopt the variance analysis in May. A workshop was planned for April 7. This workshop could be conducted by Zoom.

5.2 LONG TERM PLAN 2021-31 PROGRAMME

Timeframes for the Long Term Plan were likely to move due to Covid19, but staff would still endeavour to meet the goal of having the plan place at the start of 2021-22.

Community wellbeing has been added to this LTP. Staff were planning to do public consultation later this year to see how the community viewed this. Recent survey results had been really useful in informing this process.

Staff may align the District Plan and LTP processes. Will need to stay flexible on consultation process.

The senior corporate planner was thanked for her attendance at the meeting.

The Meeting closed at 12.59pm.

The minutes of this meeting were confirmed at the Strategy Committee Meeting held on 5 May 2020.

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CHAIRPERSON

5.2 UPDATE ON LONG TERM PLAN 2021-2031

Author: Katherine Hill, Senior Corporate Planner
Authoriser: Paul Numan, General Manager Corporate Services
Attachments: Nil

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

The Strategy Committee is tasked with oversight of the Council's long term plan project, including monitoring the progress of the Council's Long Term Plan 2021-31 (LTP) preparation. This report provides the Committee with an update on the progress of the LTP.

While the LTP project is continuing, a number of challenges have impacted on the delivery of the LTP within statutory timeframes as set by the Local Government Act 2002. The reasons for this include:

- Resourcing challenges resulting from competing project delivery: delays in Annual Report finalisation impacted on the ability to prepare for LTP due to commitment of key staff to both projects. The Annual Report was not adopted until 23 February with the Annual Report Summary finalised 23 March 2021. In addition, the three waters request for information (RFI) placed additional pressure on resourcing. This was further compounded by the resignation of the Finance Manager.
- Financial model delays: the LTP budget model planned for implementation in June 2020 was delayed by the Annual Report and three waters RFI. Development of the budget model commenced December 2020, with model finalised late March. This project was also impacted by challenges in vendor support due to staff changes. While the LTP Project Team reassessed use of model late January, with agreement of vendor, it was decided that implementation should proceed. The delays to development, implementation and testing have impacted on completing finance review of budget inputs and modelling.

The Audit of the Consultation commenced 8 March. At the completion of the first week, staff considered that additional time to prepare was required, with agreement for the audit to recommence Monday 29th March. In light of the above challenges which resulted in delays to quality assurance assessment of the financials, the executive leadership team agreed with Audit New Zealand to defer auditing of CD until we were able to gain confidence in robustness of financials. A further review of financial inputs has commenced and a revised timetable has been prepared.

The following details the key components of the revised timetable:

| | |
|---|---------------------|
| Workshop 5 – Big Picture Finances, Financial Strategy, Infrastructure Strategy | 20 April |
| Workshop 6 – Consultation Document | 27 April |
| Audit of consultation document and supporting documentation | 3 May – 28 May |
| Hot Review by Office of the Auditor General | 31 May – 4 June |
| Consultation | 9 June – 9 July |
| Hearings | 13 – 14 July |
| Council Decisions | 16 July |
| Audit | 26 July – 6 August* |
| Adopt LTP | 10 August |

** Awaiting Audit New Zealand confirmation*

The above revised timetable provides for Council to meet the current timeframes for striking rates for the first quarter of 2021/22 by 12 August. If further delays occur, the striking of rates by 12 August may be impacted. As part of the risk assessment of this project, management have sought a legal opinion to confirm options available to Council if the first quarter of rates cannot be struck in accordance with the LTP 2021-2031. This may include first quarter being struck at 2020/21 rate, a change to rating instalment dates, or additional instalments being introduced to spread the cost. Council will be informed of their options once a legal opinion has been received.

Delays to the LTP delivery also have the potential to impact on other work programmes being delivered by Council. In particular, the Annual Report 2020/21 is a significant programme of work involving finance, corporate planning and activity managers. Work for the Annual Report commences in May (Interim Audit) with work in earnest from July running through to the end of October. The revised LTP programme will impact on resourcing capability to deliver the Annual Report within statutory timeframes. The impact on the programme of work and staff will need to be addressed through project planning for the Annual Report.

CONCLUSION

The LTP is a significant programme of work. Pressures as detailed in this paper and presented to Council in workshop, have impacted on the ability of Council to deliver the LTP within statutory timeframes. This paper provides an update on the LTP programme and timeframes for delivery. Regular updates will be provided to Council in workshop and to the Strategy and Audit and Risk Committees.

5.3 UPDATE ON SPATIAL PLANNING AND DISTRICT PLAN REVIEW

Author: Aaron Hakkaart, Planning Team Leader

Authoriser: Tim Harty, General Manager Operations

Attachments: Nil

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

The purpose of the report is to update the Planning and Regulatory Committee on the Spatial Planning and District Plan Review projects.

SPATIAL PLANNING PROJECT

A preferred Spatial Plan for Fairlie, Tekapo and Twizel have been released to the public for further engagement and feedback. These feedback sessions are aimed to help inform the final Spatial Plans design for these townships, prior to presenting to Council for adoption.

A letter has been sent to all ratepayers to inform them of the engagement being carried out.

The project team are also holding drop-in sessions to discuss the spatial plans and to allow for feedback to the project team to be provided by the community. The details of these are listed below:

| Fairlie – Council Chambers | Tekapo – Community Hall | Twizel – Events Centre |
|---|---|--|
| Thursday 15 th April 12pm – 2.30pm | Friday 16 th April 12pm – 2.30pm | Saturday 17 th April 10am – 1pm |
| Thursday 15 th April 4pm – 7pm | Friday 16 th April 4pm – 6.30pm | Saturday 17 th April 4pm – 6pm |
| Monday 3 rd May 12pm – 2.30pm | Tuesday 4 th May 4pm – 6.30pm | Wednesday 5 th May 5pm – 7pm |
| Monday 3 rd May 4pm – 7pm | Wednesday 5 th May 1pm – 3.30pm | Thursday 6 th of May 12pm – 3pm |

Staff have hard copies of the engagement document and survey available at Council facilities as well as on Council's online portal.

Following the completion of this round of engagement on the 13th of May, the project team will summarise the results and present these to Councilors at a workshop for feedback and discussion.

Any additional changes to the Spatial Plans will be made and the final Spatial Planning document will be presented to Council on the 30th of June 2021 for adoption to be considered.

DISTRICT PLAN REVIEW

The Spatial Planning project will inform the District Plan Review. Council staff are currently in the final stages of developing a procurement plan to support the District Plan Review Project. This has involved identifying the external resources needed to support the review process.

Once the procurement plan has been finalised and approved a request for proposals will occur before evaluation of the proposals. This process is critical to the success of the District Plan Review and will allow for the drafting and development of the revised District Plan to commence.

The completion of the Spatial Planning Project and the procurement process for the District Plan Review Project are currently aligning and it is expected that there will be little delay in commencing the District Plan Review once the Spatial Plans have been adopted.

STEERING GROUP

The formation of a Steering Group to provide guidance and alignment to the District Plan and 3 Waters Reform Funded Projects was adopted by Council at their last meeting. Councillors Munro and Leslie were appointed to the Steering Group as elected members (with the Mayor ex officio), with the rest of the membership to include two Executive Team Members and a Runanga Representative to be invited.

Next steps include the drafting of guidelines as to how the group will operate and the extension of an invite to the local Runanga to provide a representative. Staff will be actioning these over the coming weeks with the first meeting to be organised shortly to allow the group to have discussions on how they see the best outcomes being achieved.

CONCLUSION

This report has been prepared to update the Planning and Regulatory Committee on current the Spatial Planning and District Plan Review projects.

6 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48 for the passing of this resolution |
|---|--|--|
| 6.1 - Update on Te Manahuna Ki Uta/Destination Mackenzie Project | s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) | s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7 |