

KAIKŌURA DISTRICT COUNCIL EXTRAORDINARY MEETING OF THE EMERGENCY COVID-19 RESPONSE COMMITTEE

Date:	Wednesday 20 May 2020
Time	2.00pm
Location	TŌTARA ROOM, 96 WEST END, KAIKŌURA

AGENDA

1. Karakia
2. Apologies
3. Declarations of Interest
4. Minutes to be confirmed
Committee minutes of 29 April 2020 page 2
5. Matters for decision

5.1 Discharge of the COVID-19 Emergency Response Committee page 13

***Council Public Excluded Session**

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting, namely

- a) Confirmation of Minutes of Council Public Excluded meeting dated 29 April 2020

The general subject 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(1) and 7(2)(i) of the Local Government Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each to be considered	Reason for passing this resolution in relation to each matter	Grounds of the Act under which this resolution is made
Minutes of the Covid-19 Emergency Response Committee Public Excluded meeting – 29 April 2020	The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Local Authority to deliberate in private on its decision or recommendation.	Section 7(2)(i) to enable the Council to carry on, without prejudice or disadvantage, negotiations. Section 7(2)(a)) Protect the privacy of natural persons, Section 7(2)(a)) Protect the privacy of natural persons, Section 7(2)(b)(ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;

MINUTES OF THE KAIKŌURA DISTRICT COUNCIL EMERGENCY COVID-19 RESPONSE COMMITTEE (THE “COMMITTEE”) MEETING HELD ON WEDNESDAY 29 APRIL 2020, 9.00AM, AT TŌTARA ROOM, COUNCIL CHAMBERS, 96 WEST END, KAIKŌURA

PRESENT: Mayor C Mackle (Chair), Deputy Mayor J Howden, Councillor N Pablecheque

IN ATTENDANCE: Councillor L Bond, Councillor V Gulleford, Councillor R Roche, Councillor T Blunt, Councillor D Milton, A Oosthuizen (Chief Executive), M Dickson (Senior Manager Corporate Services), D Clibbery (Senior Manager Operations), B Makin (Council Secretary).

The Meeting adjourned at 9.10am due to connectivity issues.

The Meeting reconvened at 9.25am.

1. KARAKIA

2. APOLOGIES Nil

3. DECLARATIONS OF INTEREST Nil

4. PUBLIC FORUM

9.30am - NCTIR representatives: Stella Castelow and Tony Gallagher

Tony Gallagher and Stella Castelow updated the Committee on NCTIR’s induction process for crews returning to work and the effects that Covid-19 restrictions will have on the project.

Under NZ Government requirements, construction standard protocols and strict NCTIR rules; comprehensive re-inductions to the NCTIR project will be gradual over the next few weeks with groups of five people (assigned ‘work bubbles’) attending inductions. These groups are expected to work, eat and live together.

The NCTIR project will be performing at 75% productivity over Level 3.

5. FORMAL DEPUTATIONS Nil

6. CONFIRMATION OF MINUTES

RESOLUTION

THAT the Committee:

(a) Confirms as a true and correct record, the circulated minutes of a meeting of the Committee held on 9 April 2020, with the following amendments:

- i. “Mayor C Mackle (Chair)” replaces “Deputy Major J Howden (Chair)” which was incorrect and noted in the Present section of the minutes*
- ii. Removal of “In Favour and Against” in all Resolutions*
- iii. “Unanimously Carried” replaces “Carried” in all Resolutions*

- iv. *“Local Alcohol Licensing Committee” replaces “Local Alcohol Advisory Committee” which was incorrect and noted in item 10.3 under Matters for Information.*

Moved: Deputy Mayor J Howden
Seconded: Cr N Pablecheque

CARRIED UNANIMOUSLY

7. MATTERS ARISING AND ACTIONS

The Matters Arising and Action list was reviewed by the Committee and accepted.

RESOLUTION

THAT the Committee:

- *Endorsed Mayor C Mackle’s decision to appoint Robby Roche as Chair of the Community Services Committee and noted that Standing Orders and minutes as per comment by R Hogan can be updated and circulated.*

Moved: Deputy Mayor J Howden
Seconded: Cr N Pablecheque

CARRIED UNANIMOUSLY

8. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS

None

9. MATTERS FOR DECISION

Items are listed in order of being heard.

9.1 Report on Principles for Rent Waiver or Reductions

S Poulsen highlighted the principles for consideration by the Committee. No additional rent waivers or reductions have been applied for since the report was written.

RESOLUTION

THAT the Committee:

1. *Receives this report; and*
2. *Approves the following principles when considering rent waivers and/or reductions for tenants, lessees and licenced occupants of Council properties;*
 - a) *Consideration will be given to the status of each Council tenants/lessee/licence holders debtor accounts, as to whether they have arrears for their rent with Council as at 31 March 2020 or any other outstanding issues relating to their occupancy*
 - b) *It is recognised that individual circumstances are anticipated to vary and so this may result in different decisions being made*
 - c) *Consideration will be given to apply a consistent decision where possible across applications which are similar in nature*
 - d) *For lease/rent payments under an Auckland Law Society templated lease with clause 29.1 a “fair proportion” of rent and outgoings not payable must be determined and agreed on a case by case to honour the conditions of the lease*
 - e) *Consideration will be given to other financial support packages that are available to businesses, and whether those have been accessed*
 - f) *Payment plans/agreements must be entered into with the Finance team before any waiver or reduction take effect, and the terms and conditions must be maintained throughout each of the Alert Levels and beyond in order for the waiver or reduction to continue to be applied.*

Moved: Deputy Mayor J Howden
Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

9.2 Debtor and Rates Collection Report (quarterly report)

The Debtor and Rates Collection quarterly report to 31 March 2020 provides no indication of hardship in the Community with respect to Covid-19 - as 31 March was too early to see any effect.

RESOLUTION

THAT the Committee:

1. *Receives this report*

Moved: Cr N Pablecheque
Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

9.3 Changes on LGFA Deed (see appendices)

M Dickson provided the Committee with a verbal update of the purpose of the changes on the LGFA Deed (as per the report provided in the Committee papers) and recommended that two elected members of the Kaikōura District Council sign the documents today if the resolutions were passed.

RESOLUTION

THAT the Committee:

1. *Receives this report; and*
2. *Approves the Deeds of Amendment as attached, and the amendments contemplated by them; and*
3. *Authorises the Deeds of Amendment be duly executed (signed) by two elected members*
4. *Authorises the Chief Executive to sign any certificates or other documents necessary or ancillary to give effect to the arrangements contemplated by the Deeds of Amendment.*

Moved: Deputy Mayor J Howden
Seconded: Cr N Pablecheque

CARRIED UNANIMOUSLY

9.4 Update on COVID Transitioning

A Oosthuizen provided the Committee with an update on Council functions operating under Level 4.

The Meeting then MOVED to Agenda item 10.3 under MATTERS FOR INFORMATION

10.3 Finance Report

RESOLUTION

THAT the Committee receives this report.

Moved: Deputy Mayor J Howden
Second: Cr N Pablecheque

CARRIED UNANIMOUSLY

The Meeting then MOVED to Agenda item 10.6 under MATTERS FOR INFORMATION

10.6 Horizontal Infrastructure Rebuild Report

RESOLUTION

THAT the Committee receives the Horizontal Infrastructure Rebuild Activity Report dated 22 April 2020.

Moved: Mayor C Mackle
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

The Meeting then MOVED back to Agenda item 9.5 under MATTERS FOR DECISION

9.5 Appointment of Recovery Manager

The Committee discussed the statutory position in the Civil Defence legislation and the burden of workload on an employee alongside business as usual. The position and efficiency of having an employee was clarified in particular with the demand, regionally and nationally, and it was noted that the appointed Recovery Manager will co-ordinate a team (of Council staff) to manage the workload and to liaise with external agencies.

RESOLUTION

THAT the Committee:

- 1. Receives the report, and*
- 2. Appoints Susi Haberstock as the Local Recovery Manager for the Kaikōura District Council.*

Moved: Deputy Mayor J Howden
Seconded: Cr N Pablecheque

CARRIED UNANIMOUSLY

9.6 Economic Recovery Governance Group

The report on an Economic Recovery Governance Group was presented by A Oosthuizen. Additional members of the governance group can be added by the community sub-groups. It was noted that the diagram will be amended to remove the name for the "Think-tank Group." as a name for the group had not yet been approved.

RESOLUTION

THAT the Committee:

- a) Approve the formation of the Economic Recovery Governance Group.*

Moved: Deputy Mayor J Howden
Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

RESOLUTION

THAT the Committee:

- b) Approve the purpose of the Economic Recovery Group.*

Agreed on the basis that Terms of Reference will be refined through the group.

Moved: Deputy Mayor J Howden
Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

RESOLUTION

THAT the Committee:

c) Nominate two Council representatives and the CEO to be members of the Economic Recovery Governance Group.

Moved: Deputy Mayor J Howden
Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

RESOLUTION

THAT the Committee elect the following nomination to be a member of the Economic Recovery Governance Group:

- *Cr N Pablecheque nominated by Mayor C Mackle*

Moved: Mayor C Mackle
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

RESOLUTION

THAT the Committee elect the following person to be a member of the Economic Recovery Governance Group:

- *Cr L Bond nominated by Deputy Mayor J Howden*

Moved: Deputy Mayor J Howden
Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

The Meeting adjourned at 11.10am.

The Meeting reconvened at 11.30am.

The Meeting then MOVED to Agenda item 10.1 under MATTERS FOR INFORMATION

10. MATTERS FOR INFORMATION

10.1 Mayor's Report – Verbal Update

Mayor C Mackle provided a verbal update to the Committee and was disappointed to observe segments of the community breaching and pushing the boundaries of the Covid-19 Level 3 restrictions. Any licensed premises serving alcohol under Covid-19 Level 3 will be reported to the District Licencing Committee. Mayor C Mackle encouraged Councillors and the community to report any breaches to the authorities.

The general community resilience that developed after the earthquake is still visible, neighbours have shown a caring attitude towards each other and morale is good.

The equipment being used to hold the Committee Meeting virtually is not ideal, a conferencing system has been ordered and Council will be well prepared going forward.

Mayor C Mackle shared his lockdown experience of family time and felt the community hasn't had down time since the earthquake. As hard as Covid-19 is on the economy it has allowed families to re-connect.

10.2 CEO Update

A Oosthuizen presented the CEO report to the Committee.

A positive meeting was held with the with Te Rūnanga o Kaikōura on 28 April 2020 regarding the Provincial Growth Fund (PGF) project.

RESOLUTION

THAT the Committee receives this report.

Moved: Cr N Pablecheque
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

The Meeting then MOVED to item 10.4 under MATTERS FOR INFORMATION

10.4 Works and Services BAU Report

D Clibbery and S Murphy presented the Works and Services BAU report.

Civic Building

Council need to issue a code of compliance for the building and an assessment of any material defects should be undertaken to assess if further action is required.

Scout Hall

Councillors indicated that tenders for the Scout Hall should be locally appointed contractors if possible.

D Clibbery discussed the current procurement arrangements and noted that policies will be updated to provide clearer directions.

KDC Hanger

The Committee queried when the detailed design of repair works for building consent will happen and it was agreed for Council staff to follow up.

Shovel Ready Projects

A shovel ready application for the Clarence Bridge was lodged as it met criteria for external funding.

Public Toilets – State Highway

Council staff have been approached by NZTA to consider maintaining the new toilets on State Highway 1. This would be paid for by NZTA. Council staff are in discussions with NZTA and ultimately appoint a private local contractor to provide this service.

RESOLUTION

THAT the Committee receives this report.

Moved: Mayor C Mackle
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

10.5 Sewer Odour Mitigation - Kaikōura Township and Ocean Ridge

An error in the report was noted under item 2 Summary where “The \$40,000 2019/20 sewerage capital works budget currently has \$26,000 uncommitted” is replaced with “\$10,500 uncommitted.”

RESOLUTION

THAT the Committee receives this report.

Moved: Mayor C Mackle
Seconded: Cr N Pablecheque

CARRIED UNANIMOUSLY

The Meeting the MOVED to Agenda item 10.7 under MATTERS FOR INFORMATION

10.7 Building and Regulatory Update

RESOLUTION

THAT the Committee receives this report.

Moved: Mayor C Mackle
Seconded: Cr N Pablecheque

CARRIED UNANIMOUSLY

10.8 Planning Update

The Planning Report was presented and M Hoggard advised that an update on Earthcheck will be provided at the next Committee meeting. The Responsible Camping tourism survey results will be split between domestic and international tourists. The Councillors requested a copy of the survey showing this split.

RESOLUTION

THAT the Committee receives this report.

Moved: Mayor C Mackle
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

The Meeting adjourned at 12.30pm.
The Meeting and reconvened at 1.00pm.

The Meeting the MOVED back to Agenda item 9.7 under MATTERS FOR DECISION

9.7 FCS Report

The FCS Report was presented to the Committee by Bruce Robertson.

RESOLUTION

THAT the Committee:

- a) *Receives the report*
- b) *Notes the recent appointment of Tregaskis Brown as the Business Transformation Manager resource (BTMr) for the second Tranche of work on the FCS project, with Sue Powell as the lead director*
- c) *Notes and affirms the planned arrangements to manage the FCS project through the detailed design phase*
- d) *Notes the focus of project work planned until the end of May.*

Moved: Deputy Mayor J Howden

Seconded: Cr N Pablecheque

CARRIED UNANIMOUSLY

11. PUBLIC EXCLUDED ITEMS

RESOLUTION

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is **moved**:

- 1 that the public is excluded from the following parts of the proceedings of this meeting, namely;

The general subject 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(1) and 7(2)(i) of the Local Government Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each to be considered	Reason for passing this resolution in relation to each matter	Grounds of the Act under which this resolution is made
Minutes of the Council Public Excluded meeting – 9 April 2020	The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Local Authority to deliberate in private on its decision or recommendation.	Section 7(2)(i) to enable the Council to carry on, without prejudice or disadvantage, negotiations. Section7(2)(a)) Protect the privacy of natural persons,
Applications for Rent Waiver and/or reductions		Section7(2)(a)) Protect the privacy of natural persons, Section7(2)(b)(ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;
Natural Hazards Update		Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
FCS Report		Section (7)(2)(c) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information— (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or (ii) would be likely otherwise to damage the public interest;

Moved: Mayor C Mackle
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

The Public Excluded portion of the Committee meeting occurred from 1.15pm.

12. REOPENED MEETING

The Public Excluded portion of the Committee meeting closed at 3.09pm.

The Meeting MOVED back to Agenda item 9.6(c) under MATTERS FOR DECISION

9.6 Economic Recovery Governance Group

Subsequent to the end of the Meeting, the nomination from N Pablecheque was withdrawn.

RESOLUTION

THAT the Committee elect the following nomination to be a member of the Economic Governance Group:

- *Cr R Roche nominated by Mayor C Mackle*

Moved: Mayor C Mackle
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

13. NEXT MEETING

The next meeting of the Committee will be held on 27 May 2020.

There being no further business, the meeting closed at 3.10pm.

CONFIRMED _____ Chairperson

_____ Date

COUNCIL actions as at 19 May 2020

Open Items

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
10	Initiate the Kiwa Road working group set up.	A Oosthuizen	Feb 20	On hold
13	Freedom camping parking emergency responders. Review with working group after bylaw for minor amends. Schedule for May after survey in April with a report to council.	M Hoggard	Mar 20	In progress Update provided 29/04/20 - Survey was due end of April, given Covid19 this has been asked to be pushed to 4 th May
16	Civic building remediation plan	D Clibbery		Underway to establish what is outstanding for CCC
17	Report on the Suburban water scheme rating amendment.	M Dickson, S Poulsen		In progress – list of affected properties compiled and with works & services to be discussed with IWK
20	Letter to MBIE regarding Kiwa road	A Oosthuizen /M Hoggard	Mar 20	Deferred pending resolution of current occupation
24	Contract with Te Whare Patea until 28 Feb 21. CEO to sign documents	A Oosthuizen		To be finalised
25	Engagement on District Plan – Natural Hazards	M Hoggard		In progress Update provided 29/04/20
29	Standing Orders and Delegation manager finalised and published pending Chair for Community Services	A Oosthuizen		To be distributed in June
31	Procurement policy to be updated	D Clibbery	May 20	To be reviewed. Estimated completion - July
32	KDC Hanger detailed design – update required	A Oosthuizen	May 20	Design for hanger received to be reviewed by KDC. If suitable, then arrangements with supplier and legal can be finalised
34	Comms to go out to business' re rent waiver or reductions	S Poulsen	May 20	In progress
33	Earthcheck – update to be provided	M Hoggard	May 20	Will be on agenda 27/05/20
36	Provide freedom camping survey to Councillors once received	M Hoggard		Will be on agenda 27/05/20
21	Public forum information to be provided to Patrick Hampton	A Oosthuizen / S Poulsen	Apr 20	Letter sent to be sent to Patrick – CEO sign off

Completed Items

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
1	Update all documents in inaugural meeting with any comments and publish hardcopy for ELT and elected members	Committee Secretary	Mar 20	Chair appointed (duplicate action item-see no.29)
2	Amend Standing Orders and minutes as per comment from R Hogan.	Committee Secretary	Mar 20	Will distribute with action 1. (duplicate action item as above)
3	Proactively Setup a working groups with Doug from the Hop. M Millar, J York, to proactively deal with traffic management issues and other event issues.	M Millar, J York, D Clibbery, M Dickson		Operational Traffic Management issue. M Millar working with Police to confirm the issues do not reoccur next year. Including discussions with the organiser Doug.
11	Rebuild and BAU to provide a planned solution to the patchy footpath repairs to Council by Feb 20.	D Clibbery	Feb 20	Completed - Footpath improvement strategy presented at Feb Council meeting
18	Appointment of Chair to the Community Services committee	Mayor	Mar 20	Cr R Roche to be Chair
22	Public forum information to be provided to Bernie King	M Hoggard	Apr 20	Information provided by team
23	Councillor remuneration to be actioned with Payroll	A Oosthuizen/ Becky	ASAP	Processed on 23/04/20
28	PGF Agreements to sign	M Dickson / A Oosthuizen	Apr 20	Completed
27	Old Council Building – update required	D Clibbery	Apr 20	Update provided 29/04/20
26	Concession Lease to be finalised	M Dickson / A Oosthuizen		Finalised with the Trust Chairman. Signed 01/05/20
30	Amendments to minutes 09 April 2020	B Makin	May 20	Completed.
37	Coordinate Economic Governance Group meetings	A Oosthuizen		Complete

Report to:	COUNCIL
Date:	20 May 2020
Subject:	COVID-19 Emergency Response Committee
Prepared by:	Angela Oosthuizen – Chief Executive
Input sought from:	
Authorised by:	Angela Oosthuizen – Chief Executive

1 **SUMMARY**

- 1.1 This report recommends that the Covid-19 Emergency Response Committee is discharged as per Clause 7.2 Discharge or reconstitution of committees and subcommittees of the Standing Orders.

Clause 7.2 Discharge or reconstitution of committees and subcommittees in the Standing Order.

Unless expressly provided otherwise in legislation or regulation:

- a) A Local authority may discharge or reconstitute a committee or subcommittee, or other subordinate decision-making body.

cl. 30 (5) & (7), Schedule 7, LGA 2002

- 1.2 New Zealand changed to Level 2 alert level for COVID-19 on 14 May 2020, which allows an almost business as usual approach with a one metre social distancing rule.

2 **RECOMMENDATION**

It is recommended that the Committee:

- a) Agree to receive the report
b) Discharge the Covid-19 Emergency Response Committee and therefore the Council and its Committees will resume operation in the normal course.