



Notice is given of an Extraordinary Meeting of Council to be held on:

Date: Tuesday, 12 May 2020

Time: 9.30am

Location: Live Streamed on the [MDC YouTube Channel](#)

AGENDA

Extraordinary Council Meeting

12 May 2020

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

Council Membership:

Graham Smith (Chair)

James Leslie

Anne Munro

Stuart Barwood

Murray Cox

Emily Bradbury

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)

Order Of Business

1	Opening and Bereavements.....	5
2	Apologies	5
3	Declarations of Interest	5
4	Reports	6
4.1	Mackenzie District Recovery Action Plan	6
4.2	New and Updated Policies for Adoption	12
5	Public Excluded	16
5.1	Tender Acceptance Contract 1240, Utilities Services 2020 - 2025	16

- 1 OPENING AND BEREAVEMENTS**
- 2 APOLOGIES**
- 3 DECLARATIONS OF INTEREST**

4 REPORTS

4.1 MACKENZIE DISTRICT RECOVERY ACTION PLAN

Author: Tim Mulcock, Transition Manager

Authoriser: Suzette van Aswegen, Chief Executive Officer

Attachments: 1. Draft Mackenzie District Recovery Action Plan  

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

The matter for consideration by the Council is the adoption of the attached Mackenzie District Recovery Action Plan. The plan has been developed to guide a programme of actions to support and strengthen the Mackenzie District community to help mitigate the social and economic impact as a result of the COVID-19 virus pandemic and the potential ongoing impact on community welfare, businesses and employment.

The plan takes a sustainable development approach, aligning with the Local Government Act 2002 which provides for local authorities to play a broad role in promoting the social, economic, environmental, and cultural well-being of their communities. Overall, the recovery programme has a central focus promoting community well-being with a lens for each of the social, economic, environmental and cultural well-being areas.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Mackenzie District Recovery Action Plan be adopted by Council.

BACKGROUND

We are seeking high level endorsement of the attached Mackenzie District Recovery Action Plan. Endorsement would demonstrate leadership and give confidence to our community that Council is acting with decisiveness and empathy in the face of two overlapping social and economic emergency situations, which are having a devastating effect on our community's economic and social well-being.

This plan identifies 30 actions, some of which require more work to further investigate and develop, once endorsement of the direction has been sought by Council.

These actions range from activities to coordinate the immediate response, actions to encourage fiscal stimulus, actions which mitigate the financial burden on our ratepayers, and coordinated long-term strategies to encourage recovery.

Council's mission is "*Fostering our Community*". It is important that the Mackenzie community is at the heart of this recovery. A community led recovery forum has been identified as an action to coordinate this bottom-up process with Council assuming the role as enabler, facilitator and advocate. The appointment of a Recovery Manager to help coordinate this approach will follow in due course.

POLICY STATUS

N/A

SIGNIFICANCE OF DECISION

In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as having some significance.

OPTIONS

The options have been carefully thought through by Council officers and can either be delivered within existing budgets or within decisions council has already approved, or can be delivered with co-funding from Central Government. An additional Recovery Reserve fund has also been proposed in the budget for the Annual Plan 2020-2021.

The risk of not undertaking this action plan is that our community will question whether Council has considered the financial impact upon them from Covid-19, and may ask whether Council is demonstrating leadership in this matter.

CONSIDERATIONS

Legal

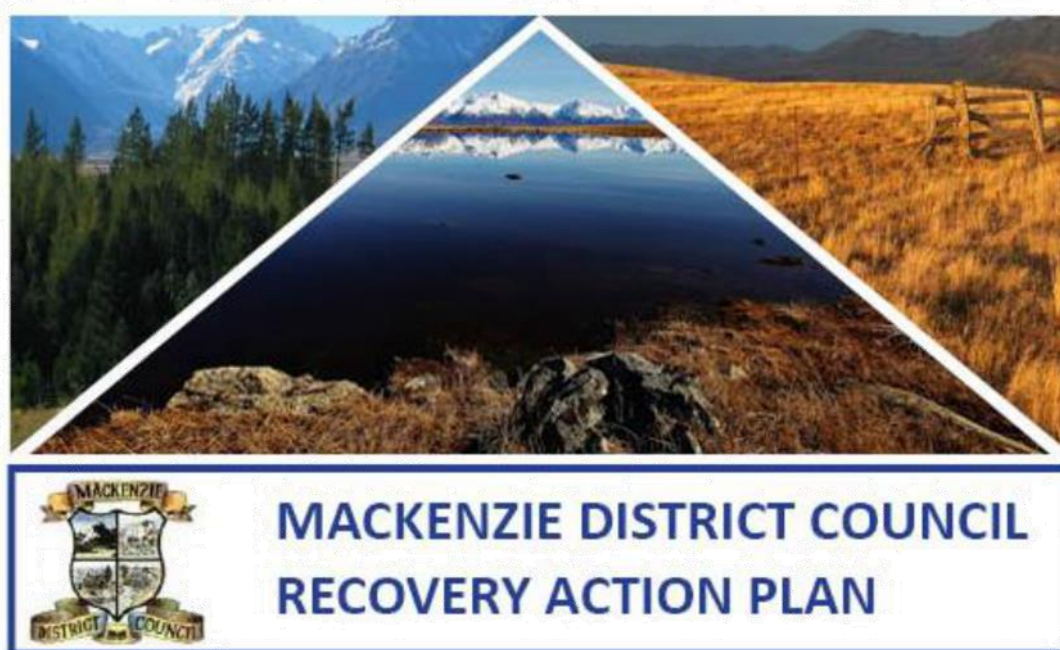
Financial

Other

CONCLUSION

It is recommended that the Council approves the Mackenzie District Recovery Action Plan.

MACKENZIE DISTRICT COUNCIL

**PURPOSE OF THE REPORT**

The plan takes a sustainable development approach, aligning with the Local Government Act 2002 which provides for local authorities to play a broad role in promoting the social, economic, environmental, and cultural well-being of their communities. Overall, the recovery programme has a central focus promoting community well-being with a lens for each of the social, economic, environmental and cultural well-being areas.

NOW - IMMEDIATE RESPONSE**1. Leading Civil Defence in the Mackenzie District to ensure comprehensive local welfare support:**

Council is leading a local Civil Defence response from our activated Emergency Operations Centre and is coordinating with Canterbury Civil Defence and Emergency Management, and other agencies to ensure our community is empowered to access the support they need.

2. Refunding consent fees:

Full refunds will be offered to anyone who wants to cancel a building consent or resource consent application in progress that was lodged after March 1st 2020.

3. Create local jobs with local projects:

Council are investigating bringing forward or increasing parts of the District's capital investment programme to stimulate local business and create jobs. This includes applying for additional funding through government economic stimulus packages.

4. Establish a community-led business development forum:

Council would facilitate establishing a Mackenzie Economic Recovery Advisory Group inviting key business and community stakeholders to participate in the development and implementation of a plan to rebuild and grow the local Mackenzie District economy.

MACKENZIE DISTRICT COUNCIL

5. Rates Remission and Rates Postponement Policies:

Council continue to manage requests for rates postponement and remission guided by the Rates Remission and Rates Postponement Policies. These allow both business and residential ratepayers experiencing extreme financial hardship to apply for remission of rates penalties or postponement of rates payment.

6. Fast-track (10-working-day target) Resource Consent Process:

For non-notified resource consent applications that would generate employment.

7. Financial contributions deferral:

To allow developers to defer contribution payments until works reach a certain stage or, for example, sub-divided properties are available to the market. Working flexibly with developers on payment plans and delivery of underlying infrastructure.

8. Deliver building inspections remotely:

Using video technology to speed consent process, keep staff, builders and the public safe - and reduce costs.

9. Improving Procurement Policy:

Reinforce support for local businesses with a specific mandate to allow consideration of bids from local businesses to provide Council services with up to a 15% higher price than proposals from suppliers outside the district.

10. Urgent revision of tourism marketing:

Working with our Regional Tourism Organisation, Christchurch NZ, to finalise an immediate tourism marketing response plan.

11. Helping businesses:

Ramp up business and financial support services for Mackenzie businesses via South Canterbury Chamber of Commerce.

12. Engage Department of Conservation:

Working with one of our biggest visitor services providers to stay aligned with impact responses. DoC is reviewing options to help businesses that operate from public conservation land.

13. Using the Canterbury Mayoral Forum to lobby for support:

The Canterbury Mayoral Forum has been meeting weekly since mid-March and will continue to advocate for Mackenzie District interests and lobby for increased support and recognition from central agencies.

14. Launch Mackenzie Open For Business website:

In partnership with Aoraki Development, Council to develop and launch a self-service website for Mackenzie businesses to let the community know who's open, what services are available and how to interact with them.

MACKENZIE DISTRICT COUNCIL

NEXT THREE MONTHS – SHORT-TO-MEDIUM TERM RECOVERY

15. Waiving of late rates payment penalties:

The option to waive or reduce late payment fees help for residents and business suffering extreme hardship will be included in the revised annual plan.

16. Incorporate a community recovery lens in our grant funding policy:

Council will look to prioritise grant applications which contribute to community recovery from the effects of COVID-19.

17. Bringing forward 3 Waters and Roading projects:

Completing a review of capital works and scheduled maintenance to bring work forward and to investigate alternative funding options. Currently focus is on township footpath improvements and water infrastructure maintenance.

18. Examine policies and processes to ensure Council can assist ratepayers who are experiencing financial hardship:

Council will examine ways in which it can soften the financial impact felt by our community through a proactive and more lenient approach in the application of our existing rates payment policies and development of new policies identified.

19. Review regulatory and compliance framework to develop fast-track processes:

To help alleviate hardship and provide opportunities to provide economic stimulus. Options under consideration are to reduce or defer Liquor/Health licensing fees for impacted businesses; to extend Mobile Traders Permit duration and reduce or defer fees to encourage pop-up businesses.

20. Mackenzie Recovery Forum underway:

Working in conjunction with Council and the recovery programme the forum will sponsor, assess and assist business initiatives to get under way. Recruiting an Economic Development Manager within Council to develop and drive a strategy in co-ordination with district stakeholders.

21. Commercial rent relief:

Businesses leasing Council-owned properties will, on a case-by-case basis, be able to apply for commercial rent relief if trading is COVID19-related impacted.

22. Community Development:

Potentially employing a Community Development Manager or investigate ways to supplement the income of the community centres in the district to further support its community development initiatives.

MACKENZIE DISTRICT COUNCIL

SIX MONTHS PLUS – LONG TERM RECOVERY

23. Incorporate Social Development into Council's operations and capital programme:

Additional emphasis will be given to the full range of social development, including local and iwi employment, contracting and business opportunities in our current and future capital works programme.

24. Long Term Plan Review 2021-2031:

Informed by new economic and social assumptions as council and community evolve in the post-COVID world.

25. Destination Mackenzie:

A study to determine the most sustainable pathway forward for the district, including a tourism strategy, financial modelling, input-output analysis and identification of large infrastructure projects with the aim to apply for further funding opportunities and the possible establishment of joint ventures to enable its delivery and operation.

26. Economic Development Strategy:

With the recruitment of the Economic Development Manager and the establishment of the Mackenzie Business Recovery Forum and long-term strategy will be developed in consultation with the community and business stakeholders to diversify our local economy and strengthen sustainable communities.

27. Tourism Management Strategy:

Aligning with a New Zealand Tourism Strategy, the guidance from the Destination Mackenzie project, local tourism businesses and our visitor marketing partners we will establish clear principles to guide the future for Mackenzie tourism.

28. District Plan Review:

Mandatory review of Council's existing District Plan with a long term sustainable management of resources focus. This includes an analysis of housing diversity and population projections as well as spatial planning.

29. Sustainable Infrastructure Strategy:

As part of the Long Term Plan process ensuring that the infrastructure strategy is not only aligned with positive environmental practice but focuses on delivering strong local economies and building vibrant communities .

30. Mackenzie Basin Alignment:

Supporting projects identified through this partnership with LINZ, DOC, Waitaki District Council and Environment Canterbury.

31. Investigate expanding forestry portfolio:













Investigate the purchasing of farmland within the Mackenzie District to convert into forestry. This would create work within the district with the potential to foster supporting industries or businesses to the forestry sector. This would allow MDC to become carbon neutral as a council and possibly as a District.

4.2 NEW AND UPDATED POLICIES FOR ADOPTION

Author: Tim Mulcock, Transition Manager

Authoriser: Suzette van Aswegen, Chief Executive Officer

Attachments:

1. Procurement Policy (under separate cover) 
2. Sensitive Expenditure Policy (under separate cover) 
3. Cash Handling Policy (under separate cover) 
4. Asset Management Policy (under separate cover) 
5. Asset Disposal Policy (under separate cover) 
6. Fixed Asset Accounting Policy (under separate cover) 
7. Community Grants Policy (under separate cover) 
8. Privacy Policy (under separate cover) 
9. Property Sales and Acquisition Policy (under separate cover) 
10. Investment Policy (under separate cover) 
11. Liability Management Policy (under separate cover) 
12. Risk Appetite Statement (under separate cover) 

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- ☐ **Review** When Council or Committee reviews decisions made by officers.
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- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

As part of implementing recommendations from Audit New Zealand several policies have been updated and created. Some proposed changes are to allow Council to better respond to the impact of the COVID-19 virus on the Mackenzie community.

These policies are presented to Council for adoption.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the following new and updated policies be adopted by Council:
 - Procurement Policy
 - Sensitive Expenditure Policy
 - Cash Handling Policy
 - Asset Management Policy
 - Asset Disposal Policy
 - Fixed Assets Accounting Policy
 - Community Grants Policy
 - Privacy Policy
 - Property Sales and Acquisitions Policy
 - Investment Policy
 - Liability Management Policy
 - Risk Appetite Statement

BACKGROUND

The following policies have been created, revised and updated. They have all been considered by the Executive Team, the chair of the Audit and Risk Committee, and discussed at Council workshops.

The attached policy documents are:

1. Procurement Policy: UPDATED
2. Sensitive Expenditure Policy: UPDATED
3. Cash Handling Policy: NEW
4. Asset Management Policy: NEW
5. Asset Disposal Policy: UPDATED
6. Fixed Assets Accounting Policy: UPDATED
7. Community Grants Policy: NEW
8. Privacy Policy: NEW
9. Property Sales and Acquisitions Policy: NEW
10. Investment Policy: NEW
11. Liability Management Policy: UPDATED
12. Risk Appetite Statement: NEW

POLICY STATUS

These policies are in draft, submitted to Council for approval.

SIGNIFICANCE OF DECISION

In accordance with the Council's Significance and Engagement Policy, adoption of these policies has been assessed as having low significance and will not require community consultation.

OPTIONS

N/A

CONSIDERATIONS**Legal****Financial****Other****1. Procurement Policy.**

A new process requiring two levels of approval has been implemented ensuring new Suppliers are approved prior to acceptance of any contract to supply. This helps protect Council from the fraudulent addition of fake suppliers and applies rules to help clarify the capability and reliability of new suppliers. Guidance for this process has now been incorporated into the Procurement Policy.

Work has also been initiated to ensure Contractors to Council have the correct Health and Safety insurances and certificates. While this is treated within the Health and Safety Policy we also needed to recognise this in the Procurement Policy. The policy has been updated defining a supplier who is also an Approved Contractor.

A further change is to allow consideration of bids and proposals to provide services to Council from local suppliers that are up to 15% more expensive than other suppliers. Note this is not a prescriptive change, bids will still be evaluated fully, and bids from local suppliers still may not be selected.

2. Sensitive Expenditure Policy

With the centralising of travel and accommodation booking and the change in delegation to allow business units to manage their own staff bookings this policy has been updated. A change to the maximum per night accommodation fee permitted has also been changed to recognise the higher accommodation costs in the larger cities.

3. Cash Handling Policy

This policy provides guidance to ensure cash handling is managed consistently and security across Council – it includes three checklists for those assigned to handle cash as appendices. This policy is intended to help minimise the opportunity for any fraudulent activity and to reduce the risk that staff are unfairly targeted.

4. Asset Management Policy,
5. Asset Disposal Policy,
6. Fixed Assets Accounting Policy

These new policies are a family of policies to address core principles for managing our assets.

7. Community Grants Policy

The new policy brings all Council managed grants under the same policy umbrella. Grants have previously been managed with little policy guidance.

8. Privacy Policy

In order to align Mackenzie District Council's use of personal information with the Privacy Act 1993, this policy has been drafted to provide guidance for the collection and use of personal information including use of surveillance cameras and audio recordings.

9. Property Sales and Acquisitions

This new policy has been drafted to provide direct policy guidance to manage the property portfolio.

10. Investment Policy

This policy is a statutory requirement as directed by the Local Government Act. The key change is the broadening of options for revenue disposition from the Forestry Reserve. This change potentially allows Council an additional options to offset general rates.

11. Liability Management Policy

This policy is also a statutory requirement as directed by the Local Government Act. The current version is five years old and has been updated to provide clearer guidance and alignment with current organisation and committee structure. It also provide more comprehensive risk management guidance.

12. Risk Appetite Statement

The Risk Appetite Statement describes the level of risk Mackenzie District Council is prepared to accept in pursuit of its objectives. The Risk Appetite Statement summarises the accepted risk levels across each of the Council categories to guide decision-making.

This document is understood in the context of Mackenzie District Council's Risk Management Framework and policy guidance in the Risk Management Policy.

CONCLUSION

It is recommended that the Council adopt these policies.

5 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
5.1 - Tender Acceptance Contract 1240, Utilities Services 2020 - 2025	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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