



Mackenzie

DISTRICT COUNCIL

Date: Tuesday, 8 February 2022

Time: 9.30am

Location: On Zoom

AGENDA

Late Items

Ordinary Council Meeting

8 February 2022

Order Of Business

5 Mayor's Report 3

5.1 Mayoral Activities Report3

5.2 Chief Executive's Report4

5 MAYOR'S REPORT

5.1 MAYORAL ACTIVITIES REPORT

Attachments: Nil

RECOMMENDATIONS

That the report be received.

VERBAL UPDATE

The Mayor will provide a verbal update on his activities at the meeting.

SUMMARY OF ACTIVITIES

- 15 December - Progressing Takiwa approach to 3 waters
- 16 December - Wananga 4 Te Munahuna with Runanga
- 17 December - TMKU meeting with DOC
 - Twizel dissatisfied rate payers
 - Presented Scholarship, Twizel
- 20 December - SCDHB Mayors covid meeting
 - Meeting with Belgravia
- 21 December - Christmas function
 - Aged care meeting Fairlie
 - Plenary group , 3waters for Democracy
- 12 January - TMKU working group
- 17 January - SCDHB catch up
- 18 January - Meeting Mackenzie Development group
- 19 January - DOC meeting
 - TMKU working group
- 21 January - Plenary group meeting , Councillors invited
- 24 January - Group Controller James Thompson
- 25 January - Council workshop
- 26 January - TMUK working party
- 27 January - Council leadership ,Strategy
- 28 January - TMUK Governance meeting .
- 31 January - NZ rowing update Mark Weatherall
 - Twizel community board
- 1 February - TMKU workshop
- 2 February - TMKU workshop
 - Tekapo Community board
- 3 February - Reforms update LGNZ
 - Fairlie community board
- 4 February - Roles functions Local Government .

5.2 CHIEF EXECUTIVE'S REPORT

Attachments: Nil

RECOMMENDATIONS

That :

1. The report be received.
2. Council notes the progress on the Strategic Projects.
3. Council approves the proposed terms of reference and delegated powers of the establishment of the Temporary Emergency Committee – COVID19.
4. Council notes the submission date for the Trifecta – Modernising the Emergency Management Framework as the 11 February and delegates authority to the Mayor and Chief Executive to finalise the contents of the submission.

STRATEGIC PROJECTS

Annual Report

Council officers have completed most tasks required for the Annual Report. Outstanding tasks are anticipated to be completed by the finance team before the final audit commences. The team remains under pressure to deliver on time given workload associated with the Annual Plan.

Audit New Zealand have confirmed the Annual Report Audit will begin on 8 February 2022 but will be conducted remotely.

The Annual Report narrative is largely finalised and being reviewed internally.

Annual Plan

Budget holders were requested to complete the budget on the MagiQ Performance tool by 24 December 2021. Budgets were reviewed internally and are being consolidated by the Finance Manager.

The first workshop on the Annual Plan is scheduled with the Councillors for 8 February 2022.

Te Manahuna Ki Uta

With the project manager stepping into the project sponsor role as CEO, an internal project manager, Jimmy Sygrove from Rationale, was appointed.

Council has continued to work on this key strategic project with our Treaty and agency partners. The Manawhenua Voice and Partnership summary was compiled in December 2021 and is currently awaiting approval from the Runanga chairs.

There has been ongoing engagement with the Department of Conservation who expressed concerns about project management processes and formal deliverable approval processes.

Vision and Principles were finalised at the key workshop on 1 February. Three draft scenarios have been identified. Decision making criteria is still to be finalised.

A revised timeline is being agreed to ensure all partner agencies have adequate time to provide feedback and approval for all deliverables.

Variations are being scoped for the additional project management being undertaken by Jimmy Sygrove and continued use of NAIA for the remainder of the project to facilitate co-ordination of manawhenua input.

There has been engagement with the stakeholder reference group providing them with an update on the progress to-date.

LEGISLATIVE REFORMS

Water Reform

The Government is continuing to work with iwi/Māori and local government and has agreed to develop a draft Water Services Entities Bill. This will give effect to the Working Group on Representation, Governance and Accountability for consideration as part of its work.

Working Group on Representation, Governance and Accountability of new Water Services Entities

This working group is comprised of representatives from local government and iwi/Maori, and will consider how representation, governance and accountability arrangements for water services entities can be strengthened.

The government has agreed to provide an exposure draft of the Water Services Entities Bill to the working group for consideration as part of its work. The bill is expected to go to a select committee next year, and people can make submissions on the bill at that time.

The working group will report back to the minister by 28 February, which will enable ministers to consider recommendations arising from the working group process before the bill is introduced.

Future for Local Government

The panel published its interim report *Ārewa ake te Kaupapa* (Raising the platform) in September 2021. The panel intends meeting online with each of the councils in the 2022 to provide an overview of their report.

The review panel will report to the Minister on this matter by **30 September 2022**: Draft report and recommendations to be issued for public consultation.

Taumata Arowai : Drinking Water Standards

Taumata Arowai is consulting on the following proposed documents, which will inform the first set of regulations as the water services regulator for Aotearoa New Zealand:

- Drinking Water Standards
- Drinking Water Quality Assurance Rules
- Drinking Water Aesthetic Values
- Drinking Water Acceptable Solution for Roof Water Supplies
- Drinking Water Acceptable Solution for Spring and Bore Water Supplies
- Drinking Water Acceptable Solution for Rural Agricultural Water Supplies
- Drinking Water Network Environmental Performance

These documents are targeted at drinking water suppliers and contain technical content that will guide the way safe drinking water is supplied to people in Aotearoa. The regulator developed them in collaboration with sector reference groups from various drinking water supply types from across Aotearoa. Reference groups included representatives from Māori communities, rural agricultural water supplies and local authorities. Submissions are open from **17 January to 28 March 2022**.

Trifecta – Modernising the Emergency Management Framework

The Minister for Emergency Management, Hon Kiritapu Allan announced in December 2021 that a new Emergency Management Bill will be introduced to replace the Civil Defence Emergency Management Act 2002. The Minister's media release is on the Beehive website here: <https://www.beehive.govt.nz/release/new-legislation-modernise-emergency-management-system>

The Minister's announcement covers some changes to the emergency management system that the bill will introduce, including clarification of roles and responsibilities, a new power for the NEMA Chief Executive to issue 'emergency management rules', and the participation of iwi and Māori throughout the system.

We will be required to make a submission on this by **11 February 2022**.

COVID-19

The Government replaced the COVID-19 Alert Level System with the COVID-19 Protection Framework (CPF), "The Traffic Light System" effective from Friday 3 December. Under the CPF, people with COVID-19 will self-isolate in the community with support where appropriate.

Regional Leadership Group (RLG): The RLG is the regional body that will oversee the implementation of the Covid Protection Framework – ensuring alignment across agencies and stakeholders with members who are able to make decisions and commit resources.:

Local Planning

Pending the announcement from the Prime Minister on Sunday 23 January where it was announced that the COVID Omicron variant was circulating in the community, the CEO met with the executive team to determine the most appropriate way forward.

There is a three-phase approach to managing COVID in the community :

the Government has announced three phases of managing Omicron in the community. This is found at the Ministry of Health website. These phases are designed to manage the response to the growing threat of the Omicron variant:

- Phase One – Stamp it out
- Phase Two – Minimise and slow the spread and assist our vulnerable communities
- Phase Three – Manage the outbreak

Things you can do to protect yourself at all phases:

- Get a COVID booster shot if one is eligible
- 5 – 11-year old's first vaccination
- Continue to mask, scan, and Pass wherever you go
- Good hygiene, physical distancing and stay at home if unwell

Testing update

- Phase one of the response to Omicron means continuing with the same testing, tracing isolation, quarantine settings as used before.
- It is important to note that as case numbers increase, testing, tracing isolation, quarantine settings will change.
- Critical workers (lifeline workers) identified as close contacts will be able to use proof of a negative RAT to return to work during their required period of isolation if they are not symptomatic.
- The Ministry of Health has increased PCR testing capacity to 60,000 tests a day with a surge capacity of nearly 78,000 a day, which can be sustained for seven days.
- Once Omicron is more widespread in the community, RATs will be more common in the government's testing strategy.
- There are currently 4.6 million RATs in the country, with an additional 83 million on order.

Omicron and Business Continuity Planning

- Omicron has emerged as the dominant COVID-19 variant around the world. Most cases detected at the border are Omicron cases.
- This has seen less severe clinical outcomes, but significantly higher rates of transmission. Given the higher rates of transmission, it is expected that if Omicron makes it into the community, we expect to see case numbers double every 2-3 days. This is consistent with international trends.
- Many people will be affected, and workplaces will have high levels of staff on sick leave or isolation (as high as 25%). This means that council Business Continuity Plans (BCPs) are critical should an outbreak of Omicron occur in the community.
- Central government agencies are considering a range of options including additional protection in the event of an Omicron outbreak. We anticipate that these can be implemented within the existing framework.

Mackenzie Response

At Mackenzie while red does not mean lockdown – there are number of key factors that were considered :

- MDC is an exceptionally small team with little coverage/ depth with teams that work in very close proximity.
- Omicron is significantly more transmissible than Delta.
- We have to do what we can to reduce transmissibility to ensure we can continue to provide essential services (staff absenteeism is expected to reach levels of around 25%).
- We will need to apply to have our essential workers classified as critical workers. We have raised this as a concern with the RLG because this will be an onerous process at a time when we should be focussed on dealing with the impacts of the pandemic in the community.
- Absenteeism has a disproportionately larger effect on our team than in larger councils or organisations

- MDC may need to stand up a Emergency Operations Centre if cases escalate locally, so keeping our staff safe is vital as we progress from phase 1 to phase 3 of the pandemic.
- We have to consider team members with immune compromised whanau.
- We also have to consider our small community with limited medical services and a high elderly demographic.

All of this means we have decided to take a conservative stance from the get-go:

- A vaccination policy was introduced for all staff with effect from 17 January 2022. This policy requires all staff to be vaccinated and to provide their vaccine passes to enter the building. Discussions are continuing with unvaccinated staff. They are working remotely. A contractor policy will be issued by 4 February to all contractors requiring them to use vaccine passes too.
- From the 25 February we have divided the staff into 3 teams - Those who can continue to work from home with no impact, and a team 1 and 2 who will take turns to work in the office on a 10 day rotation cycle.
- We will become more stringent about mask wearing in the office – masks to be worn at all times with no exceptions.
- Vaccine passes, mask wearing and social distancing is now essential for all entering our office.
- Non vaccinated staff and contractors will be stood down immediately and a HR process will be worked through with each staff member (as per our policy).
- We are planning which staff will work in the office on a roster basis to ensure we maintain continuity of services.
- Offices will continue to remain open and customer service staff will be available.
- Meetings will be via zoo, as having many individuals in a room increases transmissibility – this includes community board, council workshops and meetings.
- Unless councillors have limited internet coverage, we should try to undertake meetings via Zoom.
- Access to public facilities will continue to be with the use of vaccine passes and mask wearing.
- Engagement with local community organisations is occurring with the Acting EMO and with MSD and the SCDHB, to ensure that welfare support can be provided in the event of widespread transmission in the communities.

Meetings & Travel

Limiting interactions with visitors reduces the likelihood of virus transmission. Therefore, at COVID Level Red:

- We will not host visitors on-site unless they relate to the provision of essential services and cannot be conducted remotely.
- We will not host contractors or service providers on-site.
- We will not attend external meetings unless they are business critical and cannot be conducted remotely.

- We will not travel domestically for work unless to perform essential services (exec approval required).

Emergency Committee – COVID19

To ensure continuity of decision-making in the midst of COVID19 we should establish an emergency governance committee comprising of all elected councillors.

Delegations to Committees

Pursuant to section 41A of the Local Government Act 2002, the Mayor has established the need for an emergency committee should widespread COVID transmission occur in the community, for decision making purposes.

The Mayor (or his alternate if unavailable), or the chief executive would be able to call up this committee with immediate effect should COVID-19 circumstances dictate.

Emergency meetings must be minuted, with any decisions communicated to the community on the council website.

Terms of reference

Full decision-making powers of the Council are to be delegated to this committee should the need eventuate. This should be in relation to COVID response and council requirements.

The Emergency Committee has been established to ensure essential and urgent decisions can be made during the COVID-19 period. The committee would be able to meet by audio or audio-visual link. Frequency of the meetings would be determined by the chair and the committee will remain in existence until deemed unnecessary by the Mayor or his alternate, on the recommendation of the chief executive. Alternately, all committees are disestablished at the election later this year.

Membership	All elected councillors.
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Quorum	Two members.
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Chair	The Chair will be the Mayor, or appointed by the Mayor, or appointed by his alternate if he is unavailable.
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Meetings	The Emergency Committee will meet as required.

Leadership Development – Core ideology and strategy workshop

A workshop was held with Councillors on 27 January 2022 to discuss core purpose and the strategic pillars and priorities for Mackenzie Council for 2022. This was a very productive workshop facilitated by Culture by Design. The next steps will be for the Exec and CEO to review the output from the workshop and prioritise priorities and projects identified. The CEO intends meeting with the

contractor to discuss how the remainder of the programme will be delivered with the emergence of Omicron.

IMPORTANT LOCAL MEETINGS

8th December 2021

- CEO meeting with Ecan
- Weekly Executive Team Meeting
- Tekapo Community Board meeting

9th December

- Meeting with Steven Walker from the OAG and Audit NZ
- Three Waters Update

10 December

- Team Mack meeting and Xmas function

13th December

- COVID 19 planning meeting with MSD and SCDHB

14th December

- Council meeting
- Audit and Risk meeting
- Council meeting

15th December

- TKMU project meeting

16th December

- Wananga 4 : TKMU (Tekapo)

17th December

- Meeting : Twizel about use of facilities by unvaccinated members of the community

18th December

- Final Interviews for Communications Advisor and EMO roles
- Meeting with Belgravia
- COVID Welfare Planning meeting

19th December

- Internal Vaccination Policy meeting
- Aged Care proposal and Funding

20th December

- Weekly Exec meeting

23rd December – Shutdown until 5 January 2022

11th January : Internal 2022 Planning Meeting with the Exec

12th January Project Team meeting in Christchurch for YKMU

17th January CEO Canterbury Forum planning meeting

18th January:

- Meeting with K Staniford – Twizel about the Shared Library
- SCDHB meeting with Mayors and CEO

19th January:

- Weekly Executive Team Meeting
- Annual Report meeting
- DOC meeting about TKMU
- TKMU working group meeting
- 3 Waters Briefing with 24 Councils submitting Water Reform

20th January

- RLG Meeting

- Trifecta Workshop about Civil Defence Reform
- Annual Plan Review Meeting with GM's and budget holders
- Rowing NZ meeting

21 January

- 3 Waters Plenary Briefing
- COVID 10 Planning meeting

24 January

- Group Controller Visit
- COVID 10 Planning
- TKMU Workshop Planning

25 January

- Council workshop

26 January

- TMKU meeting with BECA, Rationale and DOC

27 January

- Strategy Session with Councillors and Exec

28th January

- Annual Plan Review meeting
- TMKU Governance Group meeting

31 January

- CEO Canterbury Forum
- CMTE Joint Civil Defence Meeting
- Meeting with Rowing NZ
- Twizel Community Board meeting

PEOPLE AND CULTURE MONTHLY REPORT

January 2022

1. RECRUITMENT UPDATE (INCLUDING APPOINTMENTS TO ROLES):

- Recruitment in January was steady with three roles being advertised – Principal Policy Planner, District Plan, Financial Accountant and Corporate Planner. These roles are being advertised on a wide variety of media i.e. Seek, Trade Me, LG Jobs, MDC Careers Site etc.
- The Communications Advisor role has been offered to our preferred candidate but the candidate has declined the offer and the role is being re-advertised.
- The fixed term, Emergency Officer role has been offered and formally accepted. Joe Rush will start in the role as of 21st February 2022.

2. PEOPLE AND CULTURE POLICIES:

- Work continues in developing a suite of People and Culture Policies for MDC with a Learning and Development Policy, Leave Policy, Induction Policy, and Vaccination Policy being approved by the CEO.
- A draft Contractor Vaccination Policy is currently being reviewed by the Senior Leadership Team. Once finalised this will be provided to our Contractors with a letter outlining MDC’s position around vaccinations.

3. COVID-19 RED SETTING:

- A significant amount of work has been undertaken throughout the first couple of weeks in January 2022 to ensure that MDC complies with the current RED setting under the Traffic Light System. This has included putting team rosters in place for people to work in the building on a two-week programme as well a number of hygiene measures. These measures and rosters will continue to be monitored.

People and Culture Key Metrics

Full Time Employee (FTE) information for MDC – January 2022

FTE stands for full time equivalent and refers to the number of hours considered full time. For example, an employee working full-time equals 1 FTE while an employee working 60% of full-time hours equals 0.6 of an FTE. The FTE values of all employees are added up to give the total number of FTE employees in an organisation. For the headcount metric, each employee is counted as one. However, FTE excludes Casuals and Contractors.

MONTH	TOTAL MDC HEADCOUNT (FTE)
January 2021	48
February 2021	48
March 2021	41.7
April 2021	43.8
May 2021	43.9
June 2021	41.5

MONTH	TOTAL MDC HEADCOUNT (FTE)
July 2021	38.9
August 2021	36.7
September 2021	35.7
October 2021	35.9
November 2021	35.8
December 2021	35.8
January 2022	42.2

Increase is due to recruitment in December 2021.

Headcount by Business Unit – January 2022

Headcount refers to the number of employees working at MDC (with headcount, each individual counts as ‘one’ regardless of the number of hours worked) Includes Casuals.

BUSINESS UNIT	TOTAL HEADCOUNT BY BUSINESS UNIT
CEO	3
Finance	6
GM Operations	3
Planning	5
Regulatory	6
Engineering	7
GM Corporate Services	5
Customer Service	5
Information & Engagement	5
Fleet / Cars	1
TOTAL	46

Turnover rates by Business Unit and Termination reasons

Monthly Voluntary Attrition

Total number of permanent employees who resigned over the past month divided by FTE for current month. Excludes casual and fixed-term employees.

MONTH	EXITS	TOTAL FTE	% ATTRITION
January 2021	0	48	0.0%
February 2021	1	48	2.08%
March 2021	0	41.7	0.0%
April 2021	1	43.8	2.28%
May 2021	0	43.9	0.0%
June 2021	1	41.5	2.4%
July 2021	1	39.3	2.5%
August 2021	2	36.7	5.4%
September 2021	1	35.7	2.8%
October 2021	2	35.9	5.6%
November 2021	1	35.1	2.8%
December 2021	1	35.8	2.8%
January 2022	0	42.2	0.0%

This indicates a positive trend with turnover rates decreasing.

Annual Voluntary Attrition

Annual voluntary attrition (turnover) is a ratio of the number of employees that have left MDC over a 12 month period (January 2021 – January 2022 – based on the above) compared with the average number of FTE over that same period.

Average FTE is calculated by the total number of exits divided by the average FTE (adding the FTE at the beginning of the period and the FTE at the end of the period, dividing it by two) x 100%. Excludes casual and fixed-term employees.

Total exits (January 2021 – January 2022):	11
Average FTE (January 2021 – January 2022)	44
Annual Voluntary Attrition:	25%

Termination Reasons – January 2022

This information includes all termination reasons (voluntary and involuntary) including end of fixed term.

Redundancy	
Resignation	1
Dismissal	
Transfer to another BU	
Abandonment	
Fixed Term Expiry	
Retirement	
Other	

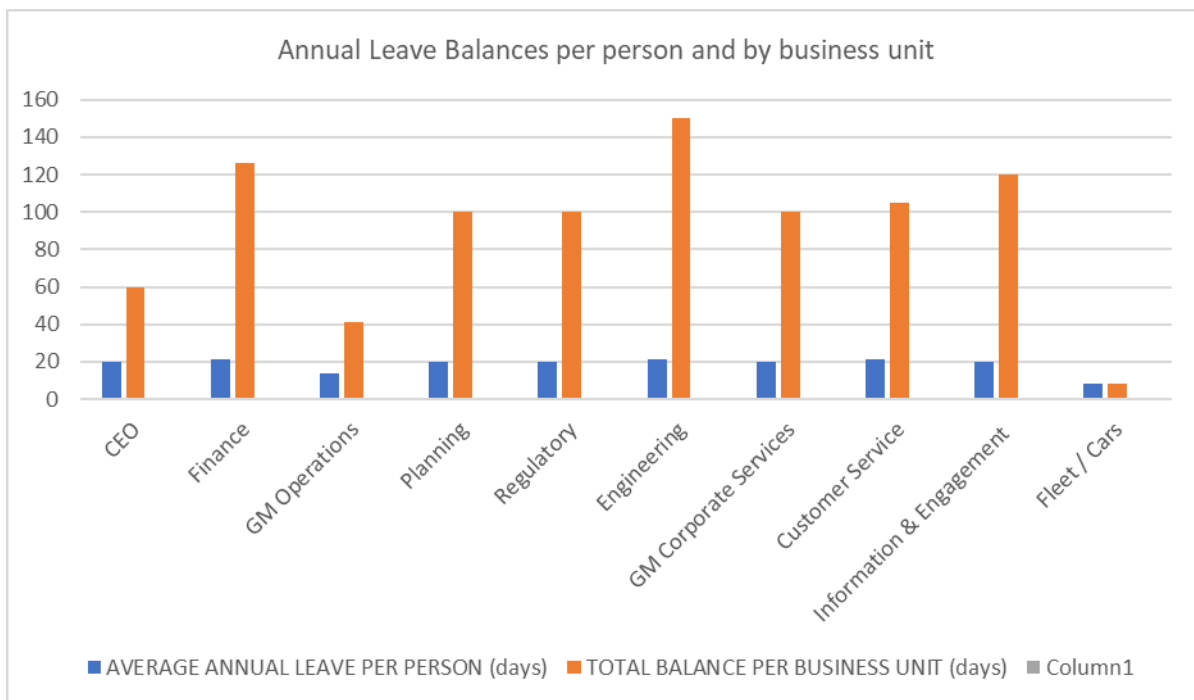
Annual Leave by Business Unit

Includes current and advancing annual leave. Annual Leave liability includes all permanent and fixed term employees by Business Unit.

BUSINESS UNIT	AVERAGE ANNUAL LEAVE PER PERSON (days)	TOTAL BALANCE PER BUSINESS UNIT (days)
CEO	20	60
Finance	21	126
GM Operations	13.6	41
Planning	20	100
Regulatory	20	100
Engineering	21.4	150
GM Corporate Services	20	100
Customer Service	21	105
Information & Engagement	20	120

Fleet / Cars	8	8
TOTAL:	185	910

Accrued Annual Leave Balances in Graph Format



Total annual leave liability in dollars and hours per business unit

BUSINESS UNIT	TOTAL ANNUAL LEAVE LIABILITY \$	TOTAL ANNUAL LEAVE LIABILITY HOURS
CEO	\$9,010.14	155.16
Finance	\$15,139.19	360.33
GM Operations	\$11,971.95	263.84
Planning	\$17,132.44	367.30
Regulatory	\$13,935.11	400.46
Engineering	\$45,418.20	970.36
GM Corporate Services	\$32,299.29	650.79
Customer Service	\$31,485.40	939.09
Information & Engagement	\$21,237.13	537.99
Fleet / Cars	\$144.57	8.03
TOTAL	\$197,863.42	4,653.35

HEALTH, SAFETY AND WELLBEING MONTHLY REPORT

January 2022

1. INCIDENT SUMMARY:

- Key points to note about this report are as follows:
 - There have been no incidents reported for January 2022.

2. HAZARD SUMMARY:

- Key points to note about this report are as follows:
 - No hazards were reported in January 2022.

3. LOST TIME INJURY SUMMARY:

- There have been no Lost Time Injuries reported for January 2022.

CUSTOMER SERVICE

January 2022

1. Staffing

No changes to either Twizel or Fairlie staffing.

Team outstanding annual leave balance as at 25 January 2022 - 939.09 hours.

Team members used 49 hours compassionate leave and 19.25 hours specialist leave during January.

2. Twizel Office Customer Numbers

Customer numbers recorded for January 2021 = 1919. This compares with 1641 for the same period in 2020.

Twizel Office opening hours reduced to 6.5 per day on 24 January in response to the COVID Red Traffic Light status. The office is closed between 1:00pm – 2:00pm daily to allow the customer services officer on duty to take a break.

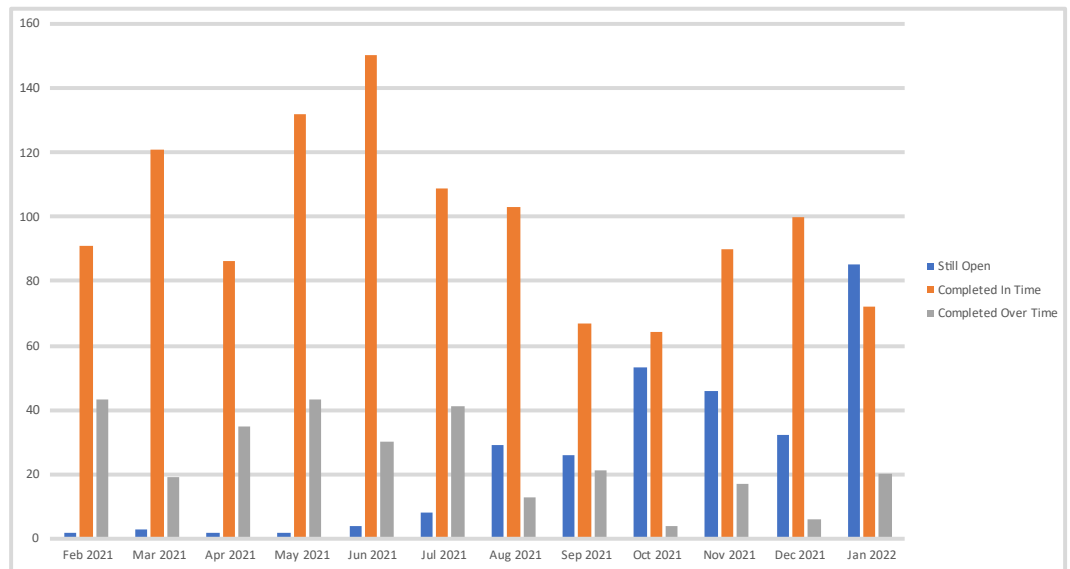
We have received little feedback on the changes to opening hours with most customers fully supportive of Council's response.

3. NZ Post Scorecard

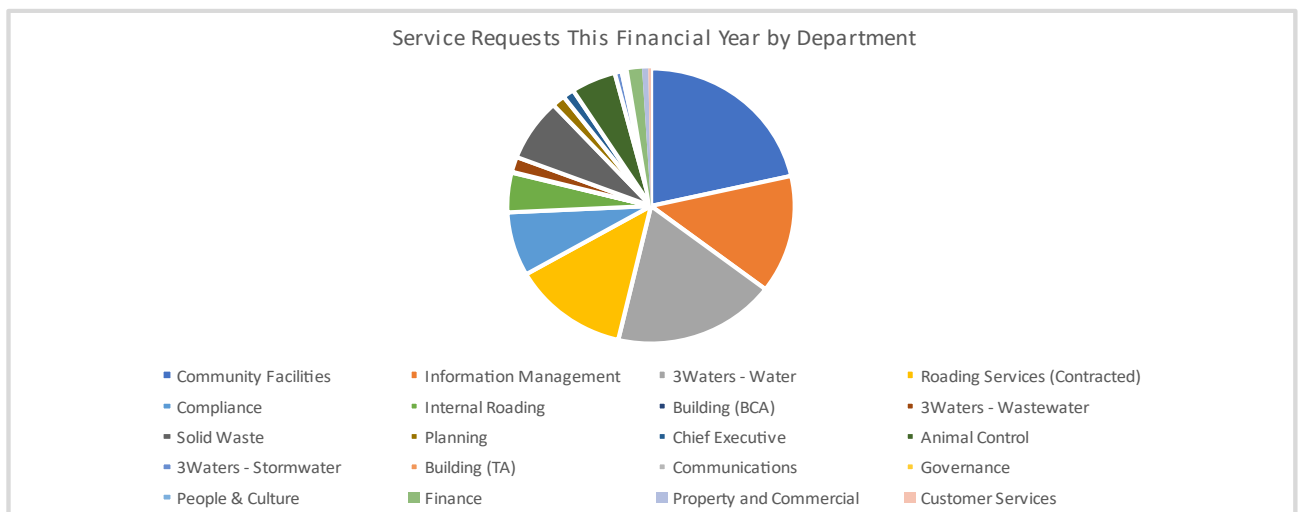
The latest NZ Post Scorecard is attached. The relationship between NZ Post and Council remains positive. Feedback from NZ Post on the altered opening hours has also been positive.

4. Service Request Summary Report

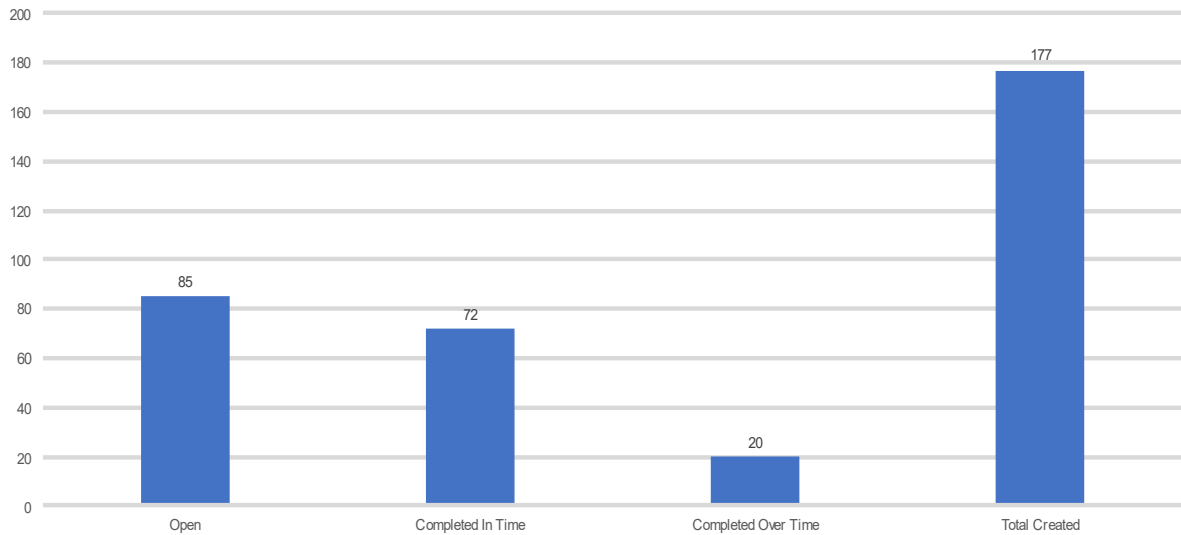
Service Requests Received Open/Closed Per Month



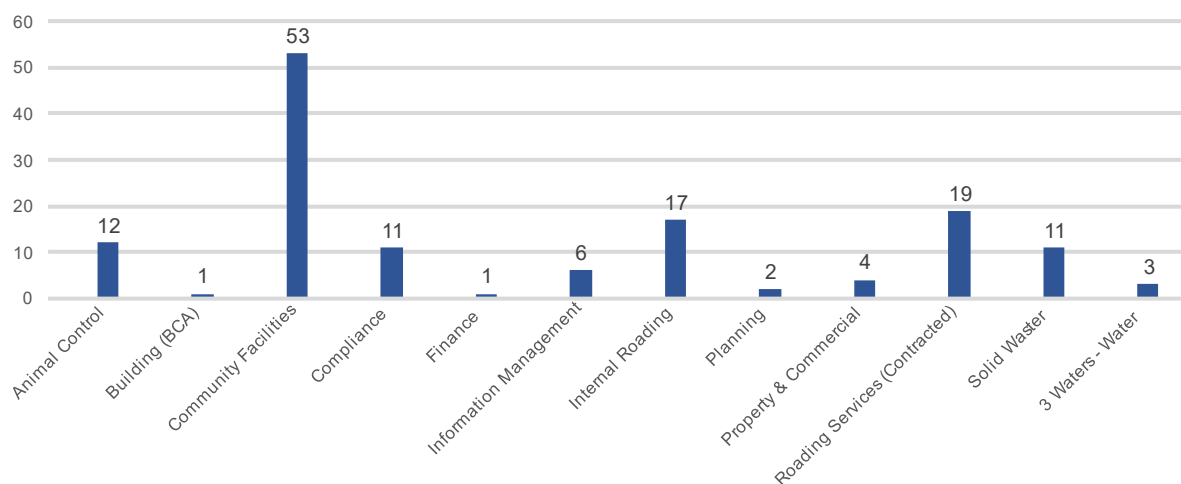
Service Requests Received Financial Year to Date by Department



Service Requests Received January 2022



Open Service Requests by Department – January 2022



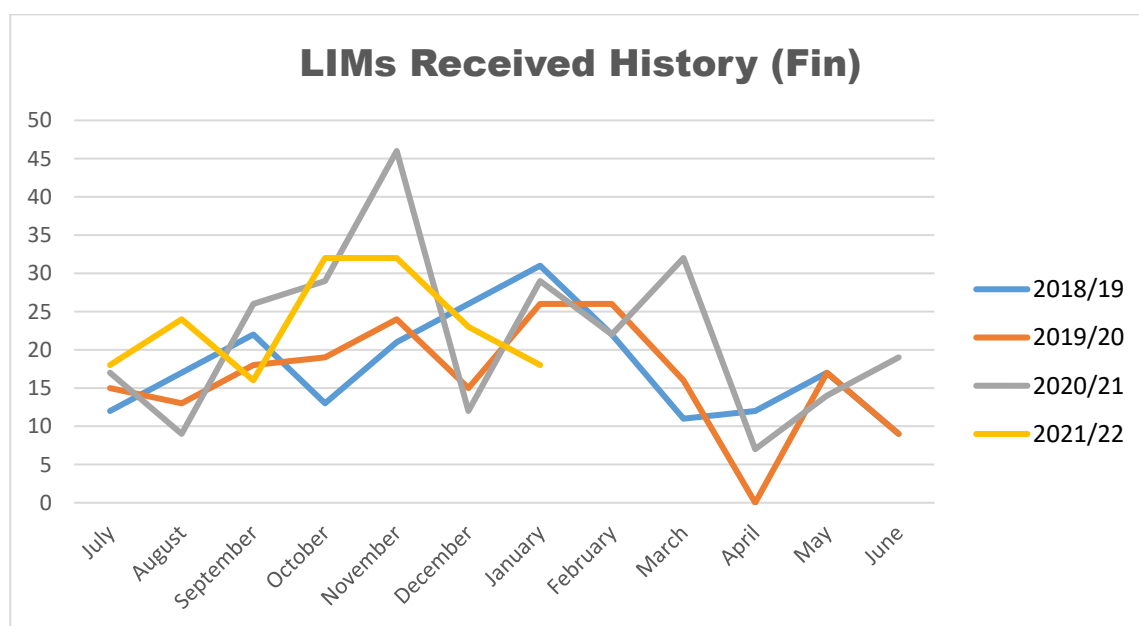
5. Complaints Register Summary

There were no formal complaints received during January. There is currently one formal complaint waiting response to a Stage 2 escalation. This relates to a review of the costs attributed to a building consent.

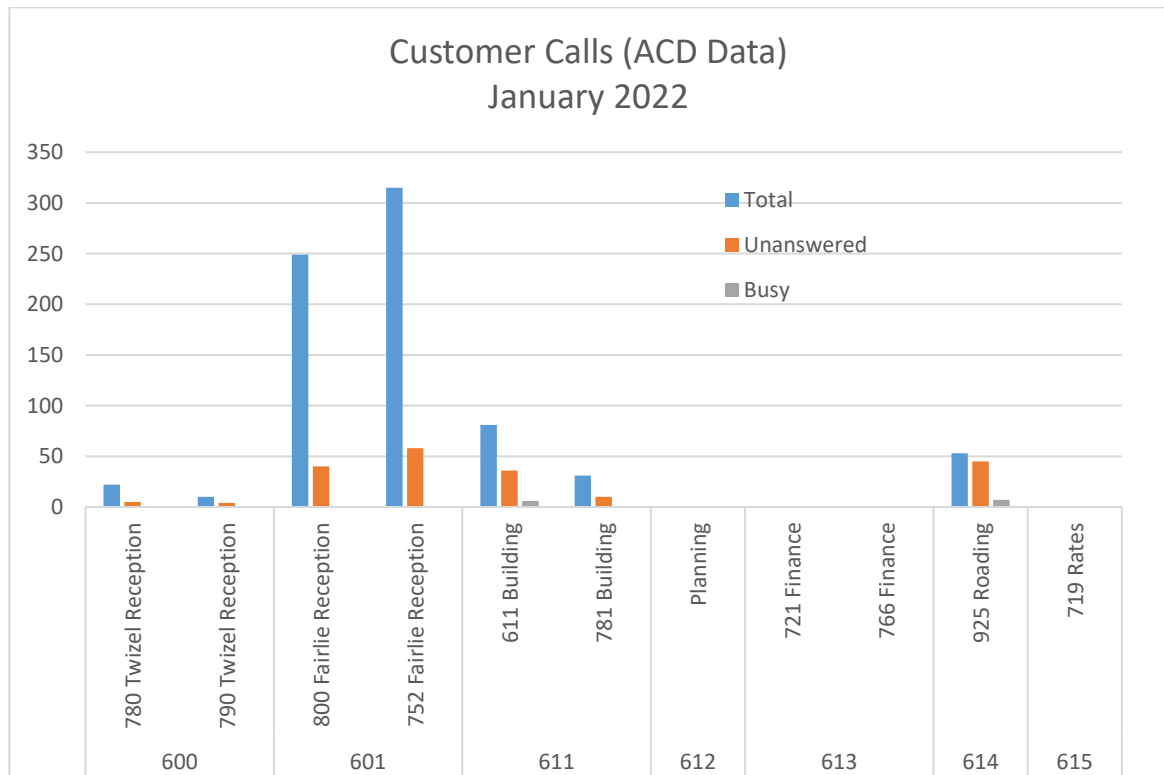
6. Land Information Memorandums (LIM)

For the period 1 January 2022 to 31 January 2022 18 LIM applications were received. This compares with 29 for the same period last financial year.

Trend by calendar month is shown below:



7. Customer Calls



- *NOTE Unanswered call numbers include calls transferred to another extension to be answered. These transferred calls are then recorded as “unanswered” calls. Due to an IT issue no data was captured for 14, 26 and 27 January 2022. Call numbers are also impacted from 24 January 2022 with reducing the number of Customer Services Officers to one each in Fairlie and Twizel.*

8. Community Centre Bookings

Fairlie Community Centre – Booking details unavailable.

Lake Tekapo Community Hall – Booking details unavailable.

Albury Hall – Booking details unavailable.

Twizel Events Centre – total bookings 240 hours (excludes the hours the Theatre was closed for bookings due to maintenance work). No bookings recorded for Mackenzie District Council use. Christ College was the single largest user of the facility with hires totalling 200 hours.

CONCLUSION

This year has commenced with a significant workload with a number of statutory projects for the Finance team. It is essential that we maintain momentum in meeting our statutory obligation but the workload remains extremely onerous for the small professional team. The team is being supplemented with expertise from external resources (corporate planner and accounting resource) which does lead to unanticipated costs.

Operations, Planning and Regulatory is progressing well with progress being made on the three waters projects and district plan project planning.

The Communications, IT and engagement team remains stretched by two local interns really boosted productivity in December and January. The team is hampered by the lack of a experienced Communications advisor,

The emergence of Omicron added to workload and will continue to be disruptive to deadlines and projects either through allocating resource to planning for the emergence of Omicron and remote working. Absenteeism remains a significant risk to Council given the rapid transmission of Omicron and the lack of depth of coverage of key and critical resources.