

COVID-19 Response Committee

30 April 2020



COVID-19 Response Committee

Minutes of the COVID-19 Response Committee meeting held on Thursday 30 April 2020, commencing at 9.00am, via Zoom.

Present

His Worship the Mayor, Neil Brown; Councillors Rodger Letham, Lynette Lovett, Angus McKay, Liz McMillan, Diane Rawlinson and Stuart Wilson.

In attendance

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Sarah Mosley (Manager People & Capability), Paul Brake (GM Business Support), Neil McCann (GM Infrastructure Services), Toni Durham (Strategy & Policy Manager), Bevan Rickerby (Economic Development Manager), Rachel Sparks (Finance Manager), Ruben Garcia (Communications Manager).

Governance support: Aisling O'Reilly (Zoom co-ordination) and Phillipa Clark (Minutes).

1 Apologies

For lateness: Crs Carolyn Cameron (9.10am), John Falloon (9.20am) and Leen Braam.

2 Extraordinary Business

The Mayor advised that the matter of district tourism will be briefly discussed as the final item of in-committee business – Section 7(2)(i) commercial activities.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes

That the minutes of the COVID-19 Response Committee meeting held on 23 April 2020, be taken as read and confirmed.

McMillan/Letham

Carried

Environment Canterbury – departing Chief Executive

The Mayor and Chief Executive welcomed Bill Bayfield, acknowledging the support he has given to councils within the region during his tenure as the Chief Executive of Environment Canterbury.

Mr Bayfield spoke briefly about the role he is taking up in Wellington as Chief Executive of the government's new water authority based in Wellington (Taumata Arowai).

The presentation concluded at 9.25am.

5 Level 4 lockdown – financial implications

That the Committee receives the Level 4 lockdown financial implications report.

Falloon/Lovett

Carried

6 Buying local – procurement processes

1. **That** Council directs officers to shop local where possible for the next twelve months, relative to the following table:

Expenditure type and procurement method	Local purchase requirement	Examples
Very minor <\$80.00 <ul style="list-style-type: none"> No estimates or quotes required 	<ul style="list-style-type: none"> Local suppliers must be preferred in all instances, exception being petty cash for work related travel costs such as parking or food purchases. 	<ul style="list-style-type: none"> Supermarket purchases Greeting cards One-off stationery items Hardware, tools, batteries Vouchers
Minor \$81.00- \$10,000 <ul style="list-style-type: none"> Verbal or written estimates Direct purchase in certain circumstances 	<ul style="list-style-type: none"> Local suppliers should be preferred where the estimate obtained is within 5% of the most competitive estimate (and can be met from within budgets). 	<p>Examples where local always preferred:</p> <ul style="list-style-type: none"> Catering Services such as plumbers, electricians and builders <p>Examples where local should preferred:</p> <ul style="list-style-type: none"> Printing (small batch) <p>No requirement to procure local</p> <ul style="list-style-type: none"> Whole of government contract
Moderate \$10,000 - \$74,999 <ul style="list-style-type: none"> Written quotes or estimates Direct purchase in certain circumstances 	<ul style="list-style-type: none"> The local value principle should be prioritised, however the best overall deal for the ratepayer should be the priority (met from within budgets). NZTA Procurement rules apply to all NZTA subsidised works. 	<ul style="list-style-type: none"> Printing (large batch) Professional services such as Annual Residents Survey <p>No requirement to procure local</p> <ul style="list-style-type: none"> Whole of government contract (Hertz Rental agreement)
High \$75,000 + <ul style="list-style-type: none"> Open tender Closed tender in certain circumstances 	<ul style="list-style-type: none"> No additional requirement to prefer local suppliers (however, local value is one principle under consideration). NZTA Procurement rules apply to all NZTA subsidised works. 	<p>No requirement to procure local</p> <ul style="list-style-type: none"> Existing standing contracts Whole of government contract (stationery, vehicles etc)

2. **That** officers assess 'local value' for businesses within Ashburton District who contribute to the local economy through any of the following:

- provide local employment,
- use local suppliers/subcontractors/services,
- manufacture/produce locally,
- add value locally (promote local well-being),
- build local capacity - train and develop locals, and/or
- look for local innovative solutions.

Lovett/Falloon

Carried

7 Elected members' remuneration

That Council receives the Remuneration Authority's correspondence of 22 April 2020.

McMillan/Rawlinson

Carried

8 Financial variance report

That the March 2020 variance report be received.

Falloon/Cameron

Carried

9 Covid-19 lockdown update

The Chief Executive reported that moving to Level 3 has allowed staff in the Open Spaces team to return to work. Library and Museum staff have also returned to some degree of work but the buildings remain closed to the public.

The administration office remains closed until Level 2 restrictions are put in place. The safe systems approach will continue in Levels 3 and 2.

Redeployment of staff continues with staff made available to the government agencies involved in the welfare response and social recovery. The 0800 number is still being manned by call centre staff.

The Mid Canterbury 'Open for Business' website is off to a very good start with over 100 businesses registered as of yesterday.

Construction activity is underway with work resuming on the CBD upgrade and River Crossing projects as well as water maintenance and roading.

Business transacted with the public excluded – 10am

That the public be excluded from the following parts of the proceedings of this meeting, namely – the general subject 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 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
10	Confirmation of minutes 23/04/20	Sections 7(2)(h) & (a)	Commercial activities Protection of privacy natural persons
11	Library & Civic Centre PCG 20/04/20	Section 7(2)(h)	Commercial activities
12	Land Purchase	Section 7(2)(h)	Commercial activities
13	Community Grants 2020-21	Section 7(2)(h)	Commercial activities
14	Sport NZ Rural Travel Fund 2019-20	Section 7(2)(h)	Commercial activities

McMillan/Cameron

Carried

The Committee adjourned from 10am to 10.08am.

Business transacted with the public excluded now in open meeting

- **Allocation of Sport NZ Rural Travel Fund 2019-20**

That Council allocates **\$13,000** in Sport NZ Rural Travel Fund funding for 2019/20, as per the following table.

Sporting group	Team	Grant
Ashburton Celtic Rugby Football Club	Football teams	\$1,785
Ashburton College	Basketball teams	\$1,925
Ashburton College Cricket Club	Cricket teams	\$830
Ashburton College	Boys 1 st XI hockey team	\$570
Ashburton College	Netball teams	\$850

Ashburton College	AshColl / Mt Hutt Combined Girls' Rugby 1 st XI	\$945
Ashburton College	AshHutt Boys' U15 Rugby	\$465
Methven Hockey Club	Hockey teams	\$1,800
Mid Canterbury Hockey	Allenton, Tinwald & Wakanui hockey teams	\$1,325
Ashburton College	MC Combined Boys' 1 st XV Rugby	\$920
Mount Hutt College	Basketball, Rippa Rugby	\$900
Rakaia Hockey Club	Hockey teams	\$685
TOTAL		\$13,000

Falloon/Letham

Carried

The meeting concluded at 12.06pm.