



Ōtorohanga Community Board

AGENDA

WEDNESDAY 3 JUNE 2020

4.00pm

Members of the Ōtorohanga Community Board

Board Member Neville Gadd (Chair)
Board Member Kat Brown-Merrin
Board Member Alan Buckman
Councillor Katrina Christison
Board Member Peter Coventry

ŌTOROHANGA COMMUNITY BOARD

WEDNESDAY 3 JUNE 2020

Notice is hereby given that an Ordinary meeting of the Ōtorohanga Community Board will be held in the Council Chambers, 17 Maniapoto Street, Ōtorohanga on Wednesday 3 June 2020 commencing at 4pm.

28 May 2020

Tanya Winter
CHIEF EXECUTIVE

AGENDA

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ITEM 24 **CHAIRPERSONS REPORT – VERBAL**

ITEM 25 **CHIEF EXECUTIVE REPORT 16 MARCH – 25 MAY 2020**

TO: **CHAIRPERSON AND MEMBERS**
ŌTOROHANGA COMMUNITY BOARD

FROM: **CHIEF EXECUTIVE**

DATE: **3 JUNE 2020**

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Foster an involved and engaged Community
-

Executive Summary

The purpose of this report is to inform Council of the key focus areas for the Chief Executive in the last month and signal anything of note coming up in the next month. This report covers the last two months due to the COVID-19 lockdown where the April Council meeting was cancelled.

On Saturday 21 March 2020, alert levels for COVID-19 were introduced to New Zealand. At that stage the country was at Alert Level 2. On Monday 23 March we were instructed by the NZ government that we were moving to Alert Level 4 by 11.59pm Wednesday 25 March. The country moved to Alert Level 3 at 11.59pm on Monday 27 April, and to Alert Level 2 at 11.59pm on Wednesday 13 May. We are currently still at Alert Level 2. This report is solely focused on presenting our response to this unique, extraordinary situation.

Recommendation

It is recommended that the report is received.

Coronavirus (COVID-19)

It's almost impossible in a short report to summarise what has happened in the last two months as we went from turning up to the office every day delivering a wide range of services to our community to being isolated in our homes with only "essential services" being delivered. Below are some bullet points that aims to give Council and the public an idea of the response effort required and how that was managed. I am happy to speak to this report and answer any questions at the Council meeting.

PERT

- The Pandemic Emergency Response Team (PERT) was put in place prior to lockdown and have led our response to this emergency right the way through, providing advice to the Leadership Team, and information to staff. PERT are:
 - o Rachel (lead), Tracey, Kylie, Phil, Day, Andrew, Tanya
- PERT transitioned 50 staff from working in the office to working from home in the space of less than 48 hours. Some staff picked up their entire workstation and took it home
- Most staff were able to do part or all of their roles remotely
- Some staff took on other roles such as supporting other staff whose workloads had increased significantly, in the Emergency Operations Centre, and supporting the communities economic response.

ESSENTIAL WORKERS

- Our essential services over this time were: Three Waters, Building Control, Animal Control, Cemeteries, paying our creditors, Emergency Operations Centre, Roading (if a safety issue). The staff in these areas had to leave the safety of their bubbles repeatedly in all Alert Levels to ensure services to our community continued. I would like to record in this report my sincerest appreciation to this group of staff

- Other staff worked from home to ensure the day-to-day business of Council kept functioning. We still had phone calls coming in, an Annual Plan to prepare, an LTP to plan for, consultation on the Kiwi House loan to manage, and a by-election to organise.

COMMUNICATION

- Regular updates on Facebook and on our website have been provided to the community
- Elected members have received operational updates
- Five virtual staff meetings have been held with about 50 attending each time
- Zoom has been used as our virtual meeting platform, and we have used the chat function for formal council notices to staff, project team notices, and an informal social chat function
- Leadership Team has met every morning at 8am
- All teams have had at least weekly meetings
- My Happy Friday! weekly email to staff has continued over this time

HEALTH, SAFETY & WELLBEING

- New internal policies, procedures and protocols have been created, consulted on and put in place, often in a matter of days to ensure the health, safety and wellbeing of staff
- PPE was in place for all essential workers in Alert Levels 3 & 4, and for a wider group of staff who are transitioning back to the office under Alert Level 2
- Five staff surveys were conducted over this time to gauge how staff were feeling
- Personal 'wellbeing' phone calls were made to each individual staff member
- We have recognised the unique challenges that come with such a huge change in working arrangements, and provided additional resources to staff on:
 - o developing self-discipline
 - o understanding the brain's response to change and techniques for supporting employees
- Our EAP (Employee Assistance Programme) has been available to staff throughout this period.

CIVIL DEFENCE EMERGENCY MANAGEMENT (CDEM)

- Several of our staff worked in the combined Western Waikato EOC (WWEOC), which brought staff together from Waipā/Ōtorohanga/Waitomo District Councils over Alert Levels 3 and 4
- The combined WWEOC commenced operations in the Waipa District Council Chambers in Te Awamutu on 26 March and ran continuously for 50 days until the relocation to Taupō
- One ODC staff member is involved in the sub-regional EOC that has recently been established in Taupō – a great experience for her.

REGIONAL/NATIONAL WORK

- The Waikato Mayoral Forum has been meeting weekly over this time, and the CE Forum has been supporting their work. As the Chair of the CE Forum I have been heavily involved in these meetings
- The main project the CE Forum has supported is the establishment of a Regional Recovery Office. Discussions with Iwi and key stakeholders are ongoing
- There have been several national initiatives established to support the Local Government sector, and many meetings have been attended over this period
- The Local Government-Central Government Response Unit has been active the whole time with daily emails giving helpful direction and guidance to assist councils with interpreting the rules at different alert levels and how they apply to our services.

COMMUNITY RESPONSE

- A rates relief package was presented to Council in April and will be brought to Council for formal adoption in June with the Annual Plan
- Iwi have mobilised to provide their own community response, and we have been in contact and offered support where we can
- Staff have assisted Te Waka, Hamilton and Waikato Tourism, and the ODDB to provide support to businesses in our community
- Regular contact has been made with the Support House and other welfare organisations.

DELEGATIONS TO THE CE FOR INTERIM POWERS DURING THE COVID-19 PANDEMIC

- At an Emergency Council meeting on 25 March 2020 Council resolved to give me extra delegations during the COVID-19 pandemic
- These were in place only while the Council was unable to meet
- A change in the legislation has now meant that councils are able to hold virtual meetings, so these delegations are no longer required
- One of the conditions of the delegations was if I used those powers I would report that to the next ordinary Council meeting
- I advise Council that these delegations have not been required.

Tanya Winter
CHIEF EXECUTIVE

ITEM 26 **UPDATE ON THE ŌTOROHANGA COMMUNITY BOARD WALK AROUND ŌTOROHANGA**

TO: **CHAIRPERSON AND MEMBERS**
ŌTOROHANGA COMMUNITY BOARD

FROM: **COMMUNITY FACILITIES OFFICER**

DATE: **3 JUNE 2020**

Relevant Community Outcomes

- The Ōtorohanga District is a safe place to live
- Ensure services and facilities meet the needs of the Community
- Foster an involved and engaged Community

Executive Summary

In 2019, the Ōtorohanga Community Board walked around Ōtorohanga and compiled a document identifying areas of concern or possible improvement. This report provides further feedback to the Community Board on the steps taken since the previous report.

Staff Recommendation

It is recommended:

That the report be received

Report Discussion

Each item raised is recorded in the table below along with associated comments.

CHAIRPERSONS REPORT – VERBAL

ITEM	COMMENTS / STATUS AS AT 29/7/19	SERVICE REQUEST NUMBER	ESTIMATED COMPLETION DATE
Pou showing signs of fading and algae growth.	Quote has been accepted now awaiting contractor to complete job	1902072	30/06/2020
Expedite the completion of the memorial cannon and return them to the park.	Jared has now taken over this project.	1902073	30/06/2020
Millennium “Te Rohe Potae” sculpture base (raw pounamu) needs cleaning, plaque at the base to be replaced. Descriptive story panel needs cleaning.	Staff and designer are finalising the proof of the map in order to replace the sign.	1902075	19/06/2020
Faded yellow line at the edge of the platform.	Completed	1902079	
Remove Flaxes at railway station	Completed	2000595	

BOARD MEMBER UPDATE