

# COVID-19 Response Committee

## AGENDA

---

### Notice of Meeting:

A meeting of the COVID-19 Response Committee will be held on:

**Date:** Thursday 23 April 2020

**Time:** 9.30am

**Venue:** Remote attendance via Zoom (and live-streamed)

### Membership

Mayor	Neil Brown
Deputy Mayor	Liz McMillan
Members	Leen Braam
	Carolyn Cameron
	John Falloon
	Rodger Letham
	Lynette Lovett
	Angus McKay
	Diane Rawlinson
	Stuart Wilson

20 April 2020

## COVID-19 Response Committee

Timetable	
9.30am	Meeting commences

### ORDER OF BUSINESS

- 1 Apologies
- 2 Extraordinary Business
- 3 Declarations of Interest

### Minutes

- |   |  |   |
|---|--|---|
| 4 | COVID-19 Response Committee – 16/04/20 | 3 |
|---|--|---|

### Reports

- |   |  |               |
|---|--|---------------|
| 5 | Draft Government Policy Statement and Draft NZ Rail Plan – proposed regional submissions | 6             |
| 6 | Economic development in a post-Covid-19 environment                                      | 15            |
| 7 | COVID-19 lockdown update   | <i>Verbal</i> |

### Business Transacted with the Public Excluded

- |   |  |    |
|---|--|----|
| 8 | Confirmation of minutes 16/04/20<br>[Now in open meeting] <ul style="list-style-type: none"><li>• Assessment of effect of rent holiday</li></ul> | 18 |
| 9 | Health & Safety<br>Section 7(2)(a) Protection of privacy of natural persons  | 19 |

---

### ***4. COVID-19 Response Committee minutes***

Minutes of the COVID-19 Response Committee meeting held on Thursday 16 April 2020, commencing at 9.35am, via Zoom.

#### **Present**

His Worship the Mayor, Neil Brown; Councillors Leen Braam, Carolyn Cameron, John Falloon, 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), Ruben Garcia (Communications Manager), Aisling O'Reilly (PE to Chief Executive) and Phillipa Clark (Governance Team Leader).

#### **Presentation:**

Infometrics – 9.36am-10.23am

#### **1 Apologies**

Nil.

#### **2 Extraordinary Business**

**That** pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987 the following item be introduced as extraordinary business:

- Council procurement – supporting local business

Cameron/Wilson

Carried

#### **3 Declarations of Interest**

Nil.

#### **4 Confirmation of Minutes**

**That** the minutes of the COVID-19 Response Committee meeting held on 2 April 2020, be taken as read and confirmed.

Mayor/McMillan

Carried

#### **5 Infometrics Report**

Infometrics Senior Economists Brad Olsen and Nick Brunsdon were welcomed to the meeting.

Brad outlined how Infometrics sees the economy moving, both locally and nationally:

- Looking at the most incredible economic event in a century. Likened to the great depression of 1930s. Could see national unemployment rise to around 10% - a significant rise.
- Government assistance will limit immediate effect.

- Expectation is that the NZ economy will continue to contract for next 18 months or so. Estimate three and a half years to reach the level prior to Covid-19. A 'U' recovery.
- Locally, estimate around 23% of local economy can continue to operate during Level 4, from home. This increases to around 60% once essential services are included. Reflects food production / exports.
- Will be a broad based hit to the economy – almost no area spared, but concentrations in some areas – ie tourism. Locally, tourism is less of an issue for the economy, as a whole, than nationally. Around 7% employed in tourism locally.
- Primary sector – some significant strength for local economy. The Ashburton economy is probably better than other regional economies to weather this storm.
- Manufacturing is important (about half is meat manufacturing). Over last 2 months, dairy export returns are up about 10% from same time last year. Meat exports into China have suffered, but in terms of value exports across the world NZ's exports are up slightly. Seeing more pressure coming on meat currently – due to limited kill space, but importantly some exports are a premium product. In general still seeing strength in primary / meat sector.
- After lockdown will see a different economic landscape – will see lower construction and general lack of investment from private sector. Will be a focus by consumers on essential items but discretionary spending will be held up.
- For ADC – need to keep in mind any changes made to new financial year will eventually need to be paid back. Cautioned about any knee jerk reactions now. Important to keep rate rise low if possible, but important to remember that every dollar spent by Council in the community will go into another pocket locally.
- Will be an increased focus on buying local, as well as how some goods are retailed, how we purchase and go about our activities. Council could ask partner agencies to consider some sort of virtual farmers market or similar.
- Over past year had 17.2b spending from overseas tourists compared to about 9b domestic. Will be limited budget for domestic so expect any substitution will likely be subdued. Therefore a need for a regional / joint approach. A real need to ensure there's a balance – keeping costs as low as possible. Skiing may be a good avenue to increase marketing as much as possible.
- Referred to dairy pay-out - have seen relatively strong signs of improvement but there is a concern over how that might be distributed across the country. Notwithstanding this, there will be a hit on the local economy, but with relative ability of the local economy to withstand would hope government looks at how to best engage with primary sector now. If government wants to pursue its environmental policy, would hope there's more incentive given to the primary sector.
- Reserve bank has 33b (most of it from printing). It can cause inflation but ability for prices to go higher is currently limited and would expect inflation will remain low at the moment.
- 'Shovel-ready projects' - agreed the government needs to focus on what's needed – water infrastructure for example. Would be concerned about central government being able to make judgement on this so it's good that they've approached local government directly. Gives local recognition of what's needed. Some larger councils, for example, have projects that may not need to go ahead. Need to be smart with this money – it has to be paid back. Would hope government will create viable criteria on how it evaluates the projects. Needs a strategy.
- In terms of resources for the projects, expect to see a reduction in building (retail, hospitality, residential). Would see those workers being redeployed into the infrastructure area – ie civil contracting. May take some retraining to do this. Industry has been calling for this for a number of years.
- Businesses / retail - there will be a big change on how consumers purchase. Need to understand how online marketing operations will work. For a period there'll be a limit to numbers of people going into stores. Focus on 'buying local' to keep turnover. Interdependencies – look at local opportunities.

- Have also seen (globally) previously low profit margin / high volume turnover, plus focus on experience based shopping. With fewer people going into shops will need to look at how needs are met.
- Working from home element is being seen as option. May be opportunity for local community to attract people outside district to work here (from their home). But some things can't be automated – eg meatworks labourers.
- Lockdown provides opportunity to reflect on what importance is placed on (for example) working from home.
- Ashburton was in a good place pre-Covid with low unemployment.
- Where there is going to be a hit on the economy, there is in a sense very little that anyone can do about it. Once through response and into recovery phase it will be important to look at skills and ability to redeploy.
- Expect to see a state of flux / flexibility for businesses over the next 3-4 years. More potential for change behaviour to be retained for longer period – will be structural changes – a new economy / different vibe. Short term change in way of doing business will shift back, but expect some change to continue.
- Expectation is that people will have a greater propensity to save after the lockdown. For those who will lose jobs, where will that 10% of people across the country get work? Provides good opportunity for education – focus on increasing / changing skills. As well as that there's an opportunity to see increased levels of volunteering in the community. Keep people in a 'job ready' state.
- Likely to be some softness in the area of apprenticeships but there will be a need to bring in new workers / younger people. Likely to be more support for young people in the construction area (due to infrastructure increase). Will need to see, more than ever, co-ordination between education and industry – make sure there are clear pathways to ensure they have the skills for the area they know they are working towards.

The presenters were thanked and left the meeting at 10.23am.

## 6 **Economic Outlook – impacts of COVID-19**

Bevan Rickerby commented on the need to work locally with the migrants already here and on the “My next move” project. Regional leadership skills groups are being talked about and retraining will be paramount for people changing their work environments.

Currently webinars, hosted on Council's website, are being developed to assist the local business community. Topics include health and well-being and how to do business differently. A key part of this is the “Buy local – Canterbury open for business” campaign which is being facilitated by Council and local media, enabling local businesses to promote themselves without the cost of advertising.

The Communications Manager reported that the business directory website will allow engagement with businesses to start now. The marketing campaign will be highly visible across the district and will capture information such as discounts, promotions, whether or not a business is hiring.

**That** Council receives the economic outlook report.

McMillan/Lovett

Carried

## 7 **Crown Infrastructure Partners – shovel-ready projects**

The Group Manager Infrastructure Services reported that Crown Infrastructure Partners will be reviewing and seeking clarification on applications up until 27 April, after which Council could expect feedback on whether ADC's applications have been successful or not.

The Chief Executive acknowledged the work that was undertaken by staff over the Easter break to complete the detailed applications. The support from ACL who provided costing information is also appreciated.

**That** Council receives the ‘shovel-ready’ projects report.

Falloon/Braam

Carried

## **8 Local Government Funding Agency –Amendment to Security Deeds**

**That** Council agrees to the requested amendments to the Local Government Funding Agencies foundation documents.

Falloon/Braam

Carried

## **9 COVID-19 Lockdown update**

The Chief Executive reported that planning is underway around the de-escalation of alert levels and how Council as an organisation can respond to any change that may occur in the next 10 days.

There are 44 staff who have, or are continuing to work in redeployment during Level 4.

The Group Manager Business Support advised that the next rates notices will be sent at the end of April. There has been no demand for rates relief to date but there will be information about this with the rates notices and on Council’s web site along with an online rates relief application form.

## **Extraordinary Business – Council procurement –supporting local business**

Cr Cameron asked if there’s a way for Council to further support local business through its purchasing policy and suggested that a weighting of 10% be applied for smaller consumables – such as stationery.

The Strategy & Policy Manager advised that Council’s procurement policy has a local value focus and requires that at least one quote be from a local business.

The Committee agreed to consider this further at the meeting on 23 April with a report on Council’s procurement policy being provided.

### **Business transacted with the public excluded – 11.13am**

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:

<b>Item No</b>	<b>General subject of each matter to be considered:</b>	<b>In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:</b>	
<b>10</b>	Confirmation of minutes 2/04/20 [now in open meeting] Award Contract Ashburton Business Estate – Development of stages A&B	Section 7(2)(h)	Commercial activities
<b>11</b>	Assessment of Effect of Rent Holidays	Section 7(2)(h)	Commercial activities

The Committee adjourned from 11.13am to 11.25am.

## **Business transacted with the public excluded now in open meeting**

### **• Assessment of Effect of Rent Holiday**

**That** Council adopts Option Two with rent relief at the rate of 50% where the tenant has no access to its leased premises, has requested relief, and meets the criteria including those tenants in Schedule B.

McKay/Letham

Carried

The meeting concluded at 12.06pm.

---

## ***5. Draft Government Policy Statement and Draft NZ Rail Plan – Proposed Regional Submissions***

Author *Brian Fauth; Roading Manager*  
GM Responsible *Neil McCann; Group Manager Service Delivery*

### **Summary**

- The purpose of this report is to inform Council of the draft regional submissions to be taken to the Canterbury Regional Transport Committee (RTC) for approval.

#### **Recommendation**

**That** Council considers the submissions as presented;

1. endorses the submissions; and
2. responds with changes/additions for the Mayor to present at the Regional Transport Committee meeting on 11 May 2020.

#### **Attached:**

- Key submission points on the Rail Plan for TOG comment
- Key submission points on the GPS for TOG comment

#### **Circulated with agenda:**

- Draft NZ Rail Plan December 2019
- Draft Government Policy Statement Land Transport 2021

## Background

1. The Transport Officers Group (TOG), on behalf of the Regional Transport Committee is preparing a submission on the 'draft Government Policy Statement (GPS) on Land Transport 2021' and the 'draft New Zealand Rail Plan'. RTC members have approved the timeline below for preparing and delivering the completed submission.
  - Tuesday 14 April 2020 – Environment Canterbury's draft key submission points (see attached) are emailed to the Transport Officers Group for their feedback.
  - Tuesday 14 April to Thursday 23 April 2020 – Draft submission is prepared and informed by **TOG** feedback.
  - Friday 24 April 2020 – Draft submission circulated to RTC members for feedback.
  - Tuesday 5 May 2020 – Feedback from the RTC collated and submission finalised.
  - 11 May 2020 – RTC Chair to sign out submission before submission deadline.
2. Environment Canterbury have prepared key submission points for the GPS and the Rail Plan, which are attached for Council to review.
3. Once Council has provided endorsement or suggested changes or additions these can be forwarded to the TOG for collation into a draft submission for review by the RTC.

## Options

### **Option 1 – Agree to proposed submissions**

### **Option 2 – Provide Response for collation into proposed submission for RTC approval**

## Legal/policy implications

4. There are no legal/policy implications.



## Financial implications

There are no financial implications.

Requirement	Explanation
<b>What is the cost?</b>	Not applicable
<b>Is there budget available in LTP / AP?</b>	Not applicable
<b>Where is the funding coming from?</b>	No funding required
<b>Are there any future budget implications?</b>	No
<b>Finance review required?</b>	No

## Significance and engagement assessment

It is not considered significant.

Requirement	Explanation
<b>Is the matter considered significant?</b>	No
<b>Level of significance</b>	Low
<b>Level of engagement selected</b>	1: Consider and respond
<b>Rationale for selecting level of engagement</b>	These are documents requiring review with an opportunity to respond.
<b>Reviewed by Strategy &amp; Policy</b>	Not required.

## **Environment Canterbury key submission points on the Draft New Zealand Rail Plan**

The following submission points are proposed to form the basis for the Council's submission on the Draft New Zealand Rail Plan. Staff will also liaise with officers from Canterbury's territorial authorities to prepare a submission on behalf of the Canterbury Regional Transport Committee (RTC).

### **General**

- We commend the Government for developing the first draft New Zealand Rail Plan. The plan provides the strategic view of New Zealand's rail network and its future potential that was previously missing.
- We support the Government's long-term vision for New Zealand's national rail network to "provide modern transit systems in our largest cities, and to enable increasing volumes of freight to be moved off the roads and onto rail".
- We support the Government's commitment to "making the changes that are required to recognise the role of rail in a multi-modal transport system".

### **Establishing a new long-term planning and funding framework under the Land Transport Management Act**

- We support the shift towards an approach that will see "rail network investment decisions taken under the Land Transport Management Act (LTMA)", which will result in the "national rail network being planned and funded alongside the rest of the land transport system".
- We note that much of the direction outlined under this strategic priority is currently being implemented through the Land Transport (Rail) Legislation Bill.
- We therefore wish to reiterate some of the key points we made in our submission on this Bill earlier this year as they relate to this strategic priority (full submission to be included as attachment):
  - We support the development of the Rail Network Investment Programme (RNIP) but believe that KiwiRail should consult with RTC's before it is submitted to the Minister of Transport.
  - We believe that rail projects should be incorporated in the regional land transport planning process and be prioritised alongside other transport activities before being included in the National Land Transport Programme (NLTP).
  - We consider that the appointment of KiwiRail as a member of an RTC should be made by regional councils, and not by KiwiRail, consistent with the approach to appointing other members under the LTMA.

- We propose that the assessment criteria developed by NZTA for rail infrastructure projects must be consistent with that used for other activity classes.

## **Investment priorities for rail**

- We support the Government's investment priorities centring on “restoring a resilient, reliable and safe freight and passenger rail network for New Zealand over the next decade”, and recognise that this requires “first focusing our investment on restoring our existing rail network in order to maintain freight rail and passenger rail, and provide a platform for future investment to support growth”.
- We note that the focus of the two strategic investment priorities is on freight and urban public transport services. While tourism is somewhat addressed through the PGF, this could have a stronger focus in the plan. Rail plays an important role in the Canterbury and South Island tourism sectors.

### ***Investing in the national rail network to maintain freight rail and provide a platform for future investments for growth.***

- We note that the South Island RTCs have collaborated on a major transport study that looks at freight mode optimisation across the South Island. We recommend that the Government engages with the South Island RTC Chairs Group on opportunities to align and build on this work for both the South Island and New Zealand.

### ***Investing in metropolitan rail to support growth in our largest cities.***

- We note work being undertaken by NZTA and partner councils in Greater Christchurch is focused on determining the most appropriate corridors for mass rapid transit, both in terms of passenger journeys and land use outcomes. This work would also explore the most appropriate modes associated with these corridors, which could conceivably be rail services.

## **Proposed submission points on the draft Government Policy Statement on Land Transport 2021**

The following submission points are proposed to form the basis for the Council's submission on the draft Government Policy Statement on Land Transport 2021 (GPS). Staff will also liaise with officers from Canterbury's territorial authorities to prepare a submission on behalf of the Canterbury Regional Transport Committee (RTC).

### **Strategic direction (Section 2.0)**

- We support the four strategic priorities in the draft GPS and the changes made from GPS 2018, but wish to make the following comments against each strategic priority.

#### ***Safety***

- We support 'Safety' remaining a strategic priority and it being updated to reflect policy work that has been undertaken as part of the Road to Zero strategy, including that no-one should be killed or seriously injured while travelling.
- As noted in the RTC's submission on Road to Zero last year, we urge the Government to continue to demonstrate the leadership and dedication shown through Road to Zero through the action and resourcing that is required for successful implementation of Vision Zero (i.e. that no death or serious injury is acceptable on our roads).

#### ***Better Travel Options***

- We support the 'Better Travel Options' strategic priority, including that it is now identified as a specific priority (it was previously covered under a more general 'Access' strategic priority in GPS 2018).
- We believe that this strategic priority should emphasise improving public and active transport options in our cities and towns, and that this should be stated much more clearly in the priority statement and the primary outcome statement.
- We would like the reference to the Greater Christchurch Public Transport Futures work on Page 19 to be improved, including identifying the possibility of future Government support.

#### ***Improving Freight Connections***

- We support the 'Improving Freight Connections' strategic priority, including that it is now identified as a specific priority (it was also previously covered under a more general 'Access' strategic priority in GPS 2018).
- We note that the Canterbury Mayoral Forum has consistently advocated for a multi-modal transport network (road, rail, air and coastal shipping) that increases the region's

resilience to natural disasters and ensures the efficient movement of freight within the region and South Island, between the North and South Islands, and to global markets.

- Environment Canterbury provides secretariat support to the South Island Regional Transport Committee Chairs Group. The previous Chairs Group had collaborated on a major transport study looking at freight mode optimisation across the South Island. We recommend that the Government engages with the Chairs Group to discuss opportunities to align and build on this work.

### ***Climate Change***

- We support the 'Climate Change' strategic priority, including its focus on both the need to reduce transport-related greenhouse gas emissions and to ensure the transport network is more resilient to climate change-related impacts.
- We believe that the strategic priority statement and the primary outcome statement should emphasise the need for focused work on climate change adaptations, not just climate change mitigation. Adaptation work is key to ensuring we have a resilient transport network.

## **Investment in land transport (Section 3.0)**

### ***Funding land transport***

- We want the work underway in Greater Christchurch to transform public transport to be referenced alongside the Auckland Transport Alignment Project and Let's Get Wellington Moving.

### ***Principles for investing***

- We support the principles for investing as being robust, and specifically the 'intervention hierarchy' that considers integrated planning, demand management and optimisation of existing networks before the construction of new infrastructure.
- The Greater Christchurch work seeking to transform public transport is in accordance with the principles of the 'intervention hierarchy' and is focussed on better using the existing transport network while also seeking to unlock increased net benefits that will arise from a more accessible and thriving city centre.

### ***Dedicated funding for delivering transport priorities***

- The modelling of future revenue inputs into the National Land Transport Fund needs to account for implications of the pandemic on a reduction in fuel excise duties collected.

### ***Activity class framework***

- We support the ability to fund improvement projects from different activity classes to support mode neutral outcomes. This recognises that an improvement to the network will have more than one beneficiary (i.e. pedestrians, cyclist and public transport users would benefit from improved public transport).
- We support the creation of the 'Road to Zero', 'Rail Network', 'Public Transport Services' 'Public Transport infrastructure' and 'Coastal Shipping' activity classes, and the signal they send to the transport sector around these Government priorities.

### **Other**

#### ***Responsibilities (Section 1.2)***

- There is currently no reference to the role of RTCs in preparing Regional Land Transport Plans in this section. RTCs play an important statutory role in this regard and should be mentioned as part of the discussion on responsibilities.
- As noted in the Council's submission on the Land Transport (Rail) Legislation Bill earlier this year, we believe that KiwiRail should be required to consult with RTCs before their Rail Network Investment Programme is submitted to the Minister of Transport. We believe that rail projects should be incorporated into the regional land transport planning process and be prioritised alongside other transport activities before being included in the National Land Transport Programme.

## ***6. Economic Development in a post COVID 19 environment***

Author	<i>Bevan Rickerby, Economic Development Manager</i>
Activity Manager	<i>Hamish Riach</i>
Group Manager responsible	<i>Hamish Riach, Chief Executive Officer</i>

### **Summary**

- Council has a leadership role during and following Civil Defence emergencies and COVID-19 is the biggest challenge mid-Canterbury has faced in our lifetimes.
- Given the impacts of COVID-19 on many mid-Canterbury businesses, Council's role extends beyond the more traditional infrastructure and welfare response, but includes supporting a wider economic, social, cultural and environmental recovery, working with key sectors and agencies.
- This report focuses on economic recovery, and suggests there is a need to have an advisory group made up of leaders from various business sectors to advise and assist Council in understanding business needs as the Covid alert system de-escalates and recovery can begin.

### **Recommendation**

- 1. That** Council establishes a COVID 19 economic recovery advisory group to be chaired by the Mayor.

## Background

1. There will be a need to assist and support the Mid-Canterbury district through the economic impact that COVID 19 has caused.
2. There are four phases within the pandemic cycle that Council will need to be involved in.
  - The current response phase, which is dealing with the current lockdown. Council has established a Covid-19 Response Committee, and this has enabled the governance function of Council to continue to function during the lockdown to date. Necessary decisions can continue to be made through any de-escalation (and indeed any re-escalation) of the lockdown levels.
  - As we move to the next stage, which is the resilience stage, in an economic sense businesses will be focused on rebuilding and maintaining cash flows and jobs. Council as an organisation is clearly involved in its own right, but there is also a role for support, facilitation and empathy with the business sector to ensure there is a smooth transition back to full employment.
  - The phase after the resilience will be the “return to capacity” phase as scale of all industry sectors are rebuilt.
  - The final phase, which is envisaged to be at least two to three years away, will be the new norm and what that is going to look like will take visionary thinking.
3. To move to phase two there is a requirement to involve those within the community that have vision and understanding of their particular sectors. The make-up of this advisory group should include the Mayor as the community leader, appropriate Council staff, iwi and industry leaders.

The suggestion for this group is;

- ADC Mayor (Chair)
- Council CEO
- Economic Development Manager
- Iwi representation
- Agricultural Rep
- Infrastructure Rep
- Construction Rep
- Contracting Rep
- Tourism Rep
- Retail rep
- Hospitality Rep
- Transport



4. The group should use as a base for their thinking the existing Council contract with infometrics to ensure up to date information is available to work from. The Canterbury Employers Chamber of Commerce should also be invited to be an ex officio representative as an independent advisor.

## Legal/policy implications

5. None

## Financial implications

Requirement	Explanation
<b>What is the cost?</b>	Nil. However there may be a requirement to redirect funds from within existing Economic Development budgets for special projects to help the districts recovery
<b>Is there budget available in LTP / AP?</b>	No
<b>Where is the funding coming from?</b>	Initially a redirection of some economic development priorities
<b>Are there any future budget implications?</b>	Yes. However these are unknown at this time.
<b>Finance review required?</b>	No

## Significance and engagement assessment

Requirement	Explanation
<b>Is the matter considered significant?</b>	Yes. Outcomes from COVID-19 are significant and council will be required to understand the consequences
<b>Level of significance</b>	Medium - high
<b>Level of engagement selected</b>	5. Collaborating- Working with the community
<b>Rationale for selecting level of engagement</b>	The consequences of the current situation with COVID-19 will be long-term and Council needs to be agile and responsive in its approach to meaningfully work alongside the community.
<b>Reviewed by Strategy &amp; Policy</b>	Toni Durham; Strategy and Policy Manager

Date	Action / milestone
<b>April-May 2020</b>	Terms of Reference prepared and approved by Council.