

COVID-19 Response Committee

AGENDA

Notice of Meeting:

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

Date: Thursday 2 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

31 March 2020

COVID-19 Response Committee

Timetable	
9.30am	Meeting commences

ORDER OF BUSINESS

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

Reports

- | | | |
|----------|---|---------------|
| 4 | Ashburton Domain Development Plan Consultation | 3 |
| 5 | Speed Limit Review Consultation | 8 |
| 6 | COVID-19 Lockdown Update | Verbal |

Business Transacted with the Public Excluded

- | | | |
|----------|--|-----------|
| 7 | Contract COMP0133 Ashburton Business Estate – Development of Stages A & B | 13 |
| | Section 7(2)(h) Commercial activities | |

31 March 2020

4. Ashburton Domain Development Plan Consultation

Activity manager *Toni Durham; Strategy & Policy Manager*
Group manager *Jane Donaldson; GM Strategy & Compliance*

Summary

- The purpose of this report is seek Council's approval to extend the consultation period for the Ashburton Domain Development Plan engagement.
- The current COVID-19 pandemic and associated level 4 lockdown has meant that business as usual for the community, and Council, is not possible. The impact on engaging with the community is extensive and officers consider there is significant reputational risk from the community should Council close the consultation during the alert level 4 lockdown period.

Recommendation

1. **That** Council approves the extension of the Ashburton Domain Development Plan consultation given the COVID-19 pandemic and associated alert level 4 lockdown.
2. **That** Council delegates to the Chief Executive the authority and responsibility to specify the close-off date for the Ashburton Domain Development Plan consultation once the district moves out of the level 4 lockdown.

Background

The current situation

1. Council is currently consulting with the community on the draft Ashburton Domain Development Plan.
2. At the time of preparing the report, Council has received over 65 submissions to the draft plan.
3. The community open day held in early March attracted over 180 people, signalling the high degree of community interest in the Ashburton Domain.
4. The consultation period was due to close on 5 April 2020.

COVID-19 Pandemic

5. The COVID-19 pandemic has had significant impact on the local, national and global community.
6. New Zealand is currently in alert level 4 community lockdown. This means that unless an essential service, the community is confined to their homes, for a minimum period of 4 weeks.
7. The impact on the community cannot be underestimated. While Council has received a number of submissions to date, the last fortnight of the consultation period has been consumed by the changing face of New Zealand's response to the pandemic.
8. Officers have not closed off receiving submissions and all associated material is still available online.

Options analysis

Option one – Continue with the status quo consultation period and close submissions immediately

9. This option would see officers close-off submissions immediately and proceed with processing these. Hearings for those wanting to speak to Council in person would proceed dependant on the COVID-19 alert level.

Advantages

- Council would be continuing with established timeframes for the project

Disadvantages

- Given there are no statutory requirements for this consultation, Council could damage its reputation by not fairly giving the community the opportunity to have their say.
- Council would be unlikely to be able to hold community hearings for the consultation at the specified time as these will be dependent on the alert level at the time.

Option two – Close the consultation period now and look to start up again in the future.

10. This option would see officers close-off submissions immediately and repeat the consultation with the community in the future once the COVID-19 alert level has reduced.

Advantages

- Council would be recognising the unusual circumstances facing the community right now.

Disadvantages

- Re-opening the consultation in the future may confuse submitters who have already submitted, causing them to submit again when the consultation starts again.
- Community may be sceptical of Council doing this as some may not trust Council to undertake future consultation.
- This option is likely to add lengthy delays to the project. Financially, the costs associated with closing and then opening up the submissions again will cost significantly more than option 1 or 3.

Option three– Extend the consultation period given the COVID-19 pandemic and associated alert level 4 lockdown (recommended option)

11. This option would see Council extend the Ashburton Domain Development Plan consultation given the COVID-19 pandemic and associated alert level 4 lockdown and delegate to the Chief Executive the authority and responsibility to specify the close-off date for the Ashburton Domain Development Plan consultation once the district moves out of the level 4 lockdown.

Advantages

- Council would be recognising the unusual circumstances facing the community right now.

Disadvantages

- Submitters who have already submitted on the ADDP may feel frustrated that there are delays. Officers will communicate to these submitters that delays are likely to the project.

Legal/policy implications

12. Domain development plans are non-statutory documents, however the consultation is being undertaken using the principles of consultation of the Local Government Act 2002 (section 82).
13. These principles include providing the community with reasonable access and opportunity to provide feedback to Council. The recommended option allows for this.

Financial implications

Requirement	Explanation
What is the cost?	Minimal and able to be met from within existing budgets.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	284 Community Planning
Are there any future budget implications?	No
Reviewed by Finance	Not required

Significance and engagement assessment

14. The following assessment is what was provided to Council at the time of adopting the draft ADDP. This is still relevant.
15. The draft ADDP is considered to be of moderate significance when assessed under Council's Significance and Engagement Policy. A comprehensive consultation process is proposed to engage the community given the high regard and likely high public interest in the Ashburton Domain.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium – not significant
Level of <i>engagement</i> selected	Consult – Formal 2-way communication
Rationale for selecting level of engagement	It is likely that the community will have a high level of interest in the draft ADDP as the Ashburton Domain is a prominent area for residents and visitors to Ashburton.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

5. Speed Limit Review Consultation

Activity manager *Toni Durham; Strategy & Policy Manager*
Group manager *Jane Donaldson; GM Strategy & Compliance*

Summary

- The purpose of this report is seek Council's approval to put Speed Limit Review engagement on-hold.
- The current COVID-19 pandemic and associated level 4 lockdown has meant that business as usual for the community, and Council, is not possible. Continuing the engagement process of holding hearings and deliberations for the Speed Limit Review during this time exposes Council to significant reputational risk with the community.

Recommendation

- 1. That** Council approves the pausing of the Speed Limit Review engagement process given the COVID-19 pandemic and associated alert level 4 lockdown.
- 2. That** Council delegates to the Chief Executive the authority and responsibility to specify the hearing and deliberation dates for the Speed Limit Review once the district moves out of the level 4 lockdown.

Background

The current situation

1. Council has just closed a consultation period with the community on proposed Speed Limit Reviews.
2. Council received over 200 submissions through this process with 18 people/groups indicating that they would like to present to Council in person. The submissions have been processed by Strategy & Policy and Roading officer responses are currently being provided.
3. The Speed Limit Review hearings and deliberations were scheduled to run this week on the 1-2 April.
4. Following the announcement last Monday of the move to an alert level 4 lockdown, officers contacted the 18 submitters wishing to present in-person to let them know that this would be delayed with further details to be provided in due course.

COVID-19 Pandemic

5. The COVID-19 pandemic has had significant impact on the local, national and global community.
6. New Zealand is currently in alert level 4 community lockdown. This means that unless an essential service, the community is confined to their homes, for a minimum period of 4 weeks.

Options analysis

Option one – Continue with the hearings and deliberations processes during the alert level 4 lockdown period

7. This option would see officers proceed with arranging the hearings for those wanting to speak to Council in person via a video-link (such as Zoom), with Council undertaking deliberations virtually (also via Zoom).

Advantages

- Council would be continuing with established timeframes for the project

Disadvantages

- Not all community members wanting to present to Council may have the resources available to allow this to happen. Additionally some community members may not be in a position to focus on making a submission at this point in time.

- Given there are no statutory requirements for this consultation, Council could damage its reputation by not fairly giving the community the opportunity to have their say.
- Council would be limited in its ability to engage easily with community members. While technology allows for virtual meetings relatively easily, there is a loss of human interaction with not being in the room with submitters during hearings which may add unnecessary complexity to the process.

Option two– Extend the engagement period given the COVID-19 pandemic and associated alert level 4 lockdown (recommended option)

8. This option would see Council extend the Speed Limit Review engagement process (specifically hearings and deliberations) given the COVID-19 pandemic and associated alert level 4 lockdown. The Chief Executive would be delegated the authority and responsibility to specify the hearing and submission dates for the Speed Limit Review once the district moves out of the level 4 lockdown.

Advantages

- Council would be recognising the unusual circumstances facing the community right now.

Disadvantages

- Submitters who have submitted on the Speed Limit Review may feel frustrated that there are delays. Officers will communicate the delays to all submitters once Council direction has been given.

Legal/policy implications

9. The Speed Limit Review consultation is being undertaken using the principles of consultation of the Local Government Act 2002 (section 82)
10. These principles include providing the community with reasonable access and opportunity to provide feedback to Council. The recommended option allows for this.

Financial implications

Requirement	Explanation
What is the cost?	Minimal and able to be met from within existing budgets.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	284 Community Planning
Are there any future budget implications?	No
Reviewed by Finance	Not required

Significance and engagement assessment

11. The following assessment is what was provided to Council at the time of adopting the draft Speed Limit Review. This is still relevant.
12. The draft Speed Limit Review is considered to be of moderate significance when assessed under Council's Significance and Engagement Policy. A comprehensive consultation process has been undertaken to engage the community given the likely high public interest.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium – not significant
Level of engagement selected	Consult – Formal 2-way communication
Rationale for selecting level of engagement	It is likely that the community will have a high level of interest in the Speed Limit Review proposals.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Covid-19 Response Committee

Terms of Reference

Purpose

The COVID-19 Response Committee shall enjoy all the powers, duties and functions of the Council, except those seven listed in clause 32(1) Schedule 7, LGA 2002, (or any other legislative measures that may be implemented by Order of Council).

Membership

Mayor (Chair)

All Councillors

The quorum is any two members.

Delegations

The Committee shall be responsible for the following matters:

1. Approve expenditure not currently provided for the current Long Term Plan and Annual Plan to enable the Council to continue to operate and provide support to the Community to respond to the Covid-19 pandemic.
2. Approve funding for expenditure required to support the Covid-19 response.
3. Create, amend and modify currently agreed plans and timetables for community engagement and consultation.
4. Consider submissions and convene any hearings as part of the 2020/21 draft annual plan process, should Council determine that consultation is required.
5. Initiate a Special Consultative Procedure, or otherwise consult the community on matters related to the committee's activities and where the proposed consultation is not contrary to an established Council position.
6. To make any recommendations to the Council it considers appropriate.

Meeting Frequency and Support

The Committee will meet initially on a weekly basis, and then as required.

The Committee meetings will be supported by the Chief Executive, and other staff as required.

Adopted 25/03/20