

2 April 2020

COVID-19 Response Committee

Minutes of the COVID-19 Response Committee meeting held on Thursday 2 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).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Ashburton Domain Development Plan Consultation

The Committee agreed that the Mayor and Chief Executive would jointly decide the date for consultation to close off, and that this wouldn't occur until the pandemic alert has reduced to Level 1.

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 Mayor and Chief Executive the authority and responsibility to specify the close-off date for the Ashburton Domain Development Plan consultation once the district moves back to level 1.

Wilson/Falloon

Carried

The Strategy & Policy Manager confirmed that officers will continue to generate interest and encourage responses while consultation remains open. Submitters who have already provided input will be contacted and advised of the delay. The expectation is that a longer consultation period could potentially result in a greater range of feedback.

5 Speed Limit Review Consultation

While there was some support for abandoning the speed limit review until pandemic alerts have been completely removed, the Committee acknowledged that the timeline for this is unknown, and a level one alert may be put in place for a long period.

The Committee agreed that approval should be given to the Mayor and Chief Executive to consider whether to go ahead with hearings for the speed limit review consultation after a level one restriction is in place.

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 Mayor and Chief Executive the authority and responsibility to consider whether to progress the hearing and deliberation dates for the Speed Limit Review once the district moves back to level 1.

McKay/Rawlinson

Carried

6 COVID-19 Lockdown update

The Mayor commented positively on the community response and the work being done in the Ashburton district. He stressed the need for people to continue to follow the instructions from central government. The community will continue to be reminded of the need to refrain from using public playgrounds and amenities and additional signage will be put in place where possible.

The Committee heard that Council will be making a funding application to central government's request for projects that are 'shovel ready' and will contribute to keeping the economy going..

The Chief Executive recorded his thanks to ADC staff who have adjusted to working from home at very short notice. He noted the efforts being made to run the Civil Defence welfare centre and keep essential services going. The community is being well served by every person working for ADC.

Executive team members were invited to provide updates:

• Infrastructure and Community Services

Neil McCann reported that stockwater rangers are working to ensure stockwater is kept flowing. Problems with two intakes over the weekend have now been settled.

Kerbside glass waste collection will be reinstated but residents will need to ensure that glass goes into the red or yellow bins, and not the green crate. Glass is currently unable to be sorted and will be transported straight to landfill. Residents may continue to store their glass until the normal collection is reinstated.

The public library is looking to bring in a new log-in experience for people to access videos and books online. The 'Authors reading their books' initiative will be publicised once it's up and running.

Free Wi-Fi has been temporarily removed in accordance with central government's instruction, to prevent people from gathering around libraries.

The public toilets at Mayfield have been left open as a means of assisting truck drivers who use the inland scenic route. Public toilets continue to be available in Hinds, Methven and at the Ashburton Domain. (The East St toilets will have a sign to direct people to the Domain).

• Regulatory & Environmental Services

Jane Donaldson reported that officers are able to process building and resource consents from home, but are unable to do site inspections. Consent applications need to be electronically lodged at this time.

Other staff resource is going into the emergency operation centre. The incident management team is meeting daily with the Civil Defence group and every second day with the Medical Officer of Health's team. [0800 24 24 11 for MOH advice].

- **People & Capability**

Sarah Mosley reported that best efforts are being made to provide as many services as possible. Two key focuses are continuing business and redeploying staff to perform essential community support duties.

A large number of staff are working from home – around 130 people logging in remotely.

Currently 14 staff are working over shifts with the incident management team coordinating the District's welfare effort. Four staff are at the community based assessment centre (3 Open Spaces staff are responsible for the high level cleaning and one EANC staff member is providing admin support). Positive recognition of their work has been received from the Medical Officer of Health with more requests for further assistance likely, once testing increases.

Some of EANC's full time lifeguards have been deployed to deliver essential items and prescriptions to vulnerable people in the community. Some shifts are coming up for meals on wheels delivery, and Council staff are also keeping key public toilets open. Council has received local and national praise from the transportation industry for having facilities open and maintained to the usual good standard.

The Economic Development team have contacted over 114 businesses in the district to check in. Library staff are about to contact members, particularly elderly, to check in and offer advice about the online library services. The Property team are in contact with the EPH tenants (approximately 100 people).

Council's call centre, through a request from the Civil Defence Group is open for extended hours (7am-7pm). The 0800 welfare number is answered through the call centre. After 7pm, welfare calls are diverted to Christchurch City Council's call centre. General inquiries after hours' calls are dealt with through TAS as usual.

It's expected that redeployment levels will increase. Staff are willing and able, and are helping the community.

- **Business Support**

Paul Brake reported that there are only a few welfare related calls coming through the call centre currently, but that may increase over the next few weeks.

Officers are preparing a report on rates relief for Council's consideration on 9 April.

On behalf of Council, the Mayor thanked the Chief Executive and staff for their support.

Colin Windleborn (Commercial Manager) and Shaun Pont (The Logic Group) joined the meeting.

Business transacted with the public excluded – 10.22am

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:	
7	Ashburton Business Estate – Award of contract to develop Stages A & B	Section 7(2)(h)	Commercial activities

That Shaun Pont be present and participate in discussion on the Ashburton Business Estate contract item.

Braam/Falloon

Carried

Business transacted with the public now in open meeting

- **Ashburton Business Estate – Award of contract to develop Stages A & B**

1. **That** Council accepts the tender from Ashburton Contracting Limited in the sum of Three Million, six hundred and twenty nine thousand, three hundred and ninety seven dollars (\$3,629,397.00) for Contract COMP0133 and in accordance with Option One.
2. **That** Council accepts the quotation from EA Networks in the sum of four hundred and eleven thousand, eight hundred and sixteen dollars (\$411,816.00) to provide high voltage electrical distribution, communications and street lighting for Contract COMP0133 and in accordance with Option One.

Braam/Falloon

Carried

The meeting concluded at 11.07am.