

COVID-19 Response Committee

AGENDA

Notice of Meeting:

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

Date: Thursday 18 June 2020

Time: 9.30am

Venue: Council Chamber

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

12 June 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 – 4/06/20 | 3 |
| | - <i>Ashton Beach enhancement project report of 4/06/20 attached</i> | |

Reports

- | | | |
|----------|--|-----------|
| 5 | Drinking water review – allocation for residential extraordinary properties | 23 |
| 6 | Suspending the Covid-19 Response Committee | 34 |

Business Transacted with the Public Excluded

- | | | |
|----------|---|-----------|
| 7 | Covid-19 Economic Recovery Advisory Group 3/06/20 | 41 |
| | Sections 7(2)(a) & (h) Protection of privacy of natural persons and Commercial activities | |

4. COVID-19 Response Committee- 4/06/20

Minutes of the COVID-19 Response Committee meeting held on Thursday 4 June 2020, commencing at 9.30am, in the Council Chamber, 137 Havelock Street, and Ashburton.

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), Sarah Mosley (Manager People & Capability), Jane Donaldson (GM Strategy & Compliance), Neil McCann (GM Infrastructure Services), Ruben Garcia (Communications Manager) and Carol McAtamney (Governance Support Officer).

Staff present for the duration of their reports: Toni Durham (Strategy & Policy Manager), Rachel Thomas (Policy Advisor), Andrew Guthrie (Assets Manager), Bert Hofmans (Open Spaces Planner), Jim Henderson (People & Capability Advisor), James Lamb (Emergency Management Office/H&S Advisor) and Tanya Paddock (Legal Counsel).

1 Apologies

Nil.

2 Extraordinary business

That pursuant to section 46A(7) of the Local Government Official Information and Meeting Act 1987 the following item be introduced as extraordinary business and taken at item 7:

- Easement request from NZTA for the Rakaia weigh station

Cameron/McMillan

Carried

3 Declarations of Interest

Nil.

4 Confirmation of Minutes

That the minutes of the COVID-19 Response Committee meeting held on 28 May 2020, be taken as read and confirmed.

Lovett/Rawlinson

Carried

5 Revenue & Financing Policy – Stockwater Rate

There was general support for there to be a rating of the stockwater service and the various rating options presented were debated to ascertain a fair charge for all affected properties.

1. **That** Council receives the report.
2. **That** Council removes the charge for 'stockwater services' and requires those properties paying for services to pay the minimum charge.
3. **That** Council supports Option 2B, which increases the minimum amount paid to \$431.06 and uses the \$0.4311 rate.
4. **That** the stockwater race system be closed.

McKay/Lovett

AMENDMENT

Recommendation to Council

1. **That** Council receives the report.
2. **That** Council removes the charge for 'stockwater services' and requires those properties paying for services to pay the minimum charge.
3. **That** Council supports Option 3, which increases the minimum amount paid to \$600.00 and uses the \$0.1665 rate.

Letham/Cameron

Carried

The amendment became the substantive motion.

Cr McKay recorded his vote against the motion.

6 Ashton Beach Enhancement Project

Concerns were expressed regarding the need to continue with this project. It was explained that a health and safety issue has been identified from erosion in this area, which is currently being used for recreational activities by motorbikes and four wheel drive enthusiasts. This poses significant risk and liability to Council as the landowners because the risks are not currently being managed appropriately.

That the Ashton Beach Enhancement project lies on the table until a site visit has been undertaken.

McKay/Falloon

Carried

7 Extraordinary Business

- NZTA easement request, Rakaia weigh station

With the Committee's agreement the Mayor withdrew the extraordinary business item, pending further information being obtained.

Business transacted with the public excluded – 10.38am

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	Confirmation of minutes 28/05/20	Sections 7(2)(h)	Commercial activities

Mayor/McMillan

Carried

There being no resolutions passed the Committee resumed in open meeting and concluded at 10.41am.

Ashton Beach Enhancement Project

Author	<i>James Henderson; People & Capability Advisor Bert Hofmans, Open Spaces Planner</i>
Activity Manager	<i>Sarah Mosley; Manager: People & Capability Manager</i>
General Manager	<i>Sarah Mosley; Manager: People & Capability Manager</i>

Summary

- The purpose of this report is to seek direction on potential enhancements to Council land at Ashton Beach.
- Council has become aware of serious health and safety issues regarding the recreational motorbike use on ADC owned land at Ashton Beach.
- The land and surrounding area also has significant biodiversity values that could be enhanced further in the future, once site protection by way of fencing is completed.
- Two potential fencing options were shared with the community and an open day took place. A third option, which included fencing the entire area (like option 1) and also providing alternative land for motorbike riding (adjacent to the current site) was put forward by an attendee and received support by those who attended the open day. This option has subsequently been investigated by Council Officers and specialist consultants.
- Option three is an outcome which would provide numerous wins to the community however in order to achieve it additional officer time and funding is required to achieve this goal.

Recommendation

- 1. That** Council fully fences the proposed areas (Option 1) to protect the significant indigenous vegetation sites and eliminates the health and safety risk of vehicular riding/driving on the donga area.

If Council selects Option 1 or 2

- 2. That,** should the Ashburton Motorcycle Club be successful with its application for Community Infrastructure Grant funding, which was intended for track formation at the Ashton Beach Project, that money shall be reallocated to further develop and maintain the motorbike park at Trevors Road.

Should Council wish to proceed with Option 3 (fully fenced donga and alternative hill riding area provided):

- 3. That** Council supports further work and consultation to enable the establishment of an alternative area for recreational motorbike riding on Council owned land within the Ashton Beach area.
- 4. That** Council funds additional staff resource to support biodiversity activities within the 2020-21 financial year (\$10,000).
- 5. That** Council underwrites funding up to a maximum of \$20,000 for the biodiversity requirements of this project, should alternative funding sources not be successful.

Appendices

Attachment A	Areas of Significance & Risk
Attachment B	Indicative Fencing Options
Attachment C	Diana Robertson, Ecologist Report
Attachment D	Marieke Lettink, Wildlife Ecologist and Herpetologist Report

Background

The current situation

1. In 2019, Council officers became aware of a health and safety issue on an unfenced portion of Ocean Beach Farm which is being used for recreational activities by motorbikes and four wheel drive enthusiasts. The topography of the donga (steep sided peninsula landform), which is eroding in parts, poses significant risk and liability to Council as the land owners because the risks are not being managed appropriately.
2. The areas of initial officer concern are marked in solid red **attachment A**, however with subsequent input from Safe & Sound Consultancy and key members of Ashburton's Motorcycle Club, additional areas of concern were identified across the site (marked in red hatching).
3. Motorbike riding around the Ashton Beach area has occurred for numerous years and many families enjoy the diversity of the terrain which is suitable for those learning to ride on the flats, with the donga areas providing more challenging terrain.
4. The Ashton Beach area boasts important biodiversity values. This is largely due to a concentration of significant indigenous vegetation in the area as well as its proximity to the mouth of the Ashburton River which has a rich and abundant birdlife.
5. Within the immediate area are four sites of significant indigenous vegetation on Council owned land. First identified in a district wide survey in the mid-1990s, their importance has been confirmed through subsequent ecological surveys commissioned by Council. The most recent report in 2019 highlighted the threats to these areas from inappropriate vehicle use. The green hatching on **attachment A** provides an approximate location of these areas.
6. Community engagement for the Ashton Beach Enhancement Project commenced in January 2020 and the open day attracted a broad range of stakeholders, including motorbike riders, Forest and Bird and community members who regularly camp or visit this area.
7. The current situation presents an opportunity to undertake a fencing and enhancement programme to eliminate health and safety risks and liability for Council, while protecting our indigenous biodiversity. The consequence of this is the curtailment of enjoyment and opportunity to ride on varied terrain. This means this area may no longer satisfy a family who have riders with varying levels of ability. This consequence, as suggested by a community member at the open day could be overcome if Council provided access to an alternative area for motorbike riders. This idea received support by all present at the open day.
8. Environment Canterbury have recently completed a management strategy for the river mouth and adjoining land to manage the conflicting uses of the area. Fencing, signs and new vehicle access tracks are proposed. This is a significant project, with work spread over multiple years with a completion date in 2024.

Options analysis

Option one –Fully fenced donga and no hill riding - preferred

9. Fencing under this option includes an area (as shown in yellow in **attachment B**) which occurs in all options to protect indigenous biodiversity.
10. In addition, this option involves fencing off the entire donga as shown in solid purple lines in **attachment B**. This approach would eliminate the risk to riders by no longer providing them access to the area. This also improves the protection of our indigenous biodiversity on the donga which is part of Ocean Farm's title.
11. From a recreational perspective, this limits motor bike riding to the less challenging flatter parts of Ashton Beach. Riding within the flat areas are also likely to reduce as ECAN's enhancement project progresses.
12. Removing access to the donga area is likely to meet some community opposition and there may be some vandalism of fencing to enable riding to continue. This has happened recently to the temporary fencing installed to eliminate the risk, and occurs at other areas of Ocean Farm land.

Option two – Partially fenced donga and hill riding

13. In addition to the fencing proposed in point 9, this option involves only partial fencing of the donga (as shown in orange in **attachment B**) and riding would continue over most of the donga with limited risk mitigation.
14. Without managed tracks, safety protocols and multiple vehicle types continuing to use this area in an informal manner, the area will continue to be a health & safety risk, a fire risk (in summer due to the long grass) and subject to erosion thereby creating greater risk and landscape disturbance as more areas revert to shingle scree.

Option three - Fully fenced donga and alternative hill riding area provided

15. This option arose out of public feedback. In addition to the fencing proposed in point 9 and 10 (Option 1), this option provides an alternative area adjacent to the donga on an unused part of Ocean Farm for motorbike riding that has less risk due to the proposed community management of the area while still providing diverse topography for riders. This area will be fenced using a combination of existing fencing (shown in black) and new fences shown in solid and broken purple lines in **attachment B**.
16. As this would become a council- community project it is anticipated that there will be increased goodwill and buy in from motorcycle club and local riders.
17. Senior members of the Ashburton Motorcycle Club are supportive of the idea and willing to become an expert partner in this project. They have the knowledge on how to form safe tracks for varying levels of ability. They have access to volunteer labour and

discounted equipment. They recently submitted a Community Infrastructure Grant funding application to assist with the track formation costs. This project could provide the Club greater longevity and location diversity should the Club be provided with a licence to occupy. With longer term certainty, the club funds could be used to contribute to the development and maintenance of the area.

18. Through the process of investigating the feasibility of Option 3, Council officers engaged indigenous biodiversity specialists and have subsequently become aware of additional costs and processes that need to occur prior to any development occurring.
19. Diana Robertson, Ecologist, completed a site visit and report (**attachment C**). The report reconfirmed the important ecological values of the site and noted additional values not previously identified by Harding in 2014. Silver Tussock and the shrub *Muehlenbeckia ephedroides* were the predominant indigenous flora. The latter has a conservation status of 'Threatened-Nationally Vulnerable'. Under option 3, additional fencing would be constructed to protect areas of ecological value from damage due to motorbike riding.
20. Marieke Lettink, Wildlife Ecologist and Herpetologist, completed a site visit and confirmed the presence of southern grass skink which are nationally classified as 'At Risk-Declining' (**attachment D**).
21. In order to develop this land for the purpose of providing a motorbike riding area, considerable additional work and expenditure would be required. Council would need to obtain a Wildlife Permit from the Department of Conservation and in parallel apply for a Resource Consent. A Lizard Habitat Assessment and Lizard Management Plan would need to accompany the permit application. The permit is also likely to require some lizard habitat enhancement work elsewhere on the site as mitigation. Indicative total costs for this work is in the order of \$15,000 - \$20,000.

Additional consultation may also be required with key stakeholders.

22. Staff resource is required to manage the project itself. This includes co-ordinating stakeholders, project partners, consultants, contractors, volunteers and making funding applications. Council's existing biodiversity projects consume all current biodiversity staff resource (0.2 of a FTE or 1 day a week). It is estimated that this project would require additional resource equivalent to an additional day per week over a 6 month period (\$10,000).

Ongoing maintenance and further advancement of biodiversity projects could be achieved should Council support the additional day on an ongoing basis (\$20,000 pa).

Council on 9 April 2020 adopted a recommendation that a business case for a Biodiversity Officer be prepared and considered in the Council's Long Term Plan 2021-2031. The Council also noted impending legislation in the biodiversity area may override the need to progress the business case. Given the uncertainties and timeframes around the creation of this position, and the level of community interest,

officers do not suggest delaying this project until after the completion of the Long Term Plan.

23. Due to other ongoing biodiversity projects on Council land, only \$5,000 is available, for this project from the 2020-21 biodiversity budget. External funding sources for the biodiversity aspect of this project are available. For example, the Lottery Environment and Heritage Fund opens mid-June (decisions made November 2020) and provides grants for plans, reports (feasibility studies, restoration plans) and one-off projects that will protect, conserve and promote New Zealand's natural, cultural and physical heritage. If Option 3 is adopted, Council is asked to underwrite this project and pay for the costs as they fall in order to keep the project moving.
24. In addition to the costs, there will be a period of 9-12 months where recreational riders will be restricted to the flat area while the development of the alternative riding area is progressed. It is also likely that the original area proposed for riding will be significantly reduced in size due to the existing and additional ecological values identified.

Legal/policy implications

Resource Management Act 1991

25. The Council has statutory obligations for biodiversity under the Resource Management Act. Protecting areas of significant indigenous vegetation and significant habitats of indigenous fauna is listed as a matter of national importance in section 6 of the Act. Section 31 directs district councils to control actual or potential effects of land use and development to maintain indigenous biological diversity.

General Duty of Care to Eliminate and Mitigate Risks

26. As a landowner who allows public access to this land, Council owes a general duty of care to those that access the land for recreation. In particular, Council has a duty to take all reasonable steps to remove or reduce any risks or hazards where it is reasonably foreseeable that they could cause harm or loss to others.
27. The extent of this duty (and whether Council is meeting its duty of care) depends both on Council's knowledge of any risks or hazards and Council's ability to foresee the consequence of not dealing with any known issues.
28. As discussed earlier in this report, Council is aware of the current risks associated with motorbike riding on the donga area. In response, Council has actively sought to eliminate this risk through the public consultation process and options presented in this report. Therefore, in making a decision on the recommendations in this report, Council must ensure the actions approved will enable Council to meet its general duty of care to those accessing its land.

Health and Safety at Work Act 2015

29. Eliminating and mitigating hazards and risks are also dealt with under the Health & Safety at Work Act (HSWA) 2015. The HSWA provides that workers and other persons should be given the highest level of protection against harm to their health, safety, and welfare from hazards and risks arising from work as is reasonably practicable. The HSWA places a positive duty on elected members – as officers in relation to a PCBU – to exercise due diligence to ensure that the organisation complies with its health and safety duties and obligations (section 44).
30. It is important to note that the HSWA does not generally apply to any injuries or incidents that happen as a result of a member of the public undertaking a recreational activity on Council land. There is a limited exception to this, where Council does have liability under the HSWA if recreational access to the land is affected by a PCBU's work activities or is part of a workplace. Practically, this means a PCBU whose land is being accessed for recreation:
 - a. is only responsible for eliminating and mitigating the risks arising from the work or workplace (should there be work undertaken on the land); and
 - b. is not responsible for the risks associated with the recreational activities.
31. Council must ensure, for example, that the motorbike riding area, or areas, are appropriately fenced off from the Council's adjacent Ocean Farm workplace.

Financial implications

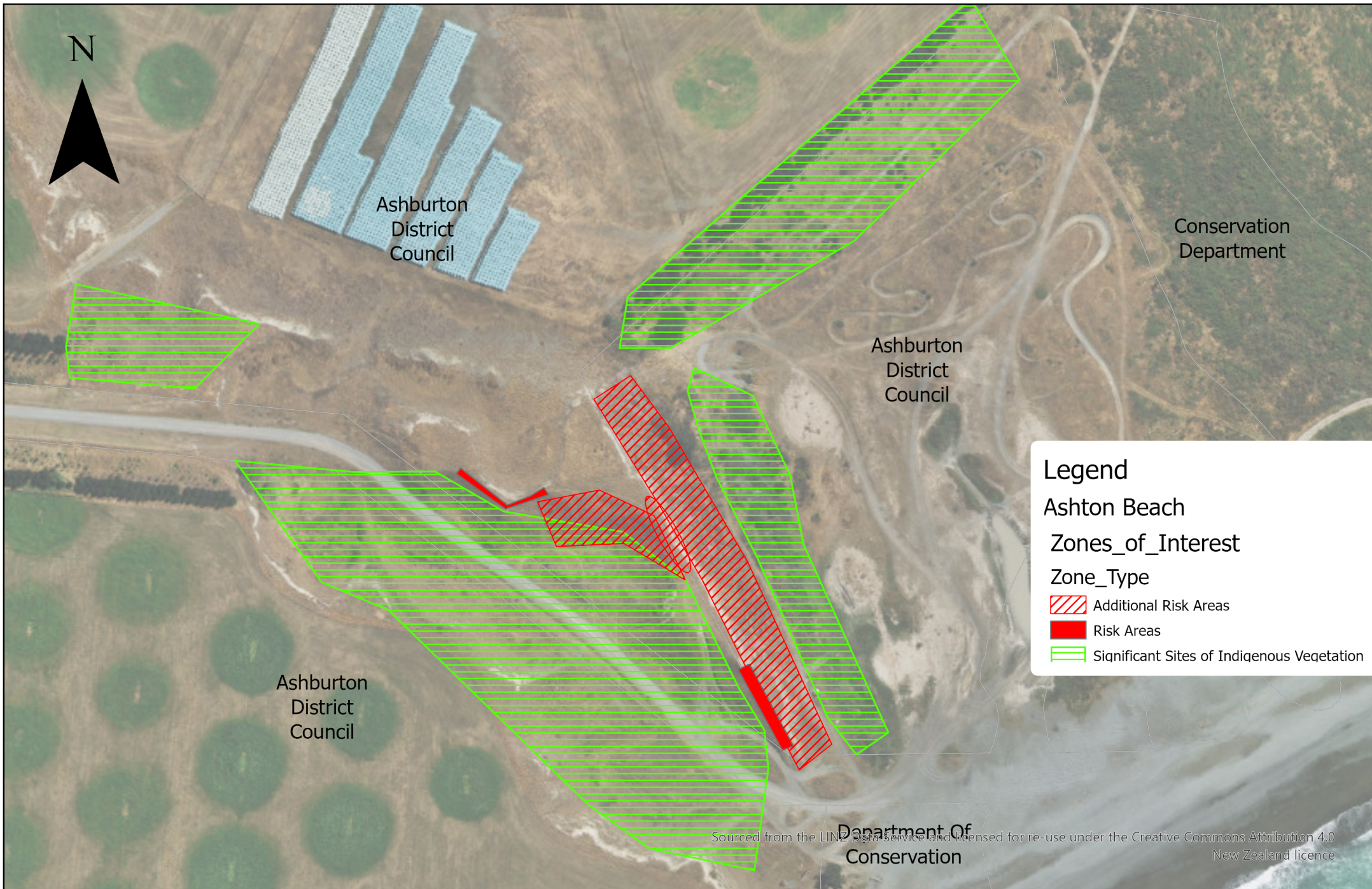
Requirement	Explanation
What is the cost?	<p>A quote was received for fencing the entire donga and biodiversity area was circa \$15,000. (Option 1-3)</p> <p>Additional costs for option 3 are:</p> <ul style="list-style-type: none"> -The construction of the new motorcycle area will be approximately \$10,000. - The permit and lizard management cost are estimated at \$15-20,000. - Resource consent application costs are estimated to be \$1,000. - Additional staff resource for this project is estimated to be \$10,000.
Is there budget available in LTP / AP?	Partial funding
Where is the funding coming from?	<p>The cost of fencing in Option 1 or 2 are to be shared through a combination of existing budgets (Biodiversity, Health & Safety & Ocean Farm).</p> <p><i>Option 3 fund sources are:</i></p> <p>The Ashton Beach Motorbike track project applied, and been successful, in receiving a Council Community Infrastructure Grant of \$8,000 in 2020-21. This funding is ring-fenced for track development in the area. Supplementary funds could be sourced from the Motorcycle Club and / or community fundraising.</p> <p>The 2020-21 Biodiversity budget has approximately \$5,000 available for this project.</p> <p>Grant applications for Lottery's Environment and Heritage Fund will be submitted to fund all lizard management costs including resource consents. Council are requested to underwrite this funding to ensure the project proceeds.</p> <p>Additional staff resource will be required to coordinate this project with the other partners and manage the biodiversity commitments. This is estimated at \$10,000.</p>
Are there any future budget implications?	Yes – some ongoing maintenance of the fencing and habitat are possible
Reviewed by Finance	

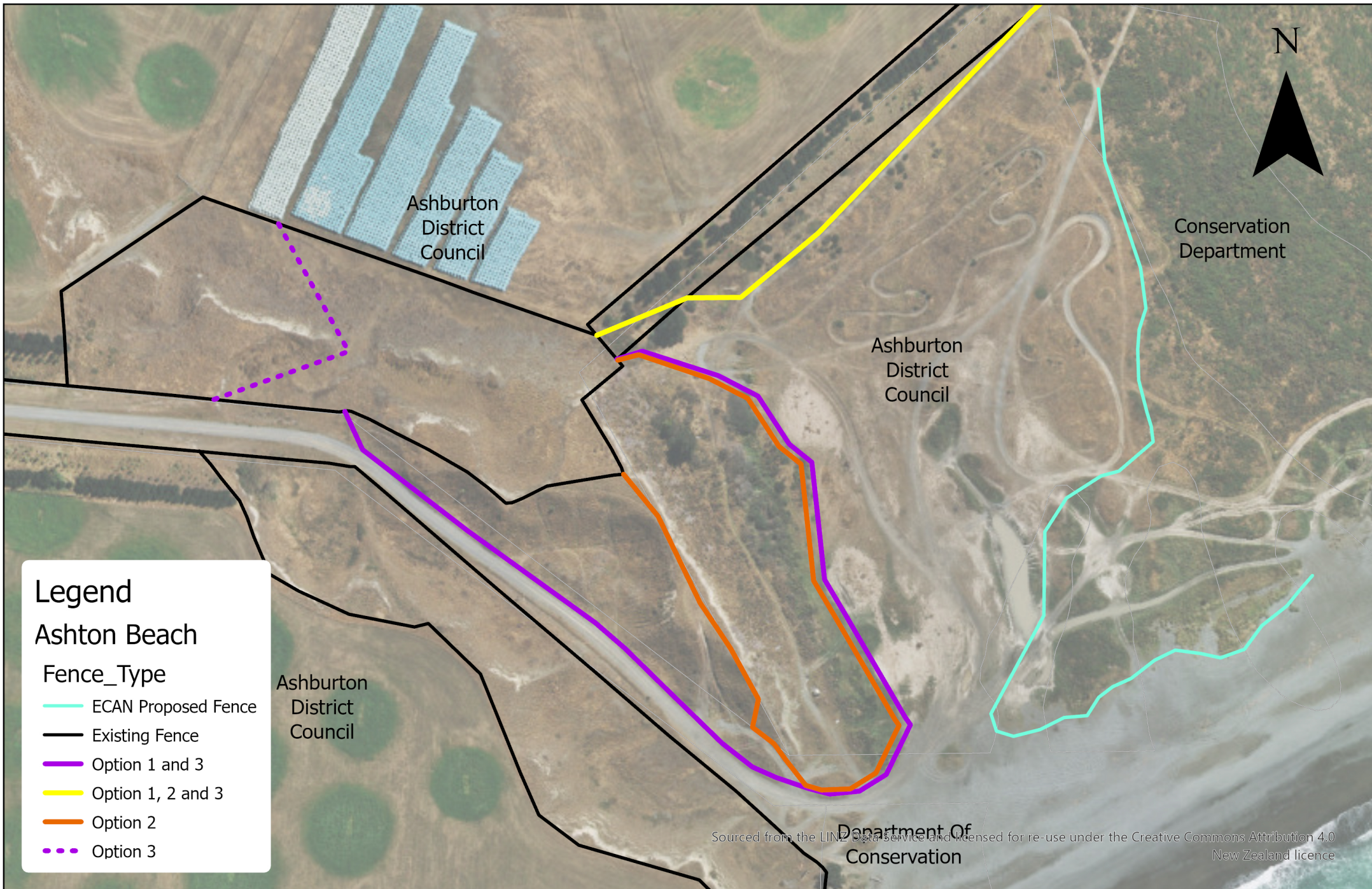
Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Medium
Level of engagement selected	Comment
Rationale for selecting level of engagement	Community engagement commenced in early 2020, with interested parties providing feedback to the proposed areas of fencing. This matter will be of high interest to some members within our community and Council will work with these interested parties, depending on the option selected by Council. The community will be kept informed of progress on the project through usual communication channels.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Next steps

Date	Action / milestone	Comments
30 June 2020	Identify resource to manage this project, who in turn will develop a project plan and timeline	
During the project	Council and the community kept informed of project milestones.	





Memorandum

Attention:	Sarah Mosley
Company:	Ashburton District Council
Date:	11 May 2020
From:	Di Robertson
Message Ref:	Ashton Ecology Assessment – Potential Motorcycle Area
Project No:	DR20011

Introduction

Ashburton District Council (ADC) are considering options for recreational motor biking at Ashton Beach. One area being considered is on Council land, shown by orange shading ("the assessment site") in Figure 1 below

Ecological values have previously been identified at and near this site (Harding 2014, 2019). ADC requested a further survey be undertaken to determine what ecological values are present in the assessment site, and to consider whether motorbike use would impact on these values.

This memo / report outlines the methods, findings of the survey and recommendations.

Methods

Previous reports on ecological values in the area were reviewed (Harding 2014, 2016 and 2019, Stäger 2019).

The survey was undertaken on Thursday April 30th in mild and calm conditions. Approximately four hours was spent exploring the assessment site, and in particular indigenous vegetation and potential habitat for indigenous fauna.

The location of all silver tussock plants, and other noted indigenous plants, were recorded using a hand-held Garmin 64s GPS.

Previous surveys

Four areas of significant vegetation have been identified on ADC land in the vicinity of Ashton Beach. These areas were identified as part of a survey of indigenous vegetation on roadsides in lowland parts of Ashburton District (Harding 2014).

The four areas are mapped, indicatively, in Figure 1 and described in Table 1 below. The boundaries in Figure 1 were transposed from a pdf and are for general location purposes only.

A further desktop assessment of the lowland sites, in response to a request from ADC, determined that two of the Ashton Beach sites (2789 and 1684 on Figure 2), and one in particular (1684), appear most suitable for ADC to manage for the long-term protection of indigenous plant species (Harding 2019) based on their ecological values.

Areas of ecological value were also identified on the adjacent Ocean Farm in a separate study for ADC (Harding 2016). Similar types of dryland vegetation communities, as those identified in the roadside identified sites, were recorded occurring mainly on undeveloped terrace scarps.

The site that is the subject of this assessment, includes all of site 2788 (Figure 2). It is immediately adjacent to sites 1657 and 1684 and across the road from site 2789.

Table 1: Significant sites at Ashton Beach identified during Dryland Vegetation Survey (Harding 2014).

Significant Site ID	Vegetation Type	Notable values
2788	Silver tussock – grassland	
2789	Grassland and shrubland	<i>Muehlenbeckia ephedroides</i> , native broom, <i>Convovulus waitaha</i> , danthonia grasslands, size.
1657	<i>Phormium tenax</i> flaxland	
1684	Shrubland and grassland	Matagouri, <i>Muehlenbeckia ephedroides</i> , silver tussock, native broom, size and diversity

Results of current survey

The assessment site includes site 2788 which is predominantly a terrace tread (flattish surface on the terrace), described previously by Harding, as well as land to the east and north which includes the terrace scarp and parts of an abandoned flood plain below and a coastal donga landform.

Virtually all of the assessment site is dominated by exotic grassland with cocksfoot the most common species in deeper soils. However indigenous species are also present (Figure 2).

The terrace tread also includes silver tussock (*Poa cita*), which is locally uncommon. It is scattered across the tread with 53 plants counted.

One plant of *Muehlenbeckia ephedroides* (Threatened – Nationally Vulnerable) was observed near the top of the terrace scarp. This was not recorded at this site in previous surveys but is recorded in adjacent significant sites (2789 and 1684) as well as on undeveloped terrace scarps on Ocean Farm.

Several plants of a cress were recorded near the *M. ephedroides* on the steep terrace scarp. This is still to be identified but is likely to be either *Lepidium desvauxii* bushy peppergrass, which is indigenous and locally uncommon, or *L. hyssopifolium*, a naturalised exotic.

The indigenous moss *Hypnum cupressiforme*, is present with other moss and lichen species also present in on the scarp faces.

The site is also likely to provide habitat for grass skink (*Oligosoma aff. polychroma* (likely Clade 5 – southern grass skink), At Risk – Declining). Grass skink do occur in Canterbury in areas of long rank grass like this site. Lizards have been noted at the base of the terrace scarps in this area in the area (Stäger 2019).

While there were many river and coastal bird species observed closer to the river mouth and beach, only Australasian harrier was observed on site.

Discussion - Recommendations

The assessment site includes important ecological values. The values included in the previous significant site assessment were confirmed and additional values noted.

The introduction of motorcycle use to this area is likely to have an adverse effect on these values. It is recommended the following are considered and discussed further:

- The silver tussock, *Muehlenbeckia ephedroides* and *Lepidium* (on the main flat surface and the terrace scarps) would need to be protected from motorcycle use. To avoid loss of values, exclusion of motorbikes from the western flat surface and terrae scarps is likely required.
- Most of the site is also likely to be an important habitat for grass skink and wide motorcycle use of the area, and particularly areas of important habitat, may threaten skink survival at the site. Therefore it is recommended a skink survey is undertaken to determine if they are present. Lizards become much less or inactive during the winter months. A hand search is possible in the next week or so but after that, and for a more comprehensive live trapping search, a survey would need to wait until late spring.

- The previous significance assessments also note that part of the ecological values at the site is the existence of indigenous vegetation and habitat on relatively unmodified coastal landforms. The intactness of ecosystems and their associated landforms is one of the ecological values / criteria considered in assessing significance. Any re-contouring would therefore be detrimental to the ecological values.

References

Harding M. 2019. *Ashburton District Significant Sites Assessment*. Report prepared for Ashburton District Council, May 2019.

Harding, M. 2016. *Ocean Farm Vegetation Assessment for Planting*. Report prepared for Ashburton District Council, February 2016.

Harding, M. 2014. *Plains Dryland Vegetation Survey, Ashburton District*. Report prepared for Ashburton District Council, October 2014. (Significance Assessments for sites 1657, 1684, 2788 and 2789, and associated map also provided by ADC).

Stäger, I. 2019. *Ashburton River / Hakatere Mouth Management Strategy*. Report prepared for Environment Canterbury, June 2019.

Yours sincerely



Di Robertson

Telephone: 027 210 2406
or email diana.r@xtra.co.nz



Figure 1: Assessment site and previously identified significant sites, Ashton Beach (Note indicative boundaries only)



Figure 2: Location of recorded indigenous plant species in assessment site, Ashton Beach. (Note: accuracy +/- 6 metres; and each dot may indicate more than one plant)

Lizard Habitat Assessment – Potential Motorcycle Area at Ashton Beach

Marieke Lettink

A: Fauna Finders, 45 Park Terrace, Corsair Bay, Christchurch 8081

E: marieke@faunafinders.co.nz; Mob: 021-206 6325

Following a request by ecologist Di Robertson, a potential area for recreational motorcycle use at Ashton Beach was visited on 14 May 2020 to conduct a lizard habitat assessment. This information was required to advise the Ashburton District Council (ADC) on the lizard values of this area and DOC wildlife permitting requirements, should the site be developed.

Summary of findings

- The DOC Herpetofauna Database does not contain any lizard records for this area.
- The presence of southern grass skink (*Oligosoma* aff. *polychroma* Clade 5; Figure 1) was confirmed within the assessment site (NTZM E1503343 N5121415) and at the beach. This species has conservation status of 'At Risk – Declining' (Hitchmough et al. 2016). In total, three skinks were encountered in 2.5 h of hand searching and visual searching.
- Exotic grassland (the dominant vegetation at the assessment site; Figure 2) can support very high densities of grass skinks. The small number of skinks found should not be taken to indicate low density. Being cold-blooded, skink activity is very limited or absent during periods of cold weather and the cooler months of the year (from c. May to September).
- The assessment site is likely to support a minimum density of 200–1000 skinks ha⁻¹ (based on density estimates from other sites with similar habitat in Canterbury). Live trapping in warmer weather would be required to estimate skink density at this site.
- Skinks are likely to be present in grassland habitat throughout the assessment site, with the highest densities expected on the warm (N/NE-facing) scarp faces.

Recommendations

- Wildlife Act Authority (a 'wildlife permit') is needed to develop the site due to potential adverse effects on native skinks (disturbance, habitat loss/degradation and mortality).
- The permit application should be accompanied by a Lizard Management Plan prepared by a suitably-qualified herpetologist (lizard expert). Iwi consultation may be required.
- Obtaining a wildlife permit from the Department of Conservation (DOC) can be a lengthy process (often 3–6 months: for information on the process and permit application forms see <https://www.doc.govt.nz/get-involved/apply-for-permits/interacting-with-wildlife/>).
- DOC charge \$400+GST for processing a standard wildlife permit application; more complex applications cost \$800+GST. A Lizard Management Plan is likely to cost \$5–10K.
- In my professional view, the presence of grass skinks at the assessment site is not necessarily a barrier for its development. However, accommodating both would likely require some form of skink habitat enhancement (to make up for lost/damaged habitat) and fencing to ensure the adverse effects of motorbikes on skink habitat are minimised.

References

Hitchmough R, Barr B, Lettink M, Monks J, Reardon J, Tocher M, van Winkel D & Rolfe R 2016. Conservation status of New Zealand reptiles, 2015. New Zealand Threat Classification Series 17. Department of Conservation, Wellington, NZ.



Figure 1. Southern grass skink (*Oligosoma* aff. *polychroma* Clade 5), Aston Beach, South Canterbury.



Figure 2. Exotic grassland at the assessment site provides habitat for southern grass skinks.

5. *Drinking water allocation – ‘residential extra-ordinary’ connections*

Author	<i>Rachel Thomas; Policy Adviser</i>
Activity managers	<i>Toni Durham; Strategy and Policy Manager</i> <i>Andrew Guthrie; Assets Manager</i>
Group managers	<i>Jane Donaldson; GM Strategy and Compliance</i> <i>Neil McCann; GM Infrastructure Services</i>

Summary

- Council requested officers prepare a report to ‘investigate a realistic quantity of water for Residential D properties before volumetric charge is applied’ (Council resolution, 9 April 2020).
- Residential D properties are treated the same as any other ‘extra-ordinary’ property (including commercial and industrial properties) under the Water Supply Bylaw.
- Currently, these properties incur a charge based on a fixed amount per 1,000 litres of water consumed in excess of 90 cubic metres in the quarterly periods each year. The current charge (2019/20) is 96 cents (GST inc) / 1,000 litres.
- The Assets Team assessed consumption both pre and during lock-down and found Residential D and Rural A properties consume over twice as much water on average than Residential A, B and C properties.
- Officers consider a need to further define ‘residential extra-ordinary’ connections from other extra-ordinary properties through the Annual Plan 2020-21 (to be adopted 25 June).
- The options considered for the threshold for ‘residential extra-ordinary’ connections are:
 1. **Reduced allocation** – 67.5m³ per quarter (on average, 750 litres per day)
 2. **Status quo** - 90m³ per quarter (on average, 1,000 litres per day)
 3. **Mid-range** - 135m³ per quarter (on average, 1,500 litres per day)
 4. **Large** - 180 m³ per quarter (on average, 2,000 litres per day).

Recommendation

1. **That** Council defines ‘residential extra-ordinary’ connections in the Annual Plan 2020-21 to include Residential D and Rural A properties.
2. **That** Council maintains the status quo quarterly allocation for ‘residential extra-ordinary connections’ at 90m³ per quarter (on average, 1,000 litres per day).

Background

Current situation

1. At the meeting on 9 April 2020, Council requested officers investigate allocation options for Residential D properties (which are 'extra-ordinary' properties under the Water Supply Bylaw).
2. The specific allocation for extra-ordinary properties is detailed in the Annual Plan but also referred to in the Long-Term Plan 2018-28 and Revenue & Financing Policy 2018 (Appendix 1). The Water Supply Bylaw provides the high-level definition of 'extra-ordinary' properties. It is possible to make a change to the allocation through the Annual Plan 2020-21 (to be adopted 25 June 2020).
3. The Residential D zone comprises large residential lots (minimum size 4,000m²). These are regarded by Council as 'extra-ordinary' connections because they are peri-urban or lifestyle properties. These properties, like Rural A properties, pose a risk that a greater amount of water could be primarily used for irrigation.
4. The definition of 'extra-ordinary' includes commercial and industrial properties (Water Supply Bylaw). There is no way to differentiate these larger properties from lifestyle blocks (such as Rural A and Residential D). This means the same allocation rule is applied across all extra-ordinary properties.
5. Officers are aware there are properties in Residential D with covenants which require a level of maintenance to gardens and landscaping (requiring lawns and gardens to be well irrigated).

Previous Council direction

6. On 9 April 2020, Council directed staff *'to investigate a realistic quantity of water for properties connected to Residential D before a volumetric charge is applied and this be reported back to the Infrastructure Committee'*.

Key issues

Allocation for Residential D and Rural A properties

7. These properties are treated the same as any other extra-ordinary property, however Council has previously received submissions from Residential D residents requesting this be addressed.
8. Officers recommend including a new definition for 'residential extra-ordinary' connections in the Annual Plan 2020-21 to enable a separate allocation for these customers, regardless of whether Council decide to amend the allocation at this time.

9. The definition for ‘residential extra-ordinary’ connections would include Rural A and Residential D properties, but exclude commercial and industrial properties (known to have consistently high consumption and would still be considered ‘extra-ordinary’ connections).

Treatment of Residential D properties

10. There is an inconsistency in how Residential D properties are treated under the current system.
11. Using a provision in the Water Supply Bylaw (and detailed in the Annual Plan), Council meters and bills some customers in the Residential D zone, but not all. This disparity has been noted and raised, and a desire expressed to consider a common treatment for all such properties. The reason for this is that not all Residential D properties have meters installed.
12. Council approved the officer recommendation on 16 April 2020 to install the remaining meters on Residential D properties. This will remedy the inconsistent treatment within Residential D.

That Council approves a budget of \$120,000 to install the remaining water meters on Residential D properties, and this be funded from the Ashburton water reserve account.

13. There will be a transition period of approximately six months during which time meters are installed, However, this will be over the ‘off-peak’ season (winter) when consumption is at its lowest. The intention is that by summer 2020, all Residential D properties will be billed using water meters.

Consumption levels

14. The Assets team sampled a number of properties in Ashburton, Mayfield, Methven and Mt Somers to assess household consumption across the district¹.
15. The table below shows both average and single maximum consumption (household) for Residential A, B and C properties compared to Residential D and Rural A properties.

	Residential A, B, C	Residential D, Rural A (residential extra-ordinary)
Pre lock-down* consumption	520 litres/day (average) 2,665 litres/day (maximum)	1,159 litres/day (average) 5,990 litres/day (maximum)
Sample 1-week period during lock-down consumption	400 litres/day (average)3,250 litres/day (maximum)	922 litres/day (average) 12,076 litres/day (maximum)

¹ The consumption figures reported in the Annual Report are based on total scheme consumption, i.e. the total amount of water supplied from the water treatment plants. The figures discussed in this report only relate to water actually supplied to properties, excluding any losses in the reticulated network. The two figures are not comparable.

*sample of readings taken across the period of December 2018 – February 2020. Please note the pre-lockdown readings are a more extensive data set. The readings over lockdown were taken to provide a comparison.

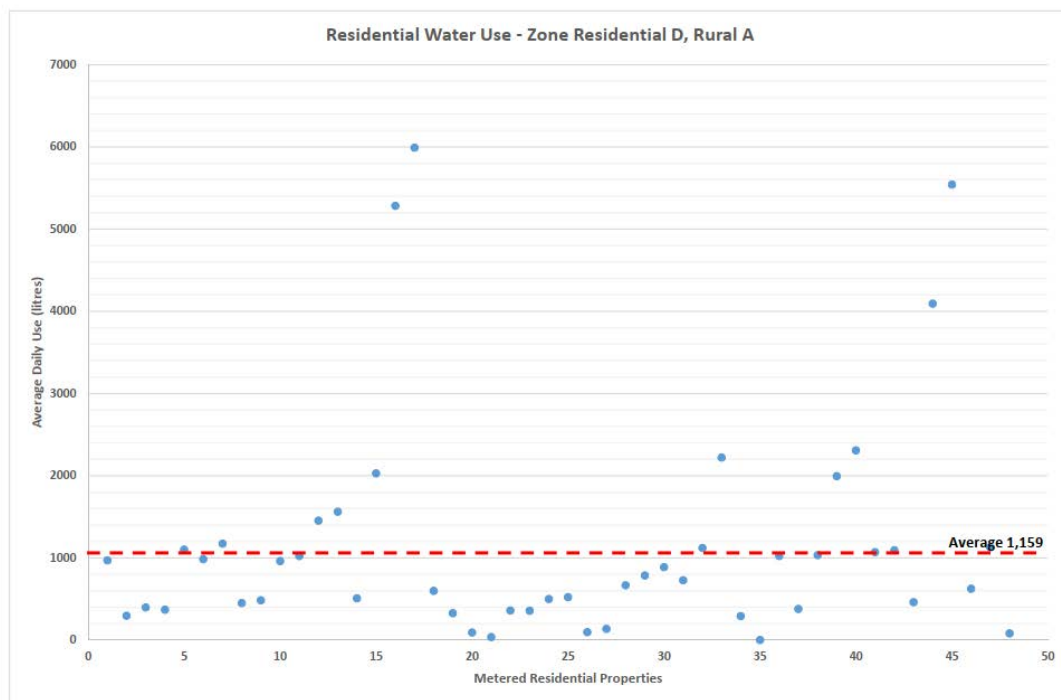
16. The charts below show Residential Water Use for Residential A, B and C properties compared with Residential D and Rural A properties.

17. The significant observations are:

- Residential D and Rural A properties used, on average, more than double that of Residential A, B and C properties.
- The average usage of Residential D and Rural A properties only exceeds the daily allocation of 1,000 litres by 159 litres per day.

18. Further observations from the data show:

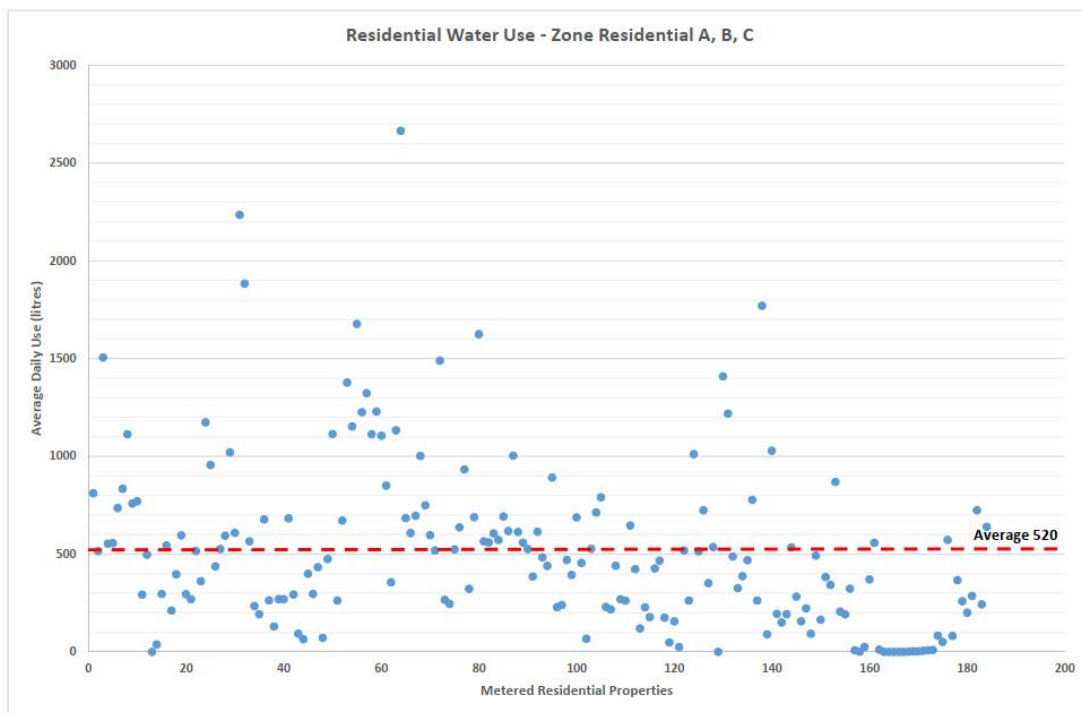
- Residential D and Rural A properties used more than double the amount of water than Residential A, B and C properties during both periods sampled.



- The roads with the highest average usage were Tarbottons Road (20 x Residential D) with 1,504 litres/day (pre lock-down); Mays Lane (3 x Residential C) 1,168 L/d; and Thomson Street (9 x Residential C) 824 L/d.
- The roads with the lowest average usage were all located in Mt Somers with the daily average ranging between 205 and 355 litres/day (pre lock-down). The low average consumptions for Mt Somers may reflect the relatively short period of data and good water habits being maintained following a water shortage over the summer months, and therefore may not represent more 'normal' water use patterns.

- The roads with the highest maximum usage were Tarbottons Road with 5,990 litres/day (pre lock-down); Mayfield Klondyke Road with 2,222 L/d; and Mays Lane with 1,770 L/d.
- The roads with the lowest maximum usage were Ashburton Gorge Road with 571 litres/day (pre lock-down); Patton Street with 639 L/d; and Rapley Street with 712 L/d.

19. Officers therefore contend there is a good case for grouping Residential D and Rural A properties, and that these properties should be considered ‘residential extraordinary’ connections for billing and allocation purposes.



Māori and tangata whenua participation

20. Officers have not sought advice from Aoraki Environmental Consultancy (AEC) on this issue.

Interested and affected parties

21. All ratepayers connected to Council's water supply, but primarily landowners with a connected residential extra-ordinary property (the majority are located in Residential D).

Options analysis

KEY QUESTIONS

Should residential extra-ordinary connections be treated differently to industrial/commercial connections?

If so, what should the allocation be for residential extra-ordinary connections?

OPTIONS

1. **Reduced** – 67.5m³ per quarter (on average, 750 litres per day)
2. **Status quo** - 90m³ per quarter (on average, 1,000 litres per day)
3. **Mid-range** - 135m³ per quarter (on average, 1,500 litres per day)
4. **Large** - 180 m³ per quarter (on average, 2,000 litres per day).

22. Officers propose four options which assume Council supports the recommendation to define residential extra-ordinary connections in the Annual Plan 2020-21.

23. The connection types, if defining 'residential extra-ordinary properties', are compared below:

	Connected properties	Extra-ordinary properties	Residential extra-ordinary properties
Who	<ul style="list-style-type: none"> 7,859 properties Low-moderate users Residential A, B and C 	<ul style="list-style-type: none"> 1,000 properties Considered high users Commercial and industrial 	<ul style="list-style-type: none"> 167 properties Potential for high use Residential D and Rural A
Cost	\$450.20 per year	\$450.20 per year + \$0.96 per 1,000 litres over the quarterly allocation	\$450.20 per year + \$0.96 per 750, 1,000, 1,500 or 2,000 litres over the quarterly allocation
Allocation	Unlimited	90m ³ per quarter (1,000 litres per day)	32. 67.5m ³ per quarter (on average 750 litres per day) , OR

	Connected properties	Extra-ordinary properties	Residential extra-ordinary properties
			<p>90m³ per quarter (on average 1,000 litres per day) , OR</p> <p>135m³ per quarter (on average 1,500 litres per day), OR</p> <p>180 m³ per quarter (on average 2,000 litres per day).</p>

24. The advantages and disadvantages of the options considered for residential extra-ordinary properties are:

	Advantages	Disadvantages
Option 1 – Reduced allocation at 67.5 m ³ per quarter (on average, 750 litres per day)	<ul style="list-style-type: none"> Encourages water conservation, which supports environmental well-being. User pays - ensures the majority of high users pay for their usage. 	<ul style="list-style-type: none"> Does not address the concerns of Residential D property owners. Does not address the inconsistency where some Residential D properties are charged for their usage through meters and others are not (although this should be remedied by the end of the year with the remaining meters being installed).
Option 2 – Status Quo allocation unchanged at 90m ³ RECOMMENDED	<ul style="list-style-type: none"> As for Option 1. The current allocation reflects the average consumption for Res D and Rural A properties (average during lockdown week was only 922 litres/day and the status quo allows 1,000). The current allowance is twice the average consumption of urban residential properties. 	<ul style="list-style-type: none"> As for Option 1.
Option 3 – Mid range 135m ³ per quarter (on average, 1,500 litres per day)	<ul style="list-style-type: none"> More closely aligns with expectations of some property owners in Residential D as this will reduce their water bills. 	<ul style="list-style-type: none"> Over time, the targeted Uniform Annual Charge (UAC) applied to all connected properties may need to be increased to account for the loss of revenue. This means all connected properties would be subsidising connected peri-urban/lifestyle blocks. If Council support a move to district-wide volumetric charging, then this would effectively be a step backward in terms of the strategic goal to manage consumption. It could be argued setting an allocation at such a high level that it is unlikely to be

	Advantages	Disadvantages
		<p>exceeded is against the ‘user pays’ principle.</p> <ul style="list-style-type: none"> It is possible consumption would increase if the allocation is set at a high level.
Option 4 – Large 180 m ³ per quarter (on average, 2,000 litres per day)	As for Option 3	As for Option 3

Legal/policy implications

25. The **Local Government Act 2002** has many applicable sections:

- S.10 requires promotion of the four well-beings, including environmental well-being.
- S.14(1)(g) requires Council to ensure prudent stewardship and the efficient and effective use of its resources by planning effectively for the future management of assets.
- S.101(1) requires councils act prudently in financial management.

Council bylaws policies, plans, strategies

26. The **Ashburton Annual Plan 2019/20** and the **Long-Term Plan 2018-28** both state that Council intends to set additional targeted rates for extra-ordinary and non-residential supply properties. Both documents state: *the allowance is 90 cubic meters per quarter, and water used in excess of this amount is charged at 0.96 per 1,000 litres.*

27. ‘Extra-ordinary’ properties are defined in the **Water Supply Bylaw 2016**² which designates a number of categories of property that are deemed extra-ordinary and, therefore can be subject to metering, (including peri-urban or lifestyle). Peri-urban or lifestyle lots pose a risk that a greater amount of water could be used for irrigation. Officers may seek legal advice on whether the bylaw should contain a specific definition for residential extra-ordinary connections when the bylaw is reviewed next year. At this stage, the definition of ‘extra-ordinary connections’ provides the high level definition from which other distinctions can be made (such as ‘connected’, ‘serviceable’ and ‘residential extra-ordinary’).

Financial implications

28. The estimated revenue from all extra-ordinary properties is \$327,451. Of this \$10-15,000 is estimated from Residential D properties. If there is a change in allocation for these properties, officers do not propose attempting to recover this revenue in the 2020-21 year given the high administrative cost and timing with Annual Plan adoption.

² The Water Supply Bylaw is based on the NZS 9201.7 Model General Bylaws - Water Supply. Council obtained legal advice when the Bylaw was reviewed in 2016. Officers intend to review the Bylaw in 2021.

Requirement	Explanation
What is the cost?	Status quo – no cost Increasing allocation – decrease in revenue by up to a maximum of an estimated \$10-15k for the 2020/21 year.
Is there budget available in LTP / AP?	No – no additional funds are required as there is no intention to recover costs from 20-21 year budgets.
Where is the funding coming from?	Reserves would be utilised for any shortfall in revenue, however in the long-term the targeted UAC would need to be increased although this amount may be minimal.
Are there any future budget implications?	Yes – detailed above
Reviewed by Finance	Yes

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low/Medium
Level of engagement selected	Inform
Rationale for selecting level of engagement	<p>The decision to amend the Annual Plan to: (1) provide a definition for residential extra-ordinary connected properties, and (2) change the allocation for these properties, does not require widespread engagement.</p> <p>The actual level of service provided is not being changed. Council would be amending an allocation which it is already mandated to do so. However, officers acknowledge the sensitivity and likely interest from the community therefore will seek to carry out informative engagement with affected properties.</p>
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

Next steps

Date	Action / milestone	Comments
25 June 2020	Council debates and adopts the Annual Plan	The AP will contain the decision from this matter
1 July 2020	Annual Plan takes effect	Any changes to allocation to take effect from this date

Appendix 1

Annual Plan 2019/20

Water Meters – Extraordinary and Non-residential Supply

Council intends to set additional targeted rates for water supply on:

1. Rating units which fall outside a defined water supply area, but which are nonetheless connected to a water supply scheme servicing a water supply area (except Methven-Springfield, Montalto, Lyndhurst and Barrhill); or
2. Rating units which are used for non-residential purposes and which are connected to a water supply scheme in a water supply area (except Methven-Springfield, Montalto, Lyndhurst and Barrhill).

The rates will be a fixed amount per 1,000 litres of water in excess of 90 cubic metres consumed in the quarterly periods during each year. The quarterly periods are 1 July to 30 September, 1 October to 31 December, 1 January to 31 March, and 1 April to 30 June.

The rate is listed below.

2018/19		2019/20
\$0.96	Rate per 1,000 litres	\$0.96
\$327,750	Estimated Revenue	\$327,451

Long-Term Plan 2018-28

Water Meters – Extraordinary and Non-residential Supply

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2. Rating units which are used for non-residential purposes and which are connected to a water supply scheme in a water supply area (except Methven-Springfield, Montalto, Lyndhurst and Barrhill).

The rates will be a fixed amount per 1,000 litres of water in excess of 90 cubic metres consumed in the quarterly periods during each year. The quarterly periods are 1 July to 30 September, 1 October to 31 December, 1 January to 31 March, and 1 April to 30 June.

The rate is listed below.

2017/18		2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
\$0.96	Rate per 1,000 litres	\$0.96	\$0.96	\$0.96	\$0.96	\$0.96	\$0.96	\$0.96	\$0.96	\$0.96	\$0.96
\$302,450	Estimated revenue	\$327,578	\$334,312	\$341,046	\$347,780	\$354,820	\$361,860	\$369,206	\$376,859	\$384,511	\$392,470

Revenue and Financing Policy 2018

Non-residential and extraordinary residential connections:

Targeted fixed rate for a set amount of water. Water in excess of this is charged per cubic metre.

Water Supply Bylaw 2016

Extraordinary Supply means a category of on demand supply including all purposes for which water is supplied other than ordinary supply and which may be subject to specific conditions and limitations.

6. *Suspending the Covid-19 Response Committee*

Author *Phillipa Clark, Governance Team Leader*
Group Manager *Hamish Riach, Chief Executive*

Summary

- On 25 March 2020, Council established the Covid-19 Response Committee, effective immediately, with terms of reference that would enable Council decision-making to continue to function effectively during the pandemic lockdown period.
- Council delegated all of its decision-making to this Committee, with the exception of matters expressly excluded by the Local Government Act (cl 32, Schedule 7). The quorum of two members, and the members' ability to participate in meetings via audio and audio-visual means, would minimise the risk of virus transmission and make it possible to have meetings without compromising people's safety.
- During Alert Levels 4 and 3, meetings were conducted via Zoom and live-streamed. From 18 May, meetings resumed in the Council Chamber with the option for members and presenters to join via Zoom. Meetings continued to operate this way in Level 2.
- With Alert Level 1 having come into effect on 9/06/20, Council's agreement is sought to suspend the Covid-19 Response Committee and return to 'business as usual' by reinstating committee and Methven Community Board meetings.

Recommendation to Council 25/06/20

1. **That** Council receives the report.
2. **That** Council suspends the Covid-19 Response Committee, effective immediately.
3. **That** Council reinstates the Standing Committees, with committee meetings to resume as scheduled on the 2020 meeting calendar.
4. **That** Council gives notice to the Methven Community Board that Board meetings will resume as scheduled on the 2020 meeting calendar, with the next meeting being Monday 29 June.

Appendix 1 **Expiry dates for short-term pandemic measures**
Appendix 2 **2020 Council meeting calendar**

Background

1. Following the World Health Organisation's declaration of the Covid-19 pandemic, the Government enforced the Epidemic Preparedness (Covid-19) Notice with a four -stage alert system, moving into level 4 at 11.59pm on Wednesday 25 March.
2. Council anticipated how it would function in an escalated Level 4 environment and responded to the need to limit the risk of transmission by closing the administration office and all of its community facilities with the knowledge that alternative delivery mechanisms may need to be in place for a number of months.
3. Council also recognised the importance of having effective governance at this time and the need for streamlined Council and community decision-making. With the nature and extent of the Covid-19 event unknown, Council agreed it would need to operate and be able to make decisions given any set of circumstances.
4. On 25 March 2020, Council established the Covid-19 Response Committee, effective immediately, with terms of reference that would enable Council to continue to function effectively during the pandemic lockdown period. Membership of the Committee comprises the Mayor and all Councillors, with a quorum of two members.
5. Council delegated all of its decision-making to this Committee, with the exception of matters expressly excluded by the Local Government Act (cl 32, Schedule 7). The quorum of two (without the need to be physically present) and the members' ability to participate in meetings via audio and audio-visual means, would minimise the risk of virus transmission and make it possible to have meetings without compromising people's safety.
6. During alert levels 4 and 3, Council focused on providing as many services as possible. The majority of staff continued to work from home; other staff were redeployed to perform essential community support duties. Council and Covid-19 Committee meetings were conducted via Zoom and live-streamed. From 18 May, meetings resumed in the Council Chamber with the option for members and presenters to join via Zoom. Meetings continued to operate this way in Level 2.
7. Throughout the alert level period, Council took direction from the national response team that had been formed (a partnership of Local Government NZ, Ministry of Health, National Emergency Management Agency, Department of Internal Affairs, and the Society of Local Government Managers). This group provided advice about contingency measures in the event of a community-wide outbreak and moved quickly to modify legislation to assist councils to respond effectively to the effects of the Covid-19 epidemic.
8. LGNZ have advised when the various short-term and urgent measures implemented during the pandemic emergency will expire. (See the attached memo for information on changes that primarily relate to the LGA 2002, LGOIMA and the LEA2001).

9. The Covid-19 Response Committee met weekly from 2 April until 4 June. Ordinary Council meetings were held on 9 April and 21 May and the activity-briefing meeting took place on 11 June. The Covid-19 Response Committee meeting on 18 June is likely to fulfil this Committee's responsibility. Scheduled committee meetings could resume in July and the Methven Community Board from 29 June.

Options analysis

Option 1: Suspend the Covid-19 Response Committee and reinstate standing committees and the Methven Community Board (recommended)

10. Establishing the Covid-19 Response Committee achieved Council's objective of continuing to function effectively throughout pandemic alert levels 4 down to 2. It gave Council the greatest flexibility to make decisions and keep the Council running at a time when there was potential for staff and elected member attendance to be severely compromised.
11. With alert level 1 now in place, it is recommended that Council suspends the Covid-19 Response Committee. Standing committees and the Methven Community Board will be reinstated and meetings will resume as scheduled for the remainder of 2020. Although the committees have no decision-making responsibility, their reinstatement will signal 'business as usual' with the appointed membership and Chair structure back in place and the ability to have greater community engagement and attendance at meetings.

Option 2: Disestablish the Covid-19 Response Committee and reinstate standing committees and the Methven Community Board

12. Council could disestablish the Covid-19 Response Committee, however there would be no advantage in doing so. If the Committee is 'suspended' Council would be in the position to immediately reconvene it, and adjust the meeting schedule, if pandemic alert levels recur.
13. If there are no significant changes to the pandemic response alert levels requiring the reinstatement of the Covid-19 Response Committee, then it will simply cease to be at the end of the term.

Option 3: Retain the Covid-19 Response Committee and reinstate the Methven Community Board

14. Council could retain the Covid-19 Response Committee in the meantime. The Committee would next meet on Thursday 9 July to consider matters that otherwise will be referred to the Audit, Risk & Finance and Infrastructure Services Committees that day. *(Note: meetings for Bylaw & Policy, Environmental Services and Community Services are not required in July).* Methven Community Board meetings can be reinstated from 29 June.

Legal/policy implications

- **Covid-19 Response (Urgent Management Measures) Legislation Act 2020** came into force on 16 May 2020, providing various short term and urgent measures during the pandemic emergency. *Refer Appendix 2*

For the purpose of this report, the relevant Acts are:

- Local Government Act 2002, Schedule 7 (cl 25A)
- Local Government Official Information & Meetings Act 1987, Schedules 46B, 47 and 51AA

Financial implications

15. There are no financial implications from this decision. Costs associated with managing the Council during this time will be subject to a separate report.

Significance and engagement

16. This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy. The Committee established without the requirement for community consultation and the approach taken enabled Council to continue to meet its decision-making obligations with minimal disruption.

APPENDIX 1

MEMORANDUM

Date:	8 June 2020
To:	Mayors, Chairs and Chief Executives
From:	Malcolm Alexander, Chief Executive, Local Government New Zealand
Subject:	Expiry dates for short-term pandemic measures

Legislation	Effect	Revocation date
COVID-19 Response (Urgent Management Measures) Legislation Act 2020		
	LGA 2002 <ul style="list-style-type: none"> Modified Cl. 25A Sch. 7 to remove requirement for quorums to be physically present. 	Until the Epidemic Preparedness (COVID-19) Notice 2020 expires or is revoked.
	Local Government Official Information and Meetings Act 1987 (LGOIMA) <ul style="list-style-type: none"> Amended s. 46B to allow reports and papers to be published on an internet site instead of hard copy; Modified s.47 to allow video recordings to take place of written minutes; and New section 51AA to allow minutes to be posted on an internet site rather than hard copy (unless requested). 	Until the Epidemic Preparedness (COVID-19) Notice 2020 expires or is revoked.
Immediate Modification Order		
	LGA 2002 <ul style="list-style-type: none"> Enabled a newly elected member to make a written instead of an oral declaration. 	Until the Epidemic Preparedness (COVID-19) Notice 2020 expires or is revoked.
COVID-19 Response (Further Management Measures) Legislation Act 2020		
	Review of bylaws extended to two years after date on which they should have been reviewed, or by 30 June 2021. Applies to: <ul style="list-style-type: none"> Freedom Camping Act 2011; LGA 2002; and Waste Minimisation Act 2008. 	All expire 1 July 2021.

	Local Electoral Act 2001 <ul style="list-style-type: none"> Public notices on internet sites (instead of newspaper); Gov. General power to specify a later date for a by-election; and CEO power to defer giving notice of vacancy to electoral officer. 	<p>Expires 1 November 2020.</p> <p>Until Epidemic Preparedness (COVID-19) Notice 2020 expires or is revoked.</p> <p>Until Epidemic Preparedness (COVID-19) Notice 2020 expires or is revoked.</p>
	LGA 2002 <ul style="list-style-type: none"> Public notices on internet sites (instead of newspaper); Modified special consultative procedure (7 days); LTP amendment without a report from the OAG, but with an explanation of why not; and SCP commenced after May 17 2020 may use modified procedure. 	<p>Expires 1 November 2020.</p> <p>Expires 1 October 2020.</p> <p>Expires 1 August 2020.</p> <p>Expires 1 October 2020.</p>
	LGOIMA 1987 <ul style="list-style-type: none"> Public notices on internet sites (instead of newspaper). 	<p>Expires 1 November 2020.</p>
	LG (Rating) Act 2002 <ul style="list-style-type: none"> Public notices on internet sites (instead of newspaper). 	<p>Expires 1 November 2020.</p>
	Triennial revaluation deferrals -- Rating Valuations Act <ul style="list-style-type: none"> Councils may apply to the Valuer-General to have the triennial revaluation due to occur in 2020/21 deferred for one year; and The Valuer-General must be satisfied that the council is unlikely or not reasonably able to produce a credible revaluation due to the practicality of carrying out physical inspections or availability/reliability of market evidence. 	<p>All expire 30 June 2021.</p>

APPENDIX 2

ADC MEETING CALENDAR 2020

	January	February	March	April	May	June	July	August	September	October	November	December	
MON						1 Q B/day							MON
TUE						2 RDRML A/Plan			1 RDRML			1	TUE
WED	1 Closed			1 Speed Rev Hearings Youth Cncl		3 A/Plan Youth Cncl	1 Youth Cncl		2 Youth Cncl			2 Youth Cncl	WED
THU	2 Closed			2 Speed Rev Hearings		4 ES, CS, IS C-19 Cmte	2 Bus Trip (rural)		3 BP & ARF	1		3 Briefing M/Forum	THU
FRI	3 Closed			3	1	5 Rural/Prov	3		4	2		4 M/Forum	FRI
SAT	4	1		4	2	6	4	1	5	3		5	SAT
SUN	5	2	1	5	3	7	5	2	6	4	1	6	SUN
MON	6	3 Eastfields	2 MCB	6 MCB	4 CE Forum	8	6	3 PCG	7 PCG Eastfields	5 PCG	2 CE Forum PCG	7 PCG	MON
TUE	7	4 BP & ARF	3 RDRML	7 RDRML	5 RDRML	9	7 RDRML ES, CS, IS	4 RDRML Biodiversity	8 Biodiversity	6 RDRML	3 RDRML	8 Biodiversity	TUE
WED	8	5 RDRML Youth Cncl	4 Youth Cncl	8	6 Youth Cncl	10	8	5 Youth Cncl	9	7 Youth Cncl	4 Youth Cncl	9	WED
THU	9	6 Waitangi	5 Airport Sub Biodiversity Rural/Prov	9 A/Plan Council	7 Briefing S&P W/shop	11 BP, ARF Activity Briefing	9 BP, ARF	6 Briefing S&P W/shop	10 Agencies Briefing S&P W/shop	8 ES, CS & IS	5 Citizens	10	THU
FRI	10	7	6 Rural/Prov	10 Easter	8	12	10	7	11	9	6	11	FRI
SAT	11	8	7	11	9	13	11	8	12	10	7	12	SAT
SUN	12	9	8	12	10	14	12	9	13	11	8	13	SUN
MON	13	10	9	13 Easter	11	15 PCG	13	10	14	12	9 MCB	14	MON
TUE	14	11 ADRSCC	10	14	12 ADRSCC	16	14	11 ADRSCC	15	13 BP, ARF	10 ADRSCC	15 RDRML	TUE
WED	15	12	11	15	13	17	15	12	16	14	11	16	WED
THU	16	13 Agencies Town Centre	12 W/Shop, ES, CS & IS	16 C-19 Cmt	14 Youth Forum	18 C-19 Cmt S&P W/shop	16 Rural & Provincial	13 Citizens Council	17	15 Zone 5/6	12	17 Council	THU
FRI	17	14	13	17	15	19	17 Rur/Prov	14	18	16 Zone 5/6	13 Can Ann	18	FRI
SAT	18	15	14	18	16	20	18	15	19	17	14	19	SAT
SUN	19	16	15	19	17	21	19	16	20	18	15	20	SUN
MON	20 MCB	17 CE Forum (LGNZ)	16 Zone 5/6	20 PCG	18 PCG S&P W/shop	22 CE Forum	20	17 MCB	21	19	16	21	MON
TUE	21	18	17 Zone 5/6	21 Res Bd Workshop S&P W/shop	19 Biodiversity	23 Water Zone	21	18 Revenue & Finance Hearings	22 Water Zone	20	17 ES, CS & IS	22	TUE
WED	22	19	18 ECan/ ADC Liaison	22	20	24	22	19 R&F Pol Deliberations	23	21	18	23	WED
THU	23	20 Citizens Briefing+ S&P W/shop	19 BP, ARF ECan (cwms)	23 ES, CS & IS C-19 Cmt	21 Council M/Forum	25 Council	23	20 M/Forum	24 Council	22 Briefing S&P W/shop	19 Rur/Prov	24	THU
FRI	24	21	20 Bus trip	24	22 M/Forum	26	24	21 M/Forum LGNZ AGM	25	23 CE Forum (LGNZ)	20 Rur/Prov	25 Closed	FRI
SAT	25	22	21	25	23	27	25	22	26	24	21	26 Closed	SAT
SUN	26	23	22	26	24	28	26	23	27	25	22	27 Closed	SUN
MON	27 CE Forum	24 PCG	23 PCG	27 Anzac	25 MCB	29 MCB	27 CE Forum	24 PCG	28 MCB	26 Labour	23	28 Closed	MON
TUE	28	25 Budget Water Zone	24 Water Zone	28 Water Zone Strat & Pol	26 Water Zone	30	28 Water Zone	25 Water Zone	29	27 Water Zone	24 Water Zone	29 Closed	TUE
WED	29 Exec Cmt	26 Budget	25	29 Domain Hearings	27		29	26	30	28	25	30 Closed	WED
THU	30 PCG IS, ES & CS	27 Council M/Forum	26 Briefing/ S&P W/Shop	30 BP, ARF C-19 Cmt	28 Citizens C-19 Cmte S&P W/shop		30 Bus Trip (urban)	27 ES, IS & CS		29 Council Annual Rep	26 BP, ARF	31 Closed	THU
FRI	31	28 M/Forum	27		29		31	28		30	27		FRI
SAT		29	28		30			29		31	28		SAT
SUN			29		31			30			29		SUN
MON			30					31			30		MON
TUE			31										TUE
	January	February	March	April	May	June	July	August	September	October	November	December	