

Agenda

Chief Executives Forum

Date: Monday 8 May 2017
Time: 9:00am–12:00pm
Venue: Selwyn District Council Chamber, 2 Norman Kirk Drive, Rolleston
Attendees: Jim Palmer (Chair, Waimakariri), Andrew Dalziel (Ashburton), David Ward (Selwyn), Angela Oosthuizen (Kaikōura), Bill Bayfield (Environment Canterbury), Hamish Dobbie (Hurunui), Dr Karleen Edwards (Christchurch), Wayne Barnett (Mackenzie), Stuart Duncan (Waimate), Bede Carran (Timaru) Michael Ross (Waitaki)
In attendance: Samantha Elder, Environment Canterbury
Secretariat: David Bromell, Anna Puentener, Louise McDonald (Minutes)
David Perenara-O'Connell (Environment Canterbury)

Apologies:

Time	Item	Person
9:00am	1. Welcome, attendance and apologies	Chair
	2. Confirmation of Agenda	Chair
	3. Minutes from the previous meeting	Chair
	a. Confirmation of meeting Minutes, 3 February 2017	
	b. Action points	

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| 9:00am | 1. Welcome, attendance and apologies | Chair |
| | 2. Confirmation of Agenda | Chair |
| | 3. Minutes from the previous meeting | Chair |
| | a. Confirmation of meeting Minutes, 3 February 2017 | |
| | b. Action points | |

For decision/discussion

- | | | |
|---------|---|---------------|
| 9:10am | 4. Mayoral Forum / CREDS update | David Bromell |
| 9:20am | 5. Three-year work programme | Chair |
| 9:35am | 6. Canterbury Drinking Water Reference Group report | Bill Bayfield |
| 9:45am | 7. Corporate Forum – Terms of reference | David Ward |
| 9:55am | 8. Operations Forum – Terms of reference | Wayne Barnett |
| 10:05am | 9. Ngāi Tahu Takutai Moana Application | Chair |

10:15am Short break

For information

- | | | |
|---------|---|-------------------------------------|
| 10:30am | 10. Update on earthquake recovery – Hurunui and Kaikōura (verbal) | Angela Oosthuizen and Hamish Dobbie |
| 10:50am | 11. Natural hazards and risk reduction working group update | Samantha Elder |
| 11:00am | 12. Rating and Valuation Services: project update | David Ward |
| 11:00am | 13. Health and Safety Advisors Group update | David Ward |
| 11:10am | 14. Long-Term Plan Working Group update | David Ward |
| 11:20am | 15. Three Waters Regional Strategic Assessment update (verbal) | Hamish Dobbie |
| 11:30am | 16. Technology Working Group update (verbal) | Hamish Dobbie |
| 11:40am | 17. Canterbury Policy Forum report | Bill Bayfield |

General business

- | | | |
|---------|---------------------------------------|-------|
| 11:50am | 18. Any items of general business | Chair |
| | 19. Next meeting: Monday 31 July 2017 | Chair |

Chief Executives Forum

Date: 3 February 2017
Venue: Selwyn District Council, 2 Norman Kirk Drive, Rolleston
Attendees: Jim Palmer (Chair, Waimakariri), David Ward (Selwyn), Bill Bayfield (Environment Canterbury), Andrew Dalziel (Ashburton), Hamish Dobbie (Hurunui), Bede Carron (Timaru), Wayne Barnett (Mackenzie), Carolyn Johns (Waimate), Anne Columbus (Christchurch)
In attendance: Stefanie Rixecker (Environment Canterbury, item 9)
Secretariat: David Bromell, Bernadette Sanders (Minutes)
Apologies: Michael Ross (Waitaki, Stuart Duncan (Waimate), Dr. Karleen Edwards (Christchurch), Angela Oosthuizen (Kaikōura), David Perenara-O'Connell and Anna Puentener (Environment Canterbury)

The meeting commenced at 12.38pm.

1. WELCOME, ATTENDANCE AND APOLOGIES

Jim Palmer welcomed attendees to today's Forum. Apologies were noted. Stuart Duncan, the new Chief Executive of Waimate District Council, officially starts Tuesday 7 February 2017.

2. CONFIRMATION OF AGENDA

The following items were requested for discussion under General Business:

- SOLGM study tour.
- Committee for Canterbury leadership programme.
- Section 17A reviews.
- LGNZ elected member induction.
- Council submission/joint submission process.

3. MINUTES FROM THE PREVIOUS MEETING

a. Confirmation of meeting Minutes

The Minutes from the meeting held 31 October 2016 were accepted as a true and accurate record.

*Andrew Dalziel/Jim Palmer
Carried*

b. Action points

Noted.

4. UPDATE ON EARTHQUAKE RECOVERY – HURUNUI AND KAIKŌURA

Bill Bayfield advised that, following a discussion with the Civil Defence Joint Committee Chair, Mayor Dalziel, he will lead a full review of the recovery process. A timetable for the review will be drafted prior to the Canterbury Mayoral Forum scheduled for 24 February 2017. Chief Executives were requested to advise their respective Mayors.

There will also be a review that will cover both structural and financial matters to ensure future sustainability for Kaikōura and Hurunui. Terms of Reference will be drafted to ensure the scope of work is appropriate. Bill Bayfield will keep Chief Executives updated.

- AP: Chief Executives to update their respective Mayors on the upcoming recovery process review**
- AP: Bill Bayfield to keep Chief Executives updated on the earthquake recovery review process, including the development of Terms of Reference**

5. CANTERBURY MAYORAL FORUM UPDATE

Jim Palmer and David Bromell provided the following updates out of the Canterbury Mayoral Forum held 27 January 2017:

- **Election and meetings**

Mayor Dalziel was elected as Chair of the Canterbury Mayoral Forum, with Mayor Odey elected as Deputy Chair. Future meetings will be held in the Environment Canterbury Council Chamber, with May's occurrence potentially held in Timaru; options for inner city accommodation and dining will be discussed on 24 February 2017.
 - **Triennial agreement**

Chief Executives were asked to advise the Secretariat on ratification of the Triennial Agreement by member Councils, and to ensure their Mayors and Councillors are aware of the value of the Canterbury Mayoral Forum. An updated copy of the Briefing to Incoming Mayors (BIM) is available on the regional forums [website](#) for distribution to councils.
- AP: Chief Executives to advise the Secretariat on ratification of the Triennial Agreement by Councils, and to ensure their Mayors and Councillors are aware of the value of the Canterbury Mayoral Forum**
- **Work programme**

Jim Palmer and the Secretariat will review relevant items with lead Chief Executives.
 - **CREDS refresh**

The Secretariat is working with lead Mayors on the presentation to the CREDS Reference Group on 23 February 2017, with a focus on work programme objectives, noting achievements during 2015/16 and priorities for 2017–19.
 - **Work programme**

Mayor Dalziel's request to integrate the Christchurch and Regional Economic Development Strategies will be discussed with CDC, with an interim report back to the Mayoral Forum on 24 February 2017.
 - **CREDS refresh**

The suggestion of a CREDS relaunch stemmed from a suggestion in November 2016 by Minister Joyce. Although a relaunch is not confirmed, there is value in the opportunity to raise the profile of the Strategy, and the Secretariat will discuss further with Helen Wyn.

A brief discussion took place on the need to ensure that strategic transport links and data resilience between the South and North Islands remain strong. Repairs to the road

and rail network on State Highway 1 north of Kaikōura will not be funded by NZTA; the current RONS programme is still live.

- **Case for Canterbury**

A united Christchurch and Canterbury story would add value in terms of sharing of assets with industry, councils and tourism operators. There is still work to be done in terms of funding applications and confirming a governance structure, and discussions are ongoing with CDC.

After a brief discussion, where early advice of potential contingency budgeting was requested and the merit of the combined CREDS and CEDS activities may generate a potential funding source, and it was noted that a report will be presented on 24 February 2017.

6. HEALTH AND SAFETY ADVISORS GROUP

David Ward spoke to the item and briefly outlined the creation of the Group out of the original ‘virtual’ health and safety team.

Chief Executives were referred to the draft Terms of Reference, where it was agreed that a clause be added under “Changes to the Terms of Reference” that “the Terms of Reference be subject to a three-yearly review by the Chief Executives Forum”.

AP: David Ward to liaise with the Health and Safety Advisors Group around the additional clause under “Changes to the Terms of Reference”

Resolved

The Chief Executives Forum:

1. Agreed the draft Terms of Reference for a new Health and Safety Advisors Group
2. Endorsed the proposed standing agenda format for the operation of the Group
3. Will nominate a representative from each council for member of the Group by 24 February 2017
4. Agreed to an additional clause in the draft Terms of Reference under “Changes to the Terms of Reference” that “the Terms of Reference be subject to a three-yearly review by the Chief Executives Forum”.

*David Ward/Hamish Dobbie
Carried*

7. WORKING TOGETHER FOR CANTERBURY

Bill Bayfield spoke to the item, noting the topic has now been addressed at both the Chief Executives and Canterbury Policy Forums and is a key package to propose to the Canterbury Mayoral Forum on working together in the region.

A discussion took place around individual council submissions versus regional one-voice submissions, including drafting, circulation and submission processes by individual councils and the Secretariat. The discussion also noted:

- councils agreeing with a regional view may either present an individual submission or opt to be included in the regional submission to save duplication
- Chief Executives decide which issues require consultation with councillors and which are included in a regional submission process

- agreement to amend Appendix 4, point 4, to read: "Our Mayors are committed to 'standing together for Canterbury' to secure the best possible outcomes for our region and its communities. It is accepted and to be expected, however, that Mayors will not be of a single mind on every issue, and that joint submissions may need to express majority/minority views and do not require unanimity. Mayors and member councils reserve the right to make individual submissions."
- a request for the Secretariat to provide a stocktake report of how many submissions are made through the Canterbury Policy and Canterbury Mayoral Forums and whether any change has been effected through those submissions to gauge the effectiveness of the joint submission process
- a request for the Secretariat to develop a list (or Gantt-style chart) of current and upcoming regulatory proposals out of central government, in consultation with the Planning Managers Group, to gauge potential submissions and council resourcing requirements
- the report to the Canterbury Mayoral Forum to include updated appendices and agreed principles.

AP: The Secretariat to amend Appendix 4, point 4

AP: The Secretariat to provide a stocktake report of how many submissions are made through the Canterbury Policy and Canterbury Mayoral Forums and whether any change has been effected through those submissions to gauge the effectiveness of the joint submission process

AP: The Secretariat to develop a list of current and upcoming regulatory proposals out of central government, in consultation with the Canterbury Planning Managers Group, to gauge potential submissions and council resourcing requirements

Resolved

The Chief Executives Forum:

1. affirmed the principles that Canterbury councils work together:
 - 1.1 to advocate for the interests of the region, its city and districts
 - 1.2 to keep decision-making closely connected to local communities
 - 1.3 when it is more cost-effective to do so
 - 1.4 as an investment in jointly desired, long-term outcomes.
2. affirmed criteria for working together, as previously agreed by the Chief Executives Forum in May 2016 (Appendix 2)
3. agreed to apply the decision framework (Appendix 3) to proposals for significant joint projects
4. amended and approved the policy and process for joint advocacy (Appendix 4)
5. noted the record of existing funding commitments (Appendix 5)
6. noted that there is a range of current and potential formulae that can be applied to sharing the costs of agreed joint work programmes
7. agreed that the cost allocation model to be applied in any particular case be agreed, in advance, by the parties.

And resolved that all member councils:

8. note expenditure currently committed

9. consider including a small contingency fund for regional collaboration in Annual Plans for 2017/18.

*Bill Bayfield/Andrew Dalziel
Carried*

8. REGIONAL WORKING GROUPS REVIEW

Bill Bayfield spoke to the item, outlining the work involved by the sub-group of Bill Bayfield, Karleen Edwards and Hamish Dobbie. The paper proposed a structure for the operational and financial technical working groups (similar to the Canterbury Policy Forum), with each cluster led by a nominated Chief Executive to a timeframe for reporting back to the Chief Executives Forum. Each cluster will work to a terms of reference, with the objective of the new structure to ensure that collective skills and knowledge are utilised efficiently around the region.

Lead Chief Executives were confirmed as Bill Bayfield (Policy), David Ward (Finance), and Wayne Barnett (Operations). Leads will work with the Secretariat to establish terms of reference and membership of the two new clusters.

Chief Executives were requested to work with their management teams when notifying groups of the agreed structure change. Terms of reference and forum information will be circulated once drafted. An update of this structure change will go to the Canterbury Mayoral Forum on 24 February 2017. Verbal updates will be provided to the next Canterbury Planning Managers Group (Bill), and Stormwater Forum (Wayne, Bill and/or Jim Palmer).

It was emphasised that Chief Executives' intent is to recognise and affirm the good work being done, to strengthen the two-way flow of communication between regional forums and working groups, and to support working groups to be even more effective.

- AP: Chief Executives to work with their management teams when notifying groups of the agreed structure change**
- AP: Secretariat to circulate Terms of Reference when drafted**
- AP: Bill Bayfield to provide a verbal update to the Canterbury Planning Managers Group**
- AP: Wayne Barnett and Bill Bayfield and/or Jim Palmer to provide a verbal update to the Stormwater Forum**
- AP: Secretariat to add Regional Regulatory Managers Group to the list of current working groups**

Resolved

The Chief Executives Forum:

1. noted the current arrangements of Canterbury's regional forums and working group
2. agreed new arrangements for the structure, function, planning and reporting of forums and working groups,
3. agreed to next steps for implementing new arrangements.
4. agreed to the lead Chief Executives being Bill Bayfield (Policy), David Ward (Finance), and Wayne Barnett (Operations)

*Bill Bayfield/Hamish Dobbie
Carried*

9. CANTERBURY DRINKING WATER REFERENCE GROUP

This agenda item was discussed following Agenda item #12.

Jim Palmer welcomed Stefanie Rixecker to the meeting and introductions took place around the room. Bill Bayfield outlined Stefanie's work in the drinking water space, including leading the group of water engineers and CDHB.

Stefanie provided an outline of process undertaken to date in light of the Havelock North Drinking Water Inquiry, noting constructive meetings and knowledge-sharing between councils and the CDHB.

A list of drinking water priorities in each area has now been developed, including agreed priorities in managing contingencies in each area. Principles have also been established, and the Group is progressing with contingency planning and will respond to the Inquiry when notification is received during Stage 2. The Group will present its full summary report to the Canterbury Mayoral Forum on 26 May 2017, which will include a prioritisation process for each council and opportunities for collaboration. A draft report will be presented to the Chief Executives Forum on 8 May 2017.

A brief discussion took place covering Inquiry information released to date, and the focus of both stages of the Inquiry, including the potential for Canterbury to be represented at Stage 2. Bill and Stefanie will provide further advice to Chief Executives closer to the time.

Bill explained the requirement of a regional council, operating under a National Environment Standard, to provide councils with information on district aquifers, and to manage land use in and around the aquifer to support each council.

Resolved

The Chief Executives Forum:

1. noted the progress of the Canterbury Drinking Water Reference Group since the previous update
2. noted that an initial workshop on contingency planning was held prior to the North Canterbury earthquakes, and further work is required
3. agreed that the final report to the Canterbury Mayoral Forum be delayed until their meeting of 26 May 2017, due to the impact of the earthquakes on the work of the Group.

*Bill Bayfield/Andrew Dalziel
Carried*

10. RATING AND VALUATION SERVICES UPDATE

This agenda item was discussed following item #8.

David Ward provided a verbal update to the item, noting that good progress has been made with identifying business-as-usual business practices, including the establishment of a Canterbury Rating Officers Group. The Group met in November 2016 and is scheduled to meet again in February 2017 to discuss collaboration in relation to debt management practices, remissions policies, review options of a shared services model, and sessions to review recent judgements in Northland/Kaipara.

David Ward will circulate briefing notes on the draft report out of the Group with these Minutes, noting that recommendations will be prepared prior to the Chief Executives Forum scheduled for May 2017.

A recent High Court judgement between Meridian Energy and Wellington City Council has highlighted potential vulnerabilities for council rating, including processes, and any rating

review should cover the entire spectrum of the process and not be limited to the striking of rates.

AP: Briefing notes out of the Canterbury Rating Officers Group to be circulated with these Minutes of the Chief Executives Forum

- **Long-Term Plan Working Group**

David Ward reported verbally that the Group, including Raymond Horan of OIA, is scheduled to meet on 17 February 2017 when each council will outline its intended Long-Term Plan process, as well as providing best practice examples for the benefit of other councils. David is happy with progress made by the Group to date and encouraged Chief Executives to view the agenda that has recently been circulated to the Working Group.

AP: Chief Executives to view the Long-Term Plan Working Group agenda as recently circulated by David Ward

11. THREE WATERS REGIONAL STRATEGIC ASSESSMENT

Hamish Dobbie spoke to the item, acknowledging the work progressed by Teresa Wooding (Christchurch City Council) since the North Canterbury earthquakes, including the scheduling of an additional Investment Logic Mapping workshop in February 2017 and a review of work completed by other local authorities that will be reviewed by Teresa and Hamish prior to the workshop, followed by the drafting of the strategic assessment.

- **Technology Working Group**

Due to his commitments in the North Canterbury recovery process delaying momentum in this area, Hamish Dobbie will re-establish contact with the Group this month. Bede Carran will assist Hamish where required.

12. CANTERBURY POLICY FORUM REPORT

The Canterbury Policy Forum report was taken as read.

Bill Bayfield reiterated his thanks to Christchurch City Council for leading the joint submission on the Health (Fluoridation of Drinking Water) Amendment Bill, noting the lack of capacity for some smaller councils to lead submission processes.

To that end, the Secretariat is identifying submission training options via the Office of the Clerk for councils to build capability and knowledge in this area, and will bring a proposal to the next meeting of the Canterbury Policy Forum.

A brief discussion on Section 17a reviews took place. David Ward noted that direction has been requested from the Office of the Auditor General for what Key Performance Indicators / Mandatory Performance Measures should be included in Long-Term Plans. It was noted that elements in the current strategic assessment of water and participation of other work as part of the Canterbury Mayoral Forum would be valuable for some councils to note as opportunities undertaken for collaboration of services with other councils.

Anne Columbus and David Ward will discuss Section 17a reviews further offline.

AP: Secretariat to draft a proposal to the Canterbury Policy Forum outlining submission writing training options via the Office of the Clerk

AP: Anne Columbus and David Ward to continue Section 17a review issues offline

Stefanie Rixecker joined the meeting at 1.56pm for Agenda item #9.

13. GENERAL BUSINESS

- **SOLGM UK study tour**

Although he will not be partaking, Andrew Dalziel requested any Chief Executive intending to attend to let him know. Jim Palmer will send the details of the study tour to David Ward.

AP: Jim Palmer to send SOLGM study tour details to David Ward

- **Committee for Canterbury Leadership Programme**

Some councils either have staff confirmed or considering attendance. It was noted that the programme was pitched at young emerging leaders.

- **LGNZ elected member induction**

Anne Columbus advised that, following feedback from councillors, Christchurch City Council has made a formal written complaint to LGNZ about its recent two-day elected member induction programmes held in Christchurch and Dunedin.

Other councils confirmed receiving similar councillor feedback relating to content, logistics, presentation delivery and cost. It was also noted that large group sizes can be an issue. Feedback received on the recent mayors and chairs induction programme held in Wellington was positive. Bill Bayfield advised that the LGNZ induction programme was not suitable for regional councils; Environment Canterbury holds its own induction programme.

Bede Carran – a member of the EquiP Board (contracted to LGNZ) – offered to take today's feedback to their next meeting. Wayne Barnett volunteered to provide verbal feedback to EquiP if necessary.

AP: Bede Carran to take verbal feedback received at today's meeting relating to the LGNZ two-day elected member induction programmes to the EquiP Board.

14. NEXT MEETING

Monday 8 May 2017, 9.00am, Selwyn District Council.

There being no further business, the meeting closed at 2.45pm

Chief Executives Forum, 3 February 2017

The following is a copy of the notes verbally relayed by David Ward to the Chief Executives Forum on 3 February 2017, relating to Agenda item #10: Valuation and Rating Steering Group, and circulated separately to the Minutes.

The Canterbury Valuation and Rating Steering Group is pursuing two lines of activity; firstly working to improve our business-as-usual processes and, secondly, looking at the broader improvement options from formal collaborative working.

In terms of BAU work, we have established a Canterbury Rating Officers Group. This is being supported by Diane Brandish, Greg Bell and Robert Woods. The first meeting was in November 2016 and the second meeting is later in February 2017.

The first meeting focused on terms of reference, the reason for the review project, a briefing on the EY report, and break-out sessions on key challenges and training needs for rating officers. The second meeting will include sessions on debt management, remissions, the Northland/Kaipara judgement and documentation.

To progress the broader improvement work, the Steering Group commissioned EY to do a review of the options available in relation to a future shared services model. The focus is on what the practical options are in terms of shared services, and the barriers – particularly in relation to IT.

EY has just produced an initial draft report and this will be considered by the Steering Group, probably later this month. The Group will then decide whether to take the next step and commission more in-depth work at each council to consider the practical and technological steps that would be required to go down this route.

David Ward

Action schedule

Chief Executives Forum

As at 8 May 2017. Items will be removed once complete.

Date	Subject	Actioned by	Deadline	Status
29.08.16	<i>Valuation and rating services</i> Establish a valuation and rating project management group to develop and lead a programme of work to further evaluate opportunities for shared services. Progress these.	David Ward/ Bede Carran	31 October 2016 3 February 2017	Agenda item 10
15.02.16	<i>Case for Canterbury</i> Develop a business case to support funding applications for the Case for Canterbury.	Jim Palmer	Ongoing	Agenda item 4
15.02.16	<i>Health and Safety Advisors Group</i> • Develop Terms of Reference for Health and Safety Advisors Group.	David Ward/H&S	30 January 2017	Complete, and reported to CEF 3 Feb 2017
03.02.17	• Inclusion of additional clause to the Terms of Reference relating to a three-yearly review of the Group. • Nominate a representative from each council for membership of the group	David Ward/H&S All CEs	24 February 2017	Complete. Complete. Agenda item 13
04.04.16	Map free Wi-Fi and circulate	Secretariat	ASAP	See Agenda item 4
04.04.16 31.10.16	<i>Strategic assessment, Case for Change: Three Waters</i> • Reinforce the importance of this priority Canterbury Mayoral Forum project to key council staff, to ensure adequate resourcing for delivery within agreed timeframes. • Final investment logic map. • Final strategic assessment endorsed by CEMG. • Final report to CEF.	CCC with councils All CEs	ASAP December 2016 March 2017 April 2017	Reported to CEF 3 February 2017 Agenda item 15
29.08.16	<i>Vegetation clearance/LINZ</i> Co-ordinate a meeting between CEs of ECan, ADC, LINZ and DoC to discuss vegetation clearance.	Andrew Dalziel, Bill Bayfield	8 December 2016	13 Feb – LINZ met with council officers

Date	Actioned by	Deadline	Status	
29.08.16	<i>Technology Working Group</i> <ul style="list-style-type: none">• Outline the purpose of the Group and establish tasks and Terms of Reference• Chief Executives to investigate whether their councils have sufficient insurance cover in terms of cyber crime	Hamish Dobbie All CEs	31 October 2016 ASAP	Reported to CEF 3 Feb 2017 Hamish to reactivate ASAP, with support from Bede Carran Agenda item 16
31.10.16	<i>Three-year work programme</i> Contact MBIE to discuss what is happening in the area of building control and regulatory coordination in Canterbury	Secretariat	ASAP	In progress – relevant MBIE staff member currently seconded to earthquake recovery Agenda item 5
31.10.16	<i>Local body election protocol</i> Update CEF regarding any response from SOLGM relating to local body election protocol.	Michael Ross	When available	
03.02.17	<i>North Canterbury earthquake recovery review</i> <ul style="list-style-type: none">• Chief Executives to update their respective Mayors on the upcoming recovery process review.• Keep CEs updated on the earthquake recovery review process, including the development of Terms of Reference.	All CEs Bill Bayfield		Agenda item 10
02.02.17	Present CPF with submission writing training options via the Office of the Clerk.	Secretariat	TBC	Agenda item 17
02.02.17	Anne Columbus and David Ward to continue Section 17a review issues offline.	Anne Columbus, David Ward		
02.02.17	Take verbal feedback received at today's meeting relating to the LGNZ two-day elected member induction programmes to the EquiP Board.	Bede Carran		

Chief Executives Forum

Item 4

Date: 8 May 2017

Presented by: Jim Palmer, Chair; David Bromell, secretariat

Mayoral Forum / CREDS update

CONFIDENTIAL / BUDGET SENSITIVE

Purpose

This paper provides an update on the refresh of the Canterbury Regional Economic Development Strategy (CREDS) for 2017–19 and funding bids for accelerator projects submitted to the Regional Growth Programme.

Recommendations

That the Chief Executives Forum:

- 1 **note** that the CREDS will be launched with Ministers in Christchurch on Friday 23 June 2017.

Background and progress to date

- 1 The Mayoral Forum met with the CREDS reference group on 23 February 2017, reviewed CREDS objectives and identified priority actions for each work programme for the local government term 2017–19.
- 2 An initial draft of the refreshed strategy was circulated to Mayors for approval, copied to Chief Executives, on 13 March 2017, with proposed ‘accelerator projects’ identified through discussions between Jim Palmer, Tom Hooper, Helen Wyn (Senior Regional Official for Canterbury), Abby Cheeseman (MBIE) and the secretariat. A further revision of the draft strategy (with targets added and an appendix on Canterbury’s economy) was circulated on 16 March.
- 3 A timeline was agreed with Helen and Abby, and the secretariat worked with Mayors and key stakeholders to develop and submit 14 funding proposals to the Regional Growth Programme on 3 April 2017.
- 4 On 13 April 2017, staff from relevant central government agencies workshopped the proposals with David Bromell. Since then, the secretariat has withdrawn proposal 10, which we expect to be addressed by a Government announcement pre-Budget.
- 5 The remaining accelerator projects / funding bids are summarised in the table that follows. We do not expect to have decisions on all of these until Cabinet has considered them at the end of May.

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Next steps

- 15 The Mayoral Forum meets in Timaru on Friday 26 May 2017. A final draft of the CREDS will be circulated with the papers for that meeting for approval by the Forum.
 - 16 Hon Bridges has agreed to launch the CREDS in Christchurch on the morning of Friday 23 June. We do not yet know which other Ministers will accompany him.
 - 17 MBIE has agreed to fund a communications contractor to assist us with planning for and supporting the launch event.
 - 18 When funding of CREDS accelerator projects has been announced, we will incorporate the projects into the Mayoral Forum's three-year work programme (agenda item 5).

Mayoral Forum draft three-year work programme 2017–19

Objective: Work together to achieve efficiencies, deliver effective local services, build capability and speak with one strong Canterbury voice.

Key to acronyms

CCC	Christchurch City Council
CEF	Chief Executives Forum
CEMG	Canterbury Engineering Managers Group
CMF	Canterbury Mayoral Forum

CPF	Canterbury Policy Forum
CREDS	Canterbury Regional Economic Development Strategy
ECan	Environment Canterbury
LGNZ	Local Government New Zealand

MBIE	Ministry of Business, Innovation & Employment
NES	National Environmental Standard
NPS	National Policy Statement

WHAT	WHEN	TASK	SPONSOR	LEAD	STATUS / NEXT STEPS
Major Initiatives (to be agreed by Mayoral Forum 2016–19)					
1. Refresh and relaunch the CREDS	30 April 2017	<ul style="list-style-type: none"> re-visit and revise priority actions for 2016 identify opportunities to align and integrate the Strategy with the Christchurch Economic Development Strategy 	CMF	Lead Mayors	<ul style="list-style-type: none"> lead Mayors agreed 27 Jan 2017 workshop with CREDS reference group 23 Feb 2017 funding proposals submitted to Regional Growth Programme Apr 2017 refreshed CREDS launch 23 June 2017
2. Continue implementation of CREDS	Ongoing	<ul style="list-style-type: none"> implement action plans and report to CMF quarterly and to CREDS reference group six monthly 	CMF	Lead Mayors	<ul style="list-style-type: none"> ongoing
3. Continue to monitor implementation of the CWMS	Ongoing	<ul style="list-style-type: none"> CWMS reports quarterly to CMF 	CMF	ECan	<ul style="list-style-type: none"> CWMS reported to CMF 27 January 2017, focusing on zone committees and regional committee representation post-local body elections next report May 2017
4. Strategic assessment of the case for change in delivery of 3 Waters	May 2017	<ul style="list-style-type: none"> regional assessment of the case for change for 3 Waters using Investment Logic Mapping workshops facilitated by the CCC team by Dec 2016 final strategic assessment to go to CEMG for endorsement March 2017 final report to CEF April 2017 if a regional case for change is identified and agreed, develop business model options (with funding) to deliver desired results defer strategic assessment for Transport until at least Nov 2016 in light of findings to date from Water assessment and other related transport collaborative initiatives 	CEF / Hamish Dobbie	CCC	<ul style="list-style-type: none"> Council representatives appointed (July 2016) endorsement from CEMG 11 Oct 2016 reported to CEF 31 Oct 2016 reported to CEF 3 Feb 2017 agenda item 15
Minor to mid-sized initiatives					
5. Stormwater management planning and consenting	Ongoing	<ul style="list-style-type: none"> CEF established a regional stormwater forum in 2014 to improve environmental and community outcomes from urban stormwater network discharges 	CEF	Regional Stormwater Forum	<ul style="list-style-type: none"> reported to CEF 31 Oct 2016 reported 24 Feb 2017
6. Canterbury drinking water	Feb 2017	<ul style="list-style-type: none"> in response to the Havelock North drinking water contamination incident: report on the vulnerability of drinking water supply in Canterbury, note contingency plans and recommend any amendments to current practice as may be required 	CEF	Bill Bayfield	<ul style="list-style-type: none"> interim report to CEF 31 Oct 2016 progress report to CEF 3 Feb 2017 final report to CMF due 26 May 2017 agenda item 6
7. Valuation and rating services	Mar 2017	<ul style="list-style-type: none"> establish a valuation and rating programme management group to develop and lead a programme of work to further evaluate opportunities for shared valuation and rating services and progress them 	CEF	David Ward / Bede Carran	<ul style="list-style-type: none"> initial investigation (Ernst & Young) reported to CEF 29 August 2016 and funding approved for stage 2 reported to CEF 31 Oct 2016 – on track reported to CEF 3 Feb 2017 – on track agenda item 12
8. Long-Term Plan working group	Jun 2018	<ul style="list-style-type: none"> identify opportunities to work together in developing 2018–28 Long-Term Plans (e.g. population analysis, infrastructure strategies, financial strategies, levels of service, consistency of presentation) – building on collaboration on 2015–25 LTPs 	CPF	David Ward	<ul style="list-style-type: none"> working group met 22 Nov 2016 and reported progress to CPF 2 Dec 2016 reported to CEF 3 Feb 2017 – on track agenda item 14
9. Health and safety collaboration	Feb 2017	<ul style="list-style-type: none"> re-constitute the ‘virtual team’ as a regional working group reporting to CEF the existing team to prepare terms of reference for consideration by CEF 	CEF	David Ward	<ul style="list-style-type: none"> interim report to CEF 31 Oct 2016 ToR agreed by CEF 3 Feb 2017 agenda item 13

WHAT	WHEN	TASK	SPONSOR	LEAD	STATUS / NEXT STEPS
10. Natural hazard risk management	Ongoing	<ul style="list-style-type: none"> monitor natural hazards management reform (including climate change impacts, mitigation and adaptation) and possible emergence of an NPS in 2018 prioritise tasks and project leads by Dec 2016 and report progress by May 2017 report annually to CEF 	CEF	Bill Bayfield	<ul style="list-style-type: none"> regional approach to risk signed off by all councils in May 2016 agenda item 11
11. Contaminated land shared services	Ongoing	<ul style="list-style-type: none"> deliver contaminated land technical support shared services to all councils monitor development of NES report progress by May 2017 	CPF	Bill Bayfield	<ul style="list-style-type: none"> funding model likely to be reviewed as a result of report to CEAG Oct 2016 ECan submitted on the draft NES 14 Oct 2016
12. Canterbury Economic Development Co. Ltd	Feb 2017	<ul style="list-style-type: none"> review whether this council-controlled organisation as currently structured is fit for purpose and whether it should be wound up and removed from the Companies Register 	CEF	Bede Carran	<ul style="list-style-type: none"> CEF discussed 29 August 2016 discussed with Directors Oct 2016 reported to CEF 31 Oct 2016 agreed by CMF 24 Feb 2017 application made to the Registrar of Companies for its removal from the Register.
13. Procurement of business inputs, e.g. insurance, digital transformation and 'infrastructure as a service'	August 2016	<ul style="list-style-type: none"> identify shared insurance/brokerage options commission a technology working group with Spark, CCL and Revera and refine terms of reference to scope opportunities for a collaborative platform (mobility, networking, cloud services, service management, technology leadership) to deliver better local services ('infrastructure as a service') 	CEF CEF	Jim Palmer Hamish Dobbie	<ul style="list-style-type: none"> awaiting outcome of LGNZ review of risk management and insurance arrangements technology working group met to agree terms of reference 7 Oct 2016 reported to CEF 31 Oct 2016
14. Build on Canterbury Maps shared service	Ongoing	<ul style="list-style-type: none"> continue bi-annual survey to inform future development and improvements from users improve data sharing and update methods for TAs and other partners contributing data to combined datasets build of 3D tools to enhance user experience by September 2017 build an all-of-Canterbury e-Plan application to include all regional and district plans build property search tool – phase II by June 2017 identify and develop TA-specific applications 	CEF	Bill Bayfield	<ul style="list-style-type: none"> 3-year work programme approved by regional CIOs (reviewed annually) and budget approved by regional CFOs training and support for councils in progress new website work programme completed (contains district council functionality) new launch of mobile application completed Property Search tool – first phase complete
15. Engineering services and common standards	Ongoing	<ul style="list-style-type: none"> investigate opportunities to increase consistency of engineering standards across the region (Engineering Codes of Practice), in order to: <ul style="list-style-type: none"> improve consistency across the region, particularly in relation to subdivisions help contain contract prices (more consistent specifications aid designers and contractors) reduce administrative effort/cost of maintaining the standards share knowledge, systems and resources between councils. 	CEF	Wayne Barnett / CEMG	<ul style="list-style-type: none"> CEMG discussed 11 Oct 2016
16. Building control and regulatory co-ordination	Ongoing	<ul style="list-style-type: none"> investigate and progress joint processing and shared resourcing standards, and shared regulatory provision (including food and alcohol licensing) 	CEF	Hamish Dobbie / Andrew Dalziel	<ul style="list-style-type: none"> this is being progressed in the north and south of the region, with MBIE
Completed items					
17. Collaboration working group		<ul style="list-style-type: none"> identify a project sponsor and project team, and commission this work develop a framework for deciding what to work together on, when and why – and for evaluating the costs and benefits of joint initiatives pre- and post-project clarify the process for deciding what to make joint submissions on review the 3-year work programme and scope likely costs and potential sources of funding and report back to CEF by March 2017 develop a formula for a fair apportionment of costs across councils for consideration by the CEF 	CEF	Bill Bayfield	<ul style="list-style-type: none"> working group identified Sep 2016 draft report presented to CEF 31 Oct 2016 – referred to CPF meeting 2 Dec 2016 for discussion and feedback to CEF meeting on 3 Feb 2017 endorsed by CMF 24 Feb 2017 complete

Chief Executives Forum

Item 6

Date: 8 May 2017

Presented by: Bill Bayfield

Canterbury Drinking Water Reference Group

Purpose

The purpose of this paper is to provide the draft final report regarding work undertaken by the Canterbury Drinking Water Reference Group (CDWRG).

Recommendations

That the Chief Executives Forum:

- 1 **note and receive** the draft final CDWRG report
- 2 **affirm** the suggested future actions
- 3 **agree** the draft report meets the expectations of the Chief Executives Forum and can be finalised and progressed to the Canterbury Mayoral Forum for its 26 May meeting.

Background

- 1 In light of the Government Inquiry into Havelock North Drinking Water, the Chief Executives Forum sought to have a short-life Canterbury Drinking Water Reference Group created. The Reference Group was tasked with reporting on the vulnerability of drinking water supply in Canterbury, noting contingency plans and recommending any amendments to current practice as may be required.
- 2 In particular, the Reference Group was to:
 - review compliance in the Canterbury region with current regulation
 - identify high-risk drinking water supplies, alongside current measures/plans to mitigate or eliminate these risks
 - review contingency planning and preparedness for contamination response
 - review and develop recommendations on any other measures that may be required to ensure the security of drinking water supplies, including any associated costs of such measures
 - develop a strategy if Canterbury councils are asked for information through the Havelock North Inquiry process.

Membership

- 3 The Reference Group comprised representatives from Environment Canterbury, all Canterbury councils and the CDHB Medical Officer of Health. Council representatives

included water supply engineers, consents officers and water scientists. Appendix A provides a summary of the roles and responsibilities for each partner agency.

Progress Milestones

- 4 The Reference Group members shared information and provided key contributions to pre-meeting agendas and draft reports utilising email.
- 5 Three meetings have taken place since the formation of the Reference Group, on 7 and 14 October and 7 November 2016. A final meeting to review the contingency principles is being sought in May, if diaries allow. The purpose of the meeting would be to finalise the contingency plan and affirm a prioritised list of high risk Drinking Water supplies.
- 6 The first meeting clarified that the group's focus was primarily on quality of drinking water. Water quantity was discussed, and given the timeframe for the work, the group agreed that water quantity issues would be limited to recommendations for future work. The Terms of Reference were also affirmed (Appendix B).
- 7 An overview of current regulation throughout the region was collated. It was affirmed that all councils and authorities comply with the current regulations. Attention to some details, e.g. consenting across authorities, can be improved.
- 8 Each Territorial Authority provided exemplars of their contingency plans to share across the region for learnings; it was agreed that regular sharing would enable the creation of best practice approaches.
- 9 The CDHB representatives compiled a Summary Table for Status of Drinking-Water Supplies (Appendix C) that identified the status of the drinking water supplies by territorial authority; this can be used to progress a refined priority list of high-risk drinking water supplies.
- 10 Environment Canterbury reviewed its progress against the Drinking Water targets within the Canterbury Water Management Strategy and determined areas where further enhancements could be made.
- 11 A contingency planning workshop was held, enabling the preparation of a draft set of principles (Appendix D). It was affirmed that regular cross-region meetings to revitalise the summary table of drinking water supplies, alongside updating practices and contingency planning, would contribute to a best practice approach. Initial frequency to be quarterly with reduction to 6-monthly once completion of key actions and the Havelock North Inquiry are complete.
- 12 It was agreed that communication between agencies was vital to ensuring the accurate and timely exchange of information. A copy of a Drinking Water Advisory Communication Toolbox from the United States Environmental Protection Agency and other public health and drinking water agencies was shared with the Reference Group to assist with providing a protocol and practical toolbox for communicating with stakeholders and the public about water advisories.
- 13 The Government Inquiry into Havelock North Drinking Water was to have two stages, with Stage 1 being completed by 31 March 2017. However, the Inquiry was extended

with Stage 1 scheduled to be concluded by 12 May and Stage 2 by 8 December 2017. It is worth noting that Stage 1 will address matters relating directly to the Havelock North water contamination incident and the response to that incident. It will include findings of fact and fault. Following Cabinet approval, Stage 1 is now due to be reported back to the Attorney-General by 12 May 2017.

- 14 Stage 2 will address systemic issues and provide recommendations about managing water supply across New Zealand. It will examine the existing statutory and regulatory regimes involved in delivering drinking-water to see if improvements can be made. Stage 2 of the Inquiry is now due to be reported back to the Attorney-General by 8 December 2017.
- 15 It is anticipated that Stage 2 recommendations will inform future policy options across councils throughout New Zealand. An opportunity for the group to comment or provide submissions is likely during or after Stage 2.

Suggested Future Actions

- 16 Retain the CDWRG to complete the following:
 - generate a final, best practice contingency plan for use in emergency or other contamination events
 - revisit the high-risk Drinking Water register to reduce at risk supplies and to ensure best practices approaches are used at all times
 - review and, if appropriate, draft a submission/response to the Government's Inquiry into Havelock North Drinking Water, once available
 - refine the minor improvements in regulatory compliance actions across councils
 - provide an annual update on the status of Drinking Water supplies and their cross-organisational management to the Chief Executive Forum and Canterbury Mayoral Forum.

Appendix A

Roles and responsibilities

The District Health Board, territorial authority and regional council each have a responsibility for protecting community drinking water supplies.

Regional councils ensure quality at source (in/on the ground) and monitor/test to understand the region's water. The regional council issues consents for water takes based on the impact, and must comply with the National Environmental Standards for Sources of Human Drinking Water. Environment Canterbury administers the statutory framework for sources of drinking water through the Land and Water Regional Plan and the Regional Policy Statement. Environment Canterbury policies restrict activities over areas where water is directly extracted or is recharging.

Territorial authorities are responsible for water quality supply, including storage and distribution, management of network/infrastructure, managing the treatment regime as required, testing and monitoring for consumption, risk management, response plans for each supply, and alert consumers and health authorities in the unlikely event of contamination.

District health boards oversee the impact of water quality on public health and assess suppliers' compliance with standards and legislation, assess suppliers' water safety plans for approval and implementation, support suppliers to improve water quality, enforce Health Act provisions, receive and follow up disease notifications, investigate disease outbreaks, and work with suppliers to inform consumers of any risk to health.



Appendix B

Canterbury Drinking Water Reference Group (Terms of Reference)

Purpose

In light of the Government Inquiry into Havelock North Drinking Water, the Chief Executives Forum sought to have a short-life Canterbury Drinking Water Reference Group created. The Reference Group is to report on the vulnerability of drinking water supply in Canterbury, note contingency plans and recommend any amendments to current practice as may be required.

In particular, there is a need to:

- (1) Review compliance in the Canterbury region with current regulation;
- (2) Identify high-risk drinking water supplies, alongside current measures/plans to mitigate or eliminate these risks;
- (3) Review contingency planning and preparedness for contamination response;
- (4) Review and develop recommendations on any other measures that may be required to ensure the security of drinking water supplies, including any associated costs of such measures; and
- (5) Develop a strategy if Canterbury councils are asked for information through the Havelock North Inquiry process.

Membership

The reference group will comprise representatives from:

- Environment Canterbury
- Canterbury councils
- Canterbury District Health Board, Medical Officer

Reporting & Timelines

Meeting frequency will be determined by the Reference Group and reporting dates are:

- 31 October Report to Chief Executives Forum
- 25 November Report to Mayoral Forum
- 24 February Substantive report to Mayoral Forum
(timeline shifted by agreement)

Appendix C

Summary Table for Status of Drinking-Water Supplies, by TLA (based on compliance data for 1 July 2015 – 30 June 2016)

(still being finalised)

District	Number of supplies	Bacterial compliance of Distribution zones	Protozoa compliance		Disinfection barrier (in place, not necessarily part of compliance)	Chemical comments	WSP approved	Comments	Key Private supplies & issues
			Treatment	Secure GW					
Ashburton	12	11/12 compliant	0 ¹	7	12	4 supplies have P2 of nitrate	6/12	¹ 2 supplies confirmed as RADWS UV installed at some plants but not demonstrating compliance	Highbank: Nitrate issues, UV barrier but not protozoa compliant Lyndhurst (SGW but no DZ testing)
Christchurch	12	16/17 compliant	0 ¹	4	4	Nitrate in Northwest Chch lead to Wrights Rd bores now off line	12/12	¹ Number of BP supplies have upgraded but not demonstrating compliance	Okains Bay (no barriers) Chch Hospital and PMH on own supplies

District	Number of supplies	Bacterial compliance of Distribution zones	Protozoa compliance		Disinfection barrier (in place, not necessarily part of compliance)	Chemical comments	WSP approved	Comments	Key Private supplies & issues
									Chch Int. Airport Ltd
Hurunui	19	15/20 compliant	0	4	15		15/19	Cyanobacteria management plan needed for surface supplies linked to rivers that experience algal blooms Hanmer Springs – treatment is capable of compliance (technical issues)	Mt Lyford Village (no barriers). Submitted WSP but not approved.
Kaikoura	5	2/8 ¹ compliant	0	1	5		5/8	¹ Three supplies assessed under S10 of DWS did not comply Several KDC supplies damaged (source and reticulation issues) following earthquake(s)	

District	Number of supplies	Bacterial compliance of Distribution zones	Protozoa compliance		Disinfection barrier (in place, not necessarily part of compliance)	Chemical comments	WSP approved	Comments	Key Private supplies & issues
Mackenzie	5	5/6 compliant	0 ¹	0	4/5		3/5	¹ Twizel and Tekapo upgraded but not demonstrating compliance	
Selwyn	27	23/27	0 ¹	10	9/27	Nitrate as a P2 in four supplies	27/27	¹ Validated UV installed at some plants but not demonstrating compliance	
Timaru	14	19/20	3	0	14/14	Nitrate as P2 for 1 supply	12/14	one supply on permanent BWN	
Waimakariri	16	17/17	0	6	9/16	Nitrate as a P2 for 1 supply	15/16		
Waimate	7	5/7	0	2	7/7		4/7	Otaio/Makakihi now provisional SGW. Treatment issues hindering treatment upgrades at Hook/Waituna and Lower Waihao	Hakataramea Valley Rural. Non-compliant bacterial and protozoa.
Waitaki	17	20/25	2		11/17		7/17		

Appendix D

Contingency planning workshop draft set of principles

High level agreement:

- The lead agency in response to any drinking water incident will be the territorial authority responsible for the supply in question.
- In the event of an incident, other agencies will provide immediate support.
- In the event of an incident, resources will be made available when possible without compromise to another water supply.
- In the event of an incident, key internal and external messages will be shared between agencies to ensure consistency.
- Environment Canterbury will bring the agencies together at six-monthly intervals to keep inventories, knowledge and relationships up-to-date.

Chief Executives Forum

Item 7

Date: 8 May 2017

Presented by: David Ward

Canterbury Corporate Forum terms of reference

Purpose

This paper presents draft Terms of Reference for the new Canterbury Corporate Forum.

Recommendations

That the Chief Executives Forum:

- 1 agree that membership of the Canterbury Corporate Forum is reviewed to ensure more equitability across the interests of the three member groups
- 2 agree the Terms of Reference for the Canterbury Corporate Forum.

Background

- 1 On 29 August 2016, Chief Executives requested an overview of regional forums and working groups. This work identified potential duplication and gaps, particularly in ensuring arrangements are in place to progress strategic issues.
- 2 On 31 October 2016, Chief Executives agreed that a sub-group comprising Bill Bayfield, Karleen Edwards and Hamish Dobbie look further into the findings of this work. On 3 February 2017, Chief Executives agreed that new arrangements would be implemented and two new regional forums would form, overseen by Chief Executives.
- 3 Each Forum is led by a Chief Executive to promote alignment and co-ordination, avoid duplication, identify and address gaps, and provide a single point of contact. Chief Executives agreed on 3 February that Wayne Barnett (Mackenzie District Council) would lead the Operations Forum, and David Ward (Selwyn District Council) would lead the Corporate Forum. These forums will operate along the same lines as the existing Policy Forum, chaired by Bill Bayfield (Environment Canterbury).

Progress

- 4 On 1 May, the first meeting of the Canterbury Corporate Forum took place at Selwyn District Council, chaired by David Ward.
- 5 Chairs of the Finance Managers Group, Chief Information Officers Group and the Records and Information Management group gave background information on their groups – their purpose, membership, and current priorities.
- 6 The group discussed and agreed Terms of Reference, requesting a name change from the Finance Forum (originally proposed by Chief Executives) to Canterbury Corporate Forum, to more accurately reflect the broader membership and interests of the group.
- 7 The group is an enabling group to allow the three chairs of the working groups to report their work programmes and progress so that it is visible to Chief Executives, and to the

Canterbury Mayoral Forum, and to ensure alignment between Chief Executive and Canterbury Mayoral Forum work programmes. The group will also identify emerging issues, risks, limitations and/or barriers that may be raised with Chief Executives. The group agreed that one of their aims was to identify best practice to allow businesses to grow and develop.

- 8 It was noted that eight out of ten attendees were also members of the Finance Managers Group. A review of membership would ensure more equitable focus between the interests of three working groups. This could be achieved by expanding membership to a minimum of three people from each working group (including the Chair), while ensuring representation from all Canterbury councils.
- 9 The amended Terms of Reference are appended for Chief Executives' agreement (Appendix A).

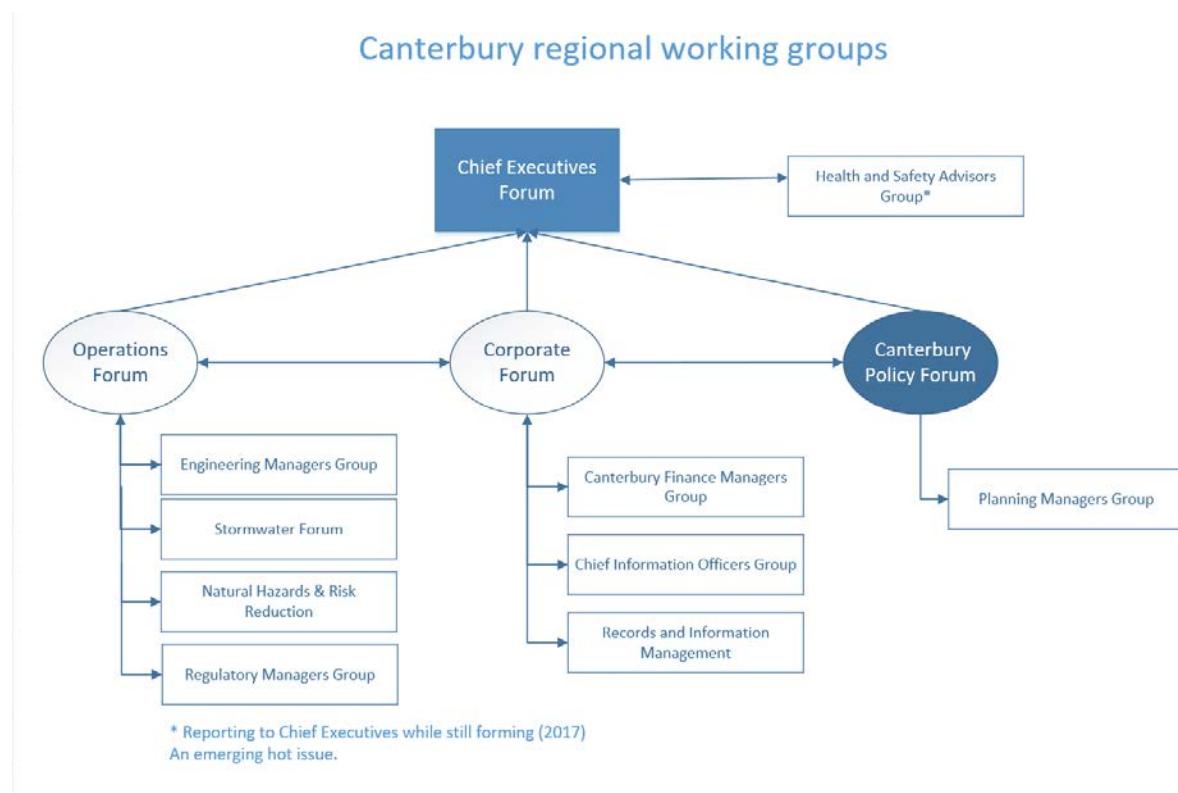
Appendix A

Draft Terms of Reference Canterbury Corporate Forum

As agreed by the Chief Executives Forum on **xxxxxx**

Background and purpose

1. The Chief Executives Forum, with Mayoral Forum endorsement, agreed to the formation of the Canterbury Operations Forum and Canterbury Corporate Forum in March 2017.
2. These 'overarching' Forums operate along the same lines as the Canterbury Policy Forum and are led by a Chief Executive to promote alignment and co-ordination, avoid duplication, identify and address gaps, and provide a single point of contact.



Scope

3. Matters subject to the Corporate Forum's consideration will include:
 - alignment of corporate working groups' work programmes with Chief Executives priorities and work programme
 - alignment of long term permanent corporate working groups with the work of short term issues focussed groups
 - identification of emerging issues, risks, limitations and/or barriers.

Membership and operation of the Forum

4. The Corporate Forum is chaired by a Chief Executive who is appointed by the Chief Executives Forum.
5. The chairs and key staff from corporate working groups will be members of the Forum.
6. At the time of formation of the Corporate Forum, the following related working groups are in existence:
 - Canterbury Finance Managers Group
 - Chief Information Officers Group
 - Records and Information Management group
7. Existing terms of reference for working groups will be reviewed and agreed by Chief Executives in light of the formation of the Corporate Forum and new planning and reporting requirements.
8. At the request of Chief Executives, more corporate related working groups may be formed over time. Their chairs and other key staff will become members of the Corporate Forum. Chairs of new working groups will prepare terms of reference which will be approved by Chief Executives.
9. The Corporate Forum should meet in person at least quarterly to,
 - identify emerging issues
 - align corporate working groups' work programmes with Chief Executives priorities and work programme
 - ensure alignment between working group work programmes and the work of special issue groups
 - report progress on working group work programme items, and review where necessary
 - allocate responsibility for items in the work programme.
10. The Corporate Forum should also maintain regular electronic exchanges to consider issues and monitor progress and to exchange ideas,
11. Annually the region's Chief Executives Forum shall appoint a Chair from its membership to be the Chair of the Corporate Forum. The Chair is eligible for reappointment.
12. The Corporate Forum Chair shall report six-monthly to Chief Executives on performance of member groups.
13. Records will be kept of agendas, minutes and correspondence pertaining to the group.

14. Support for the Forum will be provided by the regional forum secretariat.¹

²Decision Making and Representation

15. The Corporate Forum will seek to make decisions by consensus. Issues can be forwarded to the Chief Executives Forum if consensus cannot be reached on significant issues.

Changes to the Terms of Reference

16. The Corporate Forum may recommend changes to the Terms of Reference to the Chief Executives Forum.

17. The Terms of Reference will be reviewed three-yearly by the Chief Executives Forum.

¹ This is not factored into the capacity of the current secretariat, and therefore the associated workload will need to be monitored and evaluated.

Chief Executives Forum

Item 8

Date: 8 May 2017

Presented by: Wayne Barnett

Canterbury Operations Forum terms of reference

Purpose

This paper presents draft Terms of Reference for the new Canterbury Operations Forum.

Recommendations

That the Chief Executives Forum:

- 1 agree the Terms of Reference for the Canterbury Operations Forum.

Background

- 1 On 29 August 2016, Chief Executives requested an overview of regional forums and working groups. This work identified potential duplication and gaps, particularly in ensuring arrangements are in place to progress strategic issues.
- 2 On 31 October 2016, Chief Executives agreed that a sub-group comprising Bill Bayfield, Karleen Edwards and Hamish Dobbie look further into the findings of this work. On 3 February 2017, Chief Executives agreed that new arrangements would be implemented and two new regional forums would form, overseen by Chief Executives.
- 3 Each Forum is led by a Chief Executive to promote alignment and co-ordination, avoid duplication, identify and address gaps, and provide a single point of contact. Chief Executives agreed on 3 February, that Wayne Barnett (Mackenzie District Council) would lead the Operations Forum, and David Ward (Selwyn District Council) would lead the Finance Forum. These forums will operate along the same lines as the existing Policy Forum, chaired by Bill Bayfield (Environment Canterbury).

Progress

- 4 On 1 May, the first meeting of the Canterbury Operations Forum took place at Selwyn District Council, chaired by Wayne Barnett.
- 5 Chairs of the Natural Hazards and Risk Reduction group, the Regional Stormwater Forum and Regulatory Managers Group gave background information on their groups – their purpose, membership, and current priorities. Murray Washington gave a report on the Engineering Managers Group in the absence of their Chair, Ashley Harper, who is on annual leave.
- 6 The group discussed and agreed Terms of Reference for Chief Executives agreement (Appendix A). Members wished to include reference to collaboration activities and decision making around where, why, how and for what cost, collaborative work is undertaken regionally. (Para. 9, second bullet point added to draft Terms of Reference)

Appendix A

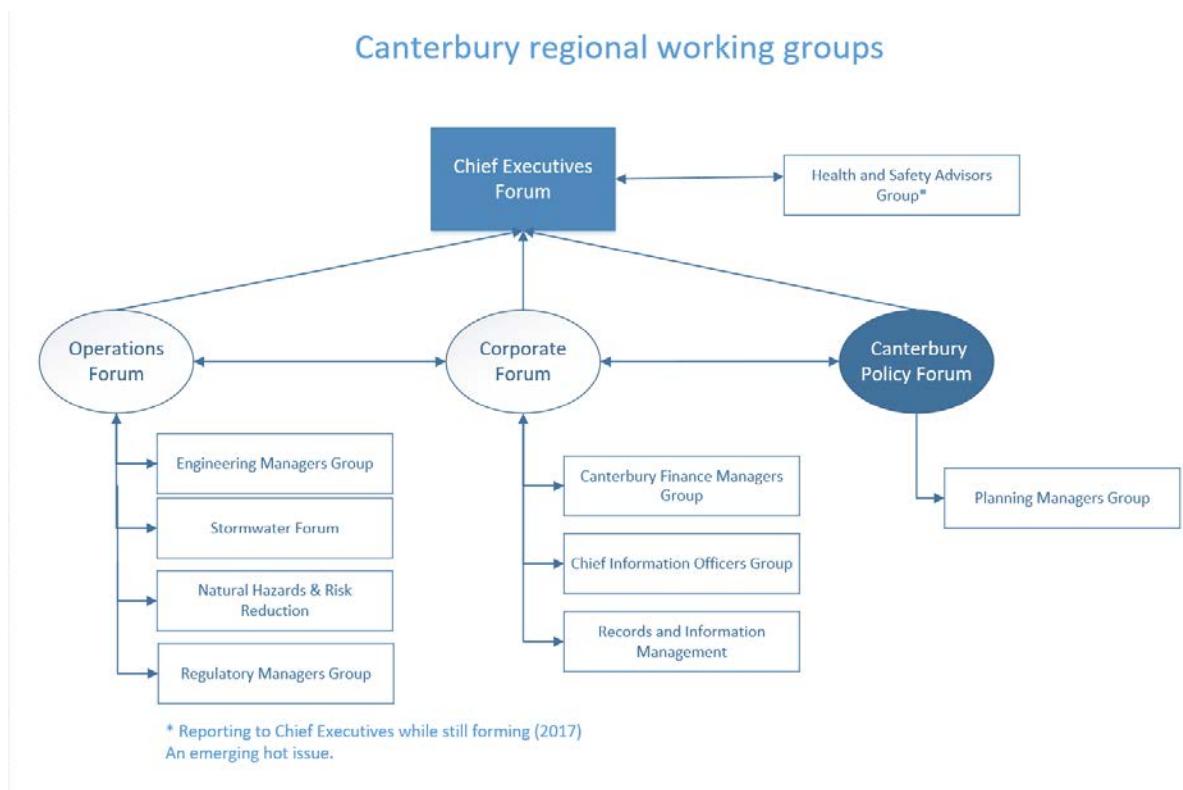
Draft Terms of Reference

Canterbury Operations Forum

As agreed by the Chief Executives Forum on **xxxxxx**

Background and purpose

1. The Chief Executives Forum, with Mayoral Forum endorsement, agreed to the formation of the Canterbury Operations Forum and Canterbury Finance Forum in March 2017.
2. These 'overarching' Forums operate along the same lines as the Canterbury Policy Forum and are led by a Chief Executive to promote alignment and co-ordination, avoid duplication, identify and address gaps, and provide a single point of contact.



Scope

3. Matters subject to the Operations Forum's consideration will include:
 - alignment of operational working groups' work programmes with Chief Executives priorities and work programme
 - alignment of long term permanent operational working groups with the work of short term issues focussed groups
 - identification of emerging issues, risks, limitations and/or barriers.

Membership and operation of the Forum

4. The Operations Forum is chaired by a Chief Executive who is appointed by the Chief Executives Forum.
5. The chairs and key staff from operational working groups will be members of the Forum.
6. At the time of formation of the Operations Forum, the following operational working groups are in existence:
 - Canterbury Engineering Managers Group
 - Regional Stormwater Forum
 - Natural Hazards and Risk Reduction Group
7. Existing terms of reference for working groups will be reviewed and agreed by Chief Executives in light of the formation of the Operations Forum and new planning and reporting requirements.
8. At the request of Chief Executives, more operational working groups may be formed over time. Their chairs and other key staff will become members of the Operations Forum. Chairs of new working groups will prepare terms of reference which will be approved by Chief Executives.
9. The Operations Forum should meet in person at least quarterly to,
 - identify emerging issues and
 - assess emerging issues regarding potential regional collaboration activities
 - align operational working groups' work programmes with Chief Executives priorities and work programme
 - ensure alignment between working group work programmes and the work of special issue groups
 - report progress on working group work programme items, and review where necessary
 - allocate responsibility for items in the work programme.
10. The Operations Forum should also maintain regular electronic exchanges to consider issues and monitor progress and to exchange ideas,
11. Annually the region's Chief Executives Forum shall appoint a Chair from its membership to be the Chair of the Operations Forum. The Chair is eligible for reappointment.
12. The Operations Forum Chair shall report six-monthly to Chief Executives on performance of member groups.
13. Records will be kept of agendas, minutes and correspondence pertaining to the group.

14. Support for the Forum will be provided by the regional forum secretariat¹.

Decision Making and Representation

15. The Operations Forum will seek to make decisions by consensus. Issues can be forwarded to the Chief Executives Forum if consensus cannot be reached on significant issues.

Changes to the Terms of Reference

16. The Operations Forum may recommend changes to the Terms of Reference to the Chief Executives Forum.

17. The Terms of Reference will be reviewed three-yearly by the Chief Executives Forum.

¹ This is not factored into the capacity of the current secretariat, and therefore the associated workload will need to be monitored and evaluated.

Chief Executives Forum

Item 9

Date: 8 May 2017

Presented by: Jim Palmer

Ngāi Tahu Takutai Moana Application

Purpose

This paper provides information about Ngāi Tahu's recent notification to councils regarding the Marine and Coastal Area (Takutai Moana) Act.

Recommendations

That the Chief Executives Forum:

- 1 **discuss** the implications of the notification for councils.

Background

- 1 The Marine and Coastal Area (Takutai Moana) Act 2011 acknowledges the importance of the marine and coastal area to all New Zealanders and provides for the recognition of the customary rights of iwi, hapū and whānau in the common marine and coastal area. Public access to the common marine and coastal area is guaranteed by the Act.
- 2 Local authorities have special responsibilities to groups that hold customary interests under the Marine and Coastal Area (Takutai Moana) Act 2011. Detailed information for local authorities about their responsibilities under the Act is available on the Ministry of Justice website: <https://www.justice.govt.nz/maori-land-treaty/marine-and-coastal-area/information-for-local-authorities/>
- 3 Several Canterbury councils recently received notice of a holding action from Ngāi Tahu of an application to the High Court relating to foreshore legislation under the Marine and Coastal Area (Takutai Moana) Act.
- 4 On 7 April 2017, Ronnie Cooper (Te Rūnanga o Ngāi Tahu) updated the Canterbury Policy Forum on the Ngāi Tahu application and provided the following information:
 - the deadline for applications expired on 3 April 2017
 - it is a requirement that notice be served on all councils with responsibilities in marine and coastal areas
 - Ngāi Tahu expects the process to formally commence in approximately six months' time
 - consultation will take place with Papatipu Rūnanga, landowners, councils, etc., in due course.

Chief Executives Forum

Item 11

Date: 8 May 2017

Presented by: Sam Elder

Update from the Natural Hazards Risk Reduction working group

Recommendations

That the Chief Executives Forum

- 1 receive this progress report from the Natural Hazards Risk Reduction working group
- 2 support the ongoing work of the working group in the implementation of the above work programme
- 3 note that the group will evaluate the delivery model of the work programme in the coming month and look at ways to ensure the successful ongoing delivery of milestones.

Background

1. The Chief Executive Forum signed off the *Regional Approach to Managing Natural Hazard Risk* on 30 May 2016. At this meeting it was agreed that the working group would report back in one year.
2. The *Regional Approach to Managing Natural Hazard Risk* was developed in response to the Canterbury Earthquakes Royal Commission of Inquiry's Report and meets an objective of the Canterbury Civil Defence Emergency Management Group Plan.
3. The regional approach follows a collaborative model by sharing resources and experiences to maximise value for money and project outcomes. Longer term, it aims to achieve agreed ways of working so that industry, developers and the community experience consistency in the way natural hazard risk is managed.

Update on the work programme

4. The Canterbury Planning Managers Forum noted that councils appear to be struggling with resourcing to deliver the milestones contained in the agreed work programme, and that the work would have the greatest value if it was of a high standard. They suggested that the working group prioritise fewer milestones but ensure that all work completed is robust and of a high standard. This was supported by Chief Executives in May 2016.
5. This advice was taken on board and the working group prioritised the milestones with feedback from staff across all the councils. Four milestones were considered to be highest priority and the progress on these is summarised in Table 1. The full work programme is included as Attachment 1.

6. Progress on the prioritised work programme was delayed due to the North Canterbury earthquakes. This delay is likely to be ongoing due to continued pressure on key working group staff.
7. The work programme will be re-evaluated later this year to ensure the priorities are still relevant. As part of this we will consider whether there is adequate resourcing and support for each milestone or alternatively how this could be better achieved.

Table 1: Update on priority milestones

Milestone	Status	Next steps
1 – Undertake a stocktake of organisations and their roles and responsibilities	Graduate has conducted interviews and compiled into report. Needs checking for completeness and peer reviewing.	ECan staff to review initially and send around the working group for comment.
6 – Assess various LIR / LIM / PIM / relevant notices wording and processes that are used throughout the region and why	Has been delayed due to staff being tied up with earthquake.	Priority will be reviewed with review of work programme.
10 – Conduct a stocktake of research	570 reports now included in database. Summaries completed for majority of reports from 1990 onwards. Currently in spreadsheet.	Looking at ways to house the database on web so it can be easily searched and maintained.
17 – Investigate alternative methods and theories of communicating and engaging	Student engaged by CDEM to establish best practice for engagement when discussing risk and hazard in a community. Due to a lack of case studies a template was developed for Local Govt.	Collect case studies to develop a body of evidence for best practice.

Regional approach and the North Canterbury earthquake

8. One of the key outcomes of the regional approach is stronger relationships and an improved way of working together. The process of setting a regional work programme has meant staff have a greater understanding of the roles of their peers and the pressures faced by differing communities. Additionally staff have a broader network of support to call on. These relationships were of significant benefit through the North Canterbury earthquakes which put many staff under pressure.
9. Through the recovery period there has been an extensive use of science to help understand the hazard. The science was largely coordinated and collaborative. There was also a big push to ensure that the science produced was fit for purpose and that two projects were not trying to achieve similar outcomes. This has, and will continue to, provide a strong scientific base to decision making and discussions on risk.
10. The Regional Approach framework is also able to house ongoing work, research and learnings which can be shared regionally.

Next Steps

11. The working group will continue to meet as required to progress the work programme.
12. Members of the working group will check in with senior managers to ensure there are no impediments in achieving the work programme.
13. A further progress report will be provided to this forum in one year's time (or sooner if requested) with a report to the Canterbury Operations Forum in the interim.

Milestone	Priority	By who	2016						2017						2018						Status											
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
1	High	ECan																								Underway. Graduate has conducted interviews and compiled into report. Needs checking for completeness and peer reviewing. Document will need synthesising.						
			a Survey of staff (internal and external)																													
			b Working document finalised and circulated for review																													
2	Medium	Consultant																									Dependent of completion of milestone 1 - possible completion next financial year.					
			a Engage consultant																													
			b Drafting of report																													
3	Low	CDEM																								Pending completion of higher priority milestones						
4	Medium	Waimakariri DC / ECan																									Awaiting completion of other priority work.					
5	Med-High	Hurunui DC / ECan																								To use GNS work as a start. Currently on hold due to earthquake and other priorities.						
6	High	Hurunui DC / Selwyn DC / ECan																								On-hold due to earthquake and other priorities. Likely to commence next financial year.						
7	On-hold																									Waiting for ePlan implementation.						
8	On-hold	Kaikōura DC																								Pending completion of higher priority milestones						
9	Ongoing																															
10	High	ECan / CCC	Conduct a stocktake of research																							570 reports now included in database. Summaries completed for majority of reports from 1990 onwards. Currently looking at how to make this more searchable and assessable.						
			a stocktake of research is prepared																													
			b document reviewed by senior person																													
11	On-hold																									Pending completion of higher priority milestones						
12	Low	ECan / CCC																								Pending completion of higher priority milestones						
13	On-hold																									Pending completion of higher priority milestones						
14	Medium																									Pending completion of higher priority milestones						
15	High	ECan																								Ongoing and underway.						
16	High	CDEM / CCC / ECan																								The work underway on milestone 17 will feed into this guide. No specific work commissioned.						
17	High	CDEM	Investigate alternative methods and theories of communicating and engaging																							Student engaged to complete research. Established that little had been documented and looking at finding better ways to capture this information as part of PhD. CCC liquefaction project and learnings are feeding into this milestone.						
			a Student to research existing communication campaigns on "risk" and why they were successful																													
			b Consultant to review and put together a toolbox of different techniques for communicating risk																													

Chief Executives Forum

Item 12

Date: 8 May 2017

Presented by: David Ward, Chief Executive, Selwyn District Council

Valuation and rating platform investigation

Purpose

This paper updates colleagues on activities in the valuation and rating programme and informs the Forum of an investigation to be undertaken that will look in detail at technological opportunities for the development of a regional valuation and rating platform.

Recommendations

That the Chief Executives Forum:

- 1 **note** previous progress reports to the Forum on the valuation and rating improvement programme that has been underway since late 2015
- 2 **note** the progress that has been made by the Canterbury Rating Officers Group progressing the valuation and rating learning hub
- 3 **note** the potential for future collaboration opportunities such as a shared service centre, a centre of excellence and ultimately a councils controlled vehicle for valuations and rating, as identified in the EY report of 2016
- 4 **note** the proposal for a detailed investigation into technological solutions for a regional valuation and rating platform.

Key points

- 1 The Forum-endorsed programme of 15 valuation and rating initiatives identified in mid-2016 by the Ernst & Young (EY) report is well in hand. A Canterbury Rating Officers Group is now established with good levels of engagement and attendance and is progressing many of the suggestions in the EY report, with a particular focus on knowledge sharing, legal advice, best practices and process improvement.
- 2 A technology work stream was also identified in the EY report of 2016 with the purpose of exploring opportunities for enhanced collaboration across valuation and rating functions through technology. This work is to be progressed shortly.
- 3 A Request for Proposal will be given to a group of five selected tenderers seeking proposals for the completion of a single stage indicative business case. This will present strategic, economic, commercial, financial and management cases for a technological solution to deliver valuation and rating capability with flexibility in scale, functionality and pace of roll-out that suits individual council needs over time.
- 4 Such a solution would target the realisation of the fundamental objectives for which this programme of work was conceived; namely to deliver cost-effective valuation and rating functions through enhanced capability, capacity, and compliance with reduced risk.

Background

4. Colleagues will recall that in late 2015 the Forum endorsed an investigation into opportunities for councils to work more closely to enhance our collective capability, capacity, compliance, risk management and cost-effectiveness of valuation and rating functions.
5. EY was subsequently engaged to complete the investigation and completed their report in May 2016, which was provided to the Forum in August 2016. In response to the findings and opportunities identified in the report, the Forum agreed to a programme of work to progress EY's recommendations.
6. Fifteen initiatives were identified and a number have already been completed or are underway. These include the establishment of a Rating Officers Group to provide a hub for learning and best practice. This group meets quarterly and has met twice so far with good attendance, a high level of engagement and a willingness to share ideas and practices.
7. Work ahead for this group includes developing a legal queries and solutions register, establishing a single source for legal advice, legal review of policies and resolution wording, process mapping, process improvement and performance measurement. The group is also identifying its own needs and is currently looking at remissions policies improvement opportunities and debt management practices.
8. In addition to the learning hub and associated initiatives characterised as 'quick wins, next steps and confidence builders' the EY report also identified 'future collaboration opportunities', which comprised three potential initiatives of a shared service centre, a centre of excellence and a council-controlled vehicle for valuations (and rating).
9. As a recent adjunct to the EY report, EY was asked to comment further on these 'future collaboration opportunities' with a view to establishing their feasibility and whether it was worth investing in their further development.
10. EY's advice was that solutions and capability exist in the market that would enable a gradual migration towards a single valuation and rating platform that could accommodate varying levels of appetite for changes to incumbent ERP systems.
11. This most recent report by EY provides confidence that technological solutions are in the market that in the near term can accommodate councils' varying desire and ability to migrate to new systems, while also offering the prospect over a longer term that such technology can be extended to keep up with the individual and collective desires of councils to buy into a cost-effective consolidated service.

Project objectives

12. EY identified that in the short term the platform could simply act as a central repository for valuation data, realising group procurement and data cleansing benefits initially, with data feeds to and from council legacy systems. Over time the platform could become more than this, realising further collaboration and scale benefits and possibly creating a migration pathway for councils as they depreciate out of current systems, if they wish to.
13. Accordingly the Steering Group proposes to commission a consulting firm with the requisite knowledge, skills and experience to conduct an in-depth investigation into the technological solution options for a consolidated valuation and rating platform. This would include consideration of the costs and benefits of varying degrees and rates of

adoption by individual councils so that the benefits of making progress are not dependent upon every council buying in to a solution from the start.

- 14 Fundamentally the work will identify implementable technology and transition options through a business case process to address the follow problem statements, formulated by the Steering Group from all the work and learnings to date.
 - There are multiple valuation and rating functions performed across Canterbury by each local authority that lead to a duplication of procurement processes, business processes and technology and result in unnecessary costs passed to Canterbury ratepayers.
 - Smaller councils have limited resources dedicated to valuation and rating processes, exposing them to revenue risks and the timely delivery, accuracy and statutory compliance of valuation and rating functions.
 - There are multiple valuation and rating business systems across Canterbury councils at varying levels of maturity and functionality, making the design and transition towards a single platform for all councils complex.
- 15 Clearly the scale of the benefits of solving these problems for each council will vary and potentially grow over time as councils move towards the end of the useful life of their current systems. This is the key driver for exploring scalable opportunities that accomodate the varied appetites for change and the pace of that change.
- 16 Such investment in business systems has a long lead time so this investigation should only be seen as the beginning of a potentially long term, gradual and evolutionary movement and not the precursor to a rapid and expensive migration in a year or two.

Project approach

- 17 It is proposed that the Steering Group approach five firms with a Request for Proposal (RFP). This RFP will outline the key objectives for the work based on the problem statements outlined above. It would also describe the deliverables required, which fundamentally would be a single stage business case that explores implementable technological solution options and identifies a preferred solution for the Forum and councils to consider.
- 18 The RFP will require the consultant to visit each council to gain an in-depth appreciation of each council's relevant business platforms and architectures so that options are realistic and acknowledge the local circumstances of each council. This will require colleagues' support and the co-operation of their people with the consultant. The nature of a business case also requires the involvement of key stakeholders and it is anticipated the consultant would use existing groups as a sounding board such as the steering group itself, the finance managers, the Chief Finance Officers and Chief Information Officers.
- 19 The business case would include strategic, economic, commercial, financial and management cases supporting the preferred 'solution'. Given the nature of the problem statements, it is not anticipated that the business case would recommend a preferred 'product' but rather a solution specification that could be appended to a Request for Tender as part of any future procurement process.
- 20 This will be an in-depth piece of work and a budget of up to \$80,000 has been allowed for it. This will be funded through Environment Canterbury initially and apportionments passed on to councils later in 2017/18 as part of the cost-share agreement for this programme. A report back to the Forum is anticipated in early 2018.

Finance Manager and Chief Information Officer views

- 21 Finance Managers and Chief Information Officers have been briefed on this proposal and have provided feedback that will be used to finalise the RFP document. Any further comments will be reported verbally at the meeting.

Next steps

- 22 Following any feedback from the Forum, the Steering Group will issue the RFP to the market with a view to commissioning the work by the end of 2017/18. It is anticipated that the work itself will be completed by Christmas 2017 and reported to the Chief Executives Forum at its first meeting of 2018.

Chief Executives Forum

Item 13

Date: 8 May 2017

Presented by: David Ward

Health and Safety Advisors Group update

Purpose

This paper provides an update on the Health and Safety Advisors Group.

Recommendations

That the Chief Executives Forum:

- 1 **note** the contents of this report.

Background

- 1 On 29 August 2016, Chief Executives agreed to reconstitute the ‘virtual’ health and safety team into a technical working group reporting to the Chief Executives Forum. The current virtual team was asked to develop terms of reference for the group and an outline of what the group would look like.
- 2 The virtual health and safety team met twice in late 2016 to discuss how the new group could most effectively achieve its goal to work together to improve provision of health and safety advice across Canterbury councils. They developed a draft terms of reference and standing agenda.
- 3 On 2 February 2017, Chief Executives agreed the terms of reference. This paper provides an update on the first meeting of the group.

Progress

- 4 The Health and Safety Advisors Group met for the first time on 6 March 2017 and has membership from all 11 Canterbury councils.
- 5 The philosophy for the Group is to work together to collectively learn, be able to collectively respond to health and safety issues, develop an enhanced health and safety culture, share ideas and reduce duplication.
- 6 The Group discussed and adopted the terms of reference that had been agreed by the Chief Executives Forum.
- 7 Group members discussed health and safety support within their respective councils and identified their current priorities. Group members were clear in their view that they wished the Group to be outcomes-focussed, delivering levels of achievement from a collaborative process that would not be attainable as readily if operating alone.
- 8 The Group discussed priority items during the 2017 calendar year, and concluded that the following themed activities would be the focus of the three meetings scheduled during 2017:

- communication, staff training/welfare, and reporting
 - currency of policies (incorporating best practice) and risk identification
 - volunteers, approved contractors.
- 9 The Group will be co-chaired by Matt Bennett (Environment Canterbury) and Chris Hewitt (Selwyn District Council) and will next meet on 12 June 2017. Meeting venues will alternate between Selwyn and Timaru District Councils.

Chief Executives Forum

Item 14

Date: 8 May 2017

Presented by: David Ward

Long-term plan working group update

Purpose

This paper provides an update on the Long-Term Plan Working Group.

Recommendations

That the Chief Executives Forum:

- 1 **note** the contents of this report.

Background

- 1 On 12 August 2016, the Policy Forum agreed to form a Long-Term Plan Working Group to identify opportunities for councils to work together in the development of Long-Term Plans (LTPs), infrastructure strategies and financial strategies.
- 2 This work builds on the initiatives of the 2015-25 LTP process where councils collaborated on population data, infrastructure strategies, service delivery reviews, and development of significance and engagement policies.

Update

- 3 The first meeting of the Long-Term Plan Working Group was attended by seven councils and Raymond Horan of SOLGM. Discussions included the potential for a joined-up approach to LTPs around the region, status reports, and options for moving forward.
- 4 The benefits of sharing resources and capacity were acknowledged, also the importance of early communication and engagement, and the need for consistency around performance measures. Engagement will also take place with Audit NZ and OAG, particularly around KPIs and section 17a statutory requirements.
- 5 The Group held its second meeting on 17 February 2017. Representatives from Selwyn, Waimakariri, Waimate, Timaru, Ashburton, Mackenzie, Waitaki and Christchurch attended, also Raymond Horan from SOLGM. Apologies were received from Hurunui, Kaikōura and Environment Canterbury.
- 6 The purpose of this meeting was to allow attendees to detail their current work programmes with respect to LTP compilation, discuss proposed timeframes, resourcing, likely key consultation items and best practice, and potential gaps in their processes.
- 7 The Group acknowledged the benefits of starting early with most identifying the need to get direction from executive teams and governing bodies in conjunction with this year's Annual Plan strategy. Key questions included the need to ask at both governance and community level, whether those respective groups are happy with the direction the

communities are tracking. The next step in this conversation is to answer where our current strategy will get us in the ten-to-30-year period.

- 8 The Group pointed to the value of good economic and demographic trend information. This will be supplemented by quality asset condition information.
- 9 All attendees were comfortable with their progress in the LTP process. They acknowledged the value of comaraderie and agreed to meet again as a group on 28 July 2017. All of the Canterbury Audit New Zealand Directors have been invited to this meeting. The purpose of this invitation is firstly to allow those Directors to understand the processes and timeframes that our Group is working to, best practice initiatives that we have identified, and also to give Directors the opportunity to advise the Canterbury Councils of any specific matters of interest they will be focussing on during the LTP round.

Chief Executives Forum

Item 17

Date: 8 May 2017

Presented by: Bill Bayfield, Chair

Canterbury Policy Forum report

Purpose

This paper reports on the Canterbury Policy Forum meeting held on 7 April 2017.

Recommendations

That the Chief Executives Forum:

- 1 **receive** the report on the work of the Canterbury Policy Forum
- 2 **note** that the Policy Forum has identified a need for regional working groups on: climate change issues; and compliance, monitoring and enforcement
- 3 **agree** to commission an independent review of the process and effectiveness of regional submissions.

Climate change and councils' roles

- 1 The forum considered the impacts of climate change discussions and legislation for the Canterbury region, including the Paris Agreement, Net Zero report and models for land use change. This policy issue will affect all TLAs in the region and a collective view is recommended in terms of land use change, water use and sea-level rise.
- 2 The formation of a region-wide working group to consider climate change issues was proposed and supported by forum members. The secretariat will draft and circulate terms of reference and scope for the working group. The group, through the Chief Executives Forum, will inform the Canterbury Mayoral Forum on likely impacts across the region.

Compliance, monitoring and enforcement

- 3 Environment Canterbury summarised high-level findings relevant to councils of the Environmental Defence Society report, *Last Line of Defence – compliance, monitoring and enforcement of New Zealand's environmental law*. Following discussion, it was proposed and agreed to set up a region-wide compliance, monitoring and enforcement working group to look at compliance, draw on experience and lift capability across the region.
- 4 Geoff Meadows (Chair, Canterbury Planning Managers Group (CPMG)) advised that the Ministry for the Environment has asked for this topic to be discussed at the CPMG meeting scheduled for 12 May 2017.
- 5 The secretariat will draft terms of reference for the working group, to be brought to Chief Executives for agreement at their next meeting in July.

Regional submissions 2017/2018

- 6 The Forum revisited the list of legislation that will require a regional submission and councils were invited to notify the secretariat of any missing legislation and/or interest in leading submission processes.
- 7 The secretariat has arranged with the Office of the Clerk for a one-day workshop for council staff on the submission writing process (date to be advised).
- 8 The forum requested Chief Executives to commission an independent review and feedback on the process and effectiveness of the region's joint submissions.

Freshwater management

- 9 The chair summarised freshwater management activity and implications for Canterbury, specifically:
 - the National Policy Statement–Freshwater Management implementation review, which will be released to the region's councils once publicly released
 - the clean water package and swimming targets, and the need for the region to report on how targets will be shifted to 80% by 2030
 - the Resource Legislation Amendment Bill (Environment Canterbury will assess the impact of the changes in legislation and feed this back to councils)
 - the Havelock North drinking water enquiry/Canterbury Drinking Water Reference Group.
- 10 Councils were asked for an indication of their support for a regional submission on the clean water package. A submission is being developed and if agreed will be lodged with the Ministry for the Environment by Friday 5 May 2017.

Other matters

- 11 The forum discussed the establishment of the two new regional forums – an Operations Forum and a Finance Forum – as previously agreed by the Chief Executives Forum. The new forums met for the first time on 1 May 2017.
- 12 David Ward updated the forum on the Long-Term Plan working group, the new Health and Safety Advisors group and the Rating and Valuation project.