

Agenda

Chief Executives Forum

Date: Monday 30 April 2018

Time: 9:00am–12:00pm

Venue: Selwyn District Council Chamber, 2 Norman Kirk Drive

Attendees: Jim Palmer (Waimakariri), Andrew Dalziel (Ashburton), Angela Oosthuizen (Kaikōura), Bill Bayfield (Environment Canterbury), David Ward (Selwyn), Fergus Power (Waitaki), Hamish Dobbie (Hurunui), Dr Karleen Edwards (Christchurch), Stuart Duncan (Waimate), Suzette van Aswegen (Mackenzie)

In attendance: Arihia Bennett (TRONT) - TBC
Helen Wyn (SRO), Abby Cheeseman (MBIE), Elizabeth Heeg (MPI) – agenda item 4
Stefanie Rixecker (ECan) – agenda items 9a, 10
Caroline Hart (CWMS) – agenda item 11
Secretariat: Simon Fraser, David Bromell, Louise McDonald (Minutes)

Apologies: Bede Carran (Timaru)

Time	Item	Paper	Person
9:00	1. Welcome, attendance and apologies		Chair
	2. Confirmation of Agenda	✓	Chair
	3. Minutes from the previous meeting	✓	Chair
	a. Confirmation of meeting Minutes, 12 February 2018		
	b. Action points		
PRESENTATION / WORKSHOP			
9:10	4. Provincial Growth Fund and 1b Trees		Helen Wyn Abby Cheeseman Elizabeth Heeg (MPI)
FOR DISCUSSION/DECISION			
10:00	5. CREDS implementation: mid-term review	✓	David Bromell
	a. 3-year work programme	✓	Chair
	b. CREDS quarterly project report	✓	Warren Gilbertson
10:15	<i>Morning tea</i>		
10:25	6. Valuation and rating services – technology platform options	✓	David Ward
10:40	7. Civil Defence and Emergency Management reviews	✓	Bill Bayfield
10:55	8. CWMS Fit for the Future	✓	Bill Bayfield
11:05	9. Report from Corporate, Operations and Policy Forums	✓	Forum chairs
	a. Proposal for Canterbury Councils App		
11:15	10. 3 Waters Review		Chair
	a. report from Drinking Water Reference Group	✓	Stefanie Rixecker
VERBAL UPDATES / TAKEN AS READ			
11:30	11. Engineering services and common standards	✓	Secretariat
11:35	12. Climate change update	✓	Stefanie Rixecker
11:45	13. CWMS quarterly update	✓	Caroline Hart
11:50	14. Draft agenda for Mayoral Forum meeting, 24-25 May 2018	✓	David Bromell
11:55	15. Any items of general business		Chair
12:00	Close		

Next meeting: 6 August 2018

Chief Executives Forum

Confirmed

Minutes

Date:	12 February 2018, 9.00am
Venue:	Environment Canterbury Council Chamber, 200 Tuam Street, Christchurch
Attendance:	Bill Bayfield (Acting Chair), Andrew Dalziel, Karleen Edwards, Fergus Power, Nick Harrison, Stuart Duncan (via teleconference), Suzette van Aswegen, David Ward, Angela Oosthuizen Secretariat: David Bromell, Simon Fraser, Vivienne Ong (minutes) Environment Canterbury: Caroline Hart – Items 12 and 13 Christchurch City: Anne Columbus – Item 8
Apologies:	Hamish Dobbie, Bede Carran, Jim Palmer, Angela Oosthuizen (for lateness)

ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
1.	Welcome, Attendance & Apologies The Chair welcomed everyone to the meeting and the apologies were noted.	
2.	Confirmation of the Agenda <i>Angela Oosthuizen joined the meeting at 9.02am</i> Chair Announcement Bill Bayfield acknowledged the passing of David Bedford, former Chair of Environment Canterbury.	
3.	Minutes from 30 October 2017 were confirmed. Updates on the Action Points were provided: <ul style="list-style-type: none"> <u>Item 3</u>: Draft delivery report on the CDEM review delayed due to the Port Hill fires, Kaikoura earthquake, and the Roger Sowry report (on Better Responses to Natural Disasters and Other Emergencies). <u>Item 7</u>: (Point 8) The Regulatory Managers group reports to the Policy Forum. <u>Item 10</u>: Updates regarding stormwater consents to be picked up as part of new 3 Waters project (to be discussed in item 9). It was clarified the March deadline for national policy on swimability targets still stands. A short report on where we are at on the 80% target and how we plan to get to 90% will be circulated to CEs prior to being presented to the Minister. The LAWA “Can I Swim Here?” website has proved successful for Canterbury. 	Bill to forward ECan report on swimability targets to CEs

ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
4.	<p>CREDS funding and implementation update</p> <p>David Bromell spoke to his report. The secretariat is discussing with CREDS lead Mayors two projects for which we could seek funding from the Senior Regional Official's budget (\$200k) for Canterbury:</p> <ul style="list-style-type: none"> • exploring possibility of contracting ChristchurchNZ for co-ordination of a web-based calendar of South Island major events • anchor tenancy in an agri-science and innovation exhibition at the 2018 National Agricultural Show (A&P Show) • results and stories from the Canterbury Youth Initiative from both students and employers are encouraging. <p>CEs' feedback:</p> <ul style="list-style-type: none"> • look at combining opportunities with another region, e.g. Otago and Canterbury 	
5.	<p>Three-year work programme</p> <p>David Bromell spoke to the three-year work programme and the tracking of projects.</p> <ul style="list-style-type: none"> • Members noted the list of initiatives was long and it was time to focus and package them into a form that was more digestible and deliverable. • It was acknowledged that was a gap on regular reporting for CREDS projects that did not feature in the three-year work programme; however, these are generally reported on at the Mayoral Forum dinner meetings. 	<p>Secretariat to re-format work programme – complete (as circulated with papers for Mayoral Forum on 2 March)</p>
6.	<p>Report from Corporate, Operations and Policy Forums</p> <p><i>Bill Bayfield left the meeting at 9.41am</i></p> <p>Reports from the Forums were received.</p> <ul style="list-style-type: none"> • David Ward thanked CEs for addressing the CIO non-attendance issue at the Corporate Forum • Need to focus more on shared service opportunities. <p><i>Bill Bayfield rejoined the meeting at 9.45am</i></p> <ul style="list-style-type: none"> • Bill Bayfield noted the discussion the Policy Forum had on engaging with the new government, particularly with existing initiatives and signalled policy changes. CEs agreed it would be useful for this thinking to be passed onto Mayors for information. 	
8.	<p>Public Records Act (PRA) Executive sponsors</p> <p>Anne Columbus spoke to her paper.</p> <p>CEs' feedback:</p> <ul style="list-style-type: none"> • build a culture where information is treated as a critical asset • concern for staff in Executive Sponsor roles being too busy attending other groups/roles 	

ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<ul style="list-style-type: none"> • take advantage of technology • social media and LTP submissions are defined as a public record • how councils retain their records is a policy decision • CEs supported the draft Terms of Reference and it would be brought back to this Forum in April for approval • Executive Sponsor role as a shared service benefits all councils. <p>Agreed:</p> <ul style="list-style-type: none"> • to establish a PRA Executive Sponsors working group reporting to the Canterbury Corporate Forum • to recommend to the Canterbury Mayoral Forum that PRA Records and Information Management be included as a Minor to mid-sized initiative on the Mayoral Forum three-year work programme 2017-19 	<p>Secretariat to recommend to Mayoral Forum that PRA Executive Sponsors group is included on the Mayoral Forum three-year work programme - complete</p>
7.	<p>Valuation and rating service David Ward provided a verbal update.</p> <ul style="list-style-type: none"> • concern over councils being able to attract Ratings Officers • risk of losing staff knowledge <p><i>Fergus Power left the meeting at 10.21am</i></p> <ul style="list-style-type: none"> • possible shared service opportunity with a centralised service • suitable for IT enhancement • will have a list of questions, eg: risk mitigation, cost, available at the next meeting where subject can be further debated <p><i>Fergus Power rejoined the meeting at 10.24am</i></p> <ul style="list-style-type: none"> • funding models need to be discussed. 	<p>David Ward to circulate a note to all CEs - complete</p> <p>Secretariat to add Valuation and rating service risks and opportunities to next CE Forum agenda – complete</p>
9.	<p>Strategic assessment – 3 waters David Bromell presented this report.</p> <p>Agreed to:</p> <ol style="list-style-type: none"> 1. discontinue the ‘strategic assessment of the case for change in management of 3 Waters’ (Three-year Work Programme item 3) 2. recommend to the Canterbury Mayoral Forum that the item be removed from the major initiatives in the Three-year Work Programme 2017–19 3. thank Teresa Wooding and Christchurch City Council for their work on it 4. approve in principle the commissioning of a new piece of work by the Operations Forum to: <ul style="list-style-type: none"> • stocktake the current state of 3 Waters management across the region 	<p>Addressed in re-format of 3-year work programme - complete</p> <p>Secretariat to draft letter for Hamish Dobbie’s signature – complete</p>

ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<ul style="list-style-type: none"> • build consensus on a strategic intent for 3 Waters management in Canterbury in relation to national direction and developments • identify key risks, challenges and barriers • recommend priority actions <p>5. request the Operations Forum to scope the new project and report to the Chief Executives Forum with a project plan and resource implications by 30 April 2018</p> <p>6. seek the agreement of the Canterbury Mayoral Forum by 25 May 2018 to include the new project in the Three-year Work Programme.</p>	<p>Operations Forum to scope project and report to CEs Forum 30 April 2018</p> <p>Addressed in re-format of 3-year work programme - complete</p>
10.	<p>Contaminated land shared services</p> <ul style="list-style-type: none"> • This three-year work programme initiative can now move to business as usual – will continue to review as a shared service. • Preference in future would be to receive this type of report in December so they can consider it in their LTP preparation. <p>Agreed:</p> <ul style="list-style-type: none"> • proposed new cost share formula 	
11.	<p>Environment Canterbury representation review</p> <ul style="list-style-type: none"> • Six TAs are undertaking representation reviews in 2018. • On Ngāi Tahu's recommendation, ECan will not be opting for Māori seats. • A similar report will be presented to the Mayoral Forum on 2 March 2018. 	
12.	<p>CWMS update</p> <p>Caroline Hart spoke to the paper. She requested feedback on the refreshed template and highlighted key items in the report.</p> <p>CEs' feedback:</p> <ul style="list-style-type: none"> • heading for Regional and Zone Committee updates to be separated out • TA updates to be expanded – opportunity to highlight local hot topics, ECan to liaise with TAs for input • table of key meetings and events is good • consents and FEPs that are under consideration in each zone, and current progress, to be included in the Environment Canterbury Updates section • noted that the CWMS Watershed event (which is held two yearly) could morph into a big event • noted in the LTP CWMS used to be a targeted rate across the region; however, in this LTP it is part of the general rate • OTOP Zone's scientific work has been delayed due to weather, but will be progressed as it is required under the ECan Act. Would like to build awareness on CWMS for Mayors and Councillors. 	

ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
13.	<p>National Water Initiatives</p> <ul style="list-style-type: none"> • Auditor General's report on water meters was expected shortly. Draft findings seem fair and balanced. • Response from Minister David Parker was encouraging and positive. 	
14.	<p>Draft agenda for Mayoral Forum meeting, 2 March 2018</p> <p>Changes had been made to the draft agenda since papers were circulated due to availability of attendees. The following changes were discussed:</p> <ul style="list-style-type: none"> • adding an item on engaging with central Government • expanding discussion with John Price, NZ Police, to 30 minutes. <p>Suggested items for future meetings discussed were:</p> <ul style="list-style-type: none"> • David Meates on CDHB initiatives • accessing and using 'big data' 	<p>Secretariat to revise the proposed agenda in consultation with the Mayoral Forum chair - complete</p>
15.	<p>General Business</p> <p><i>Fergus Power left the meeting at 11.53am</i></p> <p>LGOIMA requests</p> <p>Discussion centred on managing multiple requests and whether it was appropriate to consider charging as the volume of requests was tying up a lot of resources.</p> <ul style="list-style-type: none"> • consistency of charging regimes for LGOIMAs should be considered • MoJ suggests \$38 per half hour of staff time in excess of one hour. <p><i>Fergus Power rejoined the meeting 11.55am</i></p>	<p>Secretariat to follow-up previous work regarding cost recovery for LGOIMA requests– complete</p>
	<p>As there was no further business the meeting closed at 11.58am.</p> <p>Next meeting: 30 April 2018</p>	

CANTERBURY REGIONAL ECONOMIC DEVELOPMENT STRATEGY

CANTERBURY MAYORAL FORUM

PROGRESS REPORT: April 2018

VISION A STRONG REGIONAL ECONOMY WITH RESILIENT, CONNECTED COMMUNITIES AND A BETTER QUALITY OF LIFE FOR ALL

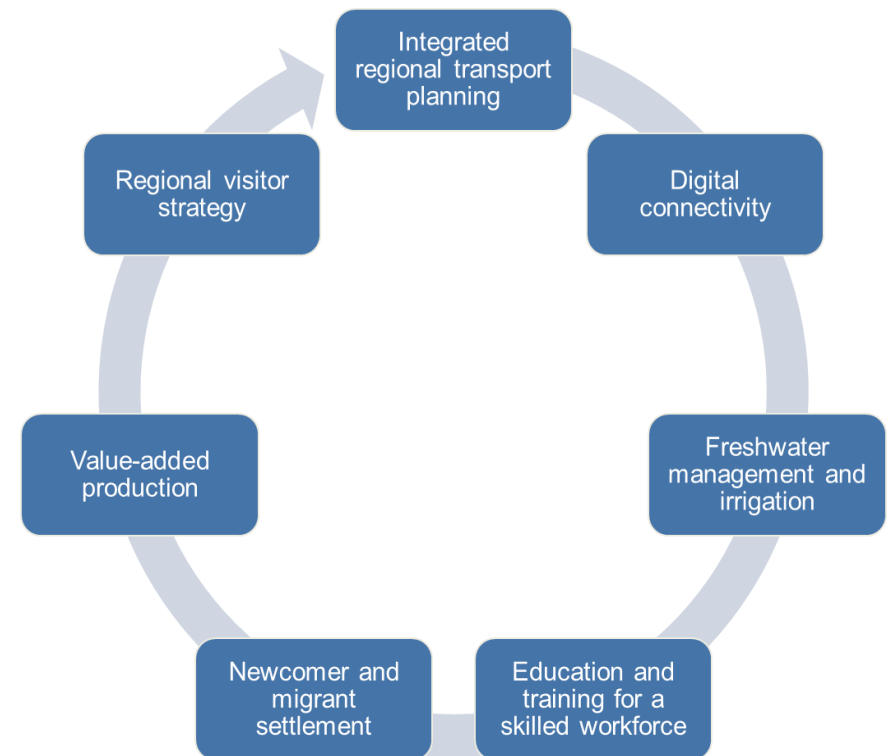
Objectives: 2017 - 19

- Position the Canterbury region for long-term, sustainable prosperity
- Complete/progress earthquake recovery and rebuild in greater Christchurch and in North Canterbury, attract and retain businesses, capital, skilled workers, students and visitors
- Strengthen and capitalise on interdependencies between the Christchurch and Canterbury economies.

The story of the CREDS

Advocating on economic and social development opportunities for Canterbury was a commitment in the Canterbury Local Authorities' Triennial Agreement for 2013–16. This commitment has been re-affirmed in the Triennial Agreement for 2017–19.

Key drivers are demographic trends, particularly the region's ageing population, and a sense of urgency about positioning the region's underlying economy for when earthquake recovery and rebuild cease to inflate economic activity and employment.



Seven priority work programmes

In February 2017, the Mayoral Forum and CREDS reference group re-affirmed the relevance and strategic importance of the seven CREDS work programmes initiated in 2015.

INFRASTRUCTURE, REGULATION AND INVESTMENT

- 1. Integrated regional transport planning and infrastructure investment**
- 2. Digital connectivity: extension and uptake of fast broadband in rural areas**
- 3. Freshwater management and irrigation infrastructure.**

HUMAN AND SOCIAL CAPITAL

- 4. Education and training for a skilled workforce**
- 5. Newcomer and migrant settlement: skilled workers, cohesive communities.**

WORKING WITH INDUSTRY

- 6. Value-added production**
- 7. Regional visitor strategy**

Project overview: 11 total projects, 10 projects have commenced, 1 project completed, 0 projects parked, 0 projects yet to commence.

Indicator:



On Track






Some issues but not critical






Substantive issues with remedial action required.


PROJECT	LEAD AGENCY / AMOUNT	KEY OUTCOMES / DELIVERABLES	UPDATE AND NEXT STEPS (UPCOMING MILESTONES)	INDICATOR	RECOMMENDED ACTION
<p>1. REGIONAL TRANSPORT</p> <p>Strategic policy analysis and advice to accelerate progress on work programme priorities and co-ordinate a stocktake of the resilience of the roading network in Canterbury</p> <p>TIMELINE 30 September 2018</p>	<p>Environment Canterbury</p> <p>\$100,000</p>	<p>The CREDS Regional transport work programme objective is to ensure that integrated transport planning occurs across all modes (air, rail, shipping and road transport) that:</p> <ul style="list-style-type: none"> • <i>prioritises a resilient transport network</i> • <i>enables the efficient movement of people and freight into, out of and within the Canterbury region</i> • <i>improves social connectedness and wellbeing, supports visitor strategies and improves road safety.</i> 	<ul style="list-style-type: none"> • Darren Fidler appointed Sep 2017 • Monitoring indicators agreed with Regional Transport Committee (RTC) • Freight modal shift phase 1 (scale of opportunity) complete. • Freight modal shift phase 2 (assessment of opportunity and development of action plan) underway with RFP issued and co-funding across South Island regional councils agreed. • Engagement with South Island RTCs in progress regarding the development and implementation of a tourism initiative. • Regional Land Transport Scorecard developed and implemented. • Resilience stocktake – initial information gathering underway. • Development of visitor flows desktop study underway (work being led by Otago). 		<p>Not required.</p>


<p>2. YOUTH TRANSITIONS</p> <p>Expand pilot programmes developed by Aoraki Development to support youth transitions to further education, training and employment in South Canterbury and Ashburton</p> <p>Timeline 31 December 2018</p>	<p>Aoraki Development</p> <p>\$130,000 plus up to \$100,000 for web/app</p>	<p>The CREDS Education and training work programme objectives are:</p> <ul style="list-style-type: none"> ▪ <i>business, education and local government sectors are aligned, working together to make Canterbury a great place to study, live and work</i> ▪ <i>Canterbury has an appropriately skilled and educated workforce</i> ▪ <i>education and training institutions deliver an integrated education programme that maximises benefits to the institutions and to Canterbury.</i> <p>Funding has been used to engage a contractor for 12 months to facilitate and co-ordinate (in partnership with MSD and MoE) an expansion (with evaluation) of programmes piloted in Timaru to at least one other centre, working with the region’s businesses, Aoraki Development and other economic development agencies in Canterbury, secondary schools, tertiary education organisations, chambers of commerce, and businesses, and leveraging MSD’s existing work with Te Rūnanga o Ngāi Tahu on NEET issues.</p>	<ul style="list-style-type: none"> ▪ Contract with Ministry of Social Development agreed December 2017. Milestone reporting occurs directly between fundholder Ministry of Social Development and supplier Aoraki Development. <p>Achievements</p> <ul style="list-style-type: none"> ▪ Significant commitment to date from schools, businesses and other agencies (Yr 11 – 13 students). ▪ 20 mentors have been inducted who will work alongside the identified Transition Plan students to support them with their pathway plans. (Additional mentors have been identified for future induction). ▪ Secondary schools have completed the identification of their respective “priority students” for Transition Plans. (Matching of students to mentors is underway). ▪ Additional media coverage received to date: https://www.stuff.co.nz/timaru-herald/news/102390587/transport-and-logistics-open-day-at-levels-raceway-ahead-of-new-ara-course ▪ Valued relationships established with Ara, Ministry of Social Development, Ministry of Education, and Skills. <p>Upcoming Events</p> <ul style="list-style-type: none"> ▪ Web scope finalisation meeting on 23 April (Timaru) to include MSD, MOE and TEC, Aoraki Development and Careers Advisor representation. ▪ Geraldine High School – Manufacturing and Technology Pathway Expo, and Service Industry Pathway Expo (May). ▪ Timaru Boys High School – Food Processing Expo (May). ▪ Employment Day with local Careers Advisors and Industry (Term 3). 		<p>Not required.</p>
---	---	---	--	---	----------------------


<p>3. CONTRACT MANAGEMENT – CREDS PROJECT MANAGER</p> <p>Provide contract and project management across all work programmes and support lead Mayors with CREDS implementation</p> <p>Timeline 31 March 2019</p>	<p>Environment Canterbury</p> <p>\$150,000</p>	<p>Key outcomes:</p> <ul style="list-style-type: none"> ▪ <i>Provide contract and project management across all Canterbury Mayoral Forum work programmes and</i> ▪ <i>Support lead Mayors with CREDS implementation.</i> 	<ul style="list-style-type: none"> ▪ CREDS Project Manager commenced role on 8 January 2018. 		<p>Not required.</p>
<p>4. INDICATORS MONITORING REPORTING</p> <p>Develop outcomes / indicators and create a publication design that can be maintained and updated for further publications</p> <p>Timeline 31 December 2017</p>	<p>ChristchurchNZ</p> <p>\$10,000</p>	<p>This funding will be used to achieve the following:</p> <ul style="list-style-type: none"> ▪ further develop indicators for CREDS work programmes, specifically for Regional transport (with NZTA) ▪ design a template for more effective presentation and communication of CREDS indicators. 	<ul style="list-style-type: none"> ▪ Complete. 		<p>Not required.</p>

<p>5. DIGITAL CONNECTIVITY: 4G MOBILE AND BROADBAND MAPPING and</p> <p>6. UPTAKE PROJECTS</p> <p>a. Mapping remaining coverage gaps in rural Canterbury</p> <p>b. Analysing gaps for economic / social assessment</p> <p>c. Promotion of benefits to businesses through take up of digital technology – by way of case studies published through various media channels</p> <p>d. Supporting lead Mayor with advocacy / facilitation</p> <p>Timeline - 31 December 2019</p>	<p>Timaru District Council</p>	<p>Rural Canterbury generates much of the prosperity for the region, but has suffered from a ‘digital divide’ between town and country. Fast broadband and addressing mobile ‘black spots’ is critical to the economic and social development of our region. For Canterbury to be fully connected, the following needs to be put in place:</p> <ul style="list-style-type: none"> ▪ infrastructure – an integrated, resilient network that provides fast broadband and mobile phone coverage to every farm and community in Canterbury ▪ retail packages that are fit for purpose and affordable ▪ uptake and use of digital technologies and online services to increase economic productivity and improve social and environmental outcomes. 	<ul style="list-style-type: none"> ▪ Funding Agreement between ECan (acting on behalf of the Canterbury Mayoral Forum) and MBIE signed. ▪ Awaiting RFP response for “Mapping remaining coverage gaps”. ▪ RFP process for “Promotion of benefits to businesses through take-up of digital technology” complete. Contract for Services signed between ECan (acting on behalf of the Canterbury Mayoral Forum) and Stuart Oldham. Work commenced. 		<p>Not required.</p>
<p>7. JOB READY – PROGRAMME EXPANSION</p> <p>Expand programme to match and mentor international students trained in New Zealand to employment in export-facing businesses – all of region, focusing on South Canterbury and graduates at NQF L7+</p> <p>Timeline 30 June 2019</p>	<p>ChristchurchNZ</p> <p>\$40,000</p>	<p>The CREDS Education and training work programme objectives are:</p> <ul style="list-style-type: none"> ▪ <i>business, education and local government sectors are aligned, working together to make Canterbury a great place to study, live and work</i> ▪ <i>Canterbury has an appropriately skilled and educated workforce</i> ▪ <i>education and training institutions deliver an integrated education programme that maximises benefits to the institutions and to Canterbury.</i> <p>This funding will be used to expand the Job Ready Programme in Timaru (40 students per year, for two years).</p>	<ul style="list-style-type: none"> ▪ Contract for Services with ChristchurchNZ signed 23 February 2018. ▪ Programme has expanded to 31 students placed to date – on target. ▪ 26 International Graduates are now working in Regional Canterbury (16 having completed internships with 10 of these in Regional Canterbury). ▪ Attended the South Canterbury Conference “Innovate” and hosted a trade stand, talking with regional businesses about hosting interns, and hiring international graduates – now following up leads to gage success. ▪ First interim report due 30 June 2018. 		<p>Not required.</p>


<p>8. IMPROVING PRODUCTIVITY</p> <p>a. Investigate new value-add market opportunities that the region is well placed to take advantage of, to improve productivity and create higher living standards; e.g. niche markets, particularly in China / South East Asia, and</p> <p>b. consult and engage with South Island economic development agencies on creating a virtual economic policy unit/function, to support economic development strategy and implementation across the South Island</p> <p>Timeline 30 September 2022</p>	<p>ChristchurchNZ</p> <p>\$1,000,000</p>	<p>A specific objective for the Value-added production work programme is that planning and consenting processes, and infrastructure managed by local government enable value-added production in Canterbury; i.e. focusing on what local government can contribute to value-added production.</p> <p>The funding will be used to:</p> <ul style="list-style-type: none"> • investigate further the global demand side of regional value-add opportunities, to improve productivity and create higher living standards. N.B. this is not engaging with CRIs or Public Research Organisations around commercialisation or supply side initiatives, which is the domain of the Lincoln Hub and other entities, but rather an outward-looking investigation of niche market opportunities for the region, particularly in China / SE Asia. • consult and engage with other South Island EDAs, councils and Mayoral Forums – with central government mandate and support – for the creation of a virtual economic policy unit/function, to support economic development strategy and implementation across the South Island. There are some critical common issues where the South Island is best viewed as a single market (e.g., tourism, transport, infrastructure, water). Three joint South Island EDA sessions were held last year – this proposal builds on that, and on the experience of the Mayoral Forum in creating the Canterbury Policy Forum in 2013. 	<ul style="list-style-type: none"> ▪ Funding Agreement between ECan (acting on behalf of the Canterbury Mayoral Forum) and MBIE signed. ▪ Project scope descriptions and deliverables within the MBIE Funding Agreement, have been redrafted with input from ChristchurchNZ and University of Canterbury as the key organisations driving the delivery of these projects. Contract for Services scope and deliverables agreed with ChristchurchNZ and University of Canterbury. ▪ As the project duration is over a four – five year duration, the project scope has been redrafted to ensure that the project working groups are not constrained with regard to exploring opportunities around different products and markets. ▪ The “Improving Productivity” and “High Value Manufacturing” projects are closely aligned. Consequently, there has been significant front-end time spent and work done with both ChristchurchNZ and University of Canterbury to ensure project outcomes and expectations are clear, agreed and communicated between the parties. ▪ The Steering Groups will be convened by Mayor Rowley. ▪ Improving Productivity / High Value Manufacturing (Stage One) RFP open tender process commenced 18 April 2018. 		<p>Not required.</p>
--	--	---	--	---	----------------------


<p>9. HIGH VALUE MANUFACTURING</p> <p>Work across the Canterbury Tertiary Alliance and with the Lincoln Hub, CRIs and Callaghan Innovation to connect industry needs to research and accelerate knowledge translation to high-value production and manufacturing for export Timeline – June 2017 to June 2018</p> <p>Timeline 30 September 2021</p>	<p>University of Canterbury</p> <p>\$450,000</p>	<p>A specific objective for the Value-added production work programme is that planning and consenting processes, and infrastructure managed by local government enable value-added production in Canterbury; i.e. focusing on what local government can contribute to value-added production.</p> <p>This investment will part-fund a co-ordination position (based at the University of Canterbury), to work across the Canterbury Tertiary Alliance (Canterbury University, Lincoln University (including the Lincoln Hub) and Ara Institute) and with CRIs as appropriate to connect industry needs to research and to accelerate knowledge translation to high-value production and manufacturing for export.</p> <p>This project will be driven by industry engagement, but two indicative examples of potential areas for connection and co-ordination are:</p> <ul style="list-style-type: none"> ▪ under the Montreal Protocol, the use of methyl bromide is to be banned for log exports from 2020 (phase-out of ozone-depleting substances), so industry urgently needs alternative methods of pest control – this also relates to biosecurity and climate change adaptation and mitigation generally ▪ new generation fertilisers are needed that comply with nutrient limits set by Environment Canterbury through the Canterbury Water Management Strategy in RMA regional and sub-regional plans – this has both regional and national application. 	<ul style="list-style-type: none"> ▪ Refer “Improving Productivity”. 		<p>Not required.</p>
--	--	---	---	---	----------------------

<p>10. VISITOR STRATEGY</p> <p>Work with KiwiRail and other relevant agencies to develop a robust assessment of the business case for reintroducing tourism passenger services south of Christchurch – and to support the regional visitor strategy</p> <p>Timeline 31 December 2018</p>	<p>Timaru District Council / KiwiRail</p> <p>\$50,000</p>	<p>A specific objective for the Visitor strategy work programme is to grow sustainable tourism that focuses on the high-end market, encourages a wider seasonal ‘spread’, disperses visitors across the region and South Island, and keeps them here longer.</p> <p>This also relates to the CREDS Regional transport work programme, with its objective of integrated transport planning across modes (air, rail, shipping and road transport) that:</p> <ul style="list-style-type: none"> • <i>prioritises a resilient network</i> • <i>enables the efficient movement of people and freight into, out of and within the Canterbury region</i> • <i>improves social connectedness and wellbeing, supports visitor strategies and improves road safety.</i> <p>This funding will be used to engage a consultant to work with KiwiRail on an indicative business case for reintroducing tourism passenger services south of Christchurch (Christchurch–Invercargill rail corridor) with initial emphasis on the Christchurch–Dunedin sector.</p> <p>The business case will refer to and build on earlier work, including:</p> <ul style="list-style-type: none"> • a report on National passenger rail network development (Kiwirail, 2010) undertaken by Boulter Consulting and • MBIE’s 2016 review of Tourism infrastructure – highlighting limitations including lack of long distance passenger rail capacity. 	<ul style="list-style-type: none"> ▪ Project scoping workshop on 8 March 2018 with KiwiRail, NZTA, Ministry of Transport, Treasury facilitated by MBIE. Key message: KiwiRail has advised that apart from the existing TransAlpine, TransCoastal and Northerner services, they are not in the businesses of developing new passenger routes where they take on the role of marketer, operator, and network provider i.e. carry the full end to end risk. KiwiRail will maintain the existing passenger service routes and will work with event managers and charter operators who are prepared to take on the financial risk of promoting an event and where KiwiRail’s role would be as a “service for hire” only i.e. provide the engine and passenger carriages, drivers etc, and the access to the rail network. ▪ Project scope being reviewed – potentially looking at how the charter / event management sectors interact with KiwiRail to utilize its infrastructure to transport passengers to events within the South Island. 		<p>Not required.</p>
---	---	---	---	---	----------------------

<p>11. CANTERBURY BRAND STORY</p> <p>Work with ChristchurchNZ to deliver a validated Canterbury story, integrated and aligned with the Christchurch story, the production of a promotional video for Canterbury story, and develop a network of committed funders for ongoing asset development</p> <p>Timeline 31 December 2018</p>	<p>ChristchurchNZ</p> <p>\$110,000</p>	<p>Key outcomes:</p> <ul style="list-style-type: none"> • <i>promoting a shared, region-wide brand story</i> • <i>greater efficiencies by leveraging the marketing resources of the region as a whole</i> • <i>responding more powerfully as a region to increased competition from other place brands</i> • <i>helping to accelerate the transition from a traditional to a broader and more progressive economy</i> • <i>enhancing the value of what the region produces through a Canterbury source-of-origin association (provenance marketing).</i> <p>Funding is for the following:</p> <ul style="list-style-type: none"> • development of media images and video production – particularly of Canterbury business / industry. • video production to tell the story, in a style aligned to the video of the Christchurch story. • Contracting a resource for 6 months to work and fundraise for the ongoing development and use of both the Christchurch and Canterbury brand stories to promote Canterbury as the preferred destination to work, live and invest. 	<ul style="list-style-type: none"> ▪ Funding Agreement between ECan (acting on behalf of the Canterbury Mayoral Forum) and MBIE signed. ▪ Project scope and draft Contract for Services under negotiation with ChristchurchNZ. ▪ Canterbury brand story will align and leverage off the Christchurch story process. 		<p>Not required.</p>
---	--	---	--	---	----------------------

NEW INITIATIVES UNDER DEVELOPMENT

<p>1. SOUTH ISLAND EVENTS CALENDAR</p> <p>Development of an integrated and centralised event calendar accessed through a unique portal but available to all destination marketing and regional tourism organisations (RTO's) to promote all South Island major events</p> <p>Timeline 31 December 2018</p>	<p>ChristchurchNZ / Christchurch Airport</p>	<p>Key outcomes:</p> <ul style="list-style-type: none"> • <i>Ensure that at a regional level, tourism initiatives, strategies and products can be planned around major events</i> • <i>Inform infrastructure planning ensuring optimization of regional tourism marketing investments</i> • <i>Encourage collaboration and partnerships between tourism marketing and economic development organisations throughout the South Island</i> • <i>Development and implementation of an event by event planners, can be done in a coordinated manner and avoid competition occurring between major events happening on the same date.</i> 	<ul style="list-style-type: none"> ▪ Initial scoping of initiative agreed with ChristchurchNZ. ▪ Investigation into whether EventFinda could host and manage a shared event website has identified a number of issues which discount this option i.e. cost, coordination of events. ▪ Draft business case being considered by MBIE Senior Regional Officials group at their April meeting. Awaiting outcome. ▪ Web design specifications and costings being scoped and confirmed as part of RFP process. 		
---	---	--	--	---	--

<p>2. NZ AGRICULTURAL SHOW – AGRISCIENCE AND INNOVATION PAVILION</p> <p>Work with NZ Agricultural Show (formerly Canterbury A&P) to establish an Agri-science and Innovation Pavilion which is able to draw together a number of key industry stall holders to promote and showcase innovative technology initiatives and has the ability to grow the profile of Canterbury as a high-tech region. This becomes the opportunity to attract highly specialist individuals, business and investment into the region</p> <p>Timeline 31 December 2019</p>	<p>NZ Agricultural Show</p> <p>\$50,000</p>	<p>Key objectives for Canterbury Mayoral Forum</p> <ul style="list-style-type: none"> ▪ <i>Grow the profile of Canterbury as a high-tech region by showcasing innovative technology initiatives promoting the region as the preferred place to work, live and invest.</i> ▪ <i>Provides the Canterbury Mayoral Forum to build the profile of the Canterbury Water Management Strategy, along with highlighting some of the innovative and collaborative solutions for sustainable freshwater management.</i> <p>Approach</p> <p>ECan facilitates the implementation of the Canterbury Water Management Strategy (CWMS) and the Mayoral Forum will work with mayors and industry partners to provide a programme of practical demonstrations, presentations of best practice case studies, and hands-on exhibits to tell the CREDS and CWMS stories over the three day duration of the Show.</p>	<ul style="list-style-type: none"> ▪ Scope of project agreed with Canterbury A&P event management. ▪ Business case approved by MBIE in March. Awaiting draft Funding Agreement. ▪ A condition precedent is the confirmed attendance and commitment from other key pavilion site-holders - MPI, Lincoln Hub and KPMG. While we understand that verbal confirmation from the above, has been provided to Event Management, we are yet to evidence formal confirmation. ▪ Following consideration by ECan Executive to the resourcing of a key site within the Pavillion, it has been determined that this is not optimal forum to showcase ECan / Mayoral Forum key projects. 		
---	---	---	---	---	--

DRAFT PROVINCIAL GROWTH FUND (PGF) PROPOSALS

Draft proposals (which the Mayoral Forum Secretariat has been aware of) reviewed and feedback provided to MBIE.

Initiative	Brief Description	PGF Amount Requested
Agritech Group Limited	The business can be described as a provider of sustainable animal nutrition solutions that address the production and health indices of the dairy, beef and sheep sector. The primary goal is to provide optimal animal nutrition solutions to the farmer, at the best price that are aligned to technologies that will provide accurate cost benefits analysis. The core of the business is to provide the farmer with sustainable feed solutions and advice on best practice. This in the context of understanding their current farm system and or the development of new sustainable systems, some of which may be driven by the current industry challenges and drivers.	\$2.5 - \$3.0 million
Ashburton Township Civic Space – Eastfield Precinct Piazza	Eastfield Developments Limited is proposing to develop a new community space in the centre of Ashburton’s CBD. Located at the heart of the new Eastfield Precinct (a community-led partnership between a group of local landowners and business people, and the Ashburton District Council), the central piazza and laneways will be designed to act as a multi-purpose civic space. Funding from the Provincial Growth Fund will be used for two key aspects of the project: <ol style="list-style-type: none"> 1. the concept development and design of the central square (including the exploration of educational options), 2. the construction, forming and landscaping of the civic space and surrounds. 	\$950,000
H2 Explore Limited	H2 Explore Limited is a start-up tourism company in the Mackenzie basin providing hovercraft trips on Lake Pukaki. It is the only commercial hovercraft operation in New Zealand with a Maritime New Zealand Certificate of Compliance and a 10 year consent from Makenzie District Council. The business is seeking funding for the following: <ol style="list-style-type: none"> 1. Engage marketing expertise to raise the profile of the business, and 2. Relocate business from Pukaki Airport to Twizel, and develop a “tourist hub and sales point” with other tourism operators. 	\$300,000
Opuke Thermal Pools and Spa	Methven Adventures Limited is proposing to develop a hot pools and spa complex in Methven, Canterbury that uses solar energy as the primary means of water heating. The development will complement and augment the winter seasonal tourism offering at nearby Mt Hutt Ski Area and will provide a much-needed boost to the local community where retailers and accommodation providers struggle to keep their businesses afloat due to the seasonality of the ski industry. A resource consent has been granted by Ashburton District Council to develop a 2Ha site on the outskirts of Methven. Demand analysis has been conducted by Horwath HTL and the concept design undertaken by architects Warren Mahoney. An Information Memorandum that includes a comprehensive financial model/forecast was circulated in November 2017 and the process of raising \$10m capital from eligible large investors is underway with a scheduled opening of the development anticipated in late 2019.	\$2.0 million

Glossary

MBIE	Ministry of Business, Innovation and Employment
MfE	Ministry for the Environment
MPI	Ministry for Primary Industries
NZTA	New Zealand Transport Agency

Date: 30 April 2018

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

Canterbury Valuations and Rating technology platform

Purpose

This paper presents the findings for potential shared valuation and rating technology. This work was endorsed in May 2017, and forms part of an ongoing suite of initiatives conceived by the Chief Executives Forum in mid-2016.

Recommendations

That the Canterbury Chief Executives Forum:

- 1. note the findings of the EY investigation.**
- 2. discuss and agree next steps for this stream of work.**

Background

1. The Chief Executives Forum-endorsed programme of 15 valuation and rating initiatives identified in mid-2016 is well in hand. A Canterbury Rating Officers Group is now established with good levels of engagement, and is progressing many of the recommendations in the programme. There is a particular focus on knowledge sharing, shared legal advice, best practices and process improvement.
2. A technology work stream was identified, with a scope of work presented in May 2017. Proposals were invited from four firms, with EY selected and work beginning early September 2017.
3. The fundamental question for this investigation was “is there a preferred solution and pathway toward a single platform for valuation and rating, that the councils of the Canterbury region could subscribe to at their own pace, that is technically feasible and economically viable?”.

Options Analysis

4. After visiting each Council to get an in-depth appreciation of current state valuation and rating systems, processes and technologies, EY agreed with the project steering group three short listed options to undergo a thorough analysis of costs and benefits, compared to the status quo. These are set out below with their findings, and are covered in pages 17-30 in the attached EY report.

Option SL1 - current state / status quo

5. There are five different ERP systems in operation across the councils that serve as their rating engines, alongside each council's District Valuation Roll (DVR). In the next ten years an estimated \$54.6m will be spent by the Councils maintaining and upgrading these software systems. Each council has a contract with QV for the provision of revaluation services and maintenance of the Rating Information Database (RID) and the District Valuation Roll.
6. ECan has outsourced its valuation and rating requirements to each local council, who issues combined assessments and invoices and collects payments on ECan's behalf, in return for an annual fee (\$1.8m in 2016/17). Valuation services are provided to local councils by QV for a total sum of \$2.55m p.a.. A further \$4.44m is spent annually by the councils delivering the rating function, primarily via in-house staffing.
7. Small councils carry the greatest risks due to small teams and key people being absent. Larger councils can attract more experienced people and have larger teams with more resources, reducing key person risks and enabling peer review practices that reduce compliance risk. These factors also generally result in smaller councils having to correct rate strike errors throughout the year, whereas the larger councils discover significantly less errors during a year. Larger councils also tend to have QV reconcile their DVR's against the RID more frequently than smaller councils, thereby realising annual rates revenue closer to the optimal than smaller ones.

Option SL2 - an existing system expanded to host the other remaining systems

8. This option was developed from a least cost/risk perspective. Expanding an existing system offers potentially a lower cost that is a quicker and less risky solution than procuring, developing and transitioning all councils to a completely new platform. For the sake of analysis, CCC was chosen as it is the largest existing system with about two-thirds of all regional rating units. This also makes sense from an implementation perspective, though there would still be changes CCC would have to make to its own systems and processes as part of the transition.
9. Under this option, a centralised regional wide valuation database would also be built, releasing councils from their ties to QV (given QV's in-house valuation infrastructure) and enabling greater competition in the valuation services market. It would be reliant on a council agreeing to act as the host. Connectivity between the central system and local council systems would be included so that related council services reliant on customer valuation and rating information were supported, and also preserving the ability of local councils to strike their own rates and run their own rates collection functions.
10. Based on using the CCC's SAP system, CAPEX costs for this option were estimated to be \$22.6m in the three year build period, with ten year OPEX costs of \$55.3m, bringing the overall ten year cost to \$83.9m. This is \$29.3m above the forecast cost of the status quo over the next ten years. The key benefits are identified as staffing efficiency gains of potentially 20%, eliminated key person risks, a 'centre of

excellence' level of compliance, sharper valuation service rates and group procurement efficiencies (e.g. in rates notice printing, postage, legal advice, I.T.). Councils would retain sovereignty over rates policies, rates strike, customer service and rates collection.

11. The key risks, as with all the centralised model options that follow, are challenges with transition such as unforeseen development costs. These are common to all large I.T. projects. These can be significantly mitigated by thorough preparatory work such as initial data cleansing (which has standalone benefits) and a comprehensive design process that flushes out any unknowns before committing to a large CAPEX. Clear service level agreements for each council would also have to be negotiated, developed and agreed, along with an agreed cost share allocation methodology.

Option SL3 - new central system hosted by an existing council

12. This option is similar to SL2. However an entirely new valuation database and rating system would be built within a host council and all councils would then transition to it. Links to their existing ERP systems would be created to maintain associated council services, however many of the current valuation and rating functions performed by local councils would be outsourced to a new team within the host council. This would include all valuation services, invoicing, payments and debt collection. Local councils would retain sovereignty over their rating policies and rates strike. CAPEX for this option in the three year build period is estimated to be \$25.6m, with OPEX for the full ten year period of \$62.5m. This would bring the total ten year cost to \$94.8m, \$40.2m more than the forecast cost of the status quo.
13. This option is \$10.9m more than option SL2, with \$3.1m in the build cost (starting a new system from scratch), and \$7.8m in operational costs over ten years as a result of the higher level of service local councils will receive from the host council, especially with regard to valuation services management, invoicing, payments and debt collection. This is in addition to the benefits offered by SL2. The complexity and risk in this option is slightly higher than option SL2. This relates to the greater degree of technical challenge in establishing a completely new system for eleven councils and the need to establish a new business unit in the host council.

Option SL4 - new central system hosted by a CCO

14. Under this option the same set of services and technology are provided to councils as in option SL3, however the service provider is a Council Controlled Organisation (CCO) in multiple council ownership, rather than a new business unit within an existing council. The premise for a CCO as opposed to a council business unit is the range of benefits based on New Zealand experience that include:

- improved commercial focus – operating a company with a professional board of directors with the objective of achieving greater operating efficiency
- ring-fencing financial risk by using an incorporated structure to insulate a local authority from financial liability for an activity or venture involving other parties (such as a joint venture)

- tax-effectiveness – local authorities can derive tax credits from commercial subsidiaries that pay dividends
- independence – separation from political direction
- streamlining bureaucracy, enabling nimbleness and agility – CCOs have less "process" to follow in making decisions than local authorities
- economies of scale, where shared services CCOs combine several local authorities' similar activities
- the ability to recruit and retain high-quality board members and staff who might not be available to be members or employees of a local authority.

15. It has not been possible to monetise the benefits for this option. However it is reasonable to expect gains over time in efficiency and productivity that would eventually outweigh the annual extra cost, which amounts to \$7.2m in OPEX over ten years. These efficiencies could be passed on to councils through reduced fees. Capital costs would be the same as SL3.

Comparison of Options

16. The following table captures the key points arising from the option analysis. It should be remembered that option SL2 only provides the technology platform and not the opportunity for councils to outsource their service operations. Councils would be provided connectivity to the platform and continue to operate largely as they currently do. This means a significant degree of resourcing and risk is retained by councils, with the only real benefits coming from the opportunity to depreciate out of existing rating modules within their ERP systems and reduce the time spent maintaining valuation data.

17. Options SL3 and SL4 by contrast offer a full platform and service delivery outsourcing opportunity while preserving Councils sovereignty over rates planning, budgeting, policies and customer service.

18. For each of SL2, SL3 and SL4 a 20% efficiency gain in valuation and rating labour costs is assumed in year 3 onwards as a result of technology consolidation. It could be argued that SL3 (due to outsourcing of operations) and SL4 (due to outsourcing and additional CCO efficiency) offer even greater efficiency gains. Cost estimates should therefore be seen as 'worst case'.

Option	10-yr costs				Benefits	Differentiators of complexity / risk
	CAPEX (\$m)	OPEX (\$m)	Total (\$m)	Cost vs SL1 (\$m)		
SL1 - status quo			54.6		None.	None.
SL2 - expand existing system (e.g. CCC)	22.6	55.3	83.9	29.3	<ul style="list-style-type: none"> Centralised valuation and rating platform Councils optionally depreciate out of existing systems Centralised valuation procurement removes QV "lock-in" Councils retain full sovereignty and operational role via remote connectivity 	<ul style="list-style-type: none"> Greatest technology and integration complexity Has established support and sustainability plans to build on Least organisational change Least additional resourcing required
SL3 - build new system with a council as host (e.g. ECan)	25.6	62.5	94.8	40.2	<ul style="list-style-type: none"> Cloud based centralised valuation and rating platform Councils optionally depreciate out of existing systems Full valuation and rates invoicing, payments and debt collection service Councils retain full sovereignty but out-source operational role with significant efficiency potential 	<ul style="list-style-type: none"> New build technology slightly easier than SL1 Support and sustainability plans required Some organisational change Additional resourcing required at host council
SL4 - build new system with a CCO as host	25.6	69.7	102.0	47.4	<ul style="list-style-type: none"> As SL3 Commercial discipline, independence and focus drives efficiencies and lower fees to councils over time 	<ul style="list-style-type: none"> New build technology slightly easier than SL1 Support and sustainability plans required Largest organisational change Greatest resourcing required (CCO)

Value Placed on Risk Reduction

19. It is clear from the options analysis that moving to any alternative model, where a single technology platform exists, would not lower overall costs and in fact increase costs over ten years by \$29.3m to \$47.4m. The extra cost could therefore be seen as the price to pay for eliminating the risks Councils currently face. In light of this I asked colleagues at our last meeting what value they placed on eliminating four key risks in the valuation and rating realm that are apparent:
- Exposure to decision making where key staff members are absent (holiday, illness) or where staff members in quite specific roles may be difficult to replace
 - The penalties associated with failure to comply with legislation
 - Technology is changing on a regular basis and there are opportunities to respond in a collective way
 - Inconsistency of legal advice on rating matters.
20. Not all participants have yet provided feedback on this. Feedback is welcomed from the Chief Executives Forum on the value we collectively place on the above risks, and next steps to mitigate them in the short, medium and long term.
21. Finance Managers and CIO's have been briefed on the findings of the investigation.

Next steps

22. There are two potential options of next steps:
- that councils agree to work together through the Rating Officers Group, where there is a focus on identifying, sharing and establishing best practise to reduce risk. This would be the lower cost and less ambitious option. It could also include collaborating on procurement practises (such as with QV) and business processes (such as rates assessment, invoice printing and mailing) in order to realise improved cost-effectiveness; or
 - acknowledge there is promise in centralised valuation and rating technology, and spend more time assessing the options identified. This would look in more detail at the technology requirements and resultant costs, which are currently conservative given the level of analysis completed to date. It would also look in detail at the true costs and benefits of establishing a new business unit or a CCO, which were only considered fleetingly as part of the EY investigation. A figure of up to \$300,000 over the next year might be an appropriate level of investment, to be shared among the councils in the proportions previously agreed for this programme of work.

Attachments

- Canterbury Councils Valuations and Ratings Platform – EY Options Analysis

Date: 30 April 2018

Presented by: Bill Bayfield, CEO Environment Canterbury

Civil Defence Emergency Management Woods Report Review

Purpose

This paper is to inform the Chief Executives Forum on the results of a review that examined alignment and potential conflict across several different reports in comparison with the report 'Options to Enhance the Delivery of Emergency Management Officer Functions in Canterbury', Robert Woods ('the Woods report'). The Woods report was previously discussed by this Forum on 8 May 2017.

This paper also seeks approval for further work to explore details of how the recommended option in the Woods report¹ ('the recommended option') regarding Emergency Management Officer (EMO) employment could be implemented.

Recommendations

It is recommended that the Canterbury Chief Executives Forum:

- 1. note that the Woods report is assessed to not significantly conflict with the following:**
 - 1.1. Ministerial Review – 'Better Responses to Natural Disasters and Other Emergencies', Roger Sowry ('the Sowry report').**
 - 1.2. 'Review of the Canterbury Civil Defence Emergency Management Group Response to the 14 November 2016 Hurunui/Kaikoura Earthquake', Kestrel Group ('the Kaikoura report').**
 - 1.3. 'Port Hills Fire Lessons Learnt', Christchurch City Council ('the Port Hill fire report').**
- 2. note that fourteen of the sixteen Civil Defence Emergency Management (CDEM) Groups in New Zealand have already adopted models similar to the recommended option.**
- 3. approve further work to explore details of how the recommended option could potentially be implemented to align with annual plan processes in 2020.**

¹ The recommended option in the Woods report is to 'employ EMO's via the CDEM Group but base them locally within their Territorial Authority' - Woods, R. (2017). *Options to enhance the delivery of Emergency Management Officer functions in Canterbury*. pp.17-18.

Background

1. EMOs have a critical role in co-ordinating the delivery of CDEM in their Districts. Risk reduction, readiness, response and recovery all require different skill sets. Yet in smaller councils, financial pressures are such that they often rely on a single person in a full or part-time capacity to do this work. Canterbury councils, more than most, are aware of the need for CDEM capability - yet the pressure on resources remains.
2. This pressure led to the question of whether different management arrangements for EMOs might offer benefits of enhanced professionalism and capability as well as improved cost-effectiveness. This forum responded by commissioning the Woods report (delivered Sep 17) to consider the pros and cons of alternative delivery models for EMO functions in Canterbury. The Woods report focused on consideration of alternative structural models for EMO employment and the benefits and disadvantages associated with each when compared against identified critical EMO success factors.
3. Since the commissioning and subsequent delivery of the Woods report, several other significant reports relating to Civil Defence have been delivered. These include the Sowry report, the Port Hill fire report, and the Kaikoura report. Each of these additional reports potentially could have provided conflicting recommendations to the Woods report, particularly the Sowry report.
4. Work was required therefore to ensure no significant conflicts existed between the multiple CDEM related reports, and to assess multi-report compatibility. This work has now been completed, and found no significant conflicts between reports and satisfactory multi-report compatibility. Therefore, the recommendations contained within the Woods report could now be implemented if so desired.

Discussion

5. Three options were considered in recommending a response to the Woods report:
 - a. remaining with the status quo
 - b. implementing a different option in the Woods report
 - c. implementing the recommended option
6. As part of the report process, discussions and interviews were held with Canterbury Chief Executives and other senior Canterbury CDEM staff. This consultation revealed a range of challenges in preparing for and responding to emergencies that often related back to EMO resourcing. Challenges identified included:
 - a. fiscal resource limitations
 - b. attracting and retaining appropriate people
 - c. building capability internally and via Group training

- d. alignment of local activity with the Group Plan.
- 7. These issues, amongst others, provide logical grounds to depart from the status quo if an alternative EMO model is assessed as more effective. Since the Woods report identified several options that were deemed more advantageous (based on evaluation against critical EMO success factors), keeping the status quo is not recommended.
- 8. Implementing a different option is assessed to incur opportunity cost. The Woods Report has reviewed all key options identified against critical EMO success factors to determine the recommended option. Implementing a different option is therefore not recommended.
- 9. Implementing the recommended option is assessed to offer the dual advantages of central employment and co-ordination of EMOs (addressing local resourcing, capability and coordination problems), whilst retaining the strengths of the current model (EMOs are locally based, allowing strong relationships to form with elected representatives, council staff, volunteers, local representatives of other response agencies, and the wider community). Implementing the recommended option is therefore recommended.

Cost, compliance and communication

- 10. Minimal work has been conducted in this area to date – more work will be conducted in the event the recommendations are approved.

Financial implications

- 11. Expenditure and funding mechanisms for alternative EMO employment options are not directly addressed in the Woods Report. Councils will need to consider these mechanisms as part of their decision regarding whether or not to embrace a potential new approach to EMO employment.
- 12. The recommended option will probably require agreements to be reached between each local council and the regional council regarding costs such as accommodation and information communication technology. Agreement will also need to be reached on how these costs are recovered – this could include charging back to the CDEM Group (and funding regionally), or funding locally through existing channels.

Significance and engagement

- 13. Whilst engagement occurred during production of the Woods report, further engagement and stakeholder consultation will be conducted should the recommendations be approved.

Communication

- 14. No communication plan has been developed as of yet. Such a plan will be developed if the recommendations are approved so as to manage expectations and publicise information around the changes that could occur regarding EMOs.

Next steps

15. Recommended next steps are:

- a. Environment Canterbury staff to commence work on a paper outlining how the recommended option could be implemented. This paper will propose:
 - i. an implementation and communications plan
 - ii. options for allowing Territorial Authorities to opt-in or opt-out of any changes
 - iii. organisational structure of CDEM staff including leadership and governance
 - iv. arrangements for the resourcing of new CDEM staff
 - v. amendments to regional CDEM rules (if required).

Attachments

- Options to Enhance the Delivery of Emergency Management Officer Functions in Canterbury, Robert Woods

For Reference

- Ministerial Review – Better Responses to Natural Disasters and Other Emergencies, Roger Sowry (<https://www.dpmc.govt.nz/sites/default/files/2018-01/ministerial-review-better-responses-natural-disaster-other-emergencies.pdf>)
- Port Hills Fire Lessons Learnt, Christchurch City Council (<https://www.ccc.govt.nz/assets/Documents/Environment/Fire/Port-Hills-Fire-Lessons-Learnt-February-2018.pdf>)
- Review of the Canterbury Civil Defence Emergency Management Group Response to the 14 November 2016 Hurunui/Kaikoura Earthquake, Kestrel Group

Canterbury Chief Executives Forum Item 8

Date: 30 April 2018

Presented by: Caroline Hart

Canterbury Water Management Strategy (CWMS) – new project

Purpose

1. This paper seeks agreement to initiate a shared project to ensure that the Canterbury Water Management Strategy (CWMS) is fit for the future needs of the region.

Recommendations

That the Canterbury Chief Executives Forum:

1. **agree to initiate a project under the auspices of the Canterbury Mayoral Forum to ensure the CWMS is fit for the future needs of the region**
2. **note that the CWMS vision and principles have legislative status, and that the CWMS strategic framework continues to provide a good foundation for the future management of freshwater in Canterbury**
3. **agree that the focus of the project be on:**
 - 3.1. **identifying what is required to maintain and build momentum for implementation of the strategy and ensure that it can and will be delivered**
 - 3.2. **developing intermediary goals for 2025 and 2030 to ensure that the CWMS continues to provide meaningful guidance for action**
4. **agree that Environment Canterbury be the lead agency, with the CWMS Regional Committee being responsible for development of advice on intermediary goals, and the active involvement of territorial authorities**
5. **agree that work get started as soon as possible, with a view to obtaining key decisions from the Mayoral Forum by April 2019.**

Key points

2. Freshwater management is a key issue for the Canterbury region. Nine years on from adoption of the CWMS, it is timely to take stock and ensure that the strategy continues to provide meaningful direction and momentum for action over the next ten years and beyond. Environment Canterbury is proposing a shared project that:
 - recognises and builds on the CWMS strategic framework

- focuses on:
 - identifying what is required to maintain and build momentum for implementation of the strategy and ensure that it can and will be delivered
 - developing intermediary goals for 2025 and 2030 to ensure that the CWMS continues to provide meaningful guidance for action.
3. Environment Canterbury proposes to lead the project and give the CWMS Regional Committee responsibility for developing advice on intermediary goals for the CWMS's ten target areas. This will enable engagement of a wide range of stakeholder interests, consistent with the CWMS collaborative approach. Environment Canterbury will establish a joint Project Steering Group and Project Team with the territorial authorities and Te Rūnanga o Ngāi Tahu to provide oversight and support for the project.
 4. Environment Canterbury is looking to get the project underway as soon as possible, and in advance of a formal mandate from the Mayoral Forum, so that key decisions can be made within the current local government period (by April 2019).

Background

5. The CWMS was adopted by the Canterbury Mayoral Forum in 2009. The strategy provides a framework for a collaborative approach to freshwater management, with a commitment to setting and progressing goals in ten target areas. Since then, significant progress has been made to embed collaborative ways of working, develop zone implementation programmes and engage in sub-regional planning processes. A range of initiatives are underway to implement the strategy.

Opportunity to strengthen the CWMS

6. Freshwater management remains a key issue for the Canterbury region. Nine years on, it is timely to consider what is needed to ensure that the CWMS continues to provide meaningful direction and momentum for action over the next ten years and beyond. Environment Canterbury has made provision in its draft Long-Term Plan 2018-2028 for work to strengthen the CWMS and ensure it is fit for the future needs of the region. Environment Canterbury is now seeking to initiate this work with partner agencies.
7. Drivers for the work include:
 - a need for intermediary goals for the ten target areas to bridge the gap between 2020 and 2040 goals – highlighted by the Regional Committee when it presented the *CWMS Targets Progress Report 2017* to the Mayoral Forum in August 2017
 - growing emphasis on delivery of the CWMS by a wider range of partners across the private and public sectors, the community and NGOs (including through zone committees)
 - a sharpening focus on urban water issues, which are also firmly on the central government agenda

- the intergenerational nature of freshwater management, and the need to renew commitment for the strategy into the future.

Proposals

Recognise and build on the CWMS strategic framework

8. Environment Canterbury proposes that the project proceed from the basis that the CWMS strategic framework is sound and continues to provide a good foundation for the future management of freshwater in Canterbury. Key fundamentals of the strategic framework are:
 - collaborative approach
 - delivery of environmental, economic, cultural and social outcomes together
 - integrated management of zones (rather than effects-based management of individual consents)
 - management of cumulative effects within environmental limits
 - commitment to clear goals for the target areas.
9. This approach represented a significant positive shift in the management of freshwater resources in Canterbury, and is recognised as leading the way in New Zealand.
10. The strategic framework also includes the CWMS vision and principles (attached as Appendix A). These are set out in Schedule 3 of the Environment Canterbury (Transitional Governance Arrangements) Act 2016 and so cannot be amended without legislative change.
11. Given that the strategy will be ten years old next year, it is critical that all the partners and key stakeholders remain on board for the next ten years and beyond. To this end, Environment Canterbury is commissioning a high-level environmental scan to provide confidence that the strategic framework is still relevant and appropriate for the current environment, and likely to remain so for at least the next ten years, bearing in mind:
 - international best practice on freshwater management
 - key trends, issues and drivers nine years on from adoption of the CWMS, and forecast into the future (e.g. climate change)
 - what communities have been telling us about what is important to them
 - central government policy directions.
12. The report will be available in time to feed into advice for the Mayoral Forum's 25 May 2018 meeting, and will be shared with territorial authorities.

Focus on enabling strategy implementation

13. Environment Canterbury proposes that the focus of the project be on:

- identifying what is required to maintain and build momentum for implementation of the strategy and ensure that it can and will be delivered
 - developing intermediary goals for 2025 and 2030 to ensure that the CWMS continues to provide meaningful guidance for action.
14. The last nine years have had a strong focus on building relationships, setting up ways of working and feeding into sub-regional planning processes. Increasingly, attention is turning to action on the ground, which requires mobilising a wide range of partners in the private and public sectors, the community and NGOs. The project presents an opportunity to:
- re-engage communities, non-government organisations and sector groups
 - strengthen collective ownership for CWMS implementation
 - consider how the strategy is delivered (including the role of zone committees).
15. Related to this is the need for intermediary goals for 2025 and 2030 to ensure that the CWMS continues to provide meaningful guidance for action. As noted, there is currently a gap in the goals, which were set for 2010, 2015, 2020 and for 2040 but with nothing in between. Developing intermediary goals will provide clear direction about what progress the partners are looking for over the next ten years. A small set of measurable goals will also help keep agencies focused on action.

Take a collaborative approach to project delivery

16. The collaborative approach that underpins the CWMS needs to be reflected in the delivery of this project. Environment Canterbury proposes that:
- the project be 'owned' by the Mayoral Forum (as the owner of the CWMS)
 - Environment Canterbury be the lead agency and take responsibility for project management, coordination of a cross-agency project team, and preparing advice to the Mayoral Forum
 - Environment Canterbury commission the Regional Committee to develop advice on 2025 and 2030 goals for the ten target areas of the CWMS
 - partner agencies be actively involved in delivery of the project – including leading advice for the Regional Committee on some target areas
 - zone committees be involved throughout the project, and provide the forum for discussion with communities on the implications of the 2025 and 2030 goals for action at the zone level
 - the process provide for engagement of a wide range of stakeholders, including participation in task groups focussed on the development of intermediary goals for specific target areas.
17. To support the project, Environment Canterbury proposes establishing:

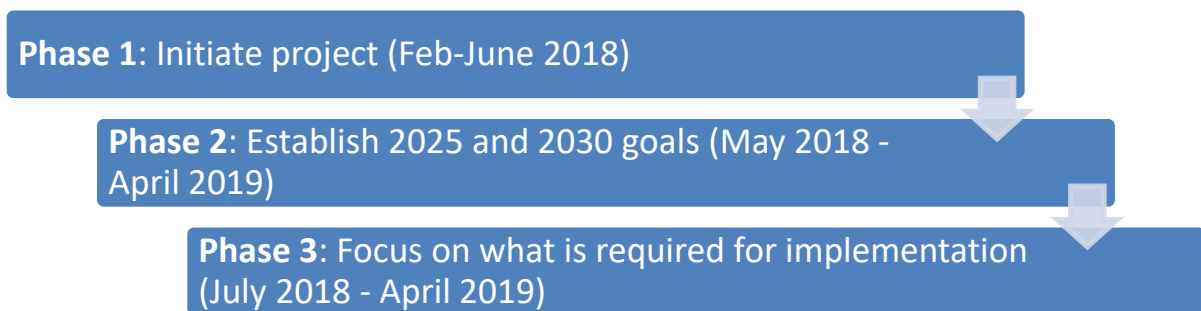
- a Project Steering Group comprising senior managers from Environment Canterbury, the ten territorial authorities and, subject to their confirmation, Te Rūnanga o Ngāi Tahu – to provide guidance and project oversight of behalf of key partners
- a Project Team made of staff from the same organisations (subject to resource availability) – to manage the delivery of the project, support the Regional Committee and task groups to develop intermediary goals and develop advice for the Mayoral Forum.

18. Appendix B provides an overview of proposed roles and relationships.

Look for key decisions by April 2019

19. Environment Canterbury proposes to get the project underway as soon as possible so that key decisions can be made within the current local government period (by April 2019) – in the interests of continuity and momentum.

20. Three (overlapping) phases of work are envisaged:



21. **Project initiation** involves detailed project planning, setting up project structures and seeking a formal mandate from the Mayoral Forum.

22. **Establishing goals for 2025 and 2030** is central to the project and involves identifying a few key milestones in each target area to reflect the progress that partners want to see achieved over the next ten years. The goals will be specific, measurable, achievable, realistic and time-bound (SMART).

23. This phase of work could also involve considering:

- whether any additional target areas are needed given changes in key water-related issues and pressures for Canterbury, and in the external environment – for example, social capital and behaviour change is one possible gap; climate change may be another
- whether any change to the wording of 2040 goals is desirable, in light of the 2025 and 2030 goals.

24. Care will need to be taken to not undermine existing target areas and to make very clear that the purpose of any amendment would be to add to what has already been agreed, rather than open all the target areas and goals up for re-negotiation.
25. The third phase of work on **what is required to ensure delivery of the CWMS** requires further scoping and will draw on implementation issues that emerge in developing the 2025 and 2030 goals. Examples of matters that might be addressed include:
 - work programme implications arising from new and existing goals
 - implementation priorities for action (in the short, medium and long term)
 - how to leverage action from stakeholder groups and communities
 - funding implications
 - ongoing governance arrangements
 - monitoring and reporting processes
 - role and functions of zone committees in delivery, and how committees are best supported.

Cost, compliance and communication

Financial implications

26. Resourcing this project will have implications for all partner agencies in terms of staff time. Environment Canterbury has made some provision in its draft Long-Term Plan for additional costs associated with the project (such as project management).

Risk assessment and legal compliance

27. The project creates some risk of opening a broader conversation about the underlying strategic approach of the CWMS, which could undermine the agreements and gains made over many years. The project is also likely to surface conflicting viewpoints, which, if not well managed, could undermine the collaborative relationships that are fundamental to the success of the CMWS. Mitigating these risks will require clear and careful engagement about the purpose of the project and effective processes for engaging a wide range of stakeholder interests.
28. Freshwater management is firmly on the central government agenda. There is a risk that central government initiatives could overwhelm CWMS conversations, particularly if partner agencies and communities are heavily engaged in those initiatives. If this occurs, the project approach and timelines may need to be reconsidered.
29. The CWMS vision and principles are included in Schedule 3 of the Environment Canterbury (Transitional Governance Arrangements) Act 2016, to which Environment Canterbury must have particular regard when making decisions under clause 10(1) of Schedule 1 of the Resource Management Act 1991. The project will not seek to amend the CWMS vision and principles.

Significance and engagement

30. There are a wide range of stakeholders with an interest in the CWMS and this project, including Ngāi Tahu, zone committees, the Canterbury District Health Board, central government, and industry and community groups in the agriculture, energy, biodiversity, recreation and regional development sectors.
31. Environment Canterbury is engaging with Ngāi Tahu about the project and how they would like to be involved. This could, for example, involve a small sub-group to facilitate input from the rūnanga, as well as Te Rūnanga o Ngāi Tahu (TRoNT) involvement in the project.
32. The project will be socialised with the Regional Committee and zone committees once the key partners (territorial authorities and Ngāi Tahu) are agreed on the project scope and approach. A programme of engagement and consultation with other stakeholders will follow, including engagement with stakeholder groups and interests who have been involved in earlier CWMS processes.

Communication

33. The project has been signalled to the community, in broad terms, in Environment Canterbury's Long-Term Plan consultation document. Environment Canterbury will work with partner agencies to develop a more specific communications plan.

Next steps

34. Subject to Chief Executives' agreement, the next steps are:
 - establishing a Project Steering Group and Project Team to plan and deliver the project – as soon as possible
 - seeking a formal mandate from the Mayoral Forum at its 25 May 2018 meeting
 - preparing for a first discussion on intermediary goals with the Regional Committee at its next meeting on 12 June 2018
 - socialising the project with zone committees and other stakeholders – May/June 2018
 - setting up task groups to start work on developing draft goals – by early July 2018.
35. The intent is to complete most of the project work in the second half of 2018, to provide sufficient time to finalise recommendations for the Mayoral Forum by April 2019.
36. Conversations are already underway at a staff level to set up project structures and complete project planning. Given timeframes are tight, Environment Canterbury proposes to start work in advance of a formal mandate from the Mayoral Forum, including preliminary discussion with stakeholders to inform the Regional Committee's 12 June 2018 meeting.

Attachments

- CWMS Vision and Principles¹
- Overview of proposed roles and relationships

¹ As expressed in the Annex B of the Canterbury Water Management Strategy and reproduced in the Environment Canterbury (Transitional Governance Arrangements) Act 2016

Attachment A: CWMS Vision and Principles

Vision

To enable present and future generations to gain the greatest social, economic, recreational and cultural benefits from our water resources within an environmentally sustainable framework

Principles

Primary principles:

- Sustainable management
 - Water is a public resource which must be managed in accordance with sustainability principles and be consistent with the Resource Management and Local Government Acts.
- Regional approach
 - The planning of natural water use is guided by the following:
 - first order priority considerations: the environment, customary uses, community supplies and stock water
 - second order priority considerations: irrigation, renewable electricity generation, recreation, tourism and amenity.
 - A consistent regulatory approach to water is applied throughout the Canterbury region, recognising these principles.
 - Both surface and groundwater are given equal importance.
 - Further development of scientific knowledge of the region's water resources and the impacts of climate change are given priority.
 - The actual or potential cumulative effects the taking and using water can have on waterways are recognised and managed within defined standards.
 - A cautious approach is taken when information is uncertain, unreliable, or inadequate.
 - The need for efficient use of water in existing and new infrastructure is recognised.
 - There is strong emphasis on the integration of water and land management including protection of indigenous biodiversity and enhancement of water quality.
 - Current and potential effects of land use intensification is an integral part of decision-making on water takes. This may mean amending regional and district plans.
- Kaitiakitanga
 - The exercise of kaitiakitanga by Ngai Tahu applies to all water and lakes, rivers, hapua, waterways and wetlands, and shall be carried out in accordance with tikanga Maori.

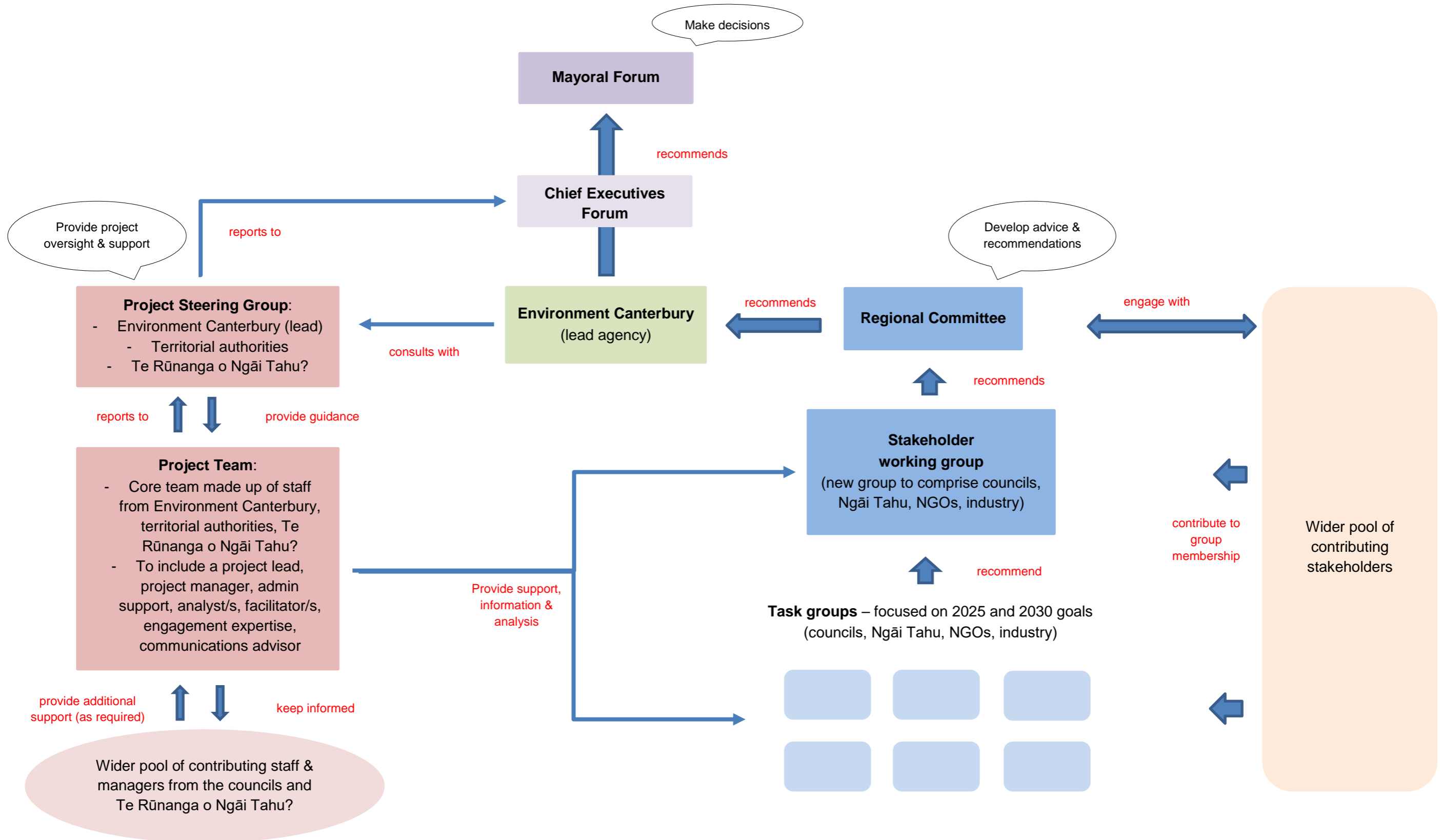
Supporting principles:

- Natural character
 - The natural character (mauri²) of Canterbury's rivers, streams, lakes, groundwater and wetlands is preserved and enhanced:
 - natural flow regimes of rivers are maintained and, where they have been adversely affected by takes, enhanced where possible
 - the dynamic processes of Canterbury's braided rivers define their character and are protected
 - environmental flow regimes are established for every waterway where abstraction occurs
 - that restoration of natural character and biodiversity, is a priority for degraded waterways, particularly lowland streams and lowland catchments
 - the interdependence of waterways and coastal ecosystems is recognised.
- Indigenous biodiversity
 - Indigenous flora and fauna and their habitats in rivers, streams, lakes, groundwater and wetlands are protected and valued.
 - The aims of the Canterbury Biodiversity Strategy are recognised and supported.
- Access
 - Public access to and along rivers, lakes, waterways and wetlands is maintained and, where appropriate, enhanced. Access may need to be limited in situations including where environmental risk, public safety, security of assets, cultural values, biodiversity and farm management require.
- Quality drinking water
 - All those living in Canterbury have access to high quality drinking water.
 - The region's high quality aquifer-sourced drinking water is protected.
 - Where Canterbury's drinking water is currently untreated and safe for drinking, it is maintained at that high standard.
- Recreational and amenity opportunities
 - Rivers, lakes, groundwater and wetlands provide opportunities for enjoyment, recreation and tourism.
 - High quality water ensures contact recreation such as swimming, fishing, boating and other water sports are able to be enjoyed throughout Canterbury.
 - Adequate environmental flows should ensure that recreational users and tourists can enjoy Canterbury rivers.

² Mauri—the life force. In the environment, mauri is used to describe the intrinsic values of all resources and of the total ecosystem.

- Eco-tourism opportunities are recognised and encouraged.
- Community and commercial use
 - Water resources are used sustainably to enhance quality of life:
 - where water is abstracted, it is used effectively and efficiently
 - land use, industry, and business practices to not adversely impact on natural water quality
 - discharges to waterways are minimised and do not compromise quality
 - land use practices are monitored and best practice approaches are required
 - agricultural stock is excluded from all waterways in catchments where irrigated farming is practised and all lowland streams
 - where acclimatised wildlife in lowland streams cause contamination, they are appropriately managed
 - degraded waahi taonga are enhanced to restore tangata whenua cultural wellbeing.

Attachment B: Overview of proposed roles and relationships



Date: 30 April 2017

Presented by: David Ward, Simon Fraser (for Bede Carran), and Bill Bayfield

Corporate, Operations and Policy Forums

Purpose

This paper reports on the work of the Corporate, Operations and Policy Forums since February 2018.

Recommendations

That the Chief Executives Forum:

- 1 **approve** the Terms of Reference for the Canterbury Public Records Act (PRA) Executive Sponsors working group
- 2 **discuss** the concept paper for a potential Canterbury Councils app
- 3 **thank** Leonie Robinson for her work as outgoing Chair of the Canterbury Records and Information Managers working group
- 4 **approve** the Terms of Reference for the Compliance, Monitoring and Enforcement working group
- 5 **review** the structure and reporting lines of the Canterbury Regional Forums and working groups.

Corporate Forum

- 1 The Corporate Forum met on 12 March 2018 and agreed to endorse the Terms of Reference for the Canterbury Public Records Act (PRA) Executive Sponsors working group, noting the appointment of Anne Columbus (Christchurch City Council) to the Chair of this working group.
- 2 Other agenda items included:
 - updates from the first cycle of Chief Executives and Mayoral Forums
 - continuing discussions on customer/citizen focus, concentrating on ratepayer expectations and delivering seamless services at a reasonable cost. Members were asked to discuss and identify shared service and collaborative opportunities with their respective working groups, as well as shared/collaborative services and process already underway.
 - update on rating and valuation services
 - updates from the Finance Managers, Records and Information Managers, and Public Records Act Executive Sponsors working groups.
- 3 The PRA Executive Sponsors working group was established following the completion of Archives New Zealand's Audit Programme of public offices on managing its obligations under the Public Records Act 2005. the Chief Executives Forum agreed on 12 February 2018 to establish this group.

- 4 The PRA Executives Sponsors Group has met twice (2 March and 13 April 2018), and agreed to the draft Terms of Reference (attached as Appendix 1). The working group is seeking approval from the Chief Executives Forum to the attached Terms of Reference.
- 5 A Canterbury councils' smartphone app was raised as a potential opportunity for a shared service. A concept paper has been provided to the Chief Executive Forum for discussion at today's meeting (agenda item 9a).
- 6 Leonie Robinson (Ashburton District Council) has stepped down as Chair of the Canterbury Records and Information Managers working group (CRIMS). At the CRIMS meeting on 2 March 2018, Denise Thompson (Environment Canterbury) was elected Chair, with Anemone Mathiae (Christchurch) and Mahara Tahuu (Ashburton) to attend the Corporate Forum as representatives for the group.

Operations Forum

- 7 The Operations Forum met on 12 March 2018. Agenda items included:
 - updates from the first cycle of Chief Executives and Mayoral Forums
 - continuing discussions on customer/citizen focus, concentrating on how councils can be better informed of ratepayer's expectations of levels of service. Members were asked to come back at the next meeting with ideas for clarifying ratepayer expectations, including examples of what has and has not worked for councils previously.
 - further discussion of the 3 Waters stocktake, and the need to give priority to drinking water to be ready to respond to imminent government announcements
 - discussions on taking a regional approach to waste minimisation through advocating for greater product stewardship
 - updates from the Engineering Managers, Natural Hazards, Stormwater, Drinking Water, Regulatory Managers, and Health and Safety working groups.

Policy Forum

- 8 The Policy Forum met on 6 April 2018, and agreed to endorse the Terms of Reference of the Compliance, Monitoring and Enforcement working group. The Terms of Reference are attached as Appendix 2 for approval by the Chief Executives Forum.
- 9 Other agenda items included:
 - discussions on the *Mackenzie Basin: Opportunities for agency alignment* report
 - Mana Whakahono ā Rohe and Iwi participation arrangements under the Resource Management Act
 - priorities for the coming year, including how the Policy Forum can best support councils and other regional forums, and scanning of upcoming central government initiatives that may affect the Canterbury region
 - a draft immigration and international education discussion document prepared for the Canterbury Mayoral Forum, to support engagement with central government officials and Ministers
 - an update on the *Canterbury Earthquakes: Whole of Recovery Symposium* planned for November 2018
 - updates from Canterbury Planning Managers, the Climate Change working group, and the Compliance, Monitoring and Enforcement working group.

- 10 Canterbury Planning Managers raised concerns about reporting lines between working groups and regional forums, particularly with working groups who have cross-overs reporting to different forums. An example given was the cross-over between Planning Managers (who report to the Policy Forum) with the work of both the Drinking Water and Civil Defence working groups (who report to the Operations Forum).
- 11 The Policy Forum agreed that given the addition of the Corporate and Operations Forums in 2017, that Chief Executives review the structure and reporting lines of working groups within the regional forum umbrella. A diagram of regional forums and working groups is attached in Appendix 3.

Appendix 1: Canterbury Public Records Act (PRA) Executive Sponsors working group

Terms of Reference - April 2018

Background

Information and records are strategic assets at the core of public sector business and government accountability. They help organisations plan for and achieve valuable and relevant short-term and long-term outcomes that benefit business, government and the wider community.

In December 2015, Archives New Zealand completed an Audit Programme of public offices covering the period 2010-2015 on managing their obligations under the Public Records Act (PRA) 2005. Key findings indicated that barely half of the public offices had recordkeeping maturity at or above the level of a managed approach to records management – across all 8 functions of planning, resourcing, training, reporting, creation/capture, retrievability/security, maintenance/storage and disposal/transfer. Strong concerns were also expressed at the absence of reporting on recordkeeping to leadership and the ongoing low levels of appropriate records disposal.

In July 2016, Archives New Zealand issued a **mandatory** standard for Information and Records Management under section 27 Public Record Act 2005. It applies to:

- public offices, including state and integrated school, and
- local authorities, including council-controlled organisations.

This standard establishes how to manage information and records efficiently and systematically – setting out the minimum standards of compliance that organisations **must** meet. Included within this standard is the minimum requirement for a designated role– the Executive Sponsor – to be responsible for oversight of the organisation’s I&RM activities within each organisation. Archives New Zealand is to be advised of this person/role.

Purpose

The purpose of this Canterbury PRA Executive Sponsors group is to:

- facilitate regional leadership and support for strategic and managerial information and records management across the Canterbury region
- champion regionally for local government best practice, compliance and innovation of information and records management across Canterbury
- catalyse our regional leadership to support information and record management maturity.
- align to the principles, criteria and decision-making framework for Working Together for Canterbury (CE Forum May 2016):
 - we work together “to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses’ – Local Government Act 2002, S.10(1)(b). This is our ‘bottom line’ (an outputs focus).
 - working collaboratively to drive efficiencies and better provide for the needs of their communities’, noting that ‘this collaboration may either be Canterbury-wide or on a sub-regional basis’

- collaboration and shared services are preferable to centralisation and/or amalgamation
- collaborating to create long-term public value.

Role of PRA Executive Sponsors working group

To identify and provide advice on the opportunities and challenges to drive higher value from the information held by Canterbury Local Authorities, through:

- **Stewardship of the regional information and records management system** – through tackling persistent system issues such as inconsistencies approaching the legislative and policy framework, interoperability and security, data quality, capability to manage and use data/information, increasing public trust and confidence in Canterbury’s ability to manage public information well
- **Collective impact** – through collectively understanding the dependencies that exist in our information system/space and supporting high impact data and information initiatives, including advising on:
 - what a successful regional approach looks like including priority and sequencing of initiatives/investments
 - how we best support each other (including shared service environments) to achieve success
- **Citizen centricity** – through supporting regionally to work across boundaries to enhance the use of information to enable innovative citizen-centric service delivery including businesses
- **Integration** – through ensuring that the dependencies that exist between regional information, technology, investment and service are well considered and integrated in the value proposition to deliver results
- **Fulfilment of our Exec Sponsor obligations under the Public Record Act;** including responsibility for cooperating and liaising with Archives New Zealand about monitoring and reporting on compliance
- **Strategic Alignment** - ensuring that the strategy and policy adopted by our organisation’s supports the regional approach to information and records management
- **Guidance and Support** to Canterbury Records and Information Management Support (CRIMS) group – our regional professional network for local authorities to support regional PRA knowledge around compliance, information capture, storage, discovery and management.

Outcomes – What are we wanting to achieve?

- Information is managed as a strategic asset across the regional system.
- The power and value of information is realised for our community.
- We collectively meet our LGA obligations for transparency and accountability for public records.

Objectives – How will we achieve our outcomes?

The working group’s objectives are to:

- raise the profile/visibility of the PRA within our organisations/regionally – including the strategic importance of information/data as a core local government asset

- establish information and records governance framework across the region
- support individual Council's (where applicable) to ensure their Council Controlled Organisations (CCO's) are aware of and are meeting their PRA obligations – including their participation in the governance framework
- develop well-defined and meaningful performance goals and measures based on PRA requirements and best practice that can be implemented across the region to support regional reporting
- identify risks to regional Records and Information Management and propose suitable treatment/mitigations

Critical success factors

- The 'value of information' is embedded into how our territorial authorities work.
- Leadership is provided on what 'good' looks like for Canterbury Territorial Authority information.
- This group sets the direction for regional PRA Records and Information Management outputs and then works together to accomplish it.

Responsibilities of group

The working group has general responsibilities for the following:

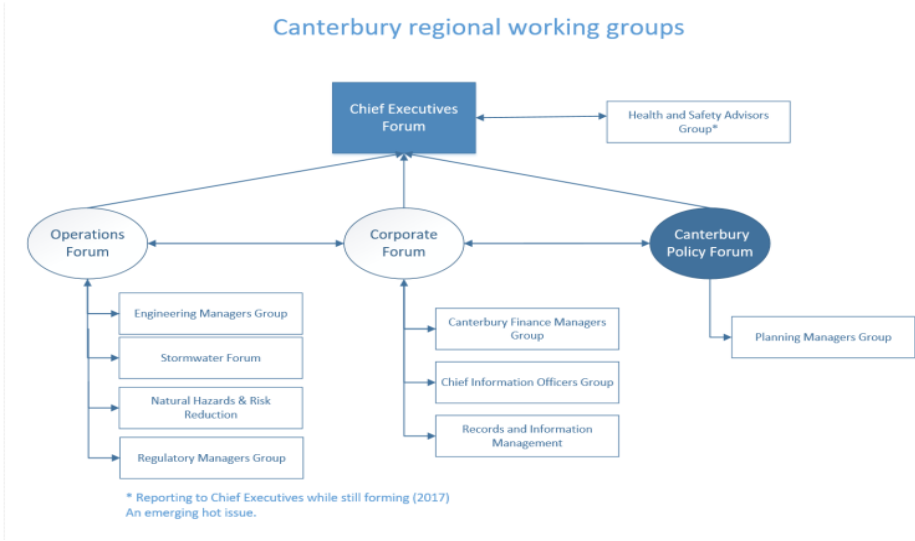
- identify and implement opportunities to progress regional system-wide records and Information Management transformation
- provide free and frank advice and insight in respect of issues related to information management investment risks and opportunities
- be advocates/champions for system level change and provide collegial support to lead change in information management practices across the system while maintaining robust proactive security arrangements
- demonstrate how excellent information management supports improved business and community outcomes
- report via the Corporate Forum to the Chief Executives and Mayoral Forums on progress on a regular basis
- provide clear direction to the Canterbury Records and Information Management Support (CRIMS) group on priority PRA work to be progressed.

Governance

The PRA Executive Sponsors working group is one of four working groups supporting the Canterbury Corporate Forum. The Corporate Forum is one of three forums (Operations, Corporate, Canterbury Policy Forums) feeding into the regional CE Forum working groups framework. The PRA Executive Sponsors Group works with the other groups to provide a mutually reinforcing and connected regional support function.

The working group is sponsored by the Corporate Forum Chair. This working group is a separate working group to the Canterbury Records and Information Management Support (CRIMS) group. This group will operate at a higher executive sponsor level role and operate very much with the CRIMS group (given the majority of CRIMS people report directly/indirectly to Exec Sponsors within their individual Councils) to identify and provide leadership on the opportunities and challenges to drive best practice and higher value from the information held by Canterbury Local Authorities

The working group is chaired by Anne Columbus, Christchurch City Council.



Meetings

The working group will meet quarterly and will be appropriately synchronised to support the Canterbury Regional Information Management Support (CRIMS) group. Some business may be conducted out of session where required.

Members

Working group membership comprises individual Territorial Authority Executive Sponsors as provided to Archives NZ.

Executive Sponsor at Ashburton District Council	Paul Brake
Executive Sponsor at Christchurch City Council	Anne Columbus
Executive Sponsor at Environment Canterbury	Miles McConway
Executive Sponsor at Hurunui District Council	Jason Beck
Executive Sponsor at Kaikoura District Council (TBC)	Paul Numan
Executive Sponsor at Mackenzie District Council	Toni Morrison
Executive Sponsor at Selwyn District Council	Greg Bell
Executive Sponsor at Timaru District Council	Tina Rogers
Executive Sponsor at Waimakariri District Council	Jeff Millward
Executive Sponsor at Waimate District Council	Andy Hilton
Executive Sponsor at Waitaki District Council (TBC)	Bill Chou

Attendance

Meeting attendance is required, with delegates permitted.

Where a member is away for a period of time, their replacement may be agreed as a substitute by the Chair. Attendance of 50% of the named members will constitute a quorum.

Appendix 2: Terms of Reference of the Compliance, Monitoring and Enforcement working group.

Terms of Reference

Compliance, Monitoring and Enforcement Working Group

As agreed by the Chief Executives Forum on 30 April 2108

Background and purpose

The Chief Executives Forum agreed to the formation of a regional Compliance, Monitoring and Enforcement (CME) working group in May 2017 to share advice and guidance on compliance, monitoring and enforcement of environment law across the region.

The working group was formed in response to the findings of the Environment Defence Society Report (March 2017) *Last line of defence: Compliance, monitoring and enforcement of New Zealand's environmental law* (Marie Brown). The report encouraged councils to share resources and network with each other to build capability and share expertise in compliance, monitoring and enforcement of environmental law.

The Working Group reports to the Canterbury Policy Forum and through that to the Chief Executives Forum and the Canterbury Mayoral Forum.

Scope

Matters subject to the Working Group's consideration include:

- establishing regional consistency regarding principles and approach to compliance, monitoring and enforcement
- sharing advice, guidance, resources and training on compliance, monitoring and enforcement across the region
- incorporating best practice approaches across the region
- identifying and addressing emerging issues, risks, limitations and/or barriers.

Membership and operation of the Working Group

Representatives will be able to engage and influence across their organisation, including elected members on this issue. Ideally, they will represent their organisation's compliance, monitoring and enforcement management function.

The group may allocate an issue(s) to a sub-group(s), which may include other staff, or another appropriate collaborative grouping, to consider and develop a response(s). Sub-group(s) should periodically update the Compliance, Monitoring and Enforcement Working Group.

Annually, the group shall appoint a chair from its membership. The chair is eligible for reappointment.

The Chair is responsible for secretariat support for the group, maintaining relationships and ensuring that the group is functioning under these Terms of Reference.

The Working Group will meet in person at least quarterly to:

- share knowledge and expertise, advise and guide councils in their compliance, monitoring and enforcement roles
- refine the work programme to reflect feedback from the Chief Executives Forum and Canterbury Mayoral forum
- report progress on working group work programme items, and review where necessary
- allocate responsibility for items in the work programme.

The Working Group will maintain regular electronic exchanges to consider issues and monitor progress and to exchange ideas.

The Working Group Chair shall report quarterly to the Canterbury Policy Forum.

Decision making and representation

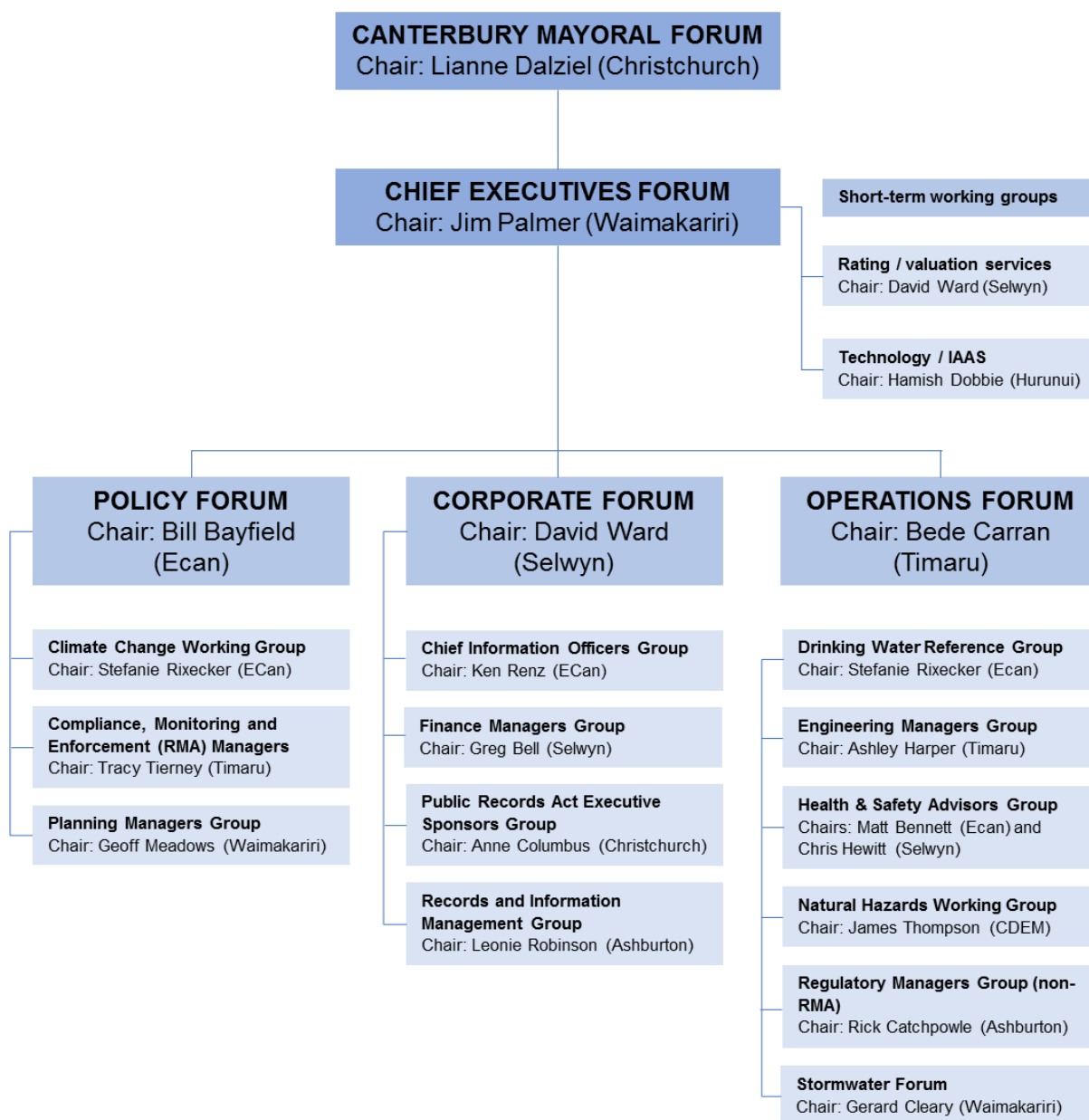
The group has no decision-making ability. It will develop advice and recommendations to be presented to the Canterbury Policy Forum for agreement to go to the Chief Executives Forum and/or the Mayoral Forum.

Changes to the Terms of Reference

The Working Group may recommend changes to the Terms of Reference to the Policy Forum, to be agreed by the Chief Executives Forum.

The Policy Forum will review the Terms of Reference at least every three years for agreement by the Chief Executives Forum.

Appendix 3: Canterbury regional forums and working groups



REGIONAL FORUMS SECRETARIAT (hosted by Environment Canterbury)		
Dr David Bromell	Principal Advisor	027 839 2708
Simon Fraser	Senior Advisor	027 613 2635
Warren Gilbertson	CREDS Project Manager	027 613 1082
secretariat@canterburymayors.org.nz		http://canterburymayors.org.nz/

Date: 30 April 2018 – CE Forum

Presented by: Jolanda Simon (CIO) and Jeff Millward (CFO), Waimakariri District Council

App for Council communication and engagement

Purpose

This paper seeks approval from the Chief Executives Forum to investigate the appetite seek a Request for Proposal from suppliers of Apps that could be used by Councils to provide regular information and updates of its services in relation to each Council's requirements. This item has been referred from the Corporate Forum.

Recommendations

That the Canterbury Corporate Forum:

- 1. approve the establishment of a working group, and nominates a member from each of the interested Councils to determine the primary requirements for a Canterbury-wide App, and develop a RFP to be tendered**
- 2. note that the primary purpose of the App would be to aid in the suite of methods used to communicate events such as water outages and other information that would enhance the reputation of Council and quality of service that is provide;**
- 3. note that the working group would recommend back to the CE Forum the outcome and/or recommendations and future actions.**

Key points

- An App, much like Snap Send Solve, that can push information out and receive information would add value and be an effective communications tool.
- Having one App that can be developed and used by any Council for its service would be beneficial to ratepayers, residents (including friends and family that live outside the region), and property owners from other areas of New Zealand.
- Already some Councils, such as Ashburton, have invested in the App. There is enduring funding and development benefits from collaboration.

Background

1. Communication is an essential component in the efficient and effective delivery of council services. As we have a wide range of stakeholders to communicate with, we are

committed to using a variety of communications channels, to try and reach a broad spectrum of the population as possible. We know that people prefer to receive their information in different ways, so cannot rely heavily on one method of communication over another.

2. The exponential growth of social media and smartphone usage in the last couple of years has fundamentally changed how we communicate with people and how they expect to be communicated with. It is important that we retain some flexibility in our approach to how we communicate and the channels we use, particularly as technologies evolve.
3. An App for local government is another communication channel that council can use to 'push' relevant information out to its customers and 'receive' feedback, the App is in no way intended to 'replace' any existing communication channels. It however can be instant and effective to those who hold the App on their phone or computer.
4. The Snap Send Solve App has been in use by Canterbury Councils since the start of 2016. The Snap Send Solve App is used for receiving service requests. It currently has no functionality to 'push' information out to App subscribers.

Canterbury wide app

5. The following options below need to be addressed by a working group to determine the best way of achieving optimal benefits of an App. There are a number of App providers on the market at present, and some that are specifically developed to Local Government Local Government services.
 - Determining what aspects/attributes best lend itself to an App that would be useful pursuing
 - Preparing an Request for Proposal to be tendered
 - Selection of an App that is branded for Canterbury or one that can be used by all of New Zealand Councils
 - Selection of a preferred supplier based on a weight attribute and pricing RFP.

Shared services

6. As part of the Mayoral Forum's drive for collaboration and shared services, the CFO and CIO forums identified shared purchasing options. A Canterbury wide App to 'push' and 'receive' information has been identified as a possible shared service opportunity.

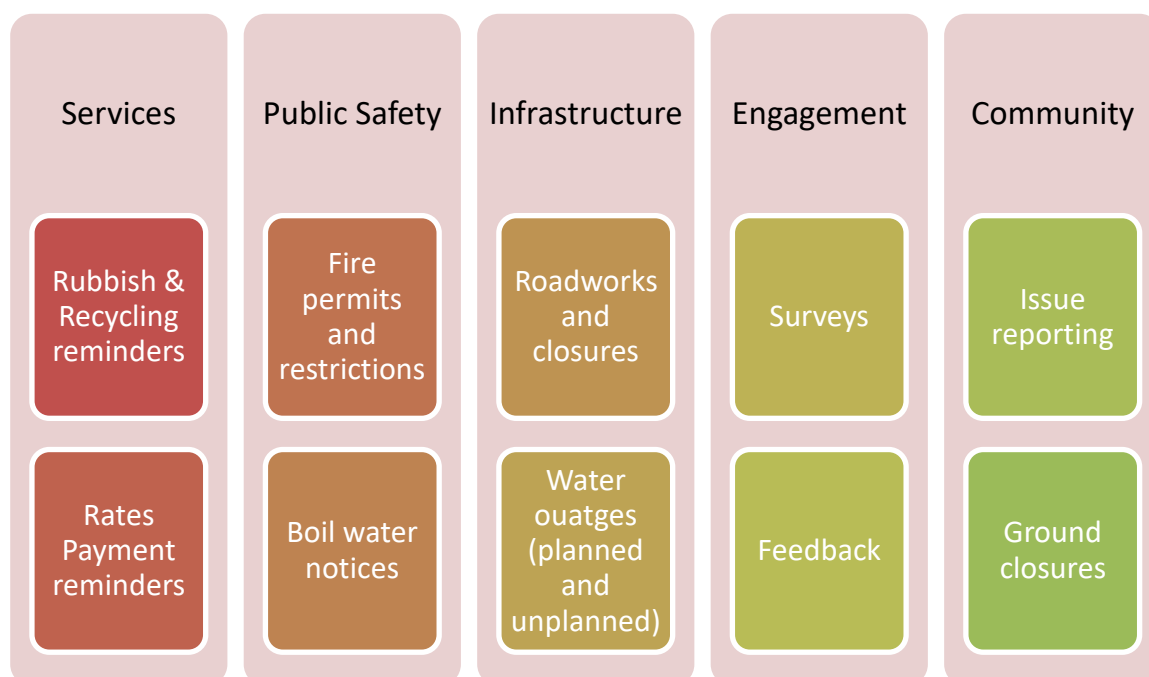
Benefits of an App

7. An App sidesteps the need for people to search for Council information, read lengthy emails, or watch social media feeds by sending notifications to people only when something comes up that is relevant to them.

8. Some of our customers interact with more than one council, i.e. their home, place of work, their bach etc., which may be located in different council regions. Having on council app to cover all areas is beneficial.
9. Citizens “opt-in” to receive information, with no need to store and maintain customer contact details like mobile phone numbers. People tell the App what topics they do and don’t want to receive, together with location, increasing the relevance of the content to each person.

Scenarios for use

10. There are various scenarios for use, e.g.:



Canterbury wide App – options

Option 1 – release an RFP for App development

11. As a Canterbury region release an RFP for development of an App.
12. The advantage of this is that, as a region, we can specify exactly what we want and get a Canterbury branded App.
13. The disadvantage is that an App would have to be developed from the ground up and the App would be limited for use in Canterbury only.

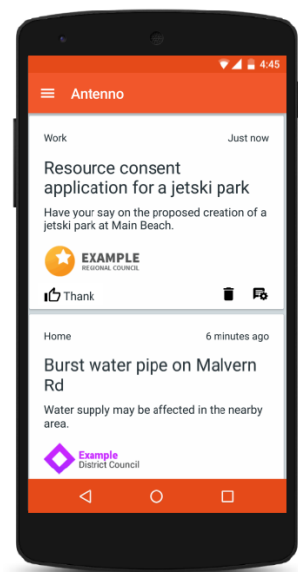
Option 2 – Area (or Council) specific App

14. Local newspapers are developing Apps for a specific area, e.g. “The Ashburton App” and “The Wanaka App” with councils being possible “anchor” tenants.

15. The drawbacks of this kind of App is that:
- they are not location specific; i.e. you cannot get notifications only for the area or location you care about
 - is more of a Community directory rather than an App.
 - is not “council services” specific.
 - it has advertisement not relevant to councils.
 - it only “pushes” information and cannot “receive” information, like service requests.

Option 3 - Antenno

16. Datacom have developed an App called Antenno. This App is already in use by Councils in New Zealand, including Marlborough, Ashburton, South Waikato, Taupo and Kapiti Coast.
17. Antenno is a New Zealand wide App and cannot be re-branded as a ‘Canterbury’ App. Limiting the App to Canterbury sort of defeats the purpose of giving customers one App for all of New Zealand, where customers might have dealings with councils outside of Canterbury.
18. There is one App for all of New Zealand (and Australia) which means that if people deal with multiple councils (such as due to having property in two council areas) then both councils can engage with this person through the one App.
19. Antenno is an ‘open’ system and can be integrated with other systems (e.g. Line of Business system) though standard integration mechanisms.
20. Datacom has been approached for special Canterbury wide pricing. A 25% discount has been offered, if all (or most) Canterbury councils sign up to this service.
21. The advantages of this option are:
- a. It’s an App developed for Local Government;
 - b. A clear roadmap would be established for further development;
 - c. An App can both “push” information out and “receive” information, that could remove the complexity of Snap, Send, Solve;
 - d. One App to potentially cover all Councils;
 - e. Location based, so you only get the information you are interested in;
 - f. Possibility to integrate with Council’s other business systems.



Recommendation

22. The recommendation is to establish a working group to investigate the benefits of an Canterbury-wide App, or other services that could be utilised as a communication tool for councils.
23. This working group will need to have the delegation to tender and identify a preferred supplier, which will be reported to the CE Forum for approval. It is important that the working group contains a mix of Communications, Customer Services and IT staff, given the involvement required.
24. Given the indicative pricing by Antenno, the group would have the required delegation up to \$130,000, to negotiate a shared purchasing deal with a preferred supplier and roll the App out Canterbury wide.

Cost, compliance and communication

25. The cost of the App, given there are already Local Government Apps available would be minimal. The majority of cost would revolve around each Councils involvement with maintaining information on the App.

Financial implications

26. As above, it is envisaged that the cost is relatively modest in comparison to the benefits that would be derived. Appendix 1 contains an indication of cost from Datacom indicative of the Canterbury pricing for Antenno:

Risk assessment and legal compliance

27. It is envisaged that the App will only add to suite of tools to provide information to ratepayers, increasing the speed of delivery to those that opt into the App.
28. It would be a good result if all Councils could deliver a standard set of services from the one App, to provide consistency across the Canterbury region.
29. There are little to no legal risks. The information provided would be provided under disclaimer and that the best possible information is being provided.

Significance and engagement

30. As occurred with Snap, Send, Solve, the App would be communicated and promoted through-out Canterbury. It is hoped that all Councils update the App and features that are provided.

Communication

31. Section of Working Group from interested Councils. An Ashburton representative would add value given their involvement in the Datacom App

Next steps

32. An outline of the work the working group would have to undertake include:

- Determine an RFP and selection criteria;
- Negotiate a preferred Supplier;
- Report findings and recommendation to CE forum;
- Pilot and rollout;
- Communicate to Canterbury Region.

33. Indicative timeframes for the working group would be:

- Working group meets June 2018;
- RFP advertised early July 2018;
- Recommendation to CE Forum July 2018
- Pilot and rollout from August 2018

34. Depending on the preferred supplier and whether any additional functionality is required to the App, the approved rollout could be earlier than suggested above.

Attachments

Antenno Fact Sheet

Appendix 1 - indicative pricing for Canterbury Councils for Antenno:

					Pop smoothed	set fee	Base pop smoo	Total	Price per ratepayer	Soley on Ratepayer
						\$	\$	\$		
Environment Canterbury	Regional	278,724	\$1,257	\$15,084	30.0%	10,000	22,337	32,337	0.12	72,206
Christchurch City Council	Territorial	110,000	\$3,067	\$36,804	30.0%	10,000	22,337	32,337	0.29	28,497
Selwyn District Council	Territorial	22,200	\$874	\$10,488	8.0%	5,000	5,956	10,956	0.49	5,751
Waimakariri District Council	Territorial	22,119	\$1,255	\$15,060	8.0%	5,000	5,956	10,956	0.50	5,730
Timaru District Council	Territorial	21,251	\$1,219	\$14,628	8.0%	5,000	5,956	10,956	0.52	5,505
Ashburton District Council	Territorial	15,241	\$968	\$11,616	5.0%	4,000	3,723	7,723	0.51	3,948
Waitaki District Council	Territorial	13,467	\$894	\$10,728	5.0%	4,000	3,723	7,723	0.57	3,489
Hurunui District Council	Territorial	6,798	\$510	\$6,120	3.0%	3,000	2,234	5,234	0.77	1,761
Waimate District Council	Territorial	4,289	\$322	\$3,864	1.0%	3,000	745	3,745	0.87	1,111
Mackenzie District Council	Territorial	3,364	\$252	\$3,024	1.0%	3,000	745	3,745	1.11	871
Kaikoura District Council	Territorial	2,260	\$170	\$2,040	1.0%	3,000	745	3,745	1.66	585
TOTAL		499,713	\$10,788	\$129,456	100%	55,000	74,456	129,456	0.26	129,456

Antenno Fact Sheet



Antenno
Be informed. Get involved.

WHAT IS ANTENNO?

Antenno is a new mobile app that assists councils and other organisations working in the public sector to inform and involve people in the community.

Antenno sidesteps the need for people to search for council information, read lengthy email notifications, or watch social media feeds, by sending notifications to people only when something comes up that is relevant to them.

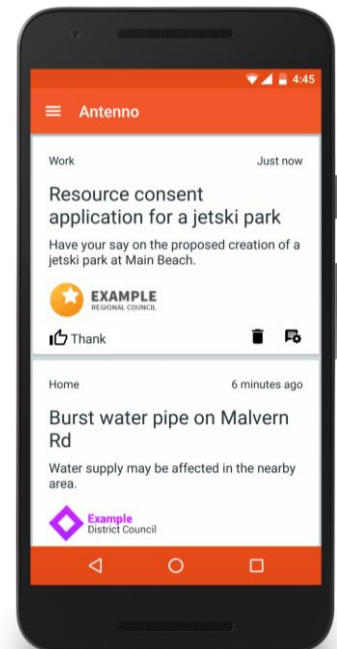
The app is free for people to install and use, and is available on both Apple and Android smartphones.

FOR COUNCILS

Councils create alert, information and notification 'posts' via the Antenno web portal. Posts are allocated a topic, and are map-defined to the appropriate zone of relevance or affect.

When a post is published, app users are notified if a place they care about falls within the post's zone, and the post's topic fits their topic preferences.

Councils can access information such as post circulation 'reach', the level of engagement with posts, topic preference trends, and other analytics.



FOR THE COMMUNITY

People install Antenno on their Apple or Android smartphone. The mobile app is simple and easy to use. There's no login or personal information required.

People save places they care about, such as their home, work, rental property, school, or wherever they choose. Antenno then notifies them when posts are published that are relevant to any of these places. People can then refine what they receive by topic, increasing the relevance of further posts they receive.

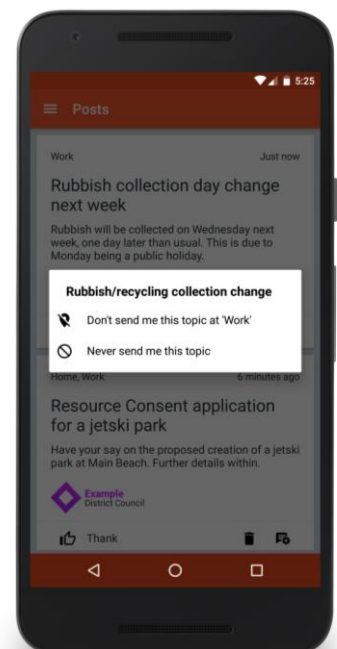
There's no need to regularly check the app for new information - it lets people know when something comes up.

In future, people will be able to engage with councils on surveys, report issues, and easily provide feedback via Antenno.

HELP AND SUPPORT

For questions about notifications received via the Antenno mobile app, contact the council providing the information.

For mobile app help and support, contact the Antenno team at Datacom on antenno.support@datacom.co.nz.



Canterbury Chief Executives Forum Item 10

Date: 30 April 2018

Presented by: Stefanie Rixecker, Environment Canterbury

Canterbury Drinking Water Reference Group Update

Purpose

1. To provide Chief Executives with information on the work of the Canterbury Drinking Water Reference Group.

Recommendations

That the Canterbury Chief Executives Forum:

1. **note the collaborative work being undertaken by the Canterbury Drinking Water Reference Group**
2. **note the level of commitment demonstrated by Canterbury councils to pro-actively implement their programme of work to improve the safety of drinking water supplies**

Background

2. The Chief Executives Forum established the Canterbury Drinking Water Reference Group (the Reference Group) following the Havelock North drinking water outbreak in 2016. The Reference Group's Terms of Reference Group include reporting on the vulnerability of drinking water supply in Canterbury, including identifying high risk drinking water supplies and reporting on measures and plans to mitigate or eliminate these risks.
3. The Stage 2 report of the Havelock North Drinking Water Inquiry strongly advocated that implementing change should take place as a matter of urgency, and agencies should not wait for Government direction or a change to the law.
4. At the time of drafting this paper, the Government had not made any decision on the Inquiry's recommendations but were expected to imminently.

Priority Drinking Water Sites for Upgrade

5. Through the Reference Group, Canterbury councils have worked collaboratively to develop a comprehensive water supply risk assessment tool. The purpose of the tool is to help councils better understand and gauge the relative risks for each of the district's water supplies.

6. Each council entered the following data into the assessment tool:

Data	Category
a. The name of each scheme	Source
b. The population of each scheme	
c. Surface influence on source water	
d. Recorded history of E. coli absence of the untreated source water	
e. Protozoal compliance of the treatment system	Treatment
f. Bacteriological compliance of the treatment system	
g. Recorded history in E. coli absence of the treated water	
h. Residual disinfection within the reticulation system	Reticulation
i. Recorded history of E. coli absence within the reticulation system	

7. Each council has populated the data in the above 'source', 'treatment' and 'reticulation' categories and presented a relative risk score for each scheme. Assessment of this data was made against the current Drinking Water Standards for New Zealand.
8. Across Canterbury territorial authorities have responsibility for approximately 134 community drinking water supply schemes.
9. The data results showed that approximately 37% of community drinking water supply schemes in Canterbury were regarded as being of a high risk of contamination. The results reflect a snap shot in time and are being used as an indicator only as the situation for each water supply scheme can change. The remaining water supply schemes were regarded as either medium or low risk.
10. By using this information each council has updated their own programme of work to upgrade water supplies to mitigate or minimise the risk of contamination. Councils have made provision in their Long Term Plan 2018-2028 for funding to resource extensive upgrade programmes that include raising boreheads, UV and treatment optimisation, installing filtration and improving protozoa compliance.

Next Steps

11. The Reference Group will continue to provide support and advice to councils as they implement their programme of work to upgrade high priority drinking water supply schemes. Ongoing work by the Reference Group will evaluate how far the current programme of work by councils will show improvement in providing the community with a safe and reliable drinking water supply.

12. The Reference Group has set up a shared website (SIPHAN) for members to have a single point of contact and enable them to share information.

Financial implications

13. Canterbury councils have made allowance in their Long Term Plan 2018-2028 to fund extensive work programmes to upgrade and improve treatment and compliance of water supply schemes.

Risk assessment and legal compliance

14. The risks to drinking water are increasing. Climate change, extreme weather events, intensification of farming, earthquakes, population and urban growth, and aging infrastructure assets are all increasing the level of risk. Wherever possible, implementing the Inquiry's recommendations (which may be adopted by the Government), and understanding the current state of water supply schemes in Canterbury, has enabled councils to direct their funding and resourcing to the schemes that require high priority attention. While the safety of a supply or security of a source can never be assumed to remain static even where, at one point in time, reasonable confidence exists.

Canterbury Chief Executives Forum Item 11

Date: 19 April 2018

Presented by: Ashley Harper, Chairman of Canterbury Engineering Managers Group

Development of Common Engineering Standards for Canterbury

Purpose

To inform the Chief Executives Forum of progress with item 21 of the Mayoral Forum work programme.

Recommendations

That the Canterbury Chief Executives Forum:

- 1. Acknowledge the attached proposal from Waugh Infrastructure Management.**
- 2. Note that a further update will be provided for at the next Chief Executives Forum meeting on 6 August.**

Background

- Item 21 of The Mayoral Forum work programme “Engineering Services and Common Standards” is being progressed by the Canterbury Engineering Managers Group (CEMG). At the CEMG meeting held on 22 March 2018, it was resolved to engage Waugh Infrastructure Management to carry out this work in conjunction with each TLA.
- The attached programme of work has been jointly developed, and has an estimated cost of \$22,000 - \$25,000 for items 1 and 3 to 9. Item 2 is an extension of the proposed work programme and will cost approximately \$5000. Waugh Infrastructure Management have an experienced staff member available to do this work over the next 6 weeks with an anticipated completion date of 1 June 2018.
- The cost of this work is estimated to be \$22,000 - \$30,000. The CEMG have yet to agree on a cost sharing formula.

Next steps

- Next steps for this work include:
 - engaging Waugh Infrastructure Management.
 - reviewing draft report when it becomes available.
 - arranging for completion and distribution.
 - reporting recommendations to the Chief Executives Forum on 6 August.

Project Scope:		
Appraisal of Canterbury Engineering (Subdivision) Standards		
Prepared by	Grant Holland (18/04/2018)	
Approved by	Ashley Harper on Behalf of Canterbury Engineering Managers Group (18/04/2018)	
Objective	Identify opportunities for coordination and overall improvement of Engineering (Subdivision) Standards across the Canterbury Region, with a view to potentially establish a common standard	
Process	<ol style="list-style-type: none"> 1. Collate approaches used across Canterbury TLAs for stating and controlling Engineering Standards for Land Development, particularly Subdivision <ul style="list-style-type: none"> • (e.g. Codes of Practice, requirements within District Plans, Specifications, Standard Drawings) 2. Identify alignment with Regional and National controls and documentation (e.g. National Policy Statements, Coastal Hazards and Climate Change, AF8 Quake Response Planning, Metadata Standards, BIM and ONRC; <ul style="list-style-type: none"> • Regional Policy Statements, Mahaanui Iwi Management Plan, Resilient Greater Christchurch, QuakeCoRE; etc) 3. Identify inconsistencies with controls and documents 4. Briefly consider examples of best practice from other regions 5. Discuss nature of relationships between Engineering Standards and District Plans 6. Identify review periods of District Plans and Engineering Standards 7. Document strengths, weaknesses, opportunities and risks across the collection of Engineering Standards 8. Develop recommendations for Canterbury Engineering Managers Group 9. Attend Canterbury Engineering Managers Group to present report (if requested) 	
Alternative Option	The extent of documentation to be considered could be reduced by limiting the project to Engineering Standards only.	
Deliverables	Detailed report, Executive Summary, and one A3 page Precis Presentation for Group Meeting	
Check Points	Following step 6	Approx. 11 May
	Following step 7 and during step 8	Approx. 1 June
Exclusions	Development of a common standard should this be deemed appropriate	
Internal Review	Ross Waugh	
Client Review	Via Ashley Harper on behalf of Canterbury Engineering Managers Group	

Canterbury Chief Executives Forum Item 12

Date: 30 April 2018

Presented by: Stefanie Rixecker

Climate Change working group – annual work programme

Purpose

1. This paper seeks your approval of the Canterbury Climate Change Working Group's 2018 calendar year work programme.

Recommendations

That the Canterbury Chief Executives Forum:

1. **confirms the attached annual work programme for the Canterbury Climate Change Working Group, approved by the Policy Forum**
2. **agrees to support the delivery of the work programme**
3. **approves the terms of reference as confirmed by the Canterbury Climate Change Working Group and the Policy Forum.**

Key points

2. The Canterbury Climate Change Working Group is considering a wide range of matters as part of our brief to progress consideration and planning for the Canterbury region to adapt to and mitigate climate change.
3. Our proposed work programme includes three action areas:
 - Action Area One: Knowledge regarding climate change
 - Action Area Two: Community resilience
 - Action Area Three: Hazards, sea level rise and flooding.
4. The main risk to the delivery of work programme is not meeting agreed timeframes. We propose to mitigate this risk, with your support, by working in a prioritised way and by establishing close working relationships with other groups such as the Natural Hazard and Risk Reduction Working Group to deliver the action areas as efficiently as possible.

Background

5. The Canterbury Climate Change Working Group was formed in May 2017 to progress the consideration and planning of Canterbury to adapt to, and mitigate climate change. We are tasked with developing a shared understanding of the likely implications of climate change for the region, and strategies to manage the associated threats and opportunities. It is also our mandate to support the provision of consistent information and advice about climate change to the community.
6. The Canterbury Climate Change Working Group reports to the Canterbury Policy Forum and is made up of representatives from most Canterbury councils. Members occupy a range of roles at their organisations including in communications, infrastructure management, policy, planning and science. At this stage, Waitaki, Waimate and Kaikōura District Councils are not represented in the Group due to their priorities and staff availability. We will continue to connect these councils to our work by regularly updating the Policy Forum which is attended by their representatives.
7. The Canterbury Climate Change Working Group has the privilege to have Ronnie Cooper as a member, as the representative for Te Rūnanga o Ngāi Tahu, the iwi authority for the tangata whenua of Waitaha/Canterbury. This reflects the level of interest by Te Rūnanga o Ngāi Tahu in climate change issues.

Operation of the Working Group since its inception

8. The Canterbury Climate Change Working Group has met twice – on 9 October 2017 and 5 March 2018. Details of these meetings are contained in Appendix 1.
9. The Terms of Reference of the Canterbury Climate Change Working Group are currently in draft form. We confirmed we agreed with their content at our first meeting and they were approved as final by the Policy Forum at their 6 April meeting. We invite you to confirm them as the final terms of reference, **Attachment 1**.

2018 Work Programme

10. A workshop was held at our 5 March meeting to develop a 2018 Work Programme, run by an external facilitator, Barbara Nicholas. We considered the key matters our organisations are facing that are impacted by climate change and the potential impacts of climate change. We grouped these matters into themes and agreed with actions to support them. Our 2018 work programme will focus around three action areas:

Work Programme Action Area One: Knowledge regarding climate change

11. We agreed that we will work on developing information and knowledge regarding climate change, focusing on a range of topics, including:
 - local impacts of climate change on infrastructure
 - to inform business cases
 - the effects of changing weather.

12. We will particularly focus on developing information useful for decision-makers within member organisations, including governors and management. Group members noted that there are differing levels of understanding and opinions about climate change within their organisations.

Work Programme Action Area Two: Community Resilience

13. Our second area of focus will be on developing resources to support community resilience. An initial thought was to produce a brochure of '5 things for citizens to do to make the community resilient'. We want to support our communities to work to prepare for climate change without feeling helpless, so we wish to support public awareness and personal responsibility.

Work Programme Action Area Three: Hazards, sea level rise and flooding

14. Our last area of focus is on hazards, sea level rise and flooding. We will review and workshop central government guidance on sea-level rise. After this we will work more broadly on clarifying the roles and responsibilities for hazards, sea level rise and flooding and how these are shared.
15. The Working Group will work with the Natural Hazard and Risk Reduction Working Group to ensure our actions are aligned and work is shared, rather than duplicated. The connections in our work relate to the Natural Hazard and Risk Reduction Working Group's existing work programme the "Regional Approach to Managing Natural Hazard Risk". This work programme was developed prior to the creation of the Canterbury Climate Change Working Group.
16. The "Regional Approach to Managing Natural Hazard Risk" work programme includes climate change as one aspect of natural hazard risk, so the delivery of their milestones will support the action areas of our work programme. We therefore will support the delivery of the objectives and milestones in the "Regional Approach to Managing Natural Hazard Risk" where they connect to climate change, rather than duplicating the work in our work programme.

Advancing the Work Programme

17. We now seek your support for delivery the Action Areas as allocated in the attached document. We will work together by phone and email on our work programme and report back at each quarterly meeting. We will report to the Policy Forum at their next meeting in July.

Cost, compliance and communication

Financial implications

18. We intend to deliver the work programmes without dedicated regional funding. Each responsible agency will support the work programme with best efforts from their own organisation, connecting it to existing workstreams and leveraging resourcing.

Risk assessment

19. Local government is responsible for supporting community preparedness and risk-management of climate change impacts. The powers to do this are devolved to local government, under the principle of subsidiarity, as they are in the best place to understand what regional/district approach is most appropriate based on anticipated local changes. The proposed work programme supports this approach.
20. The key risk to the work programme is failure to meet deadlines. The Canterbury Climate Change Working Group will progress the action areas in a prioritised way. We will work with the Canterbury Risk Reduction Working Group and within our own organisations to support the work programme by combining action area deliverables with other deliverables wherever possible. Management support of the work programme will also ensure its timely delivery. We are therefore seeking your support for the action areas and the commitment detailed against them in the attached work programme.

Legal compliance

21. There are a range of legal compliance matters for councils to consider regarding climate change which impact their work on the Canterbury Climate Change work programme. More detail is contained in **Appendix 2**.

Significance and engagement

22. Currently no specific stakeholder engagement is required. However, the Community Resilience action area will involve community engagement and this approach will be planned and agreed with the Policy Forum when it is developed.

Communication

23. No communication approach is currently being developed. As noted above, any communication with the community to support our Community Resilience action will be agreed with the Policy Forum.

Next steps

24. With your support, the Working Group will proceed with delivering the agreed work programme. We will meet again in June to review progress and present a paper updating the progress on our work programme at the Policy Forum's July meeting.

Attachments

- Draft Terms of Reference for the Canterbury Climate Change Group
- 2018 Work Programme.

Appendix 1: Key points from first two meetings of the Canterbury Climate Change Working Group

First meeting

Our first meeting was focused on a range of topics including:

- confirming our terms of reference
- discussing that we may prepare a Canterbury regional submission to the Productivity Commission inquiry into a Low-emissions Economy
- how our councils are incorporating climate change adaptation and mitigation in Long-Term Plans for 2018-28
- the possibility of electric vehicles as part of local government vehicle fleets
- agreeing a quarterly meeting schedule.

Second meeting

At our second meeting we dedicated the bulk of the time to a workshop to developing our 2018 work programme. This is detailed in the main body of the report.

The remainder of our meeting focused on:

- the Christchurch City Council representatives raised the issue of councils making infrastructure decisions during states of emergency
- noting there are differing views on whether member organisations would support a Regional submission to the Productivity Commission inquiry into a Low-emissions Economy
- considering the Zero Carbon Bill, as raised with the Convenor by Timaru District Council CEO Bede Carran, and agreeing to support the Policy Forum to make a submission
- agreeing that for upcoming meetings we will continue to use the workshop format with the possibility of hearing presentation from experts, and that they liked using an independent facilitator.

Appendix 2: Legal compliance and climate change

A key statute is the Resource Management Act 1991 (RMA). In Section 7 the RMA requires councils to have particular regard to matters related to climate change. Section 6 also requires councils to recognise and provide for “the management of significant risks from natural hazards” as a matter of national importance. We will work to support regional approaches to applying these aspects of the RMA.

For regional council’s the “particular regard to matters related to climate change” is constrained by section 70A of the RMA. This section states that regional councils must not consider the impacts of greenhouse gases on climate change when making regional plan rules. This constraint means that some regional councils, including Environment Canterbury, restrict their council decision-making to supporting regional adaptation to the impacts of climate change. This contrasts with the Christchurch City Council who are actively working to reduce the greenhouse gas emissions of their city and Waimakariri District Council who are advocating for a change in greenhouse gas accounting approaches in the New Zealand Emissions Trading Scheme.

The Local Government Act 2002 does not have a specific reference to climate change. Taking climate change into consideration is however important as the planning timeframes support taking a considered approach to adapting to climate change and developing resilience. We will therefore also work to develop a regional approach to considering climate change in annual, long-term and infrastructure planning.

The last key piece of legislation for climate change impacts is the Civil Defence Emergency Management Act 2002. The Canterbury Civil Defence Emergency Management Group Plan will be reviewed in 2019. This review is an opportunity for us to work with the Canterbury Civil Defence Emergency Management Group on incorporating consideration of climate change into the Plan. We will seek to partner with the Natural Hazard and Risk Reduction Working Group to support the review.

Terms of Reference

Canterbury Climate Change Working Group

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

Background and purpose

1. The Chief Executives Forum agreed to the formation of the Canterbury Climate Change Working Group in May 2017 to progress thinking and planning across the region on adaptation to and mitigation of climate change.
2. The purpose of the Working Group is to develop a shared understanding of the likely implications of climate change for the region, and strategies to manage the associated threats and opportunities. The working group will also support the provision of consistent information and advice to the community.
3. The Working Group reports to the Canterbury Policy Forum and through that to the Chief Executives Forum. Through the Chief Executives Forum, the group will inform the Canterbury Mayoral Forum on the above work and associated key messages

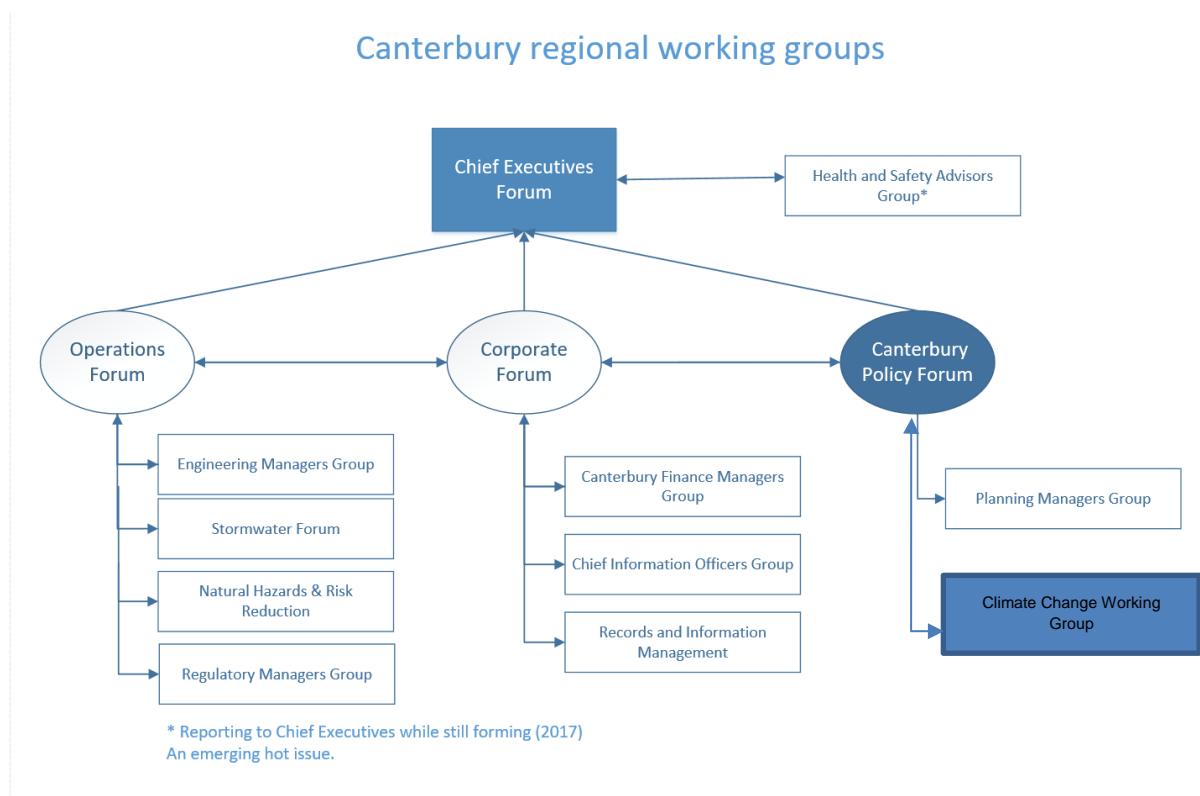


Figure 1: Proposed Climate Change Working Group reporting line

Scope

4. Matters subject to the Working Group's consideration include:
 - sharing resources and learning

- reinforcing networks and connections in the Climate Change space, and incorporating and adding to existing local, regional, and national work on climate change
- reaching common ground and having a common understanding of climate change science
- establishing regional perspectives on the implications of climate change
- alignment in policy, approach and communications across the region
- collective advocacy to Central Government and others
- identifying and addressing emerging threats and opportunities.

Membership and operation of the Forum

5. Membership will include one member from each Canterbury council and Te Rūnanga o Ngāi Tahu, with up to two members from larger councils (Environment Canterbury and Christchurch City Council). Representatives will be able to engage and influence across their organisation on this complex and significant issue. They will represent a cross-organisation view on climate change.
6. Membership should ensure that there is organisational representation from both territorial authorities and the regional council. It should include contributions from across disciplines including at least two members from Engineering/Operations, Science, Communications and Policy.
7. The group may allocate an issue(s) to a sub-group(s), which may include other staff, or another appropriate collaborative grouping, to consider and develop a response(s). Sub-group(s) will periodically update the Climate Change Working Group.
8. The Chair of the Working Group will be appointed by either the Chair of the Canterbury Policy Forum.
9. The Chair is responsible for arranging secretariat support for the group, maintaining relationships and ensuring that the group is functioning under these Terms of Reference.
10. The Working Group will meet in person at least quarterly to:
 - refine the work programme to reflect feedback from Chief Executives and Mayoral Forum
 - report progress on Working Group work programme items, and review where necessary
 - allocate responsibility for items in the work programme
 - share knowledge and identify emerging opportunities and threats
 - determine any recommended changes in key messaging
11. The Working Group will maintain regular electronic exchanges to consider issues and monitor progress and to exchange ideas.
12. The Working Group Chair will ensure that the group's work programme is aligned with the Natural Hazards Risk Management working group.

13. The Working Group Chair shall report quarterly to the Canterbury Policy Forum.

Decision Making and Representation

14. The group has no decision-making ability. It will develop advice to be presented to the Canterbury Policy Forum for agreement to go to Chief Executives and the Mayoral Forum.

Changes to the Terms of Reference

15. The Working Group may recommend changes to the Terms of Reference to the Policy Forum, to be agreed by Chief Executives Forum.

16. The Policy Forum will review the Terms of Reference every three years for agreement by Chief Executives.

Canterbury Climate Change 2018 Calendar Year Work Programme

Work Programme Action Area One: Knowledge regarding climate change

What is needed	What we will do	Who	By when
<ul style="list-style-type: none"> Information on <i>local</i> impacts of changing weather on infrastructure (of all kinds – water supplies, drainage, flood control, roads etc) Useful in-house discussions on likely impacts leading to different ways of thinking/mindsets e.g infrastructure strategies and standards; circular economy; household as the planning unit for renewables (distributed infrastructure) 	Long-term: Develop a geospatial map for hotspots, with options, to assist with business cases and scenarios for different communities, recognising solutions will be different in different places	?	TBD
	First steps Investigate development of a Canterbury Maps Hazard Layer. TRONT offered expertise of their GIS staff member.	ECan/TRoNT	Update at next meeting
	First steps Connect to science challenge and the national climate model	ECan	Update at next meeting
	First steps Prepare an inventory of the information/reports on climate change impacts in Canterbury with a view to identifying gaps. Information to be science, social, cultural, methods for making/setting standards (e.g. floor heights) etc. Selwyn offered a report.	CCC	Update at next meeting
Data for business cases – not only engineering but also wider concerns e.g. mātauranga Maori, cultural, opportunities of innovations etc	Aspirational dashboard of what we need, for the Policy Forum and TRONT to promote. Linked to modelling and monitoring data.	ECan	Update at next meeting
Informed senior staff and elected officials, from basic information to more detailed knowledge.	Explore venues for talking with senior people and elected officials – Local Government New Zealand, Canterbury Policy Forum, Canterbury Mayoral Forum	All	On-going
	Share calendar of climate-change events, for wider distribution	ECan	On-going

Work Programme Action Area Two: Community Resilience

What is needed	What we will do	Who	By when
Information for community	Brochure of '5 things for citizens to do to make the community resilient' – with coaching about climate change as part of this (make connection with work of Sustainable Living Programme)	Ronnie, CCC, SDC	Draft to next meeting
	Share calendar of climate-change events, for wider distribution	ECan	On-going

Work Programme Action Area Three: Hazards, sea level rise and flooding

What is needed	What we will do	Who	By when
<ul style="list-style-type: none"> Regional approach to implementing guidance from MFE and DOC. Define TA/regional council roles and responsibilities and how these are shared (cf. Regional approach to Natural hazard to managing natural hazard risk working group) 	Regional workshop on regional approach to implementing guidance from MFE and DOC	ECan	Update at next meeting

Canterbury Chief Executives Forum Item 13

Date: 30 April 2018

Presented by: Caroline Hart, Environment Canterbury

Canterbury Water Management Strategy update

Purpose

The purpose of this paper is to provide the Canterbury Chief Executives with an update on region-wide progress towards implementing the Canterbury Water Management Strategy (CWMS).

Recommendations

That the Canterbury Chief Executives Forum:

1. **Report progress** towards implementing the CWMS in each district and across the region and discuss current challenges and opportunities

Key points

1. The CWMS committees are all working on specific priorities, with a variety of practical projects underway.
2. Many future-focused projects and regional working groups are underway including ensuring the CWMS is fit for the future needs of the region, working together on drinking water supplies in Canterbury, and local councils' analysis of submissions on 2018-2028 Long Term Plans.
3. Water has regularly featured in the media in the first quarter of 2018, especially for drinking-water issues, and the impacts of central government decisions.
4. There is no shortage of water-related events to attend and publications to read. Water remains a highly important topic for our region and our nation.

Regional and Zone Committee updates

5. Zone Manager and Facilitators have updated a summary of the project's focus for the CWMS Zone and Regional Committees. The table is included in Appendix 1.

Territorial Authority updates

6. For verbal update if any additions to Territorial Authority CWMS committee updates.

Environment Canterbury updates

7. Environment Canterbury is seeking agreement from Chief Executives to initiate a project under the auspices of the Canterbury Mayoral Forum to ensure the CWMS is fit for the future needs of the region. See Item 8 from today's agenda for this paper.
8. Environment Canterbury received 181 freshwater-related submissions on the 2018-2028 Long Term Plan that will be finalised in June 2018. Overall there was good support for the proposed activities under the Freshwater Management portfolio. Strongest support was signalled for the proposal to establish three Cultural Land Management Advisors and two Land Management Advisor roles reflecting Environment Canterbury's sharper focus on action-on-the-ground. There was also strong support for the proposed use of catchment scale consent reviews as an alternative to or to complement plan change proposals and as a way to achieve the outcomes the community wants to see.
9. Environment Canterbury has set draft targets for swimmable lakes and rivers, as required under the National Policy Statement for Freshwater Management. The targets are for 92% of rivers and 81% of lakes being swimmable by 2030. 86% of Canterbury rivers are swimmable now.
10. The Canterbury Drinking Water Reference Group is currently identifying drinking water sites that require immediate upgrades (high risks) and what plans are already in place for such upgrades.
11. On 9 April 2018, zone committee members came together for the inaugural Watershed 2018 conference. The event provided an opportunity for zone committees to reflect on progress with implementing the CWMS to date, share information on successes and challenges, and collectively envisage where we want to be in 2025 and what we need to do to get there. Approximately 115 people participated in the conference, with good representation from all ten zone committees, the Regional Committee and partner agencies. Feedback to date has been extremely positive. Key themes emerging from the discussion included:
 - a. the need to keep working together – putting aside organisational or sector boundaries to focus on the bigger picture
 - b. an emphasis on education and behaviour change – so that individuals and communities have a better understanding of how their actions impact on water, and what they can do to make a difference
 - c. engaging young people in identifying and implementing solutions for improving freshwater management in Canterbury.

Community feedback

In the news since February 2018

12. **Chlorination of Christchurch's drinking water** has been the subject of many media and social media articles and discussions. Residents are stressing the

importance of chlorination as a temporary fix. Mayor Dalziel has said the council will do whatever it takes and invest whatever was required to ensure this is a temporary situation. Chlorination of the city's water supply started on March 26 with the whole supply chlorinated by the end of April.

13. **Withdrawal of Government funding for irrigation schemes in Canterbury** received both positive and negative reaction. Irrigation Developers for the Hurunui Water Project and Hunter Downs have expressed concern about the implications, but have committed to continue with planned fundraising and development. The Canterbury Plains Water Stage 2 project has received a \$65 million loan to fund construction.
14. **The death of hundreds of eels in Kaputone Creek** in Belfast, Christchurch on 4 April is being investigated by Environment Canterbury.
15. **Environment Canterbury's decision to grant consents to two water bottling companies is likely to be legally challenged;** Aotearoa Water Action (AWA) group is raising support and funds to initiate a legal challenge against two water bottling companies and Environment Canterbury, with claims Environment Canterbury did not follow processes laid out in Local Government or Resource Management Acts.
16. **Illegal moss balls imported** into Christchurch were identified by the Ministry for Primary Industries as having the potential to ruin the lakes and rivers of New Zealand. Residents have been asked to hand in any balls they have unwittingly imported.
17. **Environment Canterbury fined itself for polluting a stream** near Ashburton while carrying out flood protection work. The run-off was a breach of the Resource Management Act 1991, which prohibits the unauthorised discharge of contaminants into water.
18. **Farmers value the lakes zone in Ashburton and agree to work together;** the outcome of discussions by 170 people at the Federated Farmers high country field day in the Hakatere in March.
19. **Working together in the Mackenzie.** The five agencies with statutory responsibility for managing land and water in the Mackenzie Basin welcomed the February report that outlined ways for them to better coordinate their work.

Current challenges and opportunities

20. For verbal discussion

Meetings and events

21. A summary of issue arising at recent meetings and events;

Date/Location	Event	Relevance to CWMS/Event summary
14 - 15 February	National Freshwater Conference	Summary: The CWMS featured in several presentations including a case study on 'The

Date/Location	Event	Relevance to CWMS/Event summary
2018 Wellington	(Organised by Conferenz)	Canterbury collaborative approach to water management' by Environment Canterbury, a case study on the Hinds/Hekeao managed aquifer recharge pilot project by Wallbridge Gilbert Aztec, and several members of zone committees on various panels. Collaborative water management was a key theme, with much discussion about different ways of working collaboratively around the country.
12 February 2018 Christchurch	Water New Zealand Seminars on the Far-reaching Havelock North Inquiry Recommendations	Summary: Drinking water is one of the CWMS Targets, and implementing parties have different responsibilities. Discussions centred on implications of the Havelock North Inquiry for the Canterbury region including for local authorities and other water suppliers. Very well attended event with a clear message that change is coming and agencies need to work together. Councils now await further Government Direction.
4 – 5 April Wellington	Our Land and Water (OLW) National Science Challenge Symposium: The Way Forward, Te Arā Whakamua	Summary: The CWMS relies on and utilises up-to-date research and science. The symposium was focused on future initiatives for the Challenge. Key note presentations from Steven Carden (Pāmu) and James Palmer (HBRC) set the scene on the need for changing farming systems to meet the challenge of reducing environmental footprint while enhancing production. Following this were presentations from researchers pitching ideas focused on resetting the farming system to achieve the dual outcomes, and the need for radical change. Following the symposium, the ideas were discussed by the OLW Board and the more innovative ones have been put forward for the next tranche of funding in 2019.
9 April 2018 Christchurch	Canterbury Water Management Strategy's WaterShed 2018 (For CWMS Zone Committee members)	Summary: See paragraph 11.
17 – 19 April 2018 Alexandra	Irrigation New Zealand Conference and Expo	The conference will explore the role of irrigation in Central Otago as well as tackle the numerous challenges facing the irrigation industry, many of which are relevant to the CWMS.
23 – 25 May 2018 Queenstown	Water New Zealand's 2018 Stormwater Conference Wai Ora – Rising to the Challenge	Session topics include design construction performance, being future ready and governance and planning.

Date/Location	Event	Relevance to CWMS/Event summary
15 – 17 July Christchurch	Local Government New Zealand (LGNZ) Annual Conference	Theme: We are firmly focused on the future: Future-proofing for a prosperous and vibrant New Zealand
1 – 2 August Auckland	Green Light or Light Green? The Government's environmental reforms. Environmental Defence Society (EDS) Conference	Conference will put new Government's policies under a focused spotlight, including changes to the RMA, freshwater management and climate change.
19 – 21 September 2018 Hamilton	Water New Zealand Conference and Expo	Water NZ's 60 th conference will include celebration of history and forward-looking action. Brings together 3-waters professionals to share experiences and knowledge.

Progress reports and publications

22. Environment Canterbury has produced a booklet titled 'Canterbury Water Management Strategy Quick Guide', aimed at summarising the journey of the CWMS to date. The booklet has been created to help understand the whakapapa, history, progress and current direction of the CWMS to date – for new zone committee members, local government staff, stakeholders, schools and CWMS partners. The booklet should be read in conjunction with CWMS targets reports as it does not repeat information on progress within each target area. The booklet is available on Environment Canterbury's website and hard copies will be distributed at the meeting.
23. Dr Bryan Jenkins (former chief executive of Environment Canterbury) has recently published a book titled 'Water Management in New Zealand's Canterbury Region'. The book provides a detailed description of some of the theoretical underpinnings of the Canterbury Water Management Strategy (the strategic approach, the collaborative engagement, and the nested adaptive systems approach) and it describes some of the limitations of the current New Zealand water management framework for resources that are at sustainability limits. You can find more details about the book [here](#).
24. 'Balancing act required for Waimakariri'. This article in the Northern Outlook (23 March 2018) by the chair of the Waimakariri Zone Committee Dave Ashby begins with "*listening to presentations at the recent Fertiliser and Lime Research Centre Workshop in Palmerston North, I was struck by how far ahead we are in Canterbury in terms of what we're doing with the Canterbury Water Management Strategy*". Ashby goes on to write that "*we're not just New Zealand leading, but world-leading with our outputs-based approach to managing water quality, compared to Europe which follows an inputs-based approach*".

Attachments

25. A physical copy of the CWMS Quick Guide will be provided at this meeting.

Appendix 1: Zone Committee Focus: Overview – March Quarter 2018

CWMS Committee	Focus of the Zone Committee Work Programme	Highlights of practical work underway
Kaikōura	<p>Earthquake Recovery: The Kaikōura Earthquake.</p>	<ul style="list-style-type: none"> • Managing, monitoring and reporting of earthquake-related consents and emergency actions under the Order of Council. • Remediation planning for past Immediate Steps biodiversity projects
Hurunui-Waiau	<p>Minimum Flows: Implementing the minimum flow rates in Hurunui and Waiau Rivers alongside</p> <p>Implementation: A significant environmental enhancement package from Amuri Irrigation Scheme.</p> <p>Good Management Practice: Work underway to develop a targeted plan change to permit dryland farming.</p>	<ul style="list-style-type: none"> • Ensuring irrigation companies complete Farm Environment Plan audits • The Farming Post Quake Project is now underway led by Beef and Lamb NZ • Hurunui District LandCare Group is developing information Good Management Practice • Approved the Hurunui-Waiau braided Immediate Steps flagship project in 2017 that will protect and enhance braided river bird communities on the Hurunui and Waiau Rivers • 2017 Waiau River survey of river birds found that numbers were slightly lower than 2016 for most species. Black billed gull numbers were higher than they have been since 2008. • The water quality monitoring site is installed in the Waiau Hapua is in. The site will eventually be fully telemetered and with a camera to observe river mouth openings.
Waimakariri	<p>RMA Planning: ZIP addendum forming the basis of water quality and quantity limits for the sub-regional plan.</p> <p>Priority Action on the Group</p>	<ul style="list-style-type: none"> • Priority ‘on the ground actions’ are being developed through an integrated work programme: <ol style="list-style-type: none"> 1. Relationships and Respect 2. Waimakariri Corridor 3. Waimakariri North Branch Loop 4. The Cam River 5. Tūhaitara Coastal Park Extension 6. Te Aka Aka Connections 7. Ashley Rakahuri stepping stones 8. Foothills and Lees Valley Protection 9. GMP Showcase Compliance and Alliance Programme

CWMS Committee	Focus of the Zone Committee Work Programme	Highlights of practical work underway
Christchurch-West Melton	Stormwater: Storm-water and associated behaviour change issues.	<ul style="list-style-type: none"> • Committee recommended that the Christchurch City Council and Environment Canterbury discuss actions to reduce copper contamination in urban waterways with Central Government as the most effective way to make progress. • Attending community events to raise awareness about storm-water quality and the behaviour changes needed.
Banks Peninsula	<p>Forestry Impacts: Considering options and actions related to increasing concerns about the significant risk that forestry poses to waterways.</p> <p>Whaka-ora Healthy Harbour: to restore the cultural and ecological health of Whakaraupō/Lyttelton Harbour</p>	<ul style="list-style-type: none"> • Working on the implementation of the new National Environmental Standards (NES) for Plantation Forestry which will come into effect on 1 May 2018, including setting clear expectations and guidance for industry on deliverables and consent requirements, and assessing whether changes are needed to the Land and Water Regional Plan. • The Whaka-Ora Healthy Harbour Plan to launched in March 2018 by five parties working together; Te Hapū o Ngāti Wheke, Te Rūnanga o Ngāi Tahu, Environment Canterbury Christchurch City Council, and the Lyttelton Port Company.
Selwyn-Waihora	<p>Farming at GMP: visiting farms to advise on GMP and Mahinga Kai outcomes.</p> <p>Swimmable Selwyn at Coes Ford: Managing tributary impacts</p> <p>Biodiversity Projects: coordination and partnership on projects</p>	<ul style="list-style-type: none"> • Farming at GMP campaign targeting >50 ha irrigated farms; 98% of farms on track • Focused efforts on farming at GMP within the Lake Area of the Cultural Landscape Values Management Area (CLVMA) and within the River Zone and the Lower Phosphorus and Sediment Risk Area • Land Management Advisor workshop for farmers to learn more about Mahinga Kai and requirements for land use consents and wetland stock exclusion. Farm visits to follow. • Swimmable Selwyn at Coes Ford: Approximately 50% of properties within the Snake Creek, McGraths Creek and Silverstream catchments have been visited by Land Management Advisors to assist landowners with GMP and map potential areas of e-coli source. • Biodiversity projects in development phases; mudfish protection in Haldon Pastures, collaboration with Fish and Game around Snake Creek restoration project, Silverstream projects associated with mahinga kai protection and enhancement, possible wetland extension project in Black Hills, wetland and mudfish protection sites in CPW catchment.

CWMS Committee	Focus of the Zone Committee Work Programme	Highlights of practical work underway
Ashburton	<p>Environmental Infrastructure: Maintaining oversight for two projects as part of Solutions Package for the Hinds catchment</p> <p>Drainage and Food Protection: Focus on Hinds Drains and Carters Creek</p> <p>Farming at GMP: visiting farms to advise on GMP.</p>	<ul style="list-style-type: none"> • Managed Aquifer Recharge (MAR) Governance group, currently developing a business case for a catchment-scale groundwater replenish scheme for the Hinds Catchment • The Hinds Drains working party, reconvening to review new information including proposed changes to the Land and Water Regional Plan • Discussing concerns over drinking water quality • Encouraging Environment Canterbury and Ashburton District Council to continue ongoing work and investigations into improving water quality and flood protection in Carters Creek. • Environment Canterbury has followed up with farmers who irrigate more than 50 hectares and require consent to farm under the LWRP. Nearly 100% compliance: Farmers must be at least on a wait list for a nutrient budget and demonstrate progress on their Farm Environment Planning in preparation for consents this year.
Orari-Temuka-Opihi-Pareora	<p>RMA Planning: ZIP addendum forming the basis of water quality and quantity limits for the sub-regional plan.</p>	<ul style="list-style-type: none"> • Practical support for industry and catchment groups has been important for the development of the ZIP addendum and for ongoing work towards good management practice. • The flow and allocation regime for the Opihi River is proving to be difficult to agree collaboratively in the current timeframe.
Upper Waitaki	<p>Impacts of tourism on freshwater: Alignment with the district councils</p> <p>Biodiversity projects: focus on Galaxids.</p> <p>Farming at GMP: visiting farms to advise on GMP</p>	<ul style="list-style-type: none"> • Relationship building projects include engaging with the Mackenzie Report and its recommendations, exploring better alignment with the district councils, strengthening links with Tourism Waitaki, and alignment with the Geo Park proposal. • Bignose Galaxid monitoring at Greys Hill (including effects of drain clearance). • Supporting the development of Farm Environment Plans and Good Management Practice visits to farms. • The SHiFT project is examining issues associated with sediment loss and hill farming.
Lower Waitaki	<p>Wainono Lagoon: improving water quality and reducing sediment inflows to help restore the culturally significant resource</p>	<ul style="list-style-type: none"> • Wainono lagoon projects continue; Committee looking at the implications of the government's withdrawal of funding for the Hunter Downs Irrigations Scheme

CWMS Committee	Focus of the Zone Committee Work Programme	Highlights of practical work underway
	<p>Farming at GMP: visiting farms to advise on GMP</p> <p>Projects: collaborative restoration project to improve its water quality</p>	<ul style="list-style-type: none"> • Open days with farmers and industry to help get consents in progress where required, • Strengthening links with Tourism Waitaki (including aligning with the Geo Park proposal), • Working on grey scrub with district and regional councils and signage for the Black Hole project.
<p>Regional</p>	<p>Monitoring progress: Tracking the implementation of the CWMS across the Canterbury region</p> <p>Farming at GMP: visiting farms to advise on GMP</p> <p>Recreation and Amenity: Research project on recreational data</p> <p>CWMS Targets: Fit for Future Project</p>	<p>Regional Committee currently providing oversight of:</p> <ul style="list-style-type: none"> • the introduction of Good Management Practice and the auditing of Farm Environment Plans • “swimmability” of rivers and lakes around the region including the use of the LAWA site for up-to-date information • Commissioning of further research on recreational use of rivers and lakes in the region • Impact of the government’s withdrawal of funding for irrigation projects on the CWMS targets • Considering whether the CWMS Targets are fit for the future