

# Agenda

Canterbury Policy Forum			
<b>Date</b>	Friday 3 July 2020		
<b>Time</b>	12.00pm (lunch) for 12.30pm (meeting commences)		
<b>Venue</b>	Selwyn District Council Chamber, Norman Kirk Drive, Rolleston		
<b>Attendees</b>	David Ward (Chair), Brendan Anstiss (Christchurch), Caroline Hart (Environment Canterbury), Carolyn Johns (Waimate), Geoff Meadows (Planning Managers), James Thompson (CDEM), Judith Batchelor (Hurunui), Katherine Hill (Mackenzie), Mark Low (Timaru), Matt Hoggard (Kaikōura), Ronnie Cooper (Te Rūnanga o Ngāi Tahu), Simon Markham (Waimakariri), Toni Durham (Ashburton).		
<b>In Attendance</b>	David Bromell, Rosa Wakefield (Secretariat)		
<b>Apologies</b>	Mike Searle (Waitaki), Murray Washington (Selwyn), Stefanie Rixecker (Environment Canterbury)		
<b>Time</b>	<b>Item</b>	<b>Page</b>	<b>Person</b>
12:30	1. Welcome, introductions and apologies		Chair
12:35	2. Confirmation of Agenda	1	Chair
	3. Minutes from the previous meeting 3.1. Confirmation of minutes – 11 October 2019 3.2. Action points	2	Chair
	<b>FOR DISCUSSION AND DECISION</b>		
12:40	4. CWMS – review of zone committee terms of reference	9	Caroline Hart
1:10	5. Community wellbeing indicators	-	Simon Markham
1:20	6. LTP working group	28	Chair
1:30	7. Implementation of work programme 2020-22	30	Chair
1:45	8. Regional workshop on designing and using report templates	33	Toni Durham / David Bromell
	<b>FOR INFORMATION – to be taken as read</b>		
1:55	9. Regional forums update	35	David Bromell
2:05	10. Natural Hazards update	38	James Thompson
2:15	11. Canterbury Planning Managers report 11.1. Fees and charges alignment subgroup report	39	Geoff Meadows Judith Batchelor
2:25	12. Climate Change Working Group report	45	Geoff Meadows
2:35	<b>General business</b> 13.		
2:45	<b>Close</b>		
	<i>Next meeting: Friday 2 October 2020 – virtual or in person? Meet in person at the start of 2021 and meet virtually for the remainder of the year?</i>		

# Canterbury Policy Forum

# Confirmed Minutes

<b>Date:</b>	Friday 11 October 2019
<b>Venue:</b>	West Melton Community and Recreation Centre
<b>Attendance:</b>	David Ward (Selwyn – Acting Chair), Hamish Dobbie (Hurunui), Simon Markham (Waimakariri), Brendan Anstiss (Christchurch), Toni Durham (Ashburton), Fabia Fox (Timaru – for Mark Low), Leo Milani (Waimate – for Carolyn Johns), Mike Searle (Waitaki), Katherine Trought (Environment Canterbury), Ronnie Cooper and Hamish McKinnon (TRONT), Geoff Meadows (Canterbury Planning Managers), James Thompson (Natural Hazards Working Group), Tracy Tierney (CME working group), Cam Smith (Environment Canterbury – agenda item 5). Secretariat: Simon Fraser and David Bromell
<b>Apologies:</b>	Bill Bayfield (Chair – David Ward acting), Matt Hoggard (Kaikōura), Katherine Hill (Mackenzie), Carolyn Johns (Waimate – Leo Milani attending), Mark Low (Timaru – Fabia Fox attending)

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
1	<b>Welcome, introductions and apologies</b> Following a round of introductions, attendance was noted and apologies were received.	
2	<b>Confirmation of agenda</b> The agenda was confirmed with two items of general business: <ul style="list-style-type: none"> <li>• work programme for the new triennium</li> <li>• nomination of chair for 2020</li> </ul>	
3	<b>Minutes / actions</b> Minutes of the meeting held on 5 July 2019 were confirmed. All actions are complete or on the agenda for this meeting.	
4	<b>Regional forums update</b> Simon Fraser and David Ward spoke to the report. The Chair invited David Bromell to clarify next steps to develop a regional development strategy for 2020–22. <b>The Forum agreed to receive the report.</b>	

5	<p><b>Central government update</b></p> <p>Cam Smith (Environment Canterbury) provided a verbal summary of policy development in central government, including:</p> <ul style="list-style-type: none"> <li>• consultations on National Policy Statements Highly Productive Land and Urban Development closed on 10 October</li> <li>• National Policy Statement on Indigenous Biodiversity is expected to be released for consultation in November following the recent consultation on the National Biodiversity Strategy</li> <li>• Mandatory product stewardship consultation closed 4 October</li> <li>• consultation on the dairy industry re-structuring Bill closed on 9 October</li> <li>• Essential Freshwater package is open for consultation – further discussion in item 6</li> <li>• Local Government Act No. 2</li> <li>• Resource Management Act amendments are open for select committee submissions until 7 November – these are targeted amendments prior to a fuller review of the Act</li> <li>• Three Waters - Cabinet decisions on the form and scope of the Three Waters regulator were expected in September, Water Services Bill expected to be introduced before the end of the year, National Environmental Standards for Drinking Water and Wastewater discharges expected mid-2020</li> <li>• final report from the Productivity Commission’s inquiry into local government funding expected before the end of the year</li> <li>• Freshwater allocation review to come – date to be confirmed</li> <li>• Climate Change (Zero Carbon) Response Amendment Bill – select committee to report back on 21 October</li> <li>• announcement regarding agricultural emissions pricing expected in near future</li> <li>• National Climate Change Risk Assessment Framework has been released</li> <li>• Emergency management system reform underway.</li> </ul> <p>Impact on our work programmes was noted. Concerns were voiced about the top-down (centralised) and overly prescriptive style of many proposals (cutting across localism); a lack of clarity about what the proposals are attempting to do; and submissions timeframes. It was noted that any changes from central government will have to be enacted by July next year before the pre-election period starts. Process concerns are shared by TRONT.</p> <p>David Bromell provided a verbal update on the proposed reform of vocational education and discussions in Canterbury about the design of Workforce Development Councils and Regional Skills Leadership Groups.</p>	
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AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
6	<p><b>Regional submission, Action for Healthy Waterways</b></p> <p>Simon Fraser spoke to the current draft submission.</p> <p>Discussion focused on:</p> <ul style="list-style-type: none"> <li>• paragraph 11 - strengthen to reflect the need to understand cumulative impacts</li> <li>• paragraph 20 - strengthen final sentence to read “Further support needs to be considered ...”</li> <li>• paragraph 38. – noting workforce implications of implementing this. Environment Canterbury’s experience has been that it takes time to build industry capacity and that it will require national investment.</li> <li>• confusion in the proposals between stock exclusion and sedimentation buffers</li> <li>• social and economic impact assessment – inadequate to date – draw on available case studies done by regional councils and testing of workability at local level (e.g. Jamie McFadden’s case study in North Canterbury).</li> </ul> <p>The Chair thanked Simon Fraser for his work to date on the draft submission.</p>	<p><b>Secretariat</b> revise draft and progress consultation with Chief Executives for consideration and approval by the Mayoral Forum by 31 October 2019</p>
7	<p><b>Regional submissions</b></p> <p>David Bromell spoke to the report. Discussion identified a number of options:</p> <ol style="list-style-type: none"> <li>1. develop only a regional submission in most cases</li> <li>2. develop only individual council submissions</li> <li>3. develop individual council submissions supplemented by a high-level (‘vanilla’) regional submission on key points agreed by all councils</li> <li>4. develop individual council submissions supplemented by a robust regional submission that captures points of agreement and disagreement across Canterbury councils</li> <li>5. develop regional submissions only when directly commissioned by the Mayoral Forum (noting that Mayoral Forum decisions are not binding on member councils; e.g. submissions in 2019 on employer-assisted work visas and the proposed reform of vocational education).</li> </ol> <p>In discussion, it was noted that:</p> <ul style="list-style-type: none"> <li>• option 1 is not supported</li> <li>• option 3 was generally not favoured as it adds little value</li> </ul>	<p><b>Secretariat</b> to work with the Chair to take a discussion paper to the Chief Executives Forum on 4 November 2019 – circulate a draft to Policy Forum by email</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<ul style="list-style-type: none"> <li>• option 4 has resource implications – the secretariat does not have capacity to develop regional submissions and councils struggle to commit staff time both to developing an individual submission and a regional submission</li> <li>• well-prepared regional submissions may carry greater weight, but timeframes are a problem – having sufficient time for CEs and Mayors to engage their councils</li> <li>• there is often a push from elected members wanting the voice of their constituents heard, which is a significant driver for individual council submissions</li> <li>• a robust (rather than ‘vanilla’) regional submission that captures a diversity of views across the region does not duplicate individual council submissions and may provide ‘balance’</li> <li>• whose interests are represented in regional submissions signed out by the Mayoral Forum?</li> </ul> <p><b>The Forum agreed that the Chief Executives Forum needs to discuss this and agree an approach to put to the Mayoral Forum for the new triennium.</b></p>	
8	<p><b>LTP collaboration</b></p> <p>David Ward spoke to his paper. Discussion affirmed:</p> <ul style="list-style-type: none"> <li>• the value of early engagement with the Office of the Auditor-General and Audit NZ, including on climate change adaptation and 30-year infrastructure strategies</li> <li>• broadening terms of reference for the working group to include community outcomes (and the four wellbeings) and wider strategy, integrated with financial and infrastructure strategies</li> <li>• starting this work earlier rather than later (proposed for April 2020).</li> </ul> <p><b>The Forum:</b></p> <ul style="list-style-type: none"> <li>• <b>agreed to establish an LTP working group, to be chaired by David Ward</b></li> <li>• <b>invited David Ward to draft terms of reference and circulate these by email for approval by the Forum</b></li> <li>• <b>requested all members to nominate staff as members of the LTP working group.</b></li> </ul>	<p><b>David Ward / Secretariat:</b></p> <ul style="list-style-type: none"> <li>• draft Terms of Reference and circulate by email to the Policy Forum for approval</li> <li>• convene an LTP working group early in the second quarter of 2020.</li> </ul> <p><b>All members:</b></p> <ul style="list-style-type: none"> <li>• nominate staff as members of the LTP working group</li> </ul>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
9	<p><b>Wellbeing indicators project</b> Simon Markham spoke to his report.</p> <p><b>The Forum agreed to receive the report and note the intention to convene a meeting of the short-life wellbeing indicators working group on the afternoon of Wednesday 20 November 2019.</b></p>	<p><b>Secretariat</b> ask nominees to wellbeing indicators short-life working group to hold the afternoon of 20 November 2019 for a workshop with SOLGM staff</p>
10	<p><b>Natural hazards working group</b> James Thompson spoke to his report. In discussion, it was noted that:</p> <ul style="list-style-type: none"> <li>• work to respond to the Civil Defence Group Planning Risk Assessment needs to be aligned with response to the National Climate Change Risk Assessment and work on District Plan Natural Hazard chapter reviews</li> <li>• the current work programme and its milestones requires a lot of work that is likely to have relatively little impact – better to focus on achieving synergies between related pieces of work during the next triennium.</li> </ul> <p><b>The Forum agreed to:</b></p> <ul style="list-style-type: none"> <li>• <b>note the work programme priorities for the Natural Hazards Risk Reduction working group for 2019/20, with further work required on scoping and resourcing</b></li> <li>• <b>note that progress of the work programme has been limited due to the availability of staff and competing priorities</b></li> <li>• <b>note that the working group will host a Natural Hazards Risk Reduction Forum for wider agencies, stakeholders and local authority staff who have a role in risk reduction in late November or early December 2019.</b></li> </ul>	
11	<p><b>Regional workshops</b> David Bromell spoke to the report.</p> <p><b>The Forum agreed to:</b></p> <ul style="list-style-type: none"> <li>• <b>receive the report on the regional training workshop held on 13 September 2019</b></li> <li>• <b>convey its appreciation to Libby Elvidge and Victoria Bliss from Christchurch City's Centre of Excellence for their facilitation of the workshop</b></li> <li>• <b>note feedback from participants and encourage and support staff to develop systems and processes that provide high-quality advice to decision makers</b></li> </ul>	<p><b>Secretariat</b> convey the Forum's appreciation to Libby Elvidge and Victoria Bliss</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<ul style="list-style-type: none"> <li>• <b>request the secretariat to:</b> <ul style="list-style-type: none"> <li>○ <b>work with Toni Durham (Ashburton) to design and deliver a workshop in 2020 on the design of report templates</b></li> <li>○ <b>work with Simon Markham (Waimakariri) to design and deliver a workshop in 2020 on using 2018 Census data.</b></li> </ul> </li> </ul>	
12	<p><b>CWMS update</b></p> <p>Katherine Trought spoke to the report. She also updated the Forum about the Dewhurst decision on the legal definition of a river bed.</p> <p><b>The Forum agreed to receive the report.</b></p>	
13	<p><b>Canterbury Planning Managers Group</b></p> <p>Geoff Meadows spoke to his report. Discussion noted the importance of investing time in understanding legislative and policy proposals from central government and engaging with our Councils on these.</p> <p><b>The Forum agreed to receive the report.</b></p>	
14	<p><b>Compliance, Monitoring and Enforcement Working Group</b></p> <p>Tracy Tierney provided a verbal update on this short-life working group, which has done the job it was set up to do and will wind up in the first quarter of 2020. The Working Group offered to support Councils with induction of new councillors, to minimize risk of political interference in CME. A presentation to chairs of papatipu rūnanga at Te Rōpū Tuia (Environment Canterbury) may also be useful</p>	<p><b>Secretariat</b> to add substantial agenda item for the next meeting</p> <p><b>All members:</b> Contact Tracy Tierney for support with CME induction of new councillors</p> <p><b>Katherine Trought / Ronnie Cooper:</b> follow up on offer of a CME presentation to Te Rōpū Tuia</p>
15a	<p><b>Work programme 2020–22</b></p> <p>In discussion, the Forum agreed to propose the following for consideration by the Chief Executives Forum three-year work programme:</p> <ul style="list-style-type: none"> <li>• development of regional submissions on legislative and policy proposals from central government – as agreed by the CEs Forum (item 7. above)</li> </ul>	<p><b>All members</b> to review the completeness and accuracy of the proposed work programme items</p> <p><b>Secretariat</b> to add these items to the draft work programme for consideration by the Chief Executives Forum on 4 November 2019</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<ul style="list-style-type: none"> <li>• 2 x regional training workshops in 2020 on report template design and use of Census 2018 data, and provision in the regional forums budget for further regional workshops in 2021 and 2022 (item 11. above)</li> <li>• developing an agreeing a collective positioning story we consistently tell in and for the region</li> <li>• collaboration on Long-Term Plans and financial and infrastructure strategies – including our collective responses to and long-term strategy for climate change, and our desired community outcomes (the four wellbeings)</li> <li>• sharing information and developing a common understanding across Canterbury councils of Mana Whakahono a Rohe iwi/papatipu rūnanga participation agreements</li> <li>• facilitating a regional perspective on Environment Canterbury’s review of the Canterbury Regional Policy Statement.</li> </ul>	
15b	<p><b>Nomination of Chair, 2020</b></p> <p><b>The Forum agreed to nominate Bill Bayfield to the Chief Executives Forum for appointment as Chair of the Canterbury Policy Forum in 2020.</b></p>	
	<p><b>Closing reflections</b></p> <p>In closing the meeting, the Chair thanked members for their attendance, contribution and continued dedication.</p> <p><b>Next meeting:</b> Friday 3 April 2020 (tbc following the first meeting of the Mayoral Forum on 29 November 2019)</p>	

**Date:** 3 July 2020

**Presented by:** Caroline Hart

## **Enhancing CWMS implementation: update and discussion on the review and proposed changes**

### **Purpose**

1. To update the Policy Forum on the process and proposed changes associated with a review of some aspects of zone committees' operation and focus, and describe next steps including involvement of territorial authorities.

### **Recommendations**

**That the Canterbury Policy Forum:**

1. **note and discuss the proposed changes**
2. **agree to support and participate in the forthcoming discussions about the changes in the relevant zone(s) and in the development of the Letter of Shared Priorities.**

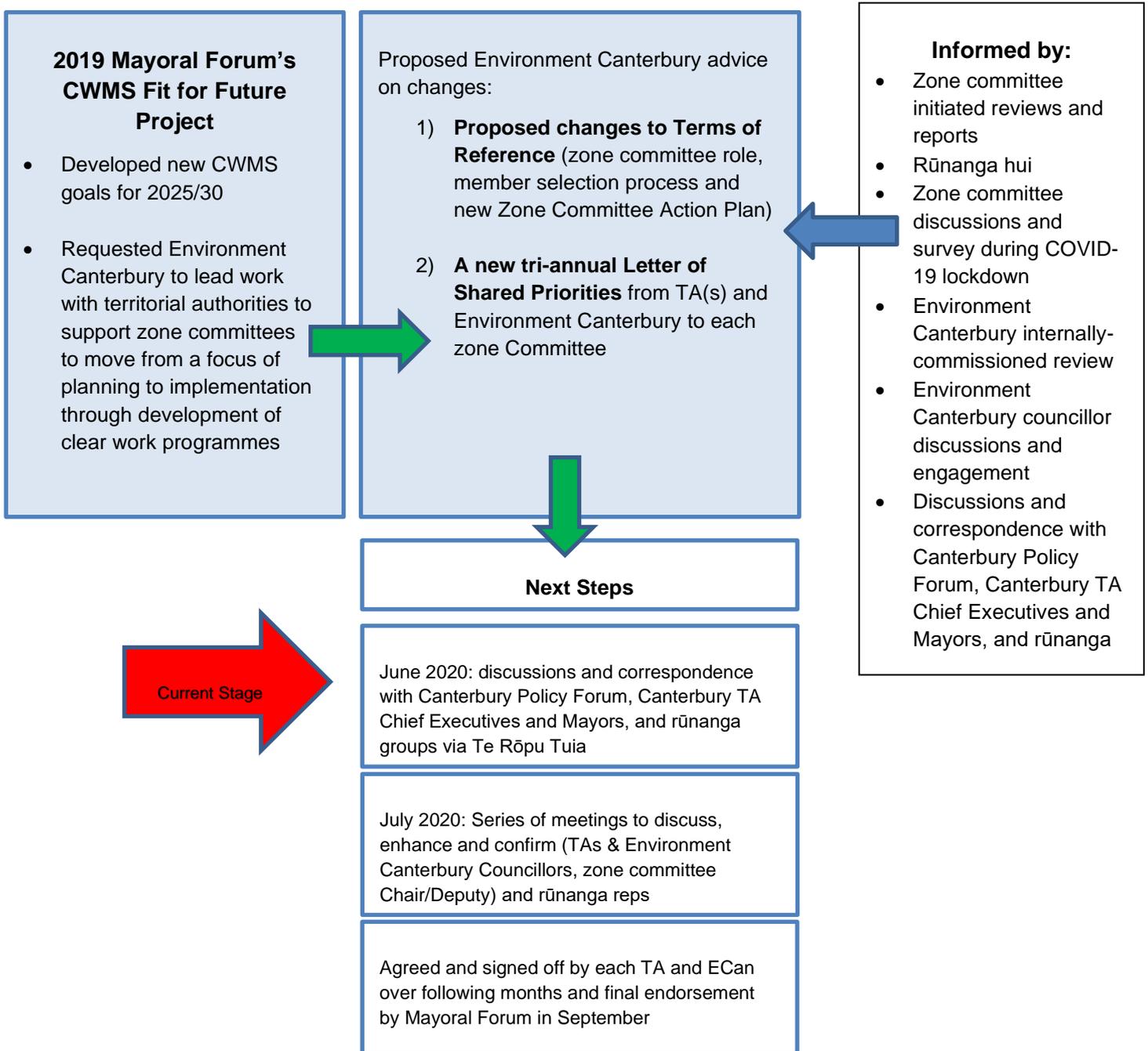
### **Key points**

2. The Mayoral Forum, in 2019, affirmed the Canterbury Water Management Strategy and zone committees, and requested Environment Canterbury to lead advice on how to help zone committees transition from a focus on planning to one of implementation.
3. The advice, informed by many different partners and processes, has been tested and refined with Environment Canterbury councillors and is now ready for further discussion with territorial authorities, rūnanga and zone committees.
4. The proposed changes are not considered major, but rather encompass adjustments to the zone committees' Terms of Reference and a new Letter of Shared Priorities, all with the aim of providing committees with clarity on their purpose and role and refining the committees' ways of working. This is primarily through a reduction in the required number of formal meetings (freeing up time for community engagement) and the requirement for each zone committee to develop their own action plan.
5. This paper summarises the proposed changes and outlines the next steps in the process - engagement with territorial authorities, rūnanga, and zone committees.

## Background

6. As part of the recent Fit for Future project (populating the CWMS with 2025 and 2030 targets) the Mayoral Forum reaffirmed their support for zone committees and then asked Environment Canterbury to lead further advice on how to help zone committees focus more on implementation.
7. The review process is shown diagrammatically on the next page. Over the last few months, Environment Canterbury staff have developed a series of suggestions for changes to the role and function of zone committees, informed by many different processes and groups. The proposed changes have been tested and discussed with Environment Canterbury councillors and are now at a stage to be discussed and worked on with territorial authorities and with rūnanga and zone committees.

Diagram 1: Process and components of the review process



## Purpose of the review

8. The purpose of the review is to help develop strong well-connected zone committees that are focused on implementation through facilitating local action on the ground. This will ensure continued progress with the Canterbury Water Management Strategy, ensure that Canterbury is ready to respond to expected national direction on freshwater management, and support the COVID-19 regional recovery.
9. Explicit focus has been on acknowledging the good work the CWMS partners and zone committees have achieved through the first ten years of the CWMS and identifying how zone committees can transition from a focus on planning to implementation.

## Proposed changes

10. The proposed changes fall into two categories:
  - a. **Changes to the Terms of Reference for zone committees.** It is proposed that, with the exception of Christchurch West Melton Zone, the changes to the TOR will be consistent across all zones. The changes for Christchurch West Melton may be more substantial than for other zones to reflect the urban nature of the zone and the more prominent role of Christchurch City Council in implementation.
  - b. A new tri-annual joint **Letter of Shared Priorities** sent to each zone committee from the territorial authorities(s) associated with the committee and the regional council
11. In addition, a minor change has been made to the code of conduct to remove the detail about exemption to conflict of interest provided by the Office of the Auditor General and Environment Canterbury councillors have recommended a review and moderate increase of honoraria for zone committees.

### ***Changes to the Terms of Reference (TOR)***

See Appendix 1 for suggested changes to the Terms of Reference.

Table 1 summarises the proposed changes to the TOR and associated rationale.

<b>Proposed changes</b> (in order of appearance in the TOR)	<b>Rationale</b>
<b>Addition of detail on Council Standing Orders and conflict of interest</b>  New explanation that relevant Territorial Authority Standing Orders apply to the operation of the committee, including the requirement to make a declaration of conflict of interest and keep a register of interests.	Contextual change following the removal of the Office of the Auditor General's exemption for zone committees

Proposed changes (in order of appearance in the TOR)	Rationale
<p><b>Change to zone committee purpose and functions</b></p> <p>New explicit committee purpose: Uphold the mana of the freshwater bodies within their zone by facilitating enduring land and water management solutions that give effect to the Canterbury Water Management Strategy vision, principles and targets in their zone.</p> <p>Change function from developing, implementing, reviewing and monitoring progress of ZIP to:</p> <ul style="list-style-type: none"> <li>a) community engagement,</li> <li>b) enhancing delivery capability and coalition of the willing,</li> <li>c) progress reporting - reporting to councils every 18 months on progress towards delivery of the zone-specific priorities and CWMS targets identified in the zone committee's action plan</li> </ul>	<p>Many of the groups/feedback requested a more explicit statement of purpose, and one that incorporates Te Mana o Te Wai.</p> <p>Feedback received from zone committees (via survey) indicated strong support for the suggested roles of community engagement, enhancing delivery capacity, and coalition of the willing.</p> <p>Monitoring progress of the whole CWMS and its targets was not seen as a good role for the committees because they are not exclusively responsible for delivery of CWMS targets.</p> <p>Zone committees will instead be responsible for reporting their progress in implementing their own action plan rather than the CWMS targets themselves.</p>
<p><b>New Zone Committee Action Plan</b></p> <p>Previous objectives (focused on the ZIP) replaced by new requirement for a Zone Committee Action Plan and 18-month progress reporting to Councils. The action plan will cover a 3-year period, focus on 3-5 priority areas for the committee, state objectives the committee is seeking to achieve and state SMART measures to track actions and actions. [See Appendix 3 – Action Plan A3]</p> <p>Zone Committee Action Plans will be <u>bound by</u> the joint councils “letter of shared priorities”, TOR and CWMS targets, and <u>guided by</u> the community priorities in ZIPs/ZIPAs and ongoing community liaison and engagement.</p>	<p>There was support from zone committees for mechanisms that provide a greater sense of direction and clarity for zone committees.</p> <p>Zone Committee Action Plans are a mechanism to help committees prioritise and focus on practical work, and to enable zone committees to clearly identify where it can add value, how progress and achievement can be measured, and to enable communities to see what zone committees are currently working on – and see their worth. They are developed by and owned by the zone committee, with actions for themselves.</p>

<b>Proposed changes</b> (in order of appearance in the TOR)	<b>Rationale</b>
<p><b>Changes to committee membership and selection process</b></p> <p>Membership changes enable rūnanga reps to nominate an alternative if unable to attend and enable the option of having a youth member join the committee.</p> <p>Suggested selection panel now includes an independent chair, the TA Councillor(s) appointed to the zone committee, the elected Environment Canterbury Councillor from the zone (who may or may not be the Councillor on the committee) and a rūnanga representative from each rūnanga whose rohe covers the zone.</p> <p>Two new assessment criteria have been added: ability to focus on solutions taking into account future generations, and ability to work with local rūnanga. Note the option to identify potential future appointees during formal selection process should a community member vacancy arise.</p>	<p>Improvements to the selection process are aimed at improving transparency and reducing perceived or actual conflict of interest or bias.</p> <p>The refined assessment criteria aim to help committees build strong relationships with rūnanga and to take future generations into account. The ability to identify potential future appointees during formal selection process provides a more agile approach to replacement where vacancies arise.</p> <p>Environment Canterbury councillors discussed in depth the option of electing community members but overall felt this option should not be chosen at this time.</p>
<p><b>Reduction in number of meetings</b></p> <p>The committees will be required to meet at least 4 times per annum – a reduction from 8</p>	<p>Fewer formal meetings aim to enable committee members to fulfil their purpose with more community engagement and workshops</p>
<p><b>Change to wording in committee support</b></p> <p>Addition of senior staff members from relevant territorial authority and Environment Canterbury to the committee support section.</p>	<p>Zone committees require commitment and support from senior staff members of the associated councils</p>

### ***New Letter of Shared Priorities***

12. A proposed new Letter of Shared Priorities aims to provide committees with some specific regional and zone priorities and direction to help committees develop their action plan. The letter will be sent to zone committees jointly from the regional council and territorial authority(s) associated with each zone soon after local body elections every three years. The regional council and each TA will develop a set of priorities they'd like the zone committee to focus on for the next three years. A draft letter has been included in Appendix 2 as an example.
  
13. As part of the next steps identified below, Councillors and senior staff from the territorial authorities will be invited to meetings with Environment Canterbury and with zone committee and rūnanga representatives to discuss the proposed changes, and for the territorial authorities, to then identify your priorities to go into the shared letter. It is envisaged that work your council is doing with Environment Canterbury as part of the CWMS Regional Work Programme will be aligned with this.

## **Cost, compliance and communication**

### **Financial implications**

14. Most of the recommended changes will not require any increased expenditure from Councils.
15. Two aspects that are likely to result in increased costs, and therefore need further discussions between councils are:
  - a. payment for an independent chair of zone committee selection panels and
  - b. a potential increase in honoraria for zone committee community and rūnanga reps.

### **Risk assessment and legal compliance**

16. There remains uncertainty around COVID-19 impacts on councils and other external resources, focus and capacity which may lead to delays on proposed timeframes.
17. There is still uncertainty around implications of the Government's Essential Freshwater Package on the CWMS and its collaborative approach. While the Mayoral Forum has sought advice on how to support zone committees moving from planning to implementation, an intensive planning exercise may be reinitiated by central government policy announcements in mid-2020. Local government and zone committees will need to adapt to these requirements once clarified.

### **Significance and engagement**

18. Engagement will occur in accordance with the process shown in Diagram 1. As that diagram shows, the proposed changes have been informed by zone committees, rūnanga, Environment Canterbury review papers, and discussion and correspondence with various forums and sub-groups of the Mayoral Forum. COVID-19 lockdown prevented better engagement with zone committees, but the results of a survey sent to all members strongly influenced the proposals.

### **Communication**

19. A communications plan will be developed by Environment Canterbury with the territorial authorities once the proposed changes are agreed.

### **Next steps**

20. As shown in Diagram 1, next steps include discussions and correspondence at this Policy Forum, and with territorial authority Chief Executives and Mayors, leading to a series of meetings across the region to discuss, enhance and confirm the proposed changes and start drafting priorities for the Letter of Shared Priorities.

21. The aim is to enable each territorial authority and the regional council to agree and confirm these in July and August, with final endorsement by the Mayoral Forum in September 2020.

## **Attachments**

- Appendix 1: Proposed changes to Zone Committees Terms of Reference
- Appendix 2: Proposed draft of Letter of Shared Priorities
- Appendix 3: Proposed components of Zone Committee Action Plans

## Appendix 1: Proposed changes to Zone Committees' Terms of Reference

Table below provides the current TOR (using the OTOZ Zone as an example) alongside the proposed new TOR.

**Green** = retained text from existing TOR    **Yellow** = details that vary for each zone

Current TOR	Proposed TOR
<p>The area of the Orari-Temuka-Opihi-Pareora Water Management Zone is shown on the attached map</p>	<p><b>AREA</b>                      The area of the xxx Water Management Zone is shown on the attached map</p>
<p><b>Establishment</b>                      The committee is established under the auspices of the Local Government Act 2002 in accordance with the Canterbury Water Management Strategy 2009.                      The committee is a joint committee of Environment Canterbury (the Regional Council), Timaru District Council, MacKenzie District Council and Waimate District Council (the Territorial Authorities).</p>	<p><b>BACKGROUND</b>                      The committee is an expression of the partnership between xxx District Council, xxx District Council, Environment Canterbury (the Regional Council), Papatipu Rūnanga and local communities to implement the Canterbury Water Management Strategy.                      The committee is established under the auspices of the Local Government Act 2002 in accordance with the Canterbury Water Management Strategy 2009.                      The committee is a joint committee of xx District Council, xx District Council and xx District Council (the Territorial Authorities) and Environment Canterbury (the Regional Council).                      Relevant Territorial Authority Standing Orders apply to the operation of the committee. This includes, requirement to make a declaration of conflict of interest, keeping a register of interests and guidance on attendance and absences at meetings.                      The committee will work as a committee and as individual members in accordance with Canterbury Water Management Strategy Zone Committee Code of Conduct.</p>

Current TOR	Proposed TOR
<p><b>Purpose and Functions</b></p> <p>The purpose and function of the committee is to:</p> <ol style="list-style-type: none"> <li>3. Facilitate community involvement in the development, implementation, review and updating of a Zone Implementation Programme that gives effect to the Canterbury Water Management Strategy in the Orari-Temuka-Opihi-Pareora area; and</li> <li>4. Monitor progress of the implementation of the Zone Implementation Programme.</li> </ol>	<p><b>PURPOSE AND FUNCTIONS</b></p> <p>The Committee’s purpose is to uphold the mana of the freshwater bodies within their zone by facilitating enduring land and water management solutions that give effect to the Canterbury Water Management Strategy vision, principles and targets in their zone.</p> <p>The committee functions include:</p> <ol style="list-style-type: none"> <li>a) <b>Community engagement</b> – continuing an active programme of engaging with communities on freshwater management matters and facilitating the provision of advice through to councils (relevant territorial authorities and Environment Canterbury and) and others (e.g. private sector) contributing to freshwater management;</li> <li>b) <b>Enhancing delivery capability and coalition of the willing</b> – working with stakeholders across all sectors to extend the resources available to implement the CWMS, including securing additional resources and seeking opportunities to promote, support, leverage and expand catchment-based initiatives that advance CWMS implementation;</li> <li>c) <b>Progress Reporting</b> – 18-month progress reporting to Councils on progress towards delivery of the zone-specific priorities and CWMS target areas identified in the Zone Committee Action Plan.</li> </ol>

## Objectives

1. Develop a Zone Implementation Programme that seeks to advance the CWMS vision, principles and targets in the Orari-Temuka-Opihi-Pareora Zone.
2. Oversee the delivery of the Zone Implementation Programme.
3. Support other Zone Implementation Programmes and the Regional Implementation Programme to the extent they have common areas of interest or interface.
4. Ensure that the community of the Zone are informed, have opportunity for input, and are involved in the development and delivery of the Orari-Temuka-Opihi-Pareora Implementation Programme.
5. Consult with other Zone Water Management Committees throughout the development and implementation of the Orari-Temuka-Opihi-Pareora Implementation Programme on matters impacting other zone areas.
6. Engage with relevant stakeholders throughout the development of the Orari-Temuka-Opihi-Pareora Implementation Programme.
7. Recommend the Orari-Temuka-Opihi-Pareora Implementation Programme to their respective councils.
8. Review the implementation Programme on a three—year cycle and recommend any changes to respective Councils.
9. Monitor the performance of Environment Canterbury, Timaru District Council, MacKenzie District Council and Waimate District Council, and other agencies in relation to the implementation of the Orari-Temuka-Opihi-Pareora Implementation Programme.
10. Provide Environment Canterbury, Timaru District Council, MacKenzie District Council and Waimate

## ZONE COMMITTEE ACTION PLAN & PROGRESS REPORT

1. Ensure the purpose and functions of the committee is fulfilled by preparing a Zone Committee Action Plan that;
  - a) Covers a three-year period
  - b) Focuses on three - five priority areas for the zone committee
  - c) States objectives that the zone committee is seeking to achieve
  - d) States the actions that the zone committee will take to achieve the objective
  - e) States SMART measures to track actions and outcomes.
2. Review and amend the Zone Committee Action Plan at the beginning of every year to ensure the zone committee is still in agreement with the priority areas and actions are still those the zone committee believes will achieve the objectives.
3. Prepare a Progress Report every 18 months that;
  - a) Highlights the actions of the zone committee and the progress it has made toward its objectives.
  - b) Identifies the challenges and opportunities the zone committee see in the coming year.
  - c) Present the report to Environment Canterbury and xx District Councils.
4. In developing the Zone Committee Action Plan, the committee will be bounded by the;
  - a) Zone Committee Terms of Reference
  - b) The 'letter of shared priorities' providing joint direction on priorities for the zone committee from Environment Canterbury and the relevant Territorial Authority
  - c) Canterbury Water Management Strategy Targets
5. The committee will also be guided by;

Current TOR	Proposed TOR
<p>District Council with updates against the Zone Implementation Programme.</p>	<p>a) Committee's Zone Implementation Programme and Zone Implementation Programme Addendum b) Community engagement and liaison</p>
<p><b>Limitations of Power</b> The Committee does not have the authority to commit any Council to any path or expenditure and its recommendations do not compromise the Council's freedom to deliberate and make decisions. The Committee does not have the authority to submit on proposed Resource Management or Local Government Plans.</p>	<p><b>LIMITATIONS OF POWER</b> The Committee does not have the authority to commit any Council to any path or expenditure and its recommendations do not compromise the Council's freedom to deliberate and make decisions. The Committee does not have the authority to submit on proposed Resource Management or Local Government Plans.</p>
<p><b>Committee Membership</b> The committee will comprise:</p> <ol style="list-style-type: none"> <li>1. One elected member or Councillor appointed by Environment Canterbury;</li> <li>2. One elected member appointed by each Territorial Authority operating within the Zone Boundary</li> <li>3. Two members from Arowhenua Rūnanga (should be 1 Arowhenua and 1 Waiho)</li> <li>4. Between 4-7 community members from a range of backgrounds and interests within the community; with provision that this number may be exceeded if Environment and each Territorial Authority operating within the zone boundary agree. Community members should represent a range of backgrounds and interests within the community.</li> <li>5. Environment Canterbury, Timaru District Council, MacKenzie District Council and Waimate District Council will appoint their own representatives on the</li> </ol>	<p><b>COMMITTEE MEMBERSHIP</b> The committee will comprise:</p> <ol style="list-style-type: none"> <li>1. One elected member appointed by each Territorial Authority operating within the Zone Boundary</li> <li>2. One elected member or Councillor appointed by Environment Canterbury</li> <li>3. One Rūnanga nominated representative from each Rūnanga whose rohe covers the zone, with provision for an alternate Rūnanga member to attend zone committee meetings where desired</li> <li>4. Between 4-7 community members with provision that this number may be exceeded if each Territorial Authority and Environment Canterbury operating within the zone boundary agree. Community members are to be appointed in accordance with the process below.</li> </ol>

Current TOR	Proposed TOR
<p>Committee. Arowhenua Rūnanga will nominate their representatives and the appointments will be confirmed by Environment Canterbury, Timaru District Council, MacKenzie District Council and Waimate District Council.</p> <p><b>Selection of Community Members</b></p> <p>To be eligible for appointment to a Zone Committee the candidate must either live in or have significant relationship with the zone. Recommendations on Community Members for the Orari-Temuka-Opihi-Pareora Zone Committee will be made to Environment Canterbury, Timaru District Council and MacKenzie by a working group of representatives from Environment Canterbury, Timaru District Council, MacKenzie District Council and Waimate District Council, and Rūnanga. The recommendations will take into account the balance of interests required for Orari-Temuka-Opihi-Pareora, geographic spread of members and the ability of applicants to work in a collaborative, consensus-seeking manner. Environment Canterbury, Timaru District Council, MacKenzie District Council and Waimate District Council will receive the recommendations and make the appointments.</p>	<ol style="list-style-type: none"> <li>5. One youth representative may be added to committee in addition to the 4-7 community members on recommendation of the zone committee on a case by case basis.</li> <li>6. XX District Council and Environment Canterbury, will appoint their own representatives on the Committee. Rūnanga will nominate their representatives and the appointments will be confirmed by Environment Canterbury and XX District Council. Where a youth representative is recommended expressions of interest will be drawn from Environment Canterbury's Youth Rōpū and Territorial Authorities Youth Councils and will be confirmed by XX District Council and Environment Canterbury,</li> <li>7. Any Committee may co-opt such other expert or advisory members as it deems necessary to ensure it's able to achieve its purpose. Any such co-option will be on a non-voting basis.</li> </ol> <p><b>SELECTION AND APPOINTMENT OF COMMUNITY MEMBERS</b></p> <p>Community representatives are appointed by a panel of CWMS partners – a councillor from each council and a Rūnanga representative from each Rūnanga whose rohe covers the zone. The panel will be chaired by an independent chair.</p> <p>To be eligible for appointment to a Committee the candidate must live in or have a significant relationship with the zone.</p> <p>The process involves:</p> <ol style="list-style-type: none"> <li>1. A public call for expressions of interest.</li> <li>2. Application</li> <li>3. Interview and/or workshop</li> </ol> <p>Assessment will be based on:</p>

Current TOR	Proposed TOR
	<ul style="list-style-type: none"> <li>• Ability of an applicant to: <ul style="list-style-type: none"> <li>○ Work in a collaborative, consensus seeking manner</li> <li>○ Work with local Rūnanga</li> <li>○ Establish effective partnerships</li> <li>○ Understand the complexity of the issues for freshwater</li> <li>○ Focus on solutions, taking into account future generations.</li> </ul> </li> <li>• Geographic spread of members across the zone</li> <li>• Existing community networks</li> <li>• Previous experience in a leadership role</li> <li>• Experience working with community processes and/or groups.</li> </ul> <p>The selection process above will be primarily focused on appointment of community members to zone committee and may also serve as a means to identify potential future appointees should a community member vacancy arise.</p>
<p><b>Quorum</b></p> <p>The quorum at a meeting consists of;</p> <ul style="list-style-type: none"> <li>i. Half of the members if the number of members (including vacancies) is even; or</li> <li>ii. A majority of members if the number of members (including vacancies) is odd</li> </ul>	<p><b>QUORUM</b></p> <p>The quorum at a meeting consists of;</p> <ul style="list-style-type: none"> <li>i. Half of the members if the number of members (including vacancies) is even; or</li> <li>ii. A majority of members if the number of members (including vacancies) is odd</li> </ul>
<p><b>Chair and Deputy Chair</b></p> <p>Each year, the committee shall appoint the Chair and Deputy Chair from the membership by simple majority. There is no limit on how long a person can be in either of these positions.</p>	<p><b>CHAIR AND DEPUTY CHAIR</b></p> <p>Each year, the committee shall appoint the Chair and Deputy Chair from the membership by simple majority. There is no limit on how long a person can be in either of these positions.</p>

Current TOR	Proposed TOR
<p><b>Term of Appointment</b></p> <p>Members of Committees are appointed for a term of three years, which may be extended on a case by case basis if Environment Canterbury and each Territorial Authority operating within the zone boundary agree. Each Committee requires confirmation of membership by Environment Canterbury and each Territorial Authority operating within the zone boundary. The term for community members will be staggered so that one third of the community members is appointed (or reappointed) by a refreshment process involving Environment Canterbury, each Territorial Authority in the zone, and Rūnanga whose rohe is in the zone. Committee refreshments will occur in two years out of three or where numbers fall below strength due to attrition. There is no limit on the number of consecutive terms a member may serve.</p>	<p><b>TERM OF APPOINTMENT</b></p> <p>Members of Committees are appointed for a term of three years, which may be extended on a case by case basis if each Territorial Authority operating within the zone boundary and Environment Canterbury and agree. Each Committee requires confirmation of membership by Environment Canterbury and each Territorial Authority operating within the zone boundary. The term for community members will be staggered so that one third of the community members is appointed (or reappointed) by a refreshment process involving Environment Canterbury, each Territorial Authority in the zone, and Rūnanga whose rohe is in the zone. Committee refreshments will occur in two years out of three or where numbers fall below strength due to attrition. There is no limit on the number of consecutive terms a member may serve.</p>
<p><b>Financial Delegations</b></p> <p>None</p>	<p><b>FINANCIAL DELEGATIONS</b></p> <p>None</p>
<p><b>Operating Philosophy</b></p> <p>The Committee will at all times operate in accordance with the requirements of the Local Government Official Information and Meetings Act 1987, and will observe the following principles:</p> <ol style="list-style-type: none"> <li>1) Give effect to the Fundamental Principles, Targets and goals of the CWMS;</li> <li>2) Be culturally sensitive observing Tikanga Maori;</li> <li>3) Apply a Ki uta ki tai (from mountains to sea) approach;</li> </ol>	<p><b>OPERATING PHILOSOPHY</b></p> <p>The Committee will at all times operate in accordance with the requirements of the Local Government Official Information and Meetings Act 1987 and Standing Orders of Territorial Authorities. The Committee will observe the following principles:</p> <ol style="list-style-type: none"> <li>1. Be culturally sensitive observing Ngāi Tahu tikanga;</li> <li>2. Apply a ki uta ki tai (from the mountains to the sea) holistic approach that also enables cultural elements</li> </ol>

Current TOR	Proposed TOR
<p>4) Work with the CWMS Regional Committee to support the implementation of the CWMS across the region as a whole;</p> <p>5) Give consideration to and balance the interests of all water interests in the region in debate and decision making;</p> <p>6) Work in a collaborative and co-operative manner using best endeavours to reach solutions that take account of the interests of all sectors of the community;</p> <p>7) Contribute their knowledge and perspective but not promote the views or positions of any particular interest or stakeholder group;</p> <p>8) Promote a philosophy of integrated water management to achieve the multiple objectives of a range of interests in water;</p> <p>9) Seek consensus in decision-making where at all possible. In the event that neither unanimous agreement is able to be reached nor a significant majority view formed, in the first instance seek assistance from an external facilitator to further Committee discussions and deliberations. Where the Committee encounters fundamental disagreements, despite having sought assistance and exhausted all avenues to resolve matters, recommend that respective Councils disband them and appoint a new Committee.</p>	<p>including mahinga kai philosophies held by mana whenua to be encompassed</p> <p>3. Give consideration to and balance the interests of all water interests in the region in debate and decision making</p> <p>4. Work in a collaborative solution-focused approach using best endeavours to reach solutions that take account of interests of all sectors of the community;</p> <p>5. Contribute knowledge and perspectives but not promote the views or positions of any interest or stakeholder group;</p> <p>6. Promote a philosophy of integrated water management to achieve multiple objectives of the range of interests in water.</p> <p>7. Seek consensus in decision-making. In the event that neither unanimous agreement is able to be reached nor a significant majority view formed, in the first instance seek assistance from an external facilitator to further Committee discussions and deliberations. Where the Committee encounters fundamental disagreements, despite having sought assistance and exhausted all avenues to resolve matters, recommend that respective Councils disband them and appoint a new Committee.</p>

Current TOR	Proposed TOR
<p><b>Meeting and Remuneration Guidelines</b></p> <ul style="list-style-type: none"> <li>The Committee will meet at least eight times per annum and with workshops and additional meetings as required. At times, the workload will be substantially higher. Proxies or alternates are not permitted.</li> <li>Any Committee may co-opt such other expert or advisory members as it deems necessary to ensure it is able to achieve its purpose. Any such co-option will be on a non-voting basis.</li> <li>Remuneration for members will be paid in the form of an honorarium currently set at the following levels: <ul style="list-style-type: none"> <li>a. Appointed members \$ 4,000 pa</li> <li>b. Deputy Chair \$ 5,000 pa</li> <li>c. Chair \$ 6,000 pa</li> </ul> </li> </ul> <p>Staff or elected members of Territorial Authorities or Environment Canterbury, shall not be eligible for remuneration.</p> <p>Mileage will be reimbursed.</p>	<p><b>MEETING AND REMUNERATION GUIDELINES</b></p> <ol style="list-style-type: none"> <li>The Committee will meet at least four times per annum and with workshops and additional meetings as required. At times, the workload will be substantially higher. Proxies or alternates are not permitted except as provided for Rūnanga representatives.</li> <li>Remuneration for members will be paid in the form of an honorarium currently set at the following levels: <ul style="list-style-type: none"> <li>a. Appointed members \$ X,000 pa</li> <li>b. Deputy Chair \$ Y,000 pa</li> <li>c. Chair \$ Z,000 pa (subject to review)</li> </ul> </li> <li>An expert or adviser who has been co-opted on to the committee is eligible for an honorarium at the same rate as an appointed member.</li> <li>Staff or elected members of Territorial Authorities or Environment Canterbury, shall not be eligible for remuneration.</li> <li>Mileage will be reimbursed.</li> </ol>
<p><b>Committee Support</b></p> <p>The committee shall be supported by staff from the Territorial Councils and Environment Canterbury, primarily through the Committee Secretary and the Zone Facilitator.</p>	<p><b>COMMITTEE SUPPORT</b></p> <p>The committee shall be supported by staff from the Territorial Authority and Environment Canterbury, primarily through the Committee Secretary and the Zone Facilitator and senior staff member from relevant Territorial Authority and Zone Manager/Lead from Environment Canterbury.</p>

## Appendix 2: Proposed draft of Letter of shared priorities

Date

xxx

Chair  
Canterbury Water Management Strategy (CWMS) – xx Zone Committee

Dear xx

### xx District/City Council/s and Environment Canterbury Priorities for the period July 2020 – December 2022

We would like to take this opportunity as Mayor of XX District/City Council/s and Chair of Environment Canterbury and to convey our Council's priorities, as they relate to water management in Canterbury, and identify the areas where our council would like the assistance of xx Zone Committee over the period July 2020 – December 2022.

Firstly, we wish to thank your Zone Committee for its contribution to the CWMS over the last ten years. We'd particularly like to thank you for your efforts to engage communities to develop your zone Implementation Programme (ZIP) in the early years and .....specific to zone committee

#### Context

Since 2009 when councils throughout Canterbury and Ngāi Tahu decided there needed to be a better way to manage our freshwater than the previous 20 years of litigation much has changed. We now have a clear planning framework, investment in action is being taken across all sectors and the Government has set clear direction in a National Policy Statement and standards for freshwater. We are still recovering from two significant earthquakes, mycoplasma-bovis and now Covid-19 that has and will continue to have a huge impact on communities in the region.

A fundamental principle of the CWMS is that we need to work together in order to achieve our shared outcomes and targets.

Our councils are committed to work alongside communities for better freshwater outcomes through this difficult period. We felt it timely to clearly set out the priorities of our councils, and to seek your assistance to support the implementation of the CWMS.

We recognise the Government also wishes to see greater progress in the way we manage freshwater. We expect the Government will finalise its "Action for Healthy Waterways" in the near future and when they do we will review and amend our current priorities if required

#### Xx District Council Priorities

#### Xx District Council Priorities

#### Environment Canterbury

Environment Canterbury is committed to playing its part to implement the CWMS.

In our term of Council, we wish to see greater progress being made to achieve freshwater outcomes that promote resilient and sustainable community priorities.

We have therefore set the following priorities where we believe zone committees can make the greatest difference over the balance of the term. These priorities are in line with the Environment Canterbury Strategic Direction and the functions of a regional council;

- **Kaitiakitanga Wāhi Toanga and mahinga kai Targets**  
In particular, working alongside landowners, Rūnanga, communities, Councils and others to inspire and grow support and resources to achieve the 2025 mahinga kai goal of five mahinga kai projects in each zone.
- **Ecosystem Health and Biodiversity Targets**  
In particular, working alongside landowners, Rūnanga, communities, Councils and others to inspire and grow support and resources to achieve the 2025 target goal covering all freshwater ecosystems through;
  - i. increased riparian management to protect aquatic ecosystems;
  - ii. reducing the number of fish barriers in the zone
  - iii. protection and enhancement of named wetlands
- **Recreation and Amenity Targets**  
In particular, the Water based recreational opportunity through working alongside landowners, Rūnanga, communities, Councils and others to support and grow resources to achieve the 2025 target to restore priority freshwater recreation opportunities in each zone, that do not meet contact recreation standards and developing plans and actions to achieve and show measurable progress.

xx District Council and Environment Canterbury look forward to receiving your Action Plan for specific to your zone for the period July 2020 – December 2022 and to continue to work alongside you and your communities to deliver the CWMS.

Yours sincerely

Xxx Mayor xx District Council/City	Xxx Mayor xx District Council/City
Jenny Hughey Chair Environment Canterbury	

## Appendix 3: Proposed components of Zone Committee Action Plans

### Why have a Zone Committee Action Plan (purpose)?

- Help committees **prioritise and focus** on practical work for the year (1-2-or-3 years) [Practical and realistic not aspirational]
- **Communicate** the Zone Committee priorities and actions more clearly
- Enable zone committees to clearly identify where they can **add value**
- Enable annual **planning and scheduling**
- **Measure** committee's progress and achievements in a practical way
- Enable **communities to see** what Zone Committee are currently working on – and see their worth
- Break down complex issues into **achievable** sub-sections/goals

### How an Action Plan would be done

- Zone committees will seek strong collaboration, trust and values as a group before doing their Action Plan
- Will be created using a quick nimble process e.g. through a series of facilitated zone committee workshops/working groups/community engagement
- Action Plans will be communicated to councils and communities

### Who are the key players are and their roles

- **Action Plan owner:** Zone Committee. Councils will need to decide if it requires their sighting, approval or sign-off.
- **Action Plan compiler/updater:** Zone Committee Chair/Deputy with assistance from Zone Facilitators.
- **Action Plan implementer:** Zone Committee, with help from Zone Facilitator and Zone Manager and Territorial Authority Manager. Action Plan will be worded as actions for the zone committee, not councils or other agencies.
- **Other agencies in the zone:** Influence, and their own work programmes are influenced by Zone Committee Action Plan.

### When an Action Plan would be done

- Action Plan would be developed for three year period, reviewed annually, confirmed by March each year.

### What would be in an Action Plan

#### Action-focused tasks **bound** by:

- Zone Committee Terms of Reference
- Expectations from Councils (Letters of Partnership)
- CWMS Targets

#### Action-focused tasks **guided** by:

- ZIPs and ZIPAs
- Community engagement and liaison
- Realistic timeframes

E.g. Mock examples for Banks Peninsular zone committee

Sediment reduction for Wairewa - **Source more funding by [date] to complement existing funding for bank stabilisation work;**

To support Rūnanga through Whakaraupō Healthy Harbour project – **Advise and influence through Community Advisory Group;**

1 Billion Trees – Reduction of sediment to Whakaraupō – **Engage with willing landowners to develop sediment containment strips funded by 1 Billion Trees by [date]**

### Reporting

- **Zone Committee** – Reporting of Zone Committee Action Plan achievements to Councils every 18 months
- **Territorial Authority(s) and Environment Canterbury** – staff developed Quarterly Reporting on aligned work programmes for zone committee information only
- Reports of other agencies in the zone will be provided to zone committee quarterly, for information only. E.g. Te Hapū o Ngāti Wheke, Banks Peninsula Conservation Trust, Community Boards, Department of Conservation, Industry organisations

### Look & Feel

- Key aspects of CCC Community Board template <http://www.ccc.govt.nz/assets/Documents/The-Council/Community-Boards/Spreydon-Cashmere-Board-Plan-2017-19.pdf>
- Could include message from the chair, 'what is a zone committee, area overview, demographics, key outcomes and strategic priorities (what is the priority, why we want this, what the zone committee will do and how success will be measured)

# **CANTERBURY COUNCILS'**

## **LONG TERM PLAN 2021 – 2031 WORKING GROUP**

### **Terms of Reference Adopted on 15 July 2020**

#### **Background and Purpose**

Canterbury Councils previously took the opportunity to take a collaborative approach to the compilation of their 2018 - 2028 Long Term Plans. Due to the success of this collaboration, it was agreed to follow a similar process for the development of the 2021-2031 Long Term Plans.

The reason for taking a collaborative approach was to:

- Discuss each council's respective storyboards
- Enable each council participant to access each other's resources and best practice, acknowledging that we do not compete with each other
- Allow the Office of the Auditor-General and Audit New Zealand to be part of Canterbury Councils' Long Term Plan discussions, be aware of what they are proposing to do, and to provide feedback with respect to their priorities and areas of focus.

#### **Role of the Canterbury Councils' Long Term Plan Working Group**

The role of the Canterbury Council's Long Term Plan 2021 – 2031 Working Group is to work closely and collaboratively on a number of similar issues relating to the development of Long Term Plans.

The Working Group would share and co-ordinate on a number of approaches, not limited to:

- Defining and measuring well-being
- Ensuring climate change adaptation strategy is reflected in the Long Term Plan
- Assumptions generally
- Population growth assumptions
- COVID-19 impact assessments
- Financial strategy parameters (rates increase, debt limits)
- Infrastructure strategy
- Engagement (particularly early engagement)
- Impact of three waters proposals on the early years of our LTP

#### **Workshops and Timeframe of Group**

It is proposed that the Working Group will meet on three occasions prior to the end of 2020. Suggested meeting dates are as follows:

- 15 July 2020
- Early October 2020
- Early December 2020

Workshops are to be held in the Council Chambers at Selwyn District Council's head offices in Rolleston. Members are encouraged to attend in person, however Zoom facilities will be available for those who are unable to travel.

Workshops will be held in a public-excluded environment. An agenda will be circulated to Working Group members prior to each meeting.

## Membership

Members of the group will be those as agreed by the Chief Executives of each of the following Councils:

- Ashburton District Council
- Christchurch City Council
- Environment Canterbury
- Hurunui District Council
- Kaikoura District Council
- Mackenzie District Council
- Timaru District Council
- Selwyn District Council
- Waimakariri District Council
- Waimate District Council
- Waitaki District Council

The Chief Executive of Selwyn District Council (David Ward) is Chair of the Long Term Plan Working Group in his capacity of Chair of the Canterbury Councils' Policy Forum.

## External Advice

As required, advice and input will be sought from representatives of the following organisations:

- Society of Local Government Managers
- Office of the Auditor-General
- Audit New Zealand.

## Reporting

The Chair of the Long Term Plan Working Group will provide updates to the Canterbury Councils' Policy Forum, and the Canterbury Councils' Chief Executive Forum at the next available meeting following each workshop, with an overall report to be provided to each of the Forums at the conclusion of the Working Group's tenure.

## Intended outcomes of the Long Term Plan Working Group

The intended outcomes of the Working Group include, but are not limited to:

- Sharing of ideas
- Maintaining a collaborative, rather than competitive approach
- Build on the goodwill that was been developed during the previous LTP exercise
- Provision of a sound platform for each Council to collectively respond to topical issues such as climate change response, three waters initiatives, national assumptions database and a Canterbury-wide communications programme
- Foster a consistent approach to population projections, changing demographics and a view of what Canterbury may look like in ten years' time (as opposed to what specific districts may look like)

**Date:** 3 July 2020

**Presented by:** David Ward, Chair

## **Implementation of work programme**

### **Purpose**

1. This paper invites agreement on next steps to implement (or refine) the Policy Forum work programme, to inform a report back to the Chief Executives Forum for its meeting on 27 July 2020.

### **Recommendations**

**That the Canterbury Policy Forum:**

1. **review and confirm its work programme for 2020–22**
2. **provide a progress update to the Chief Executives Forum for its meeting on 27 July 2020.**

### **Background**

2. The Forum has previously nominated five pieces of work that have been included in the Chief Executives Forum three-year work programme (2020–22):
  - collaboration on 2021 LTPs
  - support each other to have a strong regional voice (supporting the Mayoral Forum with regional submissions and advocacy)
  - regional training workshops
  - Mana Whakahono a Rohe
  - review of Canterbury Regional Policy Statement.
3. A copy of the work programme as reported to the Mayoral Forum for its meeting on 22 May is attached to this report.
4. The COVID-19 lockdown interrupted some business-as usual activity. We are already well into year one of the local government triennium, so it is timely to review work programme items, reflect on whether COVID has changed any of these priorities and clarify who's doing what, when and how to implement agreed actions.

### **Attachments**

- Chief Executives Forum 3-year work programme

Three-year work programme 2020–22 (please read the status/next steps column)

as at 14 May 2020

WHAT	TASK	SPONSOR	LEAD	DUE	STATUS / NEXT STEPS
<b>MAYORAL FORUM'S PLAN FOR CANTERBURY</b>					
1. Plan for Canterbury	Develop a Plan for Canterbury for the 2020-2022 local government term, to replace the CREDS	Mayoral Forum	CMF/Secretariat	30 June 2020	<ul style="list-style-type: none"> <li>On hold due to COVID-19, but vision, objectives and priority issues are informing Mayoral Forum actions and advocacy in COVID response and recovery</li> </ul>
2. Continue to monitor implementation of the CWMS	To continue providing governance oversight and strategic support to the implementation of the Canterbury Water Management Strategy (CWMS)	Mayoral Forum	Jenny Hughey	30 Sep 2022	<ul style="list-style-type: none"> <li>COF discussed Fit for the Future implementation work programme with ECan CWMS team on 16 March 2020</li> <li>Agenda item 6</li> </ul>
3. CREDS 2016–2019 continuing work programmes	To see through the completion of remaining projects from the 2016-2019 CREDS work programme: <ul style="list-style-type: none"> <li>mobile and broadband coverage mapping and analysis</li> <li>promote uptake and use of digital technology</li> <li>Food, Fibre and Innovation</li> <li>youth transitions</li> <li>Canterbury Story</li> <li>South Island Destination Management plan</li> </ul>	Mayoral Forum	Secretariat	1 March 2020	<ul style="list-style-type: none"> <li>Agenda item 7, Food, Fibre and Innovation</li> <li>Agenda item 8, Mobile blackspots</li> <li>New videos (FFIP) have been added to the Canterbury Story media library, and this has been promoted on the new Mayoral Forum website</li> </ul>
<b>Other Mayoral Forum items to be added as necessary to implement the Plan for Canterbury 2020–22.</b>					
<b>CANTERBURY CHIEF EXECUTIVES FORUM</b>					
4. Review regional forums terms of reference	Three-yearly review of terms of reference for Chief Executives Forum, Policy Forum, Corporate Forum, Operations Forum	CEs Forum	Jim Palmer	30 Sep 2020	<ul style="list-style-type: none"> <li>Scheduled for July 2020</li> </ul>
5. A consistent Canterbury story	Develop an agreed collective positioning story and investment proposition that we consistently communicate in and for Christchurch and Canterbury	CEs Forum	Jim Palmer		<ul style="list-style-type: none"> <li>Agenda item 5, engagement with Ministers on Essential Freshwater and 3 Waters</li> <li>Agenda item 3, Co-ordination of COVID recovery</li> </ul>
6. Three Waters response	Build a collaborative response to central government's Three Waters review, including: <ul style="list-style-type: none"> <li>build consensus on strategic intent – where we want to get to, in relation to national direction and developments</li> <li>identify key risks, challenges and barriers</li> <li>recommend priority actions for CEF consideration</li> </ul>	CEs Forum	COF/DWRG/CEMG	31 Dec 2020	<ul style="list-style-type: none"> <li>Three Waters on the agenda for 12 June</li> <li>Agenda item 5, Engagement with Ministers on Essential Freshwater and 3 Waters</li> </ul>
<b>CANTERBURY POLICY FORUM</b>					
7. Collaboration on 2021 LTPs	Facilitate collaboration on 2021–31 Long-Term Plans – financial and infrastructure strategies, and strategic direction and community outcomes (the four wellbeings)	Policy Forum	David Ward / CCF	31 Mar 2020	
8. Support each other to have a strong regional voice	Support a 'one strong voice for Canterbury' through the shared development of regional submissions and advocacy as requested by the Mayoral Forum and/or Chief Executives Forum on central government regulation and policy	Policy Forum		31 Dec 2020	
9. Regional training workshops	Design and deliver two workshops during 2020 <ul style="list-style-type: none"> <li>report template design – with Toni Durham (Ashburton)</li> <li>use of 2018 Census data – with Simon Markham (Waimakariri)</li> </ul>	Policy Forum	Secretariat	31 Dec 2020	<ul style="list-style-type: none"> <li>Workshop on report templates at Ashburton District Council postponed due to COVID</li> </ul>
10. Mana Whakahono a Rohe	Share information and develop a common understanding across Canterbury councils of Mana Whakahono a Rohe iwi/rūnanga participation agreements	Policy Forum		31 Dec 2020	
11. Review of Canterbury Regional Policy Statement	Facilitate a regional perspective on Environment Canterbury's review of the Canterbury Regional Policy Statement	Policy Forum		30 June 2021	

CANTERBURY CORPORATE FORUM					
12. IT systems and digital services	Lead development of a 10-year plan for Canterbury councils to move to a common platform for IT systems and digital services (including valuation and rating functions) and secure cost savings through group licensing procurement, with specific concrete actions to be implemented in each year of the 10-year plan <ul style="list-style-type: none"> <li>Conduct a stocktake of where everyone is at.</li> <li>Develop a business case (with value proposition and a request for funding) to go to member councils to test and build consensus on a collective vision, commitment and understanding of what it might mean over time for procurement and renewal cycles</li> </ul>	Corporate Forum	CIOs	30 Jun 2020 30 Nov 2020	<ul style="list-style-type: none"> <li>CCF agreed 16 March 2020 that CIOs will conduct a stocktake of Canterbury councils' IT platforms, applications and procurement / licensing cycles and investment intentions to inform planning to move towards a common platform by 2030 – see CEF report, agenda item 11</li> </ul>
13. Procurement	Develop a proposal for a joined-up procurement system/service for Canterbury councils, including legal services provisioning <ul style="list-style-type: none"> <li>Develop a proposal for consideration by member councils</li> </ul>	Corporate Forum	CFMG	30 Nov 2020	<ul style="list-style-type: none"> <li>CCF agreed 16 March 2020 that CFMG will investigate the option of a LASS for vehicle fleet management – see CEF report, agenda item 11</li> </ul>
14. Resource sharing	Facilitate resource sharing (staff capacity and capability) on a 'gifts and gains' basis – it won't always be a direct 'trade'; e.g. engineers, accreditation, planners, building inspectors ...; leveraging off moving to common systems and IT platforms where possible	Corporate Forum	CCF	30 Sep 2022	
CANTERBURY OPERATIONS FORUM					
15. Co-ordination of waste minimisation plans	Align renewal of waste minimisation plans to provide a consistent approach to waste management across the region and improve efficiencies. <ul style="list-style-type: none"> <li>Develop a proposal for consideration by member councils.</li> </ul>	Operations Forum	COF	31 Dec 2020	<ul style="list-style-type: none"> <li>COF agreed 16 March 2020 to park this until 2023 – see CEF report, agenda item 11</li> </ul>
16. Road engineering to improve road safety	Engage with other roading agencies to align with best practice in designing and managing road engineering assets	Operations Forum	CEMG	31 Dec 2020	
17. Implementing new Water Safety Plan format	Share advice and lessons between drinking water suppliers from implementing the new Water Safety Plan to improve compliance across the region	Operations Forum	DWRG		<ul style="list-style-type: none"> <li>COF agreed 16 March 2020 to share advice and lessons learned in implementing drinking water safety plans, and draw on the Drinking Water Reference Group for technical input</li> <li>3 Waters on the agenda for 12 June</li> </ul>
18. Shared approach to managing infrastructure	Develop a shared approach aligned to best practice for adaptation to climate change in 30-year Infrastructure Plans	Operations Forum	CEMG	31 Dec 2020	<ul style="list-style-type: none"> <li>COF agreed 16 March 2020 to action this</li> </ul>

#### Key to acronyms

CEF Chief Executives Forum

CEMG Canterbury Engineering Managers Group

CFMG Canterbury Finance Managers Group

CIOs Chief Information Officers Group

CMF Canterbury Mayoral Forum

COF Canterbury Operations Forum

CPF Canterbury Policy Forum

CREDS Canterbury Regional Development Strategy

CWMS Canterbury Water Management Strategy

DWRG Drinking Water Reference Group

ECan Environment Canterbury

**Date:** 3 July 2020

**Presented by:** Toni Durham / David Bromell

## **Regional training workshop: designing and using report templates**

### **Purpose**

1. Attached is a flyer for a regional training workshop at Ashburton District Council on Friday 21 August 2020.

### **Recommendations**

**That the Canterbury Policy Forum:**

1. **publicise the regional training workshop on designing and using report templates to policy, planning and governance advisors in Canterbury councils.**

### **Background**

2. This is one of two regional workshop proposals previously agreed by the Policy Forum and included in the Chief Executives Forum's 3-year work programme:
  - designing and using report templates
  - using population data in policy and planning (focusing on Census 2018 data).

### **Financial implications**

3. Each council meets the costs of its own staff time and travel. Catering and printing costs will be met from the regional forums training budget.

### **Communication**

4. Policy Forum members are asked to promote this opportunity to policy, planning and governance advisors in their councils (flyer attached, and we will circulate this separately as a PDF. We can accommodate 24 participants – roughly two people from each council.

### **Attachments**

- Workshop flyer and registration details

## The right tools for the job:

### Designing and using report templates



- When:** Friday 21 August 2020.  
9:30 am arrival/morning tea for 10:00 am to 2:30 pm (lunch provided)
- Where:** Ashburton District Council, 5 Baring Square West, Ashburton
- Who:** Senior policy, planning and governance advisors
- What to bring:** Laptop, and a printed copy of your council's current report template/s

A regional training workshop on the what, why and how of designing and using report templates to communicate high quality advice to decision makers. The workshop will be 'hands on' – everyone needs to bring a laptop.

You will get to see examples of report templates from around the region, and you will hear from Toni Durham and her team at Ashburton District Council how they went about re-designing their templates to improve the quality of advice.

The workshop has been organised by the Canterbury Policy Forum for senior policy, planning and governance advisors. We can accommodate up to 24 people; e.g. two staff from each council – preferably people whose roles mean they can influence report design and the quality of advice to council. **Get in early, so you don't miss out!**

The only cost to your council is travel (carpool wherever possible) and your time. Attending virtually is not an option for this workshop.

With limited spaces available, we need a firm commitment to attend (last minute apologies are not welcome, as we will have ordered catering and turned other people down).

Please register by email to [secretariat@canterburymayors.org.nz](mailto:secretariat@canterburymayors.org.nz) by Friday 7 August 2020 with:

- name
- council / role
- email / mobile number
- any dietary needs.



**Date:** 3 July 2020

**Presented by:** David Bromell, Secretariat

## Regional forums update

### Purpose

1. This report provides an update on regional forums activity since 16 March 2020.

### Recommendations

**That the Canterbury Policy Forum:**

1. **note that there is a new website for regional forums**
2. **note that the Mayoral Forum is facilitating regional co-ordination and advocacy as the region recovers from the COVID lockdown**
3. **note that current hot topics for the Mayoral Forum are 3 Waters and climate change adaptation and mitigation.**

### Website

2. Early in the COVID lockdown, we launched a new regional forums website. The URL has not changed: <https://canterburymayors.org.nz/>
3. The website is where we publish news from regional forums and Mayoral Forum advocacy.

### Mayoral Forum

4. During alert level 4, the Mayoral Forum met weekly by Zoom, then fortnightly during level 3.
5. The Forum provided regional co-ordination and letters of support for council proposals of 'shovel-ready' projects to Crown Infrastructure Partners (14 April).
6. Mayoral Forum advocacy has been informed by the five priority issues identified in the draft Plan for Canterbury:
  - **sustainable environmental management** of our habitats (land, air, waters and ecosystems), focusing on land use and freshwater management

- **shared economic prosperity** – through sustainable, value-added primary production, high-value manufacturing, high-value tourism and growing, attracting and retaining a skilled workforce
- **efficient movement of people and freight** – mode shift to optimise movement of long-distance freight by rail and coastal shipping (fewer trucks on roads), to improve road safety, reduce wear and tear on the region’s roads and decrease carbon emissions
- **climate change mitigation and adaptation** – reducing our carbon footprint, building community resilience and making our infrastructure as strong as it can be
- **Three Waters services** – securing safe drinking-water supplies, and ensuring that infrastructure, institutional arrangements and regulation enable the sustainable management of drinking water, wastewater and stormwater in Canterbury.

7. Mayoral Forum advocacy has included:

- relaying regional concerns to central government through the Covid-19 Local Government Response Unit
- proposing an accelerated rollout of the Rural Broadband Initiative phase 2, as part of COVID recovery investment in infrastructure
- urging Ministers to adopt a balanced approach to implementing the Essential Freshwater reforms
- making contact with the Responsible Camping Working Group to ask for a nationally consistent approach to regulation of self-contained vehicles – using the closure of the border to sort this out and progress the Forum’s objective of sustainable, high-value tourism.

8. The Forum is using the balance of a Digital Connectivity grant from the Regional Growth Programme to map and prioritise mobile blackspots on Canterbury highways. This work has been contracted to BECA.

9. The Forum’s Food, Fibre and Innovation work programme (contracted to ChristchurchNZ) is identifying opportunities to support COVID recovery and progress the Forum’s objective of shared prosperity through value-added production.

10. On 12 June 2020, the Forum held an extraordinary meeting to workshop:

- Canterbury’s climate change risk assessment (stage 1)
- 3 Waters service delivery in Canterbury.

11. The Forum followed up on its 3 Waters discussion on 12 June with an LGNZ Zone 5 discussion on 19 June.

12. When we moved to COVID alert level 1, the Forum resumed its work on the Plan for Canterbury and plans to finalise and launch this at a lunch with Canterbury MPs on Friday 4 September 2020.

## Regional co-ordination of COVID recovery

13. The Mayoral Forum has noted that COVID recovery is playing out at national, regional, sub-regional and local levels. The Forum is broadly applying a localism framework (principle of subsidiarity) to this.
  - Welfare and psychosocial recovery are being led locally. Councils, local CDEM groups, the two district health boards, rūnanga and community and voluntary sector agencies are all contributing to this, supported by central government agencies.
  - Economic recovery is being led sub-regionally. Council economic development staff, our three economic development agencies, the two chambers of commerce and Ngāi Tahu are all active in this space, supported by central government agencies.
  - The Mayoral Forum is connecting with key agencies to facilitate regional oversight/monitoring, co-ordination and especially advocacy.
  - We look to central government for economic, fiscal and regulatory policy to support recovery.
14. Jim Palmer convened a meeting of key stakeholders on 10 June to discuss regional co-ordination of economic and social recovery: Ben Clark (central government's regional public sector lead), Diane McDermott (Regional Commissioner, Ministry of Social Development), David Ormsby and Jason Leppens (Te Puni Kōkiri), Evon Currie (Canterbury District Health Board), Leeann Watson (CE, Canterbury Employers' Chamber of Commerce), Joanna Norris (CE, ChristchurchNZ) and Ivan Iafeta (for Christchurch City). Baden Ewart (CDEM) and Rakihia Tau (TRONT) are also looped into these conversations.

## Chief Executives Forum

15. Chief Executives have worked with the secretariat to prepare advice and support the Mayoral Forum during COVID response and recovery.
16. The Chief Executives Forum held its regular quarterly meeting by Zoom on 4 May. Highlights from this meeting are on the website at <https://canterburymayors.org.nz/may-update-chief-executives-forum-2020/>

## Coming up next

- |             |  |
|-------------|--|
| 27 July     | Chief Executives Forum   |
| 3 September | Mayoral Forum working dinner   |
| 4 September | Mayoral Forum meeting, lunch with Canterbury MPs and launch of the Plan for Canterbury |

**Date:** 3 July 2020  
**Presented by:** James Thompson

## **Canterbury Natural Hazards Risk Reduction Forum**

### **Purpose**

1. To update the Policy Forum on the Natural Hazards Risk Reduction Forum (NHRRF).

### **Recommendations**

2. That the Canterbury Policy Forum notes this report.

### **Background**

3. On December 6 2019 James Thompson provided an update to the Planning Managers Group on the NHRRF. This included information that has already been presented to the Canterbury Policy Forum on milestones and the value and membership of the NHRRF. There was acknowledgement of the close ties required between the NHRRF and Climate Change Working Group.
4. The NHRRF met on the 13<sup>th</sup> of February 2020. The forum updated members on activities happening across the region. The following was presented and discussed:
  - Literature review on the impacts of climate change for Canterbury, undertaken as a part of the Regional Climate Change Risk Assessment
  - Climate change work CCC is doing across its Asset Management Plans, Activity Management Plans and the Infrastructure Strategy, all of which feed the CCC LTP
  - NEMA risk assessment process for CDEM Groups to use for their risk profiles
  - A set of presentations on approaches to Natural Hazard chapter reviews for district plans from Timaru and Kaikoura.
5. The NNRRF expressed its interest in continuing to meet six-monthly as the relationship development is invaluable.
6. No work has progressed on any of the Natural Hazard Approach milestones.

### **Next steps**

7. The next NNRRF will include a presentation on the National Disaster Resilience Strategy and potentially a guest speaker on managed retreat and existing rights. A date has not been set yet.

**Date:** 3/7/2020

**Presented by:** Geoff Meadows

## Canterbury Planning Managers Group (CPMG)

### Purpose

1. Report to the Policy Forum on CPMG meetings of 28 February and 5 June 2020.

### Recommendations

The **Purpose** of this paper is to report to the Policy Forum on the last two meetings of CPMG on 28 February and 5 June 2020.

#### That the Canterbury Policy Forum:

1. **Notes** that the process of drafting a regional submission on the Resource Management System Review issues and options paper, led by Timaru District Council, was well executed and involved representatives from six local government Councils. there was a robust process to resolve differences, and the Mayoral Forum endorsed the submission on 31 January 2020;
2. **Notes** that the CPMG working group on Standardisation of Fees and Charges will provide a separate report to the Policy Forum;
3. **Notes** that CPMG discussed the COVID-19 (Fast-track Consenting) Bill at their meeting on 5 June 2020, noting that the bill had not yet been introduced, and further noting that the Epidemic Response Select Committee was disestablished by Parliament on 25 May 2020;
4. **Notes** that CPMG discussed the proposed amendments to the National Environmental Standard for Air Quality at their meeting on 5 June 2020, and **recommends** against drafting a Canterbury-wide submission, instead relying on Environment Canterbury's submission to represent the views of Canterbury as a whole.

### Key points

2. A proactively released cabinet paper in early May 2020 signalled development of special legislation to support recovery from the economic impacts of COVID-19.
  - The proposed COVID-19 (Fast-track Consenting) Bill is designed to bring consenting and designation processes forward;

- However the bill was not introduced before the Epidemic Response Committee, which had truncated submission and hearings periods, was disestablished by Parliament on 25 May 2020;
  - CPMG will continue a watching brief on the passage of the proposed COVID-19 (Fast-track Consenting) Bill.
3. A discussion document on the proposed amendments to the National Environmental Standards for Air Quality (NES-AQ) was released in February 2020 with an initial closing date for submissions on 24 April 2020, that was later extended to 31 July 2020.
- CPMG received a comprehensive briefing from Environment Canterbury at their meeting on 5 June 2020, which included an assessment of the likely impacts of the amendments to the NES-AQ on the extant Canterbury Air Regional Plan of 2015;
    - The Regional Council's initial assessment is that the proposed amendments of the NES-AQ will not necessitate a plan change to the 2015 Canterbury Air Regional Plan (apart from perhaps additional rules relating to the impacts of mercury emissions on air);
  - CPMG recommended against drafting a Canterbury-wide submission, instead relying on Environment Canterbury's submission to represent the views of Canterbury as a whole.

<b>Report from:</b>	Canterbury Planning Managers Group (CPMG) – Fees and Charges alignment subgroup
<b>Date:</b>	3 July 2020
<b>Presented by:</b>	Judith Batchelor, Chief Strategy and Community Manager

## Recommendations

That the Canterbury Policy Forum:

- 1 Note the CPMG is working towards standardising terminology relating to resource management fees and charges in Canterbury

Standardising RMA terminology relating to fees and charges in Canterbury	<ul style="list-style-type: none"> <li>• The Hurunui District Council has initiated a project to standardise terminology relating to fees and charges for processing applications under the <i>Resource Management Act 1992</i> ('RMA'). A subgroup of interested councils was formed.</li> <li>• The objective of the sub-group is to work together to produce an agreed set of descriptions for applications under the RMA that would sit in a fees and charges schedule for the Canterbury councils that are happy to opt in.</li> <li>• A table of all the Canterbury councils' resource management fees and charges was created and from there it was agreed to focus on terminology as each Council has different funding policies to set fees.</li> <li>• There was general agreement that the standardisation of terminology is a significant piece of work and is a great start towards common descriptions for Canterbury.</li> <li>• The subgroup has an agreed list of standard terminology that now needs to be adopted by CPMG and then individual councils can opt in to use the terminology. It is expected that this will be the basis of Resource Management fees and charges for the 2021/2022 year.</li> </ul>
Attachments	<ul style="list-style-type: none"> <li>• Current terminology variations</li> <li>• Standardised terminology</li> </ul>

**Terminology – Generic Table Land use**

Ashburton District Council	Christchurch City Council	Hurunui District Council	Kaikoura District Council	Mackenzie District Council	Selwyn District Council	Timaru District Council	Waimakariri District Council	Waimate District Council	Waitaki District Council
Resource consent exemption for boundary intrusion	s87BA Permitted boundary activity	Boundary activities		Resource consent exemption for boundary activities	Deemed permitted boundary activities	Permitted Boundary Activity Notice	Boundary activities	Boundary activity Application	Section 87BA & BB Notices
Resource consent exemption for minor or temporary non-compliance	s87BB Marginal or temporary non-compliance	Marginal or temporary activities		Resource consent exemption for marginal/temporary rule breach	Deemed permitted activity – marginal or temporary non-compliance	Permitted Activity Notice		Marginal or Temporary Activity Applications	
			Submitter request to Council for independent Commissioner under section 100A(2)						
S125 Extension of time for consent	s125 Extension of consent lapse period	Extension of time under sections 125 & 37	Application for extension of consent timeframe	Lapsing Period Extension	Extension of Time/Cancellation of Consent – Section 125 or 126 RMA	Extension of time	Time extension for Land use consent (Section 125)	Extension of time	Section 125 extension of time for land use consent
S127 Application to change / cancel a condition	s127 Change or cancellation of consent condition(s)	Change or cancellation of condition under sections 127 & 221	Application for variation of consent conditions (including change of consent notices)	Change or Cancellation of Conditions	Change, Review or Cancellation of Consent Conditions – Section 127 or 128 RMA	Change or cancellation of conditions	Variation of Land use consent (section 127)	Change or cancellation of conditions	Section 127 Change/cancel consent conditions
	s128 Review of conditions								
	s138 Surrender of resource consent								Section 138 surrender of consent
S139 Certificate of Compliance	s139 Certificate of compliance	Certificate of compliance under section 139	Certificate of Compliance (section 139 RMA)	Certificate of compliance	Certificate of Compliance – Section 139 RMA	Certificates of compliance	Certificate of Compliance (Section 139)	Certificates of Compliance	Section 139 Certificate of Compliance/Existing Use Rights Certificates
S139A Certificate of Existing Use	s139A Existing use certificate	Existing use certificate	Application for existing use rights	Certificate of existing use	Existing use Extension of Time – Section 139A RMA	Existing use rights and existing use certificate	Existing Use Certificate (Section 139A)	Existing use rights and existing use certificate	Section 139 Certificate of Compliance/Existing Use Rights Certificates
S10 (2) Extension of existing use rights									
S168/168A Notice of Requirement for designation	Notice of requirement for a new designation under section 168/168A		Requirement for Designations or Heritage Orders	Notice of Requirement	Notice of Requirement or Alteration – Section 168, 168A or 181 RMA	Notice of requirements for designations or heritage order	Notice of Requirement for designations	Notice of requirements for designations	
	Notice of requirement for alteration of a designation	Alteration of designation	Alternation of Designation	Amendment to Designation	Minor change – Section 181(3) RMA	Alternation to a designation	Extension for alteration to a Designation	Alteration to a designation	
	Notice to withdraw requirement under section 168(4)								
S182 Removal of designation	Notice to remove a designation		Removal of Designation		Removal or partial removal – Section 182 RMA				
S184 Extension of time for designations					Extension of Time – Section 184 & 184A RMA			Extension of time to a designation	Extension of time to a designation
S176 Application for outline plan	s176A Application for outline plan	Outline plan	Assessment of Outline Plan	Outline plan approval	Outline Plan Approval	Outline plan	Outline Plan (Section 176A)	Outline Plan	Section 176a Outline Plan
S176A Application for outline plan waiver	s176A(2) Waiver of outline plan	Waiver of outline plan		Outline plan waiver	Outline Plan Waiver	Waiver of outline plan	Outline Plan Waiver Request		Waiver of Outline Plan
Removal / refund of bonds and caveats	Preparation, registration or cancellation of bond or covenant under section 108		Withdrawal of Caveat		Removal of bonds or caveats				
	Permitted activity under a National Environmental Standard	Monitoring of permitted activities under NES Plantation Forestry				Monitoring of Permitted Activity under the National Environmental Standards			
				HAIL Search	Notice of Requirement – Section 189, 190 & 191 RMA				

					Withdrawal of Requirement – Section 189(5) RMA				
							Objection to decision of Land Use Consent (Section 357)		Section 357 Objection to consent conditions

### Terminology – Generic Table Subdivision

Ashburton District Council	Christchurch City Council	Hurunui District Council	Kaikoura District Council	Mackenzie District Council	Selwyn District Council	Timaru District Council	Waimakariri District Council	Waimate District Council	Waitaki District Council
Right of way consent – Section 348 of LGA 2002	s348 Right of way approval	Right of way applications	Right of Way Approval	Section 348 LGA 1974 – ROW's	Approval of easements and right of way Section 321 notices – Local Government Act	Right of Way approval (not included in subdivision consent)	s.348 – Right of way approval consent application (when not part of subdivision)	Right of Way Approval (not included in Subdivision Consent)	
	s127 Change or cancellation of consent condition(s)	Change or cancellation of condition under sections 127 & 221	Application for variation of consent conditions (including change of consent notices)						
Preparation / change or cancellation of consent notices	s221 Variation/ Cancellation of consent notice	Consent notice under section 221			Preparation of Consent Notices	Revocation of easements and consent notices (not included in subdivision consent)	Preparation & signing of Revocation Certificate (cancellation of consent notices, amalgamation etc)		
	s125 Extension of consent lapse period	Extension of time under sections 125 & 37							
Section 223 Certificate	s223 and/or s224 re-certification after payment of final invoice	Title plan checking and certificate under s 223		Section 223 (Individual application)	Signing/sealing survey plans – Section 223/224 RMA	Section 223 certificate (survey plan approval)	Preparation and signing of other Certificates	Section 223 Certificate (subdivision sealing completion)	Section 223 Certificate
				Section 223 and 224 (Joint application)		Section 224(c) certificate including Section 223 certificate		Section 224(c) Certificate including Section 223 Certificate	
Section 224 Certificate		Certificate for completion of conditions under 224c	Completion Certificate	Section 224 (Individual application)		Section 224(c) certificate			Section 224 Certificate
Section 226 Certificate	s226 Certification		Certificate Under s226 of the RMA	Section 226 Certification	Subdivision Compliance Certificate – Section 226 RMA	Existing allotments Section 226 certificate (new titles created)		Existing Allotments Section 226 Certificate (new titles created)	Section 226 Certificate
	s241 Cancellation of amalgamation	Cancellation of amalgamation condition					Preparation & signing of Revocation Certificate (cancellation of consent notices, amalgamation etc)		
	s243 Surrender of easements		Cancellation of Easements		Revocation of easement	Revocation of easements and consent notices (not included in subdivision consent)		Revocation of Easements (not included in Subdivision Consent)	
		Road naming fee							

## **Standardised terminology**

### **Land use consent**

- Permitted boundary activity (section 87BA RMA)
- Marginal or temporary non-compliance (section 87BB RMA)
- Extension of time (section 125 RMA)
- Change or cancellation of condition (section 127 RMA)
- Review of conditions (section 128 RMA)
- Surrender of resource consent (section 128 RMA)
- Certificate of compliance (section 139 RMA)
- Existing use certificate (section 139A RMA)

### **Designations**

- Notice of requirement (section 168/168A RMA)
- Alteration of designation (section 181 RMA)
- Removal of designation (section 182 RMA)
- Extension of time (section 184 RMA)
- Outline plan (section 176A RMA)
- Waiver of outline plan (section 176A(2) RMA)

### **Subdivision**

- Right of way application (section 348 LGA)
- Cancellation of consent notice condition (section 221 RMA)
- Section 223 certification (RMA)
- Completion certificate (section 224 RMA)
- Section 226 certificate (RMA)
- Cancellation of amalgamation (section 241 RMA)
- Surrender of easements (section 243 RMA)

### **Other applications**

- Removal of bonds or caveats
- Road naming

<b>Report from:</b>	Canterbury Climate Change Working Group (CCWG)
<b>Date:</b>	3 July 2020
<b>Presented by:</b>	Stefanie Rixecker (CCWG Convenor)

## Recommendations

That the Canterbury Policy Forum:

- 1 **note** the progress achieved to date by the Canterbury Climate Change Working Group (CCWG) on delivering its work programme for 2019/20
- 2 **note** the Canterbury climate change risk screening (first-pass) interim report is confidential until the Canterbury Mayoral Forum publicly release the report
- 3 **note** the CCWG will seek feedback on the detailed scope, approach and funding of the second-pass regional climate change risk assessment from the Chief Executives Forum on 27 July 2020.

Significant activities in this quarter	<p>Completed the first-pass climate change risk screening for Canterbury (<b>interim report attached</b>), and gained Chief Executives Forum approval and Canterbury Mayoral Forum endorsement for it in June 2020.</p> <p>Briefed elected members of Canterbury councils on the first-pass climate change risk screening.</p> <p>Surveyed councils on whether they have had carbon footprint assessments completed, and by what provider and methodology. The Canterbury Corporate Forum has contacted councils to facilitate joint procurement and a common methodology among councils that are planning to do an assessment.</p> <p>Shared approaches and information on incorporating climate change into 2021-2031 Long-Term Plans and Infrastructure Strategies.</p>
Contribution to Mayoral Forum three-year work programme	<p>Item 10a - Natural hazard risk management: monitor natural hazards management reform that includes climate change impacts, mitigation and adaptation and the possible emergence of a National Policy Statement for Natural Hazards.</p>

Issues / risks / opportunities	<p>If climate change is not adequately incorporated in to 2021-2031 Long-Term Plans and Infrastructure Strategies, then it may result in unacceptable risk or missed opportunities for our communities and/or organisations.</p> <p>There is an opportunity for the CCWG to collaborate with the Canterbury Policy Forum on adequately and consistently incorporating climate change in to 2021-2031 Long-Term Plans and Infrastructure Strategies.</p>
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### Canterbury Climate Change Working Group (CCWG)

<b>Purpose</b>	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.
<b>Chair / Members</b>	<p>Chair: Stefanie Rixecker – Environment Canterbury</p> <p>Members: Multi-disciplinary group of staff from territorial authorities, regional council, Te Rūnanga o Ngāi Tahu and papatipu rūnanga.</p>

### Work programme 2019–20

What	Who	By when	Measures of success	Status
<p><b>Objective A: Capacity &amp; capability building</b></p> <p>Priority Initiative A1: Continue to share information and expertise about climate change amongst partners, and with our communities.</p>	CCWG	Ongoing	Common understanding achieved.	Work in progress
<p><b>Objective B: Adaptation</b></p> <p>Priority Initiative B1: Utilise ECan’s initial climate change impact scan (literature review) for Canterbury and iterate</p> <p>Initiative B2: Scope and deliver a first-pass climate change risk screening for Canterbury.</p>	CCWG	July 2019	Used in first-pass climate change risk screening.	Complete
	CCWG	July 2020	Screening endorsed by the Mayoral Forum.	Complete

<p><b>Objective C: Transition &amp; mitigation</b></p> <p>Priority Initiative C1: Continue to support councils to understand their in-house carbon emissions footprint and strategies to reduce this.</p> <p>Initiative C2: Identify key threats and opportunities associated with transition and opportunities for partners to support a just and equitable transition for Canterbury.</p>	<p>CCWG</p> <p>CCWG</p>	<p>Dec 2020</p> <p>Ongoing</p>	<p>Corporate Forum lead joint procurement.</p> <p>Threats and opportunities identified.</p>	<p>Complete</p> <p>Work in progress</p>
<p><b>Objective D: Advocacy &amp; engagement</b></p> <p>Priority Initiative D1: Work with the Climate Change Steering Group to engage with Central Government on climate change matters, including through submissions</p>	<p>CCWG</p>	<p>Ongoing</p>	<p>Evidence of central government engagement.</p>	<p>Work in progress</p>

*The interim Canterbury climate change risk assessment reports are withheld under the Local Government Official Information and Meetings Act 1987 s. 7.(2)(c) pending release by the Ministry for the Environment of the national risk assessment.*