

# Agenda

Canterbury Policy Forum			
<b>Date</b>	Friday 2 October 2020		
<b>Time</b>	12.30 – 2:30 pm		
<b>Venue</b>	Virtual meeting by Zoom		
<b>Attendees</b>	David Ward (Chair), Brendan Anstiss (Christchurch), Carolyn Johns (Waimate), Judith Batchelor (Hurunui), Katherine Hill (Mackenzie), Katherine Trought (Environment Canterbury), Mark Geddes (Planning Managers), Mark Low (Timaru), Mike Searle (Waitaki), Murray Washington (Selwyn), Ronnie Cooper (Te Rūnanga o Ngāi Tahu), Simon Markham (Waimakariri), Tim Davie (Climate Change Working Group), Toni Durham (Ashburton).		
<b>In Attendance</b>	Maree McNeilly, Rosa Wakefield (Secretariat)		
<b>Apologies</b>	James Thompson (Natural Hazards), Matt Hoggard (Kaikōura)		
<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 – 3 July 2020 3.2. Action points	2	Chair
	<b>FOR DISCUSSION AND DECISION</b>		
12:40	4. Environmental scanning – Teams site for collaborative working space on policy/regulatory initiatives impacting on Canterbury	8	Chair / Rosa Wakefield
12:55	5. Regional forums update and <i>Mayoral Forum's Plan for Canterbury</i>	10	Maree McNeilly
1:10	6. Greater Christchurch Partnership / <i>Greater Christchurch 2050</i>	18	Katherine Trought
	7. Appointment of convenor, Climate Change Working Group	–	Katherine Trought
1:25	8. Regional training workshops	24	Toni Durham / Brendan Anstiss
	<b>FOR INFORMATION – to be taken as read</b>		
1:40	9. LTP working group update	–	Chair
1:45	10. Natural Hazards update	–	James Thompson
1:50	11. Canterbury Planning Managers report	26	Mark Geddes
1:55	12. Climate Change Working Group report	28	Tim Davie
2:00	<b>General business</b> 13.		
2:30	<b>Close</b>		
	<i>Next meeting: 2021 calendar to be advised, with meetings alternating between face-to-face meetings at Selwyn District Council and virtual meetings by Zoom.</i>		

# Canterbury Policy Forum

Confirmed

Minutes

<b>Date:</b>	Friday 3 July 2020
<b>Venue:</b>	Selwyn District Council
<b>Attendance:</b>	David Ward (Selwyn – Chair), Brendan Anstiss (Christchurch), Carolyn Johns (Waimate), Geoff Meadows (Canterbury Planning Managers), James Thompson (Natural Hazards Working Group), Judith Batchelor (Hurunui), Katherine Hill (Mackenzie), Katherine Trought (Environment Canterbury), Mark Low (Timaru), Matt Hoggard (Kaikōura), Murray Washington (Selwyn), Ronnie Cooper (TRONT), Simon Markham (Waimakariri), Toni Durham (Ashburton). Attending: David Bromell, Maree McNeilly, Rosa Wakefield (Secretariat), Caroline Hart (Environment Canterbury/CWMS).
<b>Apologies:</b>	Mike Searle (Waitaki), Stefanie Rixecker (Environment Canterbury).

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 three items of general business: <ul style="list-style-type: none"> <li>• review of Policy Forum terms of reference</li> <li>• National Policy Statement on Urban Development</li> <li>• update on Greater Christchurch 2050.</li> </ul>	
3	<b>Minutes / actions</b> Minutes of the meeting held on 11 October 2019 were confirmed. All actions are complete or on the agenda for this meeting.	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
4	<p><b>CWMS – zone committees review</b></p> <p>Caroline Hart spoke to the revised zone committee Terms of Reference.</p> <p>Proposed changes include:</p> <ul style="list-style-type: none"> <li>• shift focus from planning to action, and setting an action plan to focus objectives and for progress to be reported against</li> <li>• reduce number of meetings required per year from 8 to 4</li> <li>• increase community engagement</li> <li>• minor changes to membership, including allowing rūnanga to provide an alternate member to ensure representation, creating provision for youth members, and amending the selection process for community members</li> <li>• create letters of shared priorities, so councils can give clearer direction to zone committees.</li> </ul> <p><b>The Forum agreed 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.</b></p>	
5	<p><b>Community wellbeing indicators</b></p> <p>Simon Markham gave a verbal report.</p> <p>A workshop was held in November 2019 on the SOLGM wellbeing indicators database service. This aligns with the Integrated Data Infrastructure project. Some councils have already purchased the SOLGM service and undergone training. It was agreed to explore the possibility of a shared service approach across Canterbury. Progressing this was delayed by COVID. Simon will prepare a report for the LTP working group meeting in Sep/Oct.</p>	<p><b>Simon Markham:</b> present paper to LTP working group in Sep/Oct on possible shared service approach to the SOLGM wellbeing indicators database.</p>
6	<p><b>LTP working group</b></p> <p>David Ward spoke to the draft terms of reference.</p> <p>All councils have nominated a representative as requested. The Office of the Auditor General and Audit NZ will attend the first meeting. The Chair has asked for all audit directors to attend the Sep/Oct meeting.</p> <p>Proposed meeting dates are 15 July, late September/early October and late November/early December.</p> <p><b>The Forum agreed to approve the draft terms of reference.</b></p>	



AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
9	<p><b>Regional forums update</b> The report was taken as read.</p> <p><b>The Forum agreed to:</b></p> <ul style="list-style-type: none"> <li>• note that there is a new website for regional forums</li> <li>• note that the Mayoral Forum is facilitating regional co-ordination and advocacy as the region recovers from the COVID lockdown</li> <li>• note that current hot topics for the Mayoral Forum are 3 Waters and climate change adaptation and mitigation.</li> </ul>	
10	<p><b>Natural Hazards update</b> James Thompson spoke to the report.</p> <p><b>The Forum agreed to receive the report.</b></p>	
11	<p><b>Canterbury Planning Managers Group</b> Geoff Meadows spoke to the report.</p> <p><b>The forum agreed to:</b></p> <ul style="list-style-type: none"> <li>• note 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, that there was a robust process to resolve differences and the Mayoral Forum endorsed the submission on 31 January 2020</li> <li>• note that the CPMG working group on Standardisation of Fees and Charges has provided a separate report to the Policy Forum</li> <li>• note that CPMG discussed the COVID-19 (Fast-track Consenting) Bill at its 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. The bill passed its third reading on 2 July</li> <li>• note that CPMG discussed the proposed amendments to the National Environmental Standard for Air Quality at its 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.</li> </ul>	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
11.1	<p><b>Fees and charges alignment subgroup report</b></p> <p>Judith Batchelor spoke to the report.</p> <p>A subgroup was formed to consider whether fees and charges could be standardised. The subgroup came up with an agreed list of terminology. Different funding models make it difficult to standardise fees, but the subgroup is looking at standardising processing of consents.</p> <p><b>The Forum noted that the CPMG is working towards standardising terminology relating to resource management fees and charges in Canterbury.</b></p>	
12	<p><b>Climate Change Working Group report</b></p> <p>Geoff Meadows spoke to the report.</p> <p>The Tonkin and Taylor Risk Screening report was presented to the Mayoral Forum on 12 June. The Climate Change Working Group is now starting work on stages 2 and 3.</p> <p>Ngāi Tahu noticed that the first draft of the Tonkin and Taylor report lacked emphasis on connection, so they suggested incorporating the whare tapu whā model. This has also been incorporated into the national draft framework but is still to go through robust discussion with papatipu rūnanga to get formal Ngāi Tahu approval.</p> <p>This report will be released after the Ministry for the Environment releases the national risk assessment. <i>The report is not to be shared publicly before this.</i></p> <p><b>The Forum agreed to:</b></p> <ul style="list-style-type: none"> <li>• <b>note the progress achieved to date by the Canterbury Climate Change Working Group (CCWG) on delivering its work programme for 2019/20</b></li> <li>• <b>note the Canterbury climate change risk screening (first-pass) interim report is confidential until the Canterbury Mayoral Forum publicly release the report</b></li> <li>• <b>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.</b></li> </ul>	
13	<p><b>General business</b></p> <p><i>Review of Policy Forum terms of reference</i></p> <p>The terms of reference were last amended in 2018. The CEs forum has an action to review ToRs for all regional forums at its meeting on 27 July 2020.</p> <p><b>The Forum approved the draft revised terms of reference.</b></p>	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<p>It was agreed to alternate between in-person and virtual meetings, and review after a year. Members will be able to attend in-person meetings via Zoom if otherwise unable to attend.</p> <p><i>National Policy Statement on Urban Development</i></p> <p>An NPS is due to be released by the Ministry for the Environment on 23 July, which will have significant implications for councils.</p> <p><i>Update on Greater Christchurch 2050</i></p> <p>Greater Christchurch is now into the next phase of this work and will report on this to the Forum's October meeting.</p> <p>Closing discussion:</p> <ul style="list-style-type: none"> <li>• Could the refreshed Mayoral Forum website be a platform for a collaborative working space? Secretariat will consider options for hosting a collaborative workspace.</li> <li>• Draft Plan for Canterbury plan is out for engagement with councils ahead of launch in September. Need to clarify at Mayoral Forum if they want leads for workstreams stated in plan but at this stage they are not.</li> <li>• Matt noted that Kaikōura has an economic recovery governance group led by community. NCTIR work along coastline will be out of district by mid-December. Cultural artwork package being unveiled this Sunday at the marae, will be around south coast.</li> <li>• Katherine updated the Forum on arrangements for Ngāi Tahu participation in Environment Canterbury governance. Ronnie noted that Te Rōpū Tuia (papatipu rūnanga chairs and ECan councillors) had a very positive meeting recently and that strong relationships between mana whenua and councils/local government are important as we work through recovery.</li> <li>• Murray noted it would be good to have info on shovel ready projects as soon as available.</li> </ul>	<p><b>Katherine Trought:</b> report to the Policy Forum on Greater Christchurch 2050 on 2 October 2020</p> <p><b>Secretariat:</b> As noted in actions for item 7, scope using MS Teams for this</p>
	<p><b>Closing reflections</b></p> <p>In closing the meeting, the Chair thanked members for their attendance, and acknowledged David Bromell's support to the forum over the past seven years, as this will be his last meeting.</p> <p>Next meeting: Friday 2 October, 12.30pm</p>	

**Date:** 2 October 2020

**Presented by:** Rosa Wakefield, Secretariat

## **Sharing regional policy updates – horizon scan tracker**

### **Purpose**

1. This paper reports on the Forum's request to set up a platform for monitoring and sharing central government policy initiatives and seeks confirmation that the platform is appropriate for its intended use.

### **Recommendations**

**That the Canterbury Policy Forum:**

**EITHER**

1. **note that a Microsoft Teams site has been set up as a horizon scan tracker for central government policy and regulation impacting on our region**

**OR**

2. **request that the secretariat set up a horizon scan tracker via OneDrive for central government policy and regulation impacting on our region**

**AND**

3. **note that members should add any items of interest to the tracker on an ongoing basis.**

### **Background**

2. At the meeting of the Policy Forum on 3 July the secretariat was tasked with setting up a method of sharing regional policy updates in real time, to allow the Forum to maintain a watching brief on central government policy and regulation that impacts our region.

### **Horizon scan tracker**

3. The secretariat has set up a MS Teams site with a horizon scan tracker and invited members to the site via email on 19 August. The site allows members to view and edit the tracker and discuss any potential items of interest.

4. MS Teams is a platform that allows members to view, edit and discuss initiatives on an ongoing basis. For this to be effective all parties need to have a Microsoft Office account.
5. If not all parties have Microsoft Office, the secretariat could host the file via OneDrive. This would remove the requirement for members to log into Microsoft Office before viewing or editing the document. The use of OneDrive would allow real time sharing of regional policy updates but it does not provide the capability for discussion between members that MS Teams does.

## **Next Steps**

6. Either continue with the MS Teams site, allowing for the sharing of real time information and discussion between forum members, or host the file on OneDrive, which will still allow the sharing of regional policy updates.

**Date:** 2 October 2020

**Presented by:** Maree McNeilly, Secretariat

## Regional forums update

### Purpose

1. This report summarises key agenda items and decisions made by regional forums since 3 July 2020.

### Recommendations

**That the Canterbury Corporate Forum:**

1. **note that the Mayoral Forum published its Plan for Canterbury 2020–22 on its website on 4 September 2020**
2. **note confirmed terms of reference for the Canterbury Policy Forum as approved by the Chief Executives Forum on 27 July 2020**
3. **note updates to the Three-year work programme as reported to the Canterbury Mayoral Forum on 4 September 2020.**

### Canterbury Mayoral Forum

2. The Forum invited Leeann Watson (Chief Executive, Canterbury Employers' Chamber of Commerce) and Joanna Norris (Chief Executive, ChristchurchNZ) to join it for a working dinner on 3 September. Discussion focused on the economic impact of COVID-19 on Christchurch and Canterbury and priorities for economic recovery and renewal.
3. Both Leeann and Joanna are members of the Canterbury COVID-19 Oversight Group that is co-chaired by Jim Palmer (Chair, Chief Executives Forum) and Ben Clark (Canterbury Public Service Lead).
4. At its meeting on 4 September 2020, the Forum:
  - met with Hon Eugenie Sage (Minister of Conservation, Minister for Land Information, Associate Minister for the Environment)
  - discussed visitor destination management and freedom camping, in advance of an LGNZ Zone 5-6 meeting scheduled for 15–16 October 2020
  - adopted and launched the *Mayoral Forum's Plan for Canterbury 2020–22*. This is available on the website at [https://canterburymayors.org.nz/wp-content/uploads/Mayoral-Forums-Plan-for-Canterbury\\_SEPT-2020.pdf](https://canterburymayors.org.nz/wp-content/uploads/Mayoral-Forums-Plan-for-Canterbury_SEPT-2020.pdf)

- approved next steps for a Three Waters services delivery review
- discussed education and training, and support for the Children's University
- received reports on the CWMS, the Food, Fibre and Innovation Programme and regional forums
- farewelled David Bromell from the regional forums' secretariat.

## Chief Executives Forum

5. The Chief Executives Forum met on 27 July 2020. Key agenda items were:
  - the Government's Three Waters reforms
  - review and adoption of an expanded three-year work programme that includes actions in the Mayoral Forum's Plan for Canterbury
  - agreeing to fund the next stage of a regional climate change risk assessment for Canterbury
  - a review of terms of reference for Canterbury Water Management Strategy zone committees
  - a three-yearly review and adoption of terms of reference for the Chief Executives Forum, Policy Forum, Operations Forum and Corporate Forum
  - adoption of a regional forums budget for 2020/21
  - regional COVID-19 recovery oversight.
6. Reports from the stage 1 regional climate change risk assessment were published on the Mayoral Forum website on 21 August 2020: <https://canterburymayors.org.nz/climate-change-risk-screening-2020/>
7. Policy Forum terms of reference as approved by the Chief Executives Forum are attached.

## Operations Forum

8. The Operations Forum met on 14 September 2020. Key agenda items were:
  - the Three Waters Service Delivery review
  - CWMS Fit for Future Regional Work Programme
  - reviewing the Operations Forum's work programme

## Corporate Forum

9. The Corporate Forum met on 14 September 2021. Key agenda items were:
  - assessing councils' carbon footprints

- stocktake of IT platforms, applications and procurement cycles and investment intentions
- Deloitte analysis of third-party expenditure
- digitisation plan framework
- information requirements for flexible/remote working

## **Next meetings**

10. Scheduled forum meetings for the remainder of the year are:

2 November	Chief Executives Forum
26–27 November	Mayoral Forum

## **Attachments**

- Policy Forum terms of reference (July 2020)
- Three-year work programme

## Canterbury Policy Forum: Terms of reference (July 2020)

### Background

1. These terms of reference replace terms of reference first developed in October 2013 and amended in August 2016.

### Purpose

2. The purpose of the Forum is to:
  - 2.1. align the work programmes of strategy, policy and planning working groups with the priorities and work programme of the Canterbury Chief Executives Forum
  - 2.2. provide analysis and advice to support the Canterbury Mayoral Forum's advocacy on issues affecting Canterbury
  - 2.3. reduce duplication of policy effort and support smaller councils when assessing national and regional policy initiatives
  - 2.4. facilitate communication and engagement with Ngāi Tahu on strategy and policy
  - 2.5. build local government policy capability in Canterbury.
3. The Forum reports to the Canterbury Chief Executives Forum and is mandated by the Canterbury Local Authorities' Triennial Agreement 2020–22.

### Membership and operation

4. The members of the Forum are a strategy/policy manager from each of the 11 local authorities in Canterbury region and the chairs/convenors of the:
  - 4.1. Canterbury Planning Managers Group
  - 4.2. Canterbury Climate Change Working Group
  - 4.3. Canterbury Natural Hazards Working Group.
5. The Forum will actively engage with Te Rūnanga o Ngāi Tahu's Strategy & Influence team, sharing agendas and extending an open invitation to attend meetings of the Forum.

### *Mayors standing together for Canterbury.*

Secretariat, E: [secretariat@canterburymayors.org.nz](mailto:secretariat@canterburymayors.org.nz) W: [www.canterburymayors.org.nz](http://www.canterburymayors.org.nz)  
C/- Environment Canterbury, PO Box 345, Christchurch 8140 T: 03 345 9323

6. The Forum may invite other agencies to present and participate in its consideration of local government strategy and policy issues, as the Forum considers appropriate.
7. A Chair shall be appointed annually by the Chief Executives Forum from its membership. The Chair is eligible for reappointment. The regional forums secretariat will provide secretariat support.

### **Work programme**

8. The Forum will develop its work programme annually and report on this quarterly to the Chief Executives Forum.
9. The Forum's work programme will include but not be limited to the following:
  - 9.1. monitor the progress of central government regulation and identify opportunities to influence policy making
  - 9.2. identify emerging issues impacting on the region
  - 9.3. test agreement between councils on key regional policy positions and develop or commission the development of submissions for consideration by the Canterbury Mayoral Forum
  - 9.4. identify training and development needs to build policy capability in Canterbury councils.
10. From time to time, Forum members may be called upon to present findings and submissions to the Chief Executives Forum and/or Mayoral Forum or other decision-making bodies.
11. The Forum will meet virtually or in person at least quarterly.

### **Review and amendment of these terms of reference**

12. The Forum may recommend changes to its terms of reference to the Chief Executives Forum.
13. The Chief Executives Forum will review the terms of reference three-yearly in the year following local authority elections.

Approved by the Canterbury Chief Executives Forum, 27 July 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	4 Sep 2020	<ul style="list-style-type: none"> <li>Launched 4 September <a href="https://canterburymayors.org.nz/wp-content/uploads/Mayoral-Forums-Plan-for-Canterbury_AUG-2020.pdf">https://canterburymayors.org.nz/wp-content/uploads/Mayoral-Forums-Plan-for-Canterbury_AUG-2020.pdf</a></li> </ul>
2. Continue to monitor implementation of the CWMS Plan for Canterbury – sustainable environmental management of our habitats	To continue providing governance oversight and strategic support to the implementation of the Canterbury Water Management Strategy (CWMS) <ul style="list-style-type: none"> <li>direct the Regional Water Committee to refresh the CWMS vision through engagement with stakeholders, to test and build agreement on a shared vision for freshwater management that keeps parties at the table</li> </ul>	Mayoral Forum	Jenny Hughey	30 Sep 2022  30 June 2021	<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>Update on Zone Committee terms of reference provided to CEs Forum on 27 July, work continuing in this space</li> <li>Advise the Regional Water Committee of the expectation to refresh the CWMS vision</li> <li>CWMS update</li> </ul>
3. CREDS 2016–2019 continuing work programmes Plan for Canterbury – shared economic prosperity	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>Mobile black spot mapping is underway, field staff gathering data with analysis due October</li> <li>Digital technology completed in December 2019</li> <li>Food, Fibre and Innovation is progressing well, with UC nearing completion of industry roadmaps, a successful hackathon hosted online during the lockdown, and several initiatives planned over the next two years to continue to build the industry pipeline, improve productivity and support students into related study pathways</li> <li>Youth transitions work by Aoraki Developments has been funded by MSD for 'My Next Move', an education to employment brokerage service launched in April in 20 locations nationwide.</li> <li>Canterbury Story was launched in March and is now active, with over 1300 assets available on the website</li> <li>South Island Destination Management plan completed in March, not yet formally launched due to COVID-19 – next steps to seek support from rest of South Island to progress to Stage 2</li> </ul>
4. Freshwater Package investments Plan for Canterbury – sustainable environmental management of our habitats	Advocate with Government for the region's interests to be addressed in the investment decisions to support the Government's Freshwater Package	Mayoral Forum			<ul style="list-style-type: none"> <li>Write to Ministers to advocate for Canterbury's position – complete</li> <li>Add to the agenda for the Mayoral Forum visit(s) to Wellington</li> </ul>
5. Education Forum Plan for Canterbury – shared economic prosperity	Facilitate a forum of key tertiary education and training providers to enable the exchange of ideas and information and support collaboration Advocate for transition of secondary students to further study and training or work	Mayoral Forum		30 June 2021	<ul style="list-style-type: none"> <li>Forum meets at least twice each year</li> </ul>
6. Skilled Workforce Plan for Canterbury – shared economic prosperity	Advocate with Government for education and immigration policies that deliver a skilled workforce now and into the future	Mayoral Forum			<ul style="list-style-type: none"> <li>Add to the agenda for the Mayoral Forum visit(s) to Wellington</li> </ul>

WHAT	TASK	SPONSOR	LEAD	DUE	STATUS / NEXT STEPS
7. Better freight options Plan for Canterbury	Participate on the Canterbury Regional Land Transport Committee Collaborate with South Island chairs of RLTC to drive multi-modal transport planning investment Advocate with Government for investment in multi-modal transport outcomes, especially moving more long-distance freight by rail	Mayoral Forum			<ul style="list-style-type: none"> <li>Communicate to the RTC the forum's desire that the new RTLP provide a planning and investment framework that results in fewer trucks on the road</li> <li>Write to Ministers to advocate for Canterbury's position</li> <li>Add to agenda for Mayoral Forum visit(s) to Wellington</li> </ul>
<b>CANTERBURY CHIEF EXECUTIVES FORUM</b>					
8. 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>Completed and approved by the CEs forum on 27 July</li> </ul>
9. 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>Mayoral Forum Wellington visit postponed till after the election.</li> <li>Objective is in mind in relation to the Plan for Canterbury, regional COVID recovery co-ordination and Greater Christchurch 2050</li> </ul>
10. Three Waters response Plan for Canterbury	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>Steering Group and Advisory Group established</li> <li>RFP development well underway for regional review</li> </ul>
<b>CANTERBURY POLICY FORUM</b>					
11. 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	<ul style="list-style-type: none"> <li>LTP working group convened by David Ward 15 July 2020</li> </ul>
12. 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	
13. 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 was held on 21 August 2020</li> </ul>
14. 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	
15. Review of Canterbury Regional Policy Statement Plan for Canterbury – climate change mitigation and adaptation	Facilitate a regional perspective on Environment Canterbury's review of the Canterbury Regional Policy Statement <ul style="list-style-type: none"> <li>encourage Environment Canterbury to factor climate change mitigation and adaptation into the new Canterbury Regional Policy Statement</li> </ul>	Policy Forum		30 June 2021	
16. Update Canterbury Biodiversity Strategy Plan for Canterbury – sustainable environmental management of our habitats	Oversee the review of the Canterbury Biodiversity Strategy 2008 to ensure alignment with the NZ Biodiversity Strategy 2020 and the proposed National Policy Statement on Indigenous Biodiversity	Policy Forum		30 June 2021	
<b>CANTERBURY CORPORATE FORUM</b>					
17. 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</li> <li>delayed by lockdown; for completion and report to CCF Sep 2020</li> </ul>

WHAT	TASK	SPONSOR	LEAD	DUE	STATUS / NEXT STEPS
18. 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>CEs Forum on 27 July agreed for CFMG to contract Deloitte to analyse third-party expenditure by Canterbury councils, to inform collaborative procurement options</li> </ul>
19. Carbon footprint assessments Plan for Canterbury – climate change mitigation and adaptation	Encourage and facilitate completion of carbon footprint assessments by Canterbury councils	Corporate Forum	CCF / TDC co-ordinating	31 Dec 2020	<ul style="list-style-type: none"> <li>Aligns with draft Plan for Canterbury</li> </ul>
<b>CANTERBURY OPERATIONS FORUM</b>					
<del>20. Co-ordination of waste minimisation plans</del>	<del>Align renewal of waste minimisation plans to provide a consistent approach to waste management across the region and improve efficiencies.</del> <ul style="list-style-type: none"> <li><del>Develop a proposal for consideration by member councils.</del></li> </ul>	<del>Operations Forum</del>	<del>COF</del>	<del>31 Dec 2020</del>	<ul style="list-style-type: none"> <li>COF agreed 16 March 2020 to park this until 2023</li> </ul>
21. 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	
22. 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> </ul>
23. 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

CCWG Climate Change Working Group

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:** 2 October 2020

**Presented by:** Katherine Trought, Director Strategy and Planning, Environment Canterbury

## **Greater Christchurch Partnership update**

### **Purpose**

1. The purpose of this report is to provide Policy Forum members with an overview of the Greater Christchurch Partnership's Greater Christchurch 2050 project.

### **Recommendations**

**That the Canterbury Policy Forum:**

1. **note the visioning work underway by the Greater Christchurch Partnership.**

### **Background**

2. The Greater Christchurch Partnership (GCP)<sup>1</sup> is a longstanding partnership that brings health, iwi, and local, regional and central government to the table.
3. The connections between the Partnership and the Mayoral Forum include the Selwyn, Waimakariri and Christchurch City Mayors, and the Regional Council Chair.
4. The role of the Partnership is to:
  - foster and facilitate a collaborative approach between the Partners to address strategic challenges and opportunities for Greater Christchurch
  - establish an agreed strategic framework to manage growth and address urban development, regeneration, resilience and long-term economic, social, cultural and environmental wellbeing for Greater Christchurch
  - show clear, decisive and visible collaborative strategic leadership to central government and communities across Greater Christchurch
  - oversee implementation of strategies and plans endorsed by the Committee
  - ensure the Partnership proactively engages with other related partnerships, agencies and organisations critical to the achievement of its strategic goals.

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<sup>1</sup> Partners to the GCP are Christchurch City Council, Waimakariri District Council, Selwyn District Council, Environment Canterbury, Canterbury District Health Board, Te Rūnanga o Ngāi Tahu, New Zealand Transport Agency and Department of Prime Minister and Cabinet.

5. The major opportunities and challenges facing communities and the urban area in Greater Christchurch transcend the boundaries of territorial authorities and the statutory functions held by the partner agencies. Strong partnership is essential to leveraging the investment, resources and tools available in order to effectively deliver on communities' aspirations, respond to opportunities and address challenges facing the sub-region.
6. Further information on the GCP can be found at <https://www.greaterchristchurch.org.nz/>.

## Greater Christchurch 2050

7. Over the past nine years, Greater Christchurch has faced unprecedented challenges to its social, economic, cultural and environmental fabric. With the global, national, regional and local impacts of COVID-19, Greater Christchurch is facing a new set of challenges.
8. The Partnership's focus for the next 12 months includes:
  - develop **Greater Christchurch 2050** — setting a vision and plan for Greater Christchurch to achieve intergenerational wellbeing that also responds to climate change; and moving towards a zero-carbon economy, noting the opportunity to reset provided by the response to COVID-19
  - focus on our partnership with central government, alignment with central government's Urban Growth Agenda, key policies driving investment, and advocacy on behalf of Greater Christchurch
  - strengthen the partnership with mana whenua and iwi to ensure aspirations and outcomes for Māori are tangibly integrated into strategy and delivery.
9. The Partnership is re-setting the strategic framework for Greater Christchurch by creating a vision and plan for the 2020-2050 horizon that can inspire and drive action towards intergenerational wellbeing for the people of Greater Christchurch, positions Greater Christchurch in the national and international context and provides a basis for central government and private sector confidence to invest in Greater Christchurch.
10. The deliverables from the Greater Christchurch 2050 work are:
  - a clear, collaborative vision for the sub-region including the outcomes, objectives and targets over the short, medium and long term (2020-2050)
  - a sub-regional plan that includes what is required to address key sub-regional challenges and opportunities to successfully recover from COVID-19 and track towards the vision over the short, medium and long term
  - an Urban Growth Partnership with central government
  - re-set engagement and relationships with key parts of central government on the vision and plan for the sub-region
11. Partnership with Ngāi Tahu and mana whenua is essential to delivering a relevant collaborative vision and plan for the sub-region. Ngāi Tahu is a significant contributor to

the economic and social wellbeing of people not only in Greater Christchurch, but throughout the South Island and New Zealand. A re-set strategic framework provides the opportunity to tangibly integrate the aspirations and outcomes of Māori into strategy as a foundation to deliver greater wellbeing for all people. Progressing the Greater Christchurch 2050 work will require meaningful engagement and partnership with Ngāi Tahu and mana whenua.

12. The benefits of undertaking this work are enabling:

- a clear vision for Greater Christchurch to inspire and drive action
- speaking with one voice — providing cohesive and coherent leadership
- engaging effectively with central government to leverage investment and tools
- meaningful partnership with Māori and Ngāi Tahu
- partnership focus and collaboration on the most impactful challenges and opportunities for Greater Christchurch
- a framework to integrate shared goals and targets within Partners' individual areas of responsibility (such as Long-Term Plans) to deliver on shared outcomes and projects that achieve greater benefits for the sub-region
- presenting a confident narrative nationally and internationally about Greater Christchurch
- a platform for pursuing an Urban Growth Partnership and developing an enduring partnership between central government and Greater Christchurch that moves beyond the extraordinary recovery and regeneration relationship, enabling aligned investment and outcomes to be pursued
- local COVID-19 recovery actions of Partners to be supported through having a clear and relevant articulation of the vision and plan to 2050
- accelerate engagement with the Ministry of Housing and Urban Development on progressing the Urban Growth Partnership and preparation of a proposal
- plan an agenda for engagement with other parts of government

13. Key points are outlined on the following three slides

## **Next steps**

14. Depending on the interest of Policy Forum members, a project progress update can be supplied in early 2021.

These pages are withheld under the Local Government Official Information and Meetings Act 1987 s7(2).

**Date:** 2 October 2020

**Presented by:** Toni Durham / Brendan Anstiss

## **Regional training workshops**

### **Purpose**

1. This paper reports on the regional workshop hosted and led by Ashburton District Council and the regional forums secretariat on Friday 21 August 2020 and proposes a workshop on using 2018 Census data in policy and planning.

### **Recommendations**

**That the Canterbury Policy Forum:**

1. **receive the report on the workshop hosted by Ashburton District Council on 21 August 2020**
2. **endorse and promote a regional workshop on using Census 2018 data in policy and planning to be hosted by Christchurch City Council on 6 November 2020.**

### **Background**

2. The Chief Executives Forum's three-year work programme includes the Policy Forum organising two regional workshops during 2020:
  - designing and using report templates
  - using 2018 Census data in policy and planning.

### **Ashburton workshop**

3. The Strategic Policy Team at Ashburton District Council, supported by the regional forums secretariat, hosted a workshop on 21 August on designing and using report templates as a tool to improve the quality of advice to decision makers.
4. We received 20 enrolments from policy, planning and governance advisors from the Ashburton, Christchurch, Environment Canterbury, Hurunui, Mackenzie, Selwyn, Timaru and Waitaki councils. On the day, 17 attended, with last minute apologies from Mackenzie and Waitaki.
5. Costs for catering and printing totalled \$346.20 (debited to the regional forums training budget), or \$17.30 per head for the 20 people registered.

6. Following the workshop, the secretariat circulated copies of the various councils' templates and Ashburton's 101 on policy writing, and Christchurch circulated various resources developed by its Centre of Excellence. These resources were also circulated to all members of the Policy Forum, so they can be shared across all councils.

## **Workshop on using Census 2018 data in policy and planning**

7. David Price, Principal Analyst in the Monitoring & Research Team at the Christchurch City Council has agreed to organise a regional training workshop on using Census 2018 data in policy and planning. David will invite staff from the demography section of Statistics New Zealand to contribute to the workshop.
8. The workshop is scheduled for Friday 6 November 2020, 10:00 am to 2:30 pm at Christchurch City Council.
9. This will be a hands-on workshop for planning and policy advisors and will be useful for staff working on 2021 Long-term Plans. It will include:
  - how to use nzdotstat
  - provisos and pitfalls of using data from the 2018 Census, including use of ethnicity and iwi data
  - which demographic data (Census, estimates and projections) to use for what purpose.

## **Financial implications**

10. The secretariat advises that following the Ashburton workshop, there is a balance of \$653.80 available in the regional forums training budget for 2020/21.

## **Communication**

11. The secretariat will develop a flyer to promote the workshop on using Census 2018 data and will seek the support of Policy Forum members in targeted circulation to policy and planning advisors in Canterbury councils and at Te Rūnanga o Ngāi Tahu.

**Date:** 24 September 2020

**Presented by:** Mark Geddes

## **Canterbury Planning Managers Group (CPMG)**

### **Purpose**

1. Report to the Policy Forum on the CPMG meeting of 18 September 2020.

### **Recommendations**

**That the Canterbury Policy Forum:**

1. receive the report.

### **Key Points**

#### **Resource Management System Review**

2. The Resource Management Review Group's report dated June 2020 titled '*New Directions for Resource Management in New Zealand*' was discussed by Mark Geddes. The report proposes the repeal of the Resource Management Act 1991 and the replacement with a Natural and Built Environment Act; a Strategic Planning Act; and a Managed Retreat and Climate Change Adaptation Act. It was noted that there was a fair degree of alignment between the Mayoral Forum's submission led by CPMG. The CPMG resolved to maintain an ongoing monitoring and watching brief on any government response and legislative change in reaction to the report. Mark Geddes also tabled the timeline for Resource Management System Reform. It was agreed that Geoff Meadows should invite Hon Tony Randerson (Chair of Resource Management Review Group) to the next CPMG to talk about the Resource Management System Review.

#### **Regional Policy/Plan Review**

3. Andrew Parish, Carmel Rowlands and Sam Leonard presented a comprehensive update on Plan Change 7 to the Land and Water Regional Plan, and a presentation on working with Canterbury's territorial authorities in the review of the Regional Policy Statement (RPS) and the review of the Coastal Environment Regional Plan. The close relationship between the RPS, regional plans and district plans was acknowledged, and Environment Canterbury signalled their intent to have meaningful engagement with all of Canterbury's territorial authorities throughout the review process. All territorial authorities present (which was all except Waimate) expressed their willingness to work closely with Environment Canterbury on the reviews.

## **National Policy Statement on Urban Development**

4. Trevor Ellis led a discussion on the National Policy Statement on Urban Development (NPS-UD). While this NPS is directed towards tier one councils, there is onerous reporting requirements for most territorial authorities, while the removal of minimum car-parking restrictions puts pressure on Councils to provide more car-parking facilities in urban areas.

## **Report for sub-groups**

5. It was agreed that the two CPMG sub-groups be disbanded. The Standardization of Fees and Charges sub-group has completed its work on standardisation of terminology, and has reported to the Policy Forum. The sub-group on Recruiting Planners was disbanded because recruitment is not currently a problem.

## **Christchurch City Rebuild**

6. David Falconer presented an informative talk on the Christchurch rebuild.

## **NZ Biodiversity Strategy**

7. The completed NZ Biodiversity Strategy 2020 *Te Mana O Te Taiao* was tabled and it was noted that biodiversity in the strategy is defined as the variability among living organisms from all sources. The National Policy Statement on Indigenous Biodiversity (NPS-IB) is expected to be released in April 2020.

## **Fast Track Consenting Act 2020**

8. The Fast Track Consenting Act 2020 received Royal assent in June 2020. Hamish Barrell informed that an application for the Clutha Waitaki Lines Project has been made through the Fast Track Consenting Act.

## **Election of Chair**

9. Mark Geddes was nominated chair of the CPMG to replace Geoff Meadows who has chaired the group since September 2013. Mark Geddes was elected as chair unopposed.

<b>Report from:</b>	Canterbury Climate Change Working Group (CCWG)
<b>Date:</b>	2 October 2020
<b>Presented by:</b>	Tim Davie (CCWG Convenor)

## Recommendations

That the Canterbury Policy Forum:

- note** the progress achieved to date by the Canterbury Climate Change Working Group (CCWG) on delivering its work programme for 2020/21

Significant activities in this quarter	<p>The Canterbury Mayoral Forum released the Canterbury climate change risk screening interim reports to the public in August.</p> <p>The CCWG affirmed Tim Davie, Acting Director of Science at Environment Canterbury, as the new convenor, replacing Stefanie Rixecker.</p> <p>The CCWG presented the Canterbury CE Forum with high-level scope, approach and funding options for the detailed Canterbury climate change risk assessment (Stages 2 and 3) in July 2020. The CE Forum agreed in principle to option 2 for funding - Environment Canterbury covers two-thirds of the cost, with the cost for remaining councils split using the current allocation formula for the regional forums levy.</p>
Contribution to Mayoral Forum three-year work programme	<p>The CCWG continues to contribute to 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>The CCWG identified several opportunities to work with the Climate Change Steering Group to engage with Central Government on climate change matters. These will be progressed in Q2.</p>

## 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>	Chair: Tim Davie – Environment Canterbury Members: Multi-disciplinary group of staff from territorial authorities, regional council, Te Rūnanga o Ngāi Tahu and papatipu rūnanga.

### Work programme 2020–21

What	Who	By when	Measures of success	Status
<b>Objective A: Capacity &amp; capability building</b> Priority Initiative A1: Continue to share information and expertise about climate change amongst partners and with our communities.	CCWG	Ongoing	Common understanding achieved.	Work in progress
<b>Objective B: Adaptation</b> Priority Initiative B1: Utilise ECan’s initial climate change impact scan (literature review) for Canterbury and iterate	CCWG	July 2019	Used in first-pass climate change risk screening.	Complete
Initiative B2: Scope and deliver a first-pass climate change risk screening for Canterbury.	CCWG	July 2020	Screening reports released to public.	Complete
<b>Objective C: Transition &amp; mitigation</b> Priority Initiative C1: Continue to support councils to understand their in-house carbon emissions footprint and strategies to reduce this.	CCWG	Dec 2020	Corporate Forum leading joint procurement.	Complete
Initiative C2: Identify key threats and opportunities associated with transition and opportunities for partners to support a just and equitable transition for Canterbury.	CCWG	June 2021	Threats and opportunities identified in risk screening. Opportunities	Work in progress

			for partners to support identified.	
<b>Objective D: Advocacy &amp; engagement</b> Priority Initiative D1: Work with the Climate Change Steering Group to engage with Central Government on climate change matters, including through submissions	CCWG	Ongoing	Evidence of central government engagement.	Work in progress