

Agenda

Chief Executives Forum

Date:	Monday 29 August 2016
Time:	9.00am–12.00pm
Venue:	Selwyn District Council Chamber, 2 Norman Kirk Drive, Rolleston
Attendees:	Jim Palmer (Chair, Waimakariri), Bill Bayfield (Environment Canterbury), Andrew Dalziel (Ashburton), Angela Oosthuizen (Kaikōura), Bede Carran (Waimate), Greg Bell (Selwyn), Hamish Dobbie (Hurunui), Wayne Barnett (Mackenzie), Peter Nixon (Timaru), Peter Gudsell (Christchurch), Neil Jorgensen (Waitaki)
In attendance:	Agenda item 4: Paul Deavoll (Spark NZ), Andrew Allan (CCL), Troy Meyer (Revera) Agenda item 5: Teresa McCallum (Christchurch City Council) Agenda item 7: Geoff Meadows (Chair, Canterbury Planning Managers Group) Secretariat: David Bromell, Anna Puentener, David Perenara-O'Connell, Bernadette Sanders (Minutes)
Apologies:	David Ward (Selwyn), Dr Karleen Edwards (Christchurch), Michael Ross (Waitaki)

<i>(approx.)</i>	Item	Person
9.00am	1. Welcome, introductions and apologies	Chair
	2. Confirmation of Agenda	
	3. Minutes from the previous meeting	
	a. Confirmation of meeting Minutes, 30 May 2016	Chair
	b. Action points	
	Presentations	
9.10am	4. Spark New Zealand – infrastructure as a service	Paul Deavoll, Andrew Allan, Troy Meyer
9.30am	5. Smart Initiatives in Christchurch and beyond	Teresa McCallum
	For decision/discussion	
10.00am	6. Briefing to Incoming Mayors	Chair
	a. draft triennial agreement 2016-19	
	b. draft charter of purpose	
	c. draft three-year work programme	
10.20am	<i>Short break</i>	
10.30am	7. CREDS: Review of regulatory barriers	Waimakariri DC
10.40am	8. CREDS: Regional Visitor Strategy, including:	Wayne Barnett
	a. update on freedom camping action plan	
	b. funding for tourism infrastructure in Canterbury	
	c. update on hotel investment opportunities	
10:55am	9. Vegetation clearance	Andrew Dalziel
11:05am	10. Future of the Canterbury Economic Development Company Ltd	Bede Carran
11.15am	11. Rating and valuation services update	Greg Bell
11.40am	12. Canterbury Policy Forum report:	Hamish Dobbie
	a. appointment of Chair	
	b. amendments to Terms of Reference	
	c. update on Secretariat	
	For information	
11.50am	13. Evolution of the 'virtual health and safety team'	Jim Palmer
	General business	
12.00pm	14. Next meeting: 31 October 2016	

Chief Executives Forum

Date: Monday 30 May 2016

Time: 9.00am

Venue: Selwyn District Council Chamber, 2 Norman Kirk Drive, Rolleston

Attendees: Jim Palmer (Chair, Waimakariri), Hamish Dobbie (Hurunui), David Ward (Selwyn), Dr. Karleen Edwards (Christchurch), Andrew Dalziel (Ashburton), Bede Carran (Waimate), Wayne Barnett (Mackenzie), Angela Oosthuizen (Kaikōura)

In attendance: Peter Fieger (CDC), Michael Rachlin (Selwyn (item 4), Don Chittock and Monique Eade (Environment Canterbury (item 4))

Secretariat: Steve Gibling, Ronnie Cooper, Anna Puentener, Bernadette Sanders (Minutes)

Apologies: Bill Bayfield (lateness), Peter Nixon (Timaru), Michael Ross (Waitaki), David Bromell and Lorraine Johns (Secretariat)

The meeting commenced at 9.03am.

1. Welcome introductions and apologies

Jim Palmer welcomed Chief Executives to today's meeting and apologies were noted. Don Chittock, Monique Eade and Michael Rachlin were welcomed for Agenda item 4.

2. Confirmation of Agenda

Due to today's extensive Agenda, item number 18 (Health and Safety Virtual Team) will be deferred to the meeting scheduled for 29 August 2016.

3. Minutes from the previous meeting

a. Confirmation of meeting Minutes

The Minutes of the meeting held 4 April 2016 were accepted as a true and accurate record.

Karleen Edwards/David Ward
Carried

b. Action points

All actions are either in progress or updated within today's Agenda. The duplication of the final two points was noted.

AP: Update action points schedule

4. Regional approach to managing natural hazard risk

Don Chittock and Monique Eade spoke to the Agenda item and attached work programme, the purpose of which was to update Chief Executives on progress made in managing natural hazard risk in the Canterbury region, an approach being developed by the Canterbury Risk Reduction Forum represented by all local authorities in the region and Canterbury Civil Defence Emergency Management Group. The collaborative approach to natural hazard risk management in terms of connectivity and advocacy at a national level was noted.

A discussion followed, of note:

- The target dates allocated against the first-year deliverables are milestone achievements only, at this stage, and focus will be on getting deliverables underway and maintain progress
- The Canterbury Planning Managers Group (CPMG) and the Canterbury Policy Forum (CPF) are being used as conduits for a collaborative Canterbury voice and working with legislative components.
- The work programme ensures that there is understanding of hazard risks on both a local and national level, for example, coastal erosion, leading to consistency and sharing of information and knowledge.
- A key focus of the of the approach is to ensure that, early on, councils are able to understand technical information clearly to be able to support it in terms of any future litigation out of planning.
- Key challenges in terms of risk include a united approach between TAs and Environment Canterbury on issues such as sea level rise, smooth processes in terms of district planning, and collaboration of emergency management staff with planning staff, leading to greater resilience work.
- The number of co-ordinators required to work through the 17 milestones listed in the work programme is yet to be determined, however, Don explained that these will be prioritised with the CPMG with a view to being allocated across relevant staff throughout the region.
- A stocktake will take place, as part of the work programme, of all information available throughout the region to ensure it fits requirements on community and legislative levels.

Resolved

The Chief Executives Forum:

1. acknowledged the progress made by the Canterbury Risk Reduction Working Group in the preparation of the work programme
2. approved the document - Regional Approach to Managing Natural Hazard Risk
3. delegated the assignment of milestone co-ordinators to the Canterbury Regional Planning Managers Forum
4. supported the ongoing work of the Canterbury Risk Reduction Working Group in the implementation of the work programme.

*Andrew Dalziel/David Ward
Carried*

Jim Palmer extended his thanks to Don Chittock and Monique Eade for their work on the natural hazard risk approach. Don Chittock acknowledged the work carried out by Monique Eade and thanked the councils for their assistance in the development of the work programme.

Don Chittock and Monique Eade left the meeting at 9.28am.

5. Further local government collaboration

Jim Palmer spoke to the Agenda item and explained that today's discussion was an opportunity to consider what should be reported back to the Canterbury Mayoral Forum (CMF) in June 2016 in terms of collaborative initiatives in the future. Criteria has been developed out of the CPF to assist with the prioritisation of work streams.

The Chief Executives discussed further the offer to take up the Christchurch City Council's offer to broaden its strategic assessment of 3 Waters and Transport infrastructure and to work with other Canterbury councils to identify opportunities for collaboration on a regional or sub-regional basis. The email communication from the Christchurch City Council on the process to identify collaborative opportunities in the 3 Waters and Transport spaces was referred to, including the need for an agreed approach by Chief Executives before a meeting to agree a work programme in July. The process includes confirming the geographic scope of the work; identifying key stakeholders at governance and operational level for both areas of work; developing a formal Project Charter and identifying high level communication requirements. Chief Executives were reminded that the end result of the process will not result in a solution, rather the identification of opportunities.

A discussion then took place covering the benefits of collaborative services initiatives and sharing of investment among the districts, the commitment to the Canterbury Regional Economic Development Strategy (CREDS) work programme and the requirement to investigate initiatives out of central government. It was noted, however, that initiatives defined as minor to mid-sized such as GIS and Canterbury Maps, are issues the majority of the region's council can actively work on to generate local benefits.

Attendees were of the view that the Minister and the region's communities need to be more regularly informed on the initiatives in the work programme already underway or completed, in an effort to demonstrate that the region is already focussed on the delivery of services in a collaborative way. To that end, it was agreed that the Secretariat prepare a report for the information of the community, local government, incoming Mayors and the Minister outlining regional collaborative achievements and initiatives, including future plans, within Canterbury.

AP: Councils to advise CCC (Teresa Wooding) of their representative for a meeting to discuss the strategic assessment of 3 Waters and Transport

AP: Secretariat prepare report on the region's collaborative achievements and initiatives, including future plans

AP: Secretariat to signal to CMF the preparation of this report

A discussion on the work programme took place, and additions (in italic) agreed, as follows:

Major initiatives

- continuing implementation of CREDS (*including the Canterbury Water Management Strategy (CWMS)*)
- assessing merits of integrating water and wastewater delivery, *and stormwater*, and resourcing implications
- assessing merits of integrating roading and/or transport delivery and resourcing implications
- ongoing joint policy submissions

Minor- to mid-sized initiatives

- integration of engineering services and common standards
- further development of GIS/Canterbury Maps
- rating *and valuation* services
- *rural fire amalgamation (including implications and resourcing)*
- *health and safety collaboration (at an operational level)*
- building control and regulatory co-ordination
- benchmarking and performance improvement.

A discussion around resourcing to undertake the initiatives took place including the need for a broader scope in terms of requirements and the ability for councils to participate. The requirement for the CMF to reiterate the long-term collective interest to councils through their elected Mayors was noted, as well as the need for consideration of how this can be done in a manageable low-cost way.

Chief Executives were requested to defer relevant s17a reviews until the priorities and outcomes had been agreed.

Chief Executives were asked to give consideration to sponsoring the projects and providing leadership and direction over the three-year term, with a view to this discussion continuing at the next Chief Executives Forum scheduled for 29 August 2016. In light of his absence at that meeting, David Ward volunteered to lead the Health and Safety project, and will lead the Rating and Valuation Services project with Bede Carran.

Resolved

The Chief Executives Forum:

1. agreed the set of criteria for analysing and prioritising collaborative initiatives in the Canterbury region
2. agreed the opportunities for further collaboration that should be prioritised, for discussion at the Mayoral Forum meeting on 24 June 2016
3. noted that the Canterbury Policy Forum will support the Chief Executives Forum to progress initiatives as requested
4. agreed that a list of collaborative achievements over the last three years be prepared for circulation to the community, local government, central government and incoming mayors.

David Ward/Bede Carran
Carried

6. Draft three-year work programme

Jim Palmer spoke to the Agenda item and proposed that, to better reflect the current work programme and ensure priorities, objectives and expectations are covered, the current document be redrafted by separating out CREDS initiatives and completed initiatives, and the creation of a 'to do' list that can be amended on an as-required basis.

It was agreed that a redrafted work programme be available for the next Chief Executives Forum scheduled for 29 August 2016 to initiate a discussion on populating the document and allocating sponsors and leads. The redevelopment of this work programme will be signalled to the CMF on 24 June 2016.

AP: Secretariat to redraft the work programme as discussed

AP: Secretariat to signal the redrafting of this document to the Canterbury Mayoral Forum on 24 June 2016

Resolved

The Chief Executives Forum noted that a discussion took place on the three-year work programme and that the work programme will be redrafted for the next Chief Executives Forum on 29 August 2016.

The meeting broke for morning tea at 10.16am and recommenced at 10.37am.

Bill Bayfield joined the meeting at 10.27am.

7. Draft Briefing to Incoming Mayors

Jim Palmer spoke to the Agenda item and requested feedback on the draft briefing document.

A discussion took place relating to the draft Briefing to Incoming Mayors, Charter of Purpose and Triennial Agreement, and covered areas relating to the privacy of Mayoral Forums and accessibility of agendas and minutes, LGOIMA practices and reporting back to council staff by Mayors following Mayoral Forum. It was agreed that it would be useful for guidelines relating to these three issues be noted in the Charter of Purpose, with the amendments to the document be highlighted for the Mayors attention.

It was noted that the final meeting of the current CMF is scheduled for 24 June 2016 when the Charter of Purpose and Triennial Agreement will be signed off for recommendation to the incoming Mayoral Forum.

A request was made for sentence number three, item number 25 of the Briefing to begin with "More recent discussions ..."

It was agreed that the following items be added to the agenda of the first meeting of the incoming Mayoral Forum, scheduled for 29 November 2016: CREDS progress, work programme, CWMS.

A dinner of the incoming CMF will be held the evening prior to the first meeting. It was noted that this would be a working dinner and, therefore, not appropriate for partners to attend. The Secretariat will check arrangements for the dinner scheduled prior to the final meeting of the current CMF and feed back to Chief Executives.

AP: Secretariat to update the Canterbury Mayoral Forum agenda, Briefing to Incoming Mayors and Charter of Purpose, as agreed, by 24 June 2016

AP: The Secretariat to check arrangements for the Canterbury Mayoral Forum dinner on 23 June 2016 and advise Chief Executives

Recommendations 1–3 were noted without resolution.

Jim Palmer then referred to the document circulated to Chief Executives prior to the meeting relating to the recent budget announcements around regional economic development, and the opportunities to be actively exploring that relate to the CREDS work streams.

8. CREDS: Review of regulatory barriers

Jim Palmer spoke to the Agenda item, noting that the review of regulatory barriers is progressing; an update will be available at a later date.

9. CREDS: regional visitor strategy

a. Investment in hotels and freedom camping

Wayne Barnett spoke to the Agenda item, and outlined a current national programme underway looking at investment opportunities in Auckland, Rotorua, Wellington, Christchurch and Queenstown. The two strands of the programme cover properties and data.

Wayne's proposal going forward is for available sites around the region to be collated into a package for a development pathway including, for example, zoning and consents. Leading

on from that would be an information-gathering exercise with CCT throughout the region, including visitor numbers and visitor spend.

To date, information on available sites has been received from Kaikōura and Waimakariri, and a request was made for all other councils to provide their feedback to Wayne to indicate potential hotel development sites in their districts or whether no suitable sites are available at this time.

Karleen Edwards volunteered to make enquiries with Christchurch Development Ltd regarding potential investor propositions.

Angela Oosthuizen volunteered to support Wayne on the project. Wayne and Angela will co-ordinate and lead a meeting between CDC, CCT, Colliers and Christchurch Development Ltd, to discuss what information is required to further the initiative.

AP: Karleen Edwards to contact Christchurch Developments Ltd regarding potential investor propositions

AP: All councils to communicate to Wayne Barnett regarding potential hotel development sites in their districts, or whether no suitable sites are available

AP: Wayne Barnett and Angela Oosthuizen to co-ordinate and lead a meeting with CDC, CCT and Christchurch Development Ltd to discuss what information is required to further the hotel development/investment initiative

Freedom campers

Wayne Barnett advised that a draft action plan has been developed with the working group and interested parties. Further information will be available at the Chief Executives Forum scheduled for 29 August 2016; however, Wayne indicated that a number of action points will already be underway by that date.

Resolved

The Chief Executives Forum:

1. agreed that councils will indicate whether they have suitable sites for hotel development for inclusion in a package and, if so, identify these sites
2. agreed that both council and non-council-owned land be considered for inclusion
3. agreed that, where suitable sites are identified, councils will also consider re-zoning and/or pre-consenting these sites, if it is appropriate to do so
4. agreed to assist with the collection of information to support the marketing of this package of investable opportunities, e.g. information about visitor attractions, activities and services
5. noted that the need to attract more tourists to the region outside of the summer months is the subject of ongoing work, and is integral to the viability of this proposal
6. noted the ongoing work to respond to concerns that have been raised about freedom camping in the Canterbury region.

Wayne Barnett/Angela Oosthuizen
Carried

b. Funding for tourism infrastructure in Canterbury

Wayne Barnett spoke to the Agenda item and thanked Anna Puentener for her work on the document circulated today relating to tourism infrastructure activity and the recent

announcement of the Government's Regional Mid-sized Tourism Facilities Fund. Wayne noted that there was some urgency in progressing this issue today to continue the momentum recently created by the CMF. Chief Executives were advised of the contact person within MBIE assigned to the CREDS strategy who may be able to provide advice.

A discussion took place around the accessibility of funding for tourism toilet facilities in the region and looked at the possible prioritisation of locations where a requirement for facilities has been flagged. The current list of required facilities throughout the region totals 45. Jim Palmer suggested Chief Executives consider targeting two or three key iconic areas where full facilities would be the most beneficial to meeting tourism demand and nominating transitional facilities or signage for other problem areas as an interim measure until a permanent solution is available.

Further discussion covered the amount of funding available from the Government in the Fund. Although unclear at this stage, it was thought to be a 50:50 split with the local contribution from a capex component. The facilities the Fund is designed to cover were also unclear, although it was believed that it may extend to lay-by and car parking facilities in iconic areas.

Further discussion covered the importance in facility design, the need for a stocktake of facilities throughout the region, the possible availability of surplus temporary toilets currently in storage for the Christchurch City Council, and the potential to get a sponsor on board to assist with funding for temporary facilities.

It was agreed that key target areas include Tekapo and Kaikōura. Facilities at Arthurs Pass require investigation before being classified as a priority location. Chief Executives were requested to consider this issue further and nominate compelling key locations for consideration as soon as possible.

A letter will be drafted by Wayne Barnett, supported by Angela Oosthuizen, for Dame Margaret Bazley and the relevant Mayors to sign off before sending to the Minister or MBIE by Friday 10 June 2016. The Secretariat will confirm the correct contact.

The potential for a supply of portaloos as an interim measure was raised. The cost involved was unclear, however, Wayne will investigate this measure for inclusion in the proposal.

AP: Secretariat to advise Wayne Barnett of the appropriate source to address the funding request to

AP: All Chief Executives to consider and nominate compelling key locations for consideration to Wayne Barnett by Wednesday 8 June.

AP: Wayne Barnett and Angela Oosthuizen to draft a letter to the appropriate contact for sign off by Dame Margaret Bazley and relevant Mayors

10. CREDS: Economic Indicators Report

Jim Palmer welcomed Peter Fieger (CDC) to the meeting to discuss the Economic Indicators Report prepared by the CDC for the CREDS work streams.

The Economic Indicators Report was taken as read. Key indicators included:

- growth across Canterbury is solid with light growth across the region
- unemployment figures remain low at between 3.0–3.8%
- individual TA growth has declined
- an increase in visitor spending over the last year.

After discussion, the importance of statistical information that brings together the economic performance of the region to align with CREDS was agreed. It was noted that the Report was the first produced out of the template agreed between CDC and Environment Canterbury and Chief Executives were invited to feed back amendments to the Secretariat. A request was made for the addition of statistics to indicate trends in Water, including productive irrigated land or production of rural Canterbury.

The Secretariat will continue to work with CDC to further refine the report, the next report is due in six months.

AP: Chief Executives to forward comments and feedback to the Secretariat relating to the Economic Indicators Report

AP: Secretariat to work with CDC on the next Report due in six months.

Resolved

The Chief Executives Forum:

1. read the CREDS Economic Indicators Report
2. noted that the report will be presented to the Canterbury Mayoral Forum's workshop with the CREDS reference group on Thursday 23 June 2016
3. noted that the Canterbury Policy Forum has met the cost of this report for 2015-16 from its Research Fund
4. agreed to continue to purchase the report for 2016–17 from the Secretariat budget for supporting CREDS.

*David Ward/Angela Oosthuizen
Carried*

Peter Fieger was thanked for his attendance at today's Forum, and left the meeting at 11.40am.

11. Canterbury Regional Stormwater Forum

Jim Palmer spoke to the Agenda item, noting the report's accuracy in terms of the stormwater issues addressed and the challenges that remain. A Regional Stormwater Forum is scheduled for August/September 2016 to progress a stocktake and agree further action.

It was agreed that a progress report will be available to the incoming CMF in November 2016.

AP: Secretariat to include Canterbury Regional Stormwater Forum to the Chief Executives Forum agenda in October 2016

AP: Bill Bayfield and Jim Palmer will attend the next Stormwater Forum

Resolved

1. received the progress report
2. noted the progress to date in completing actions within each work stream
3. noted some actions are suspended pending outcomes and implementation decisions of the Proposed Plan Change 4 to the Canterbury Land and Water Regional Plan

4. noted an option to explore a 'shared services' model between Environment Canterbury and territorial authorities which could involve the set up of a shared resource to address stormwater compliance
5. noted the shared services approach could provide the resourcing and expertise for future enforcement and compliance associated with stormwater discharges into reticulated urban networks from new and existing high-risk activities
6. requested the steering group to initiate a further regional stormwater forum in August or September 2016 to consider the items outlined in this report.
7. noted that the Chief Executives of Environment Canterbury and Waimakariri will attend the next Stormwater Forum.

Jim Palmer/Bill Bayfield
Carried

12. Future of the Canterbury Economic Development Company Ltd

Bede Carran spoke to the Agenda item, and briefly explained that the company will be required to fulfil all statutory obligations for the year as, due to timeframes, there is no opportunity for proper discussion around its potential liquidation before 30 June 2016. Due to the timeframes of today's meeting it was agreed to defer this discussion until 29 August 2016.

Chief Executives were asked to consider paragraph 17 of the report relating to the benefits of continuing with the company and bring their feedback to the August 2016 meeting.

AP: Chief Executives to consider paragraph 17 of the report relating to the benefits of continuing with Canterbury Economic Development Company Ltd and bring their feedback to the August 2016 meeting

AP: Secretariat to add the Canterbury Economic Development Company Ltd discussion to the agenda for 29 August 2016

13. Draft agenda, CREDS Reference Group meeting, 23 June 2016

Jim Palmer spoke to the Agenda item and suggested the inclusion of a review of opportunities arising from the recent budget announcements. It was agreed that the Mayors be invited to speak on their work streams, including how the budget may impact on each.

AP: Secretariat to provide the lead Mayors with information relating to the recent budget announcements and the potential impact on CREDS work streams, to support their work stream progress updates on 23 June 2016

A round table indicated that most lead mayors of councils represented at the Chief Executives Forum remained focussed on progressing their work streams, although limited resourcing availability was noted in some cases. The assistance provided by the Secretariat was noted and appreciated.

The agenda timing will be adjusted to finish at 5.30pm to allow additional time for work stream updates.

AP: Secretariat to adjust the meeting timeline of the Canterbury Mayoral Forum, 24 June 2016

14. Rating and valuation services update

David Ward and Bede Carran spoke to the Agenda item and a progress report was distributed. A brief update outlined progress around the engagement with Ernst & Young and councils, resulting workshops, and a report circulated to councils' finance managers.

Results out of the research include limited uniformity around rating valuations, a lack of formal governance structures, varying degrees of knowledge and a high dependence on key personnel. The two workshops identified opportunities to develop quick wins and delivery models. It was noted that the process is about risk reduction, statutory compliance and dependence on staff and where councils can work collaboratively to increase the knowledge of relevant staff.

A formal response will be available at the Chief Executives Forum scheduled for 29 August 2016 for sign-off.

15. Report from the Canterbury Policy Forum

The report prepared by Bill Bayfield was taken as read, and accepted.

16. Public transport governance and delivery arrangements update

Jim Palmer spoke to the Agenda item, advising that a governance model is in place in the form of the Canterbury Public Transport Joint Committee. The Committee has appointed an independent chairperson, with its first official meeting scheduled for 3 June 2016.

17. Draft agenda, Canterbury Mayoral Forum, 24 June 2016

Jim Palmer spoke to the Agenda item and requested that any comments or feedback be directed to the Secretariat.

18. Health and Safety virtual team

David Ward spoke to the Agenda item, noting that the item is now deferred to the 29 August 2016 meeting. It was agreed that the team will receive priority on the agenda for discussion. The team was requested to provide a report on the progress made this year and suggestions for the future.

It was noted that the Hurunui District Council is now represented on the virtual team.

AP: David Ward to update the Health and Safety Virtual Team on requirements for the Chief Executives Forum scheduled for 29 August 2016

19. Next meeting

Monday 29 August 2016, Selwyn District Council, Rolleston.

There being no further business, the meeting closed at 12.13pm

Action schedule

Chief Executives Forum

As at 23 August 2016

Items will be removed once complete.

Date	Subject	Actioned by	Deadline	Status
09.11.15	Managing natural hazard risk: Circulate draft coastal defences document to Forum, when available.	Bill Bayfield	When available	Agenda item 4
09.11.15	Enhanced valuation and rating services: <ul style="list-style-type: none"> Valuation and rating service capability updates on agenda until final report in May 2016. 	David Ward/ Secretariat	29 August 2016	Final report for sign-off, 29 August 2016
15.02.16	<ul style="list-style-type: none"> David Ward to email all councils regarding staff nominations for Ernst & Young consultation. 	David Ward	ASAP	tbc
15.02.16	Regulatory barriers project (CREDS).	Secretariat	29 August 2016	Agenda item 8
15.02.16	Prepare a cost estimate to support CREDS and collaborative initiatives for Canterbury for the 2016/17 financial year.	Secretariat	4 April 2016	In progress
15.02.16	Develop a business case to support funding applications for the Case for Canterbury.	Jim Palmer	TBC	In progress
15.02.16	Circulate regular updates on changes taking place at CCC, as well as reports on steps the council is taking for improvement.	Dr. Karleen Edwards	Ongoing	
15.02.16	<ul style="list-style-type: none"> Health and safety virtual team consider researching collaborative best practice in terms of reporting on health and safety issues, and report back to the CEF at a later date. 	Secretariat/ David Ward	29 August 2016	Virtual H&S team will present to CEF 30 May 2016.
30.05.16	<ul style="list-style-type: none"> Update the team with requirements for August CEF meeting. 	David Ward	June 2016	
04.04.16	Collaboration in Canterbury: <ul style="list-style-type: none"> Develop terms of reference for a strategic assessment for a case for change for 3 Waters and transport for sign-off by the Canterbury Mayoral Forum. 	Secretariat	ASAP	Ongoing
30.05.16	<ul style="list-style-type: none"> Prepare report on the region's collaborative achievements and initiatives, including future plans. Signal to CMF the preparation of this report. 	Secretariat Secretariat	ASAP 24 June 2016	
04.04.16	<ul style="list-style-type: none"> Circulate the free A3 Wi-Fi summary sheet to the Forum. 	Secretariat	ASAP	In progress
	<ul style="list-style-type: none"> Ensure the A3 Wi-Fi summary sheet includes and identifies Spark free Wi-Fi sites for emergency calls. 	Secretariat	ASAP	In progress
04.04.16	Regional visitor strategy: <ul style="list-style-type: none"> Forum members to provide feedback on hotel development site preference. 	All	ASAP	Ongoing

Date	Subject	Actioned by	Deadline	Status
	<ul style="list-style-type: none"> Forum members to provide information on council-owned sites to enable the compilation of a site register. 	All	ASAP	Ongoing
04.04.16	The Secretariat to develop terms of reference for a strategic assessment for a case for change for Three Waters and transport for sign-off by the CMF.	Secretariat/All	Ongoing	Ongoing (led by CCC)
04.04.16	Liaise with the Canterbury Engineering Managers Group with regards to ensuring collaboration with existing groups and committees to ensure no overlap in roles and responsibilities.	Jim Palmer	ASAP	Ongoing
30.05.16	Include Canterbury Regional Stormwater Forum to the CMF agenda in November 2016	Secretariat	November 2016	
30.05.16	<ul style="list-style-type: none"> Forward comments and feedback to the Secretariat relating to the Economic Indicators Report. 	All	ASAP	Report received at CREDS reference group 23 June
30.05.16	<ul style="list-style-type: none"> Work with CDC on the next Report for the Chief Executives Forum due in six months. 	Secretariat	December 2016	In progress
04.04.16	Hotel site development opportunities: Forum members to provide information on council-owned sites to Wayne Barnett to enable the compilation of a site register.	All	ASAP	Complete
30.05.16	Co-ordinate and lead a meeting with CDC, CCT, Colliers and Christchurch Development Ltd to discuss what information is required to further the hotel development/investment initiative.	Wayne Barnett/ Angela Oosthuizen	ASAP	Complete
30.05.16	Three-year work programme: Redraft three-year work programme as discussed.	Secretariat/ Jim Palmer	29 August 2016	Complete
30.05.16	Signal the redrafting of this document to the CMF.	Secretariat	24 June 2016	Complete
30.05.16	Update the Canterbury Mayoral Forum agenda, Briefing to Incoming Mayors and Charter of Purpose, as agreed.	Secretariat	24 June 2016	Complete
30.05.16	Check arrangements for the CMF dinner on 23 June 2016 and feed back to Chief Executives.	Secretariat	16 June 2016	Complete
30.05.16	Tourism infrastructure (toilets): Advise Wayne Barnett of the appropriate source to address the funding request to.	Secretariat	ASAP	Complete
30.05.16	Consider and nominate compelling key locations for consideration to Wayne Barnett by Wednesday 8 June.	All	3 June 2016	Complete
30.05.16	Draft a funding request letter for sign-off by Dame Margaret Bazley and relevant Mayors.	Wayne Barnett/ Angela Oosthuizen	10 June 2016	Complete (to MBIE). Fund now open.
30.05.16	Contact Christchurch Developments Ltd regarding potential investor propositions.	Karleen Edwards	ASAP	
30.05.16	<ul style="list-style-type: none"> Consider paragraph 17 of Canterbury Economic Development Co Ltd report and provide feedback. 	All	29 August 2016	Complete
	<ul style="list-style-type: none"> Add Canterbury Economic Development Co Ltd to the August CEF agenda. 	Secretariat	29 August 2016	Complete

Date	Subject	Actioned by	Deadline	Status
30.05.16	CREDS: <ul style="list-style-type: none"> • Provide lead Mayors with information relating to the recent budget announcements and the potential impact on CREDS work streams, to support their work stream progress updates on 23 June 2016. • Adjust the meeting timeline of the next CMF. 	Secretariat Secretariat	ASAP ASAP	Complete Complete



Canterbury Councils Collaborative Platform

Infrastructure as a Service - A Proposal from Spark NZ to form a working group for effective collaboration.

19 August 2016

Local government is looking to increase collaboration across Council groups to drive improved internal efficiencies and to increase value to customers and staff. Councils are already discussing how they can use shared platforms and embrace technology to reduce replication of infrastructure, systems, costs and to simplify management and delivery of services.

The Spark group, with its acquisition of Revera and Computer Concepts Limited (CCL), has unmatched capability across mobility, networking, cloud services, service management and technology leadership. We are uniquely positioned to work with the Canterbury Councils to define and implement a collaborative strategy.

A key building block for this is the infrastructure that supports and stores your data, applications and storage i.e. Infrastructure as a Service.

We are authorised suppliers in the All of Government Infrastructure as a Service offering and as such meet government procurement and levels of service requirements set for the public sector. Working with Spark therefore offers the Canterbury councils a unique collaboration opportunity that has been de-risked, price controlled and meets public sector standards for procurement.

In late 2015 we extended an agreement to the Councils of Canterbury to accelerate the rollout of 4G Mobile technologies across all Canterbury mobile sites by the end of 2016. We have demonstrated our desire and capability to form effective partnerships with Local Government for the betterment of, in particular, regional New Zealand.

In our agreement with Councils via the Chief Executives Forum in November 2015, CE's agreed that "Canterbury Councils continue to develop our own online services to ratepayers, which will drive demand for broadband services". Canterbury Maps, the Listed Land Use Register and the Farm Portal were cited as examples. As our 4G rollout will be complete in December of this year, we see an opportunity to work more closely with Councils to help deliver on this.

We acknowledge that Councils, at varying rates, are already making steps to embrace mobile technologies, cloud delivered services and review opportunities for closer collaboration. Between Spark NZ, Revera and CCL, we are already in discussion with a number however, we note that these conversations are, in general, occurring in isolation with individual councils.

Spark NZ proposes that it would be in the interest of all parties to expend less effort and cost by working together on a plan for enhanced collaboration and sharing of services across all Canterbury Councils. We propose a working group be formed to do this.

We understand that each council is at a different stage in their digital transformation journey and we are proposing a partnership to allow each Council to progressively transition to a shared services platform as their individual capabilities reach end-of-life, running costs increase or ratepayer requirements demand change.

The Canterbury Councils have already begun sharing information from a common platform, an example of this being Canterbury Maps to provide the residents of Canterbury with social and geographic information.

There are many ways that collaboration could benefit the Council group as a whole:

- Sharing costs for specific service development to benefit all councils
- Providing an increased range of services to customers
- Leveraging existing systems successfully developed by one council
- Increased opportunity for Business Continuity and Disaster Recovery
- Reduced costs through less replication of Infrastructure.
- Reduced costs through purchasing power of the group

Recommended Next Steps

We would like to put together a team from Spark to meet with a selected team from your councils that can work through developing a technology platform that would be beneficial to all the Canterbury Councils. This would include a draft service catalogue, bespoke licencing agreement and a high level transition plan.

We would need to involve the Department of Internal Affairs as they are the agency that manage this All of Government offering.

Paul Deavoll
HEAD OF SOUTH ISLAND, SPARK NZ

The draft Briefing to Incoming Mayors considered at the June 2016 meeting of the Mayoral Forum is withheld under the Local Government Official Information and Meetings Act 1987, s.7(f).

The Briefing is being further developed by the Chief Executives Forum for presentation to the first meeting of the 2016–19 Mayoral Forum, following local body elections on 8 October 2016.

Chief Executives Forum

Item 7

Date: 29 August 2016

Authored by: Geoff Meadows, Waimakariri

CREDS: Review of regulatory barriers

Purpose

To report on the task set by the Canterbury Policy Forum on 25 September 2015 to address unnecessary regulatory barriers and improve consistency in regulation in relation to digital connectivity, value-added production and tourism in Canterbury.

Recommendations

That the Chief Executives Forum:

- 1 **note** the work of the Timaru, Waimate and Kaikōura District Councils in responding to the task assigned to the Canterbury Planning Managers Group (CPMG) on 25 September 2015
- 2 **note** that reports on these issues from Timaru and Waimate were tabled at the Policy Forum on 29 January 2016, and that a report from Kaikōura District Council was made available at the Policy Forum on 18 March 2016
- 3 **note** that the CPMG resolved, at their meeting on 8 April 2016, to have the three reports peer reviewed, and that the peer review report has been received and considered by the planning managers from Timaru, Waimate and Kaikōura
- 4 **note** the inherent tension in the *Resource Management Act 1991* to balance consideration of development proposals with environmental protection and community aspirations in regional and district plans, and that “unnecessary regulatory barriers” to some are vital checks on unrestrained development to others
- 5 **note** that “consistency of regulation” that focuses on the alignment of planning provisions may take councils in a direction that requires considerable effort, but also may provide little improvement in the ability to locate and operate region-wide production
- 6 **note** the considerable national direction being given to improving the regulatory environment, including the conclusions of the Productivity Commission about the efficacy of the central Government’s current approach to crafting the directives given to local government in shaping local regulation
- 7 **note** the significant engagement by the CPMG with the telecommunications industry, including representatives from Spark and Vodaphone attending the CPMG on 8 April 2016, and Chorus attending the CPMG on 15 July 2016
- 8 **note** that the Aggregate and Quarry Association of New Zealand has been invited to attend the next CPMG on 16 September 2016 as part of an ongoing engagement with key industry groups and Canterbury planning managers
- 9 **recommend** the Secretariat develop a version of the Policy Advice Commissioning Template for work commissioned by the Policy Forum
- 10 **recommend** that the Policy Forum provide resourcing support to councils tasked with substantive pieces of work and/or outsourcing to contractors.

Background

- 1 The resolution passed at the Policy Forum on 25 September 2015 requested the CPMG, supported by Policy Forum members from the Timaru, Waimate, Kaikōura and Christchurch Councils, to report to the Chief Executives Forum in February 2016 on opportunities to address unnecessary regulatory barriers and improve consistency of regulation in relation to digital connectivity, value-added production and tourism in Canterbury.
- 2 A paper from CPMG was tabled at the Policy Forum on 29 January 2016, summarising the main findings of two of the reports and highlighting key recommendations (refer to agenda paper 5 of that meeting). These key findings are repeated below for ease of reference and include:
 - no major barriers to economic development were identified – most of the inconsistencies in planning provisions are relatively minor
 - many of the differences identified in District Plan provisions reflect and provide for particular local conditions and requirements – some definitions in the difference in plans are the result of Court decisions
 - resolving inconsistencies between District Plan provisions would be significant costs for Councils, (and in the words of peer reviewer Peter Winder “the costs of removing inconsistencies could exceed the benefits of doing so”)
 - some matters are being relatively easily addressed through Council collaboration across the Region.
- 3 A report from the Kaikōura District Council, which included the results of surveying tourism industry representatives, was made available at the Policy Forum on 18 March 2016. Support was provided by Christchurch City Council to Kaikōura District Council with design and collating of survey information.
- 4 At the CPMG meeting on 8 April 2016 a resolution was passed to undertake a peer review of the three reports before a consolidated response is submitted to the Chief Executive Forum. Terms of reference were developed, and McGredy Winder & Co was engaged to undertake the peer review, which was completed on 31 May 2016.
- 5 The Winder review was not generally complimentary about the three reports, but did acknowledge, in relation to digital connectivity, that “matters that have been raised by telecommunications providers identifies relatively few barriers”, and in relation to aligning planning provisions of district plans, acknowledged that this “may take Councils in a direction that requires considerable effort, but provides little improvement in the ability to locate and operate value-added production within the region”.
- 6 The Winder review also acknowledged, in relation to the perceived unnecessary regulatory barriers raised by the tourism industry, that “a large number of issues are national government regulations that local authorities cannot change” and that “to progress the Economic Development Strategy goal of removing unnecessary regulatory barriers the councils will require a way of determining what is actually ‘unnecessary’”.
- 7 The context within which the three pieces of work were produced needs to be acknowledged and referenced against the Winder peer review, including that there was limited resource available, the work was done under considerable pressure for fast turnaround, and that the CPMG never intended to deliver a comprehensive review of the complete regulatory environment within which relevant businesses establish and operate. Rather, the reports were intended to be high-level strategic assessment, mainly of the RMA planning environment in specific fields, with a view to considering appropriate and realistic options for improvement within the direct control of local authorities.

Winder has reviewed the work as if it was commissioned and produced to be a comprehensive piece of policy analysis of the total regulatory environment.

- 8 The above disconnect leads to a discussion around the commissioning of this type of work. In many ways, the commissioning of the review of barriers required clarification, as did the commissioning of McGredy & Winder. There are learnings to be taken from this from all involved. In hindsight, CPMG should have sought this clarification before doing the work. Equally, the Policy Forum need to consider how it commissions work, and the scope and expectation of resources required.
- 9 There are significant capacity and capability issues within all councils to produce the level of policy analysis that the Winder review suggests is required, especially within current workloads with no additional resource. This needs to be acknowledged. There could be attractive efficiencies if councils do this together as a region, and there is the as yet undecided professional development/training area with the Policy Forum where this kind of thing could fit very well. That said, there needs to be consideration given to what is actually cost effective for regions to initiate, and what ultimately rests with the regulatory environment at national level. The Productivity Commission recently addressed the shortcomings of how that is developed in their report *Towards Better Regulation* (May 2013).
- 10 There is a more general philosophical discussion to be had around the presupposition that unnecessary regulatory barriers exist and that, if they do, how do councils determine what is actually 'unnecessary'. The mere existence of a regulatory process leading to requirements imposed upon households and businesses has been interpreted by some as a barrier. Others see it as a pathway towards resolving the use of resources where intended and unintended consequences for others may arise. Similarly, a presupposition that uniformity of objectives, rules, and policies in district plans across jurisdictions will *ipso facto* improve the ability to locate and operate production, reflects a superficial understanding of the *Resource Management Act 1991* which is designed to allow plan development and decision-making to be undertaken at the level of the affected community in order that local biophysical conditions and community priorities are reflected in plans. For this reason, variation in regional and district plan rules across the country is expected and necessary.
- 11 It could be that the burden of proof should, to a greater extent, fall on with those who assert regulatory barriers exist, to identify what they are, where they exist, and how they are a barrier to economic development. Often this is at the level of general rhetoric rather than evidence-based. It would then be possible to deal with specific examples and develop a course for some tangible action, rather than seeking for perceived barriers that are ill-defined. This was done to some extent with the telecommunications industry and with the survey of the tourism industry, as reported in the Timaru and Kaikōura reports, where industry representatives identified relatively few or minor barriers. Further, the survey of tourism operators mostly identified central Government agency regulations as barriers rather than local government exercising its own power of general competence.
- 12 The CPMG has a standing agenda item for the planning managers of Canterbury to engage with key industry bodies. Telecommunications industry representatives from Spark and Vodaphone engaged with CPMG on 8 April 2016, and Chorus engaged with CPMG on 15 July 2016. The Aggregate and Quarry Association of New Zealand is scheduled to engage with CPMG on 16 September 2016. This is a means of developing two-way sharing of information and issues, and for industry representatives to raise matters of concern to them that impinge on local government planning matters. It also provides a context for identifying regulatory barriers as perceived by industry, and to assess whether consistency of regulation would assist in improving productivity and/or efficiency. Regional and district tourism organisations will be invited to engage at future CPMG meetings.

Chief Executives Forum

Item 8

Date: 29 August 2016

Presented by: Wayne Barnett

Regional Visitors Strategy activities update

Purpose

This paper reports on the work of Canterbury's Regional Freedom Camping Working Group and provides an update on the Regional Mid-Sized Tourism Facilities Grant Fund process. It also covers progress on the hotel investment package proposal.

Recommendations

That the Chief Executives Forum:

1. **note** the work undertaken by Canterbury's Regional Freedom Camping Working Group
2. **note** the update on the Regional Mid-Sized Tourism Facilities Grant Fund process
3. **note** the update on hotel investment package project and suggested next steps.

Background

1. On 18 March 2016, the Policy Forum endorsed a proposal to establish a Regional Freedom Camping Working Group to develop a joined-up approach to address freedom camping issues in the region.
2. The Canterbury Regional Freedom Camping Working Group includes representatives from all Canterbury territorial authorities (except Ashburton), Tourism Industry Association New Zealand, Land Information New Zealand, the Department of Internal Affairs, the Department of Conservation, New Zealand Transport Agency, New Zealand Motor Caravan Association and CamperMate (private sector).
3. Government announced the Regional Mid-Sized Tourism Facilities Grant Fund in May 2016. The purpose of the Fund is to help communities build small infrastructure projects that will enhance visitor experiences, and to help them cope with growing numbers of tourists and independent travellers.
4. Dame Margaret Bazley, as Chair of the Mayoral Forum, has communicated with the Prime Minister as Minister of Tourism, and with Ministry of Business, Innovation and Employment (MBIE) officials, to advocate for the needs of the Canterbury region in relation to the Fund.
5. District and regional tourism organisations have advised that we urgently need more high quality hotel accommodation, not only in Christchurch, but also in smaller centres like Kaikōura and Tekapo.
6. The Chief Executives Forum agreed at their 30 May 2016 meeting to collate information about potential hotel sites in Canterbury to create an attractive package to present to potential investors.

Responsible camping in Canterbury

7. The Working Group identified key issues facing the region as:
 - pressure on infrastructure and how to fund, build, maintain and service these – toilets, rubbish bins
 - community expectations and conflicts with locals/residents
 - non-self-contained vehicles
 - enforcement – inability to collect fines and infringements
 - enforcement on non-council land – central government and private land
 - inconsistency across districts – by-laws (some councils have one and some don't)
 - inappropriate behaviour by campers
 - media attention.
8. The attached action plan highlights the key focus areas and actions currently underway by the Working Group to encourage responsible camping in Canterbury.
9. Communication of information to campers was a central theme of the workshop discussions. It is apparent that cellphone apps such as CamperMate are currently providing the best conduit for information to campers. It has been proposed that the CamperMate system be promoted on Canterbury council websites, however, it is recognised that there may be some sensitivity around councils being seen to endorse a particular company's service. Direction is sought from the Chief Executives Forum in relation to this matter.

Regional Mid-Sized Tourism Facilities Grant Fund – progress

10. MBIE communicated with councils in mid-July 2016, outlining the proposed criteria for the fund, and the Secretariat circulated a simple template, using the proposed criteria, for councils to begin preparation for their application.
11. The fund was opened on 18 August 2016, with an application form, guidelines and Q and A available from the MBIE website. Applications are due on 15 September 2016.
12. The Canterbury Mayoral Forum Chair will write an overall letter of support for Canterbury councils' applications nearer the end of the application period.

Hotel investment – update

13. The objective of the initiative was to use collaborative efforts to encourage investment in hotel development in Canterbury.
14. Consultation was undertaken with the Canterbury Development Corporation, NZTE, Colliers Real Estate, Freshinfo (demand modelling) and Scenic Circle Hotels.
15. The investigation focus was on the potential to identify hotel development sites that could be advanced to a 'spade ready' stage and marketed as a combined package to attract international investors.
16. NZTE has implemented the Project Palace programme, which has similar objectives to our initiative but is focused on Auckland, Rotorua, Wellington, Christchurch and Queenstown.

17. The key findings of Project Palace are that:

- there is currently a critical shortage of hotel rooms during high demand periods in the five focus regions
- high occupancy rates are driving significant increases in room prices
- forecasts suggest that the hotel room shortage will become more severe over the next ten years
- rising occupancy rates will drive further increases in the Average Daily Rate
- growth in international tourism, particularly from China, will drive hotel demand over the next ten years
- hotel supply is not expected to keep pace with demand over the next ten years
- additional hotel investment is required in the five focus regions to maintain a sustainable balance between demand and supply
- tourist behaviour suggests new 4-star and above hotels would be preferred

18. Christchurch's inclusion in Project Palace is of significant benefit to the region, as a whole, and there are potential opportunities for smaller areas such as Kaikōura and Tekapo to leverage off the Christchurch activity through NZTE.

19. Feedback from Canterbury councils has indicated the number of potential hotel sites within council ownership is limited. Most councils have planning provisions in place to enable hotel development, but the degree to which sites can be made 'spade ready' remains at the discretion of the landowner.

20. It is evident from several reports that the major impediment to hotel development is the level of available return. Colliers advise that in most locations there is existing devalued stock available that is a more attractive investment proposition than new build options.

21. Freshinfo have provided demand predictions for Project Palace and they anticipate continued growth in demand throughout the country. As the market improves, the economics around development will also lift, which will strengthen investment propositions. Room rates will increase and overall returns on investment will improve.

22. The following next steps are suggested:

- councils with a strong tourist focus maintain links with Project Palace and work with NZTE to attract hotel investment
- all councils create 'as welcoming an opportunity as possible' for investors, e.g. through district plans
- continuation of monitoring the market investment environment for hospitality and encouragement of investment opportunities.

Attachment

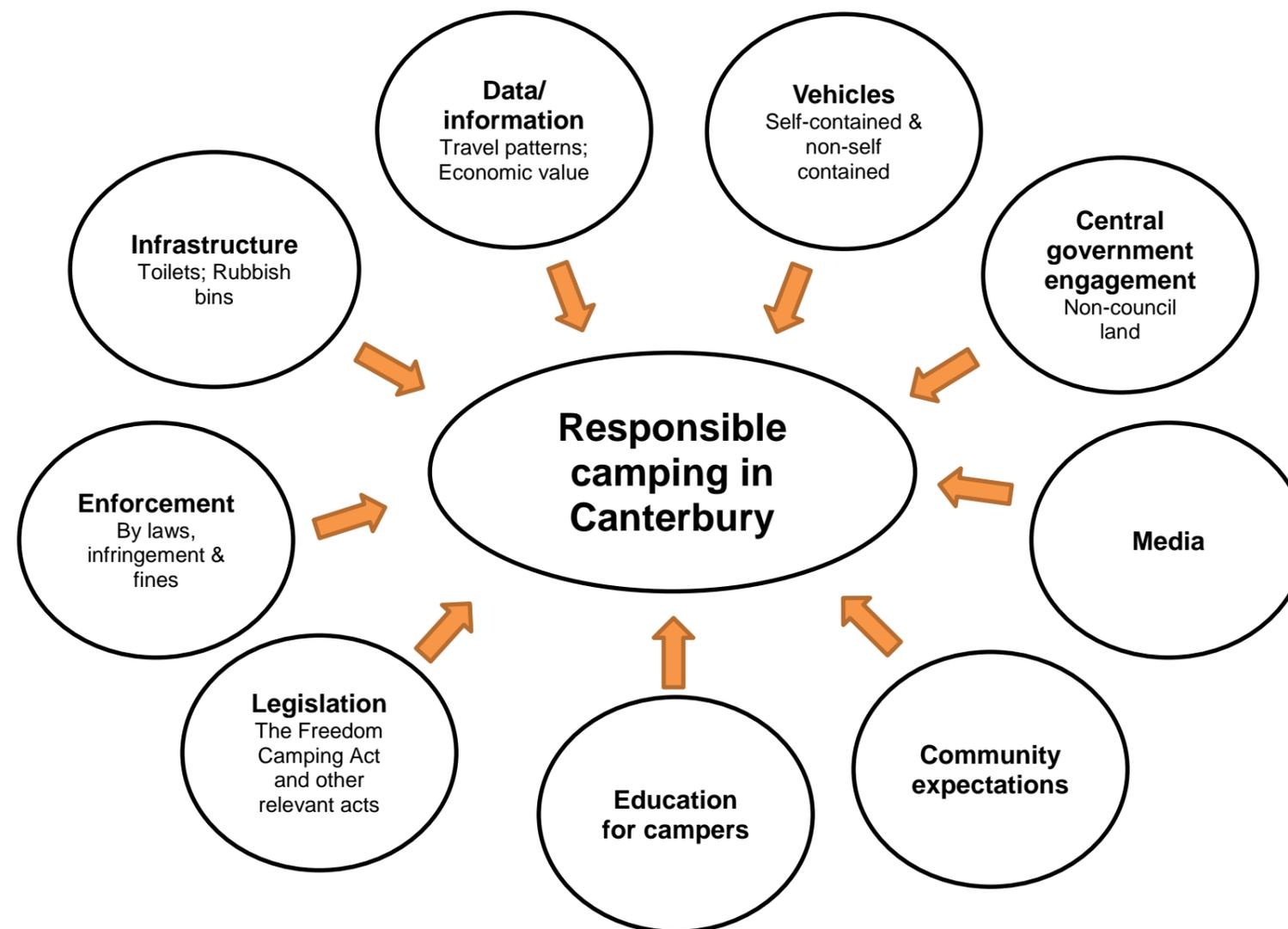
- Regional freedom camping action plan.

Regional freedom camping: encouraging responsible camping in Canterbury

Objective

To encourage responsible camping in the Canterbury region by developing a collaborative joined-up approach with relevant stakeholders and benefit from the economic contribution of this sector.

Key focus areas for actions



Regional freedom camping: encouraging responsible camping in Canterbury

Goals and actions

Goal	Action	Lead	Status	Comments
Education for campers	<ul style="list-style-type: none"> Maintain a watching brief on Responsible Camping Forum work stream focusing on information 	Rachel Vaughn (KDC) Fiona Proudfoot (CCC)	On-going - to be ready before next season – August 2016	* TIANZ has approached Immigration NZ to have a sentence about camping included in the letter sent out to working holiday visa visitors.
	<ul style="list-style-type: none"> In flight educational video on Air NZ <ul style="list-style-type: none"> Make contact with Malcolm Johns @ Christchurch Airport to discuss opportunity of video Discuss opportunity with Air NZ's Partnerships Manager (Jenny S) 	Wayne Barnett Adam Hutchinson (CamperMate)	COMPLETED	In-flight video completed by CamperMate and Air NZ has agreed to play video on all international flight. Link to video - https://geozone.wistia.com/medias/rh6zfue368
Consistency of messaging across districts	<ul style="list-style-type: none"> Streamline and develop messaging across Canterbury <ul style="list-style-type: none"> Obtain and maintain a running stocktake on individual councils' educational material Identify opportunities to share best practices among councils High level messaging focused on 'leave no trace' Alignment with can and can't do – focus on industry messaging 	Marie Gordon (SDC) Lynley Beckingsale (WaimakDC) Victoria van der Spek (WaitakiDC)	Ongoing – consistency across Canterbury to be achieved by August 2016	* Waitaki District Council has offered help with Comms for messaging - Alena Lynch, Communications Advisor
Perception of community - Improving the narrative about camping to change perceptions	<ul style="list-style-type: none"> Identify best way to communicate to communities/local residents the value campers bring <ul style="list-style-type: none"> Obtain data on campers and spending (CamperMate & MBIE) 	Hafsa Ahmed Adam Hutchinson	Ongoing – (depends on MBIE's willingness to share data)	*Hafsa liaising with MBIE's Tourism Policy section and sector performance team to identify possibility of pilot project in Canterbury by matching electronic card data to track spending.
	<ul style="list-style-type: none"> Co-ordination between Canterbury and TIANZ media stories <ul style="list-style-type: none"> Explore opportunity for positive media stories across councils 	Rachel Vaughn (KDC) Fiona Proudfoot (CCC)	On-going – ready before August/September 2016	* Responsible Camping Forum to have media stories from December 2016 – January 2017
	<ul style="list-style-type: none"> Identify and manage expectations of community/local residents around aesthetics. Communication to occur to communities via individual councils 	Individual councils	On-going	
Central government engagement	<ul style="list-style-type: none"> <u>New Zealand Transport Agency</u> – promoting discussion and engagement <ul style="list-style-type: none"> Litter Act – more information to be forwarded to Wayne/Hafsa to identify how authority can be delegated to councils 	Jenny Dickinson/Jim Harland	On-going	* Wayne & Hafsa had a meeting with NZTA on 21 July 2016. Two key areas emerged from the discussion – Litter Act (which allows NZTA to delegate authority to councils) and need to identify camper numbers/clusters at NZTA land sites.
	<ul style="list-style-type: none"> Local councils to work with local network managers to identify clusters/spots with campers 	All councils	On-going	*We would like to get an estimate of how many campers are causing issues at any NZTA owned land.

Regional freedom camping: encouraging responsible camping in Canterbury

	<ul style="list-style-type: none"> Identify if CamperMate can provide any information on NZTA sites 	Hafsa / Adam		Based on numbers, the matter can then be further worked on jointly with NZTA to derive a solution.
	<ul style="list-style-type: none"> <u>Department of Conservation</u> – identifying DoC land and how to manage it <ul style="list-style-type: none"> Need to work at a regional level (Dave Milward – Regional Planning Ranger) develop and agree on processes to be followed identify how information can be made available 	Rachel Elliot (HDC)	On-going- a summary with details across TAs with on-going progress	<p>*Dave was present at the workshop. His details are email:dmilward@doc.govt.nz (Ph: 03 3631653)</p> <p><i>DOC's policy toward freedom camping is that, provided a Notice under the Freedom Camping Act 2011 has not been issued, freedom camping is permitted, but not always promoted/encouraged.</i></p>
	<ul style="list-style-type: none"> <u>Land Information New Zealand</u> – identifying land belonging to LINZ <ul style="list-style-type: none"> develop and agree on processes to be followed identify how information can be made available 	Rachel Elliot (HDC) support from all councils	On-going - a summary with details across TAs with on-going progress	<p>*LINZ land ownership across the region is not known. LINZ needs to work with individual councils to identify land. Rachel to lead and facilitate this.</p> <ul style="list-style-type: none"> *LINZ also raised possibility of cycle trails encouraging freedom camping – LINZ looking at cycle trail facilities on LINZ land.
Vehicles - approach towards self- contained and non self-contained)	<ul style="list-style-type: none"> NZMCA has approached the Standards Authority (within MBIE) on new proposed standards for self-contained vehicles <ul style="list-style-type: none"> Standards Authority will first review and then consult on these standards Once approved, there will be a transition period provided for operators to retro fit vehicles 	NZMCA (James Imlach)	On-going	<ul style="list-style-type: none"> Standards NZ has now prepared a proposal to amend NZS5454, in line with my update at the last meeting. <u>This proposal will be considered by the Standards Authority Board on 17 August.</u> If accepted, Standards NZ will call for nominations to form a Technical Review Committee. In terms of timeframes, taking into account the Christmas/New Year break and assuming there are no major holdups, <u>Standards NZ anticipates the amendments will be adopted in May/June 2017.</u>
	<ul style="list-style-type: none"> Responsible Camping Forum to develop a policy on non self-contained vehicles <ul style="list-style-type: none"> Liaise with TIANZ to be consistent in Canterbury's approach to non self-contained vehicles 	Rachel Vaughn (KDC) Fiona Proudfoot (CCC)		
Better data collection	<ul style="list-style-type: none"> Maintain watching brief on Responsible Camping Forum's work on improving data sets and information available on campers 	Rachel Vaughn (KDC) Fiona Proudfoot (CCC)	On-going	
	<ul style="list-style-type: none"> Stocktake on by laws in the region <ul style="list-style-type: none"> Definition of self contained and non-self contained in bylaws Identify and maintain datasets for the region on on-going basis about infringements and fines to quantify costs for councils 	Rachel Vaughn (KDC) Fiona Proudfoot (CCC)	<p>*By-laws stocktake and definitions update by end of July 2016</p> <p>*proposals for better data collection data sets by end of July 2016</p>	

Regional freedom camping: encouraging responsible camping in Canterbury

	<ul style="list-style-type: none"> • Council logons to CamperMate site to access information about hot-spots <ul style="list-style-type: none"> ○ CamperMate app needs to be endorsed on Council websites 	Wayne Barnett	On-going	*Wayne to follow this up with other CEs as there is sensitivity around this.
Legislation and enforcement - Legislative changes for collection of fines	<ul style="list-style-type: none"> • Maintain watching brief and keep councils in the region updated about progress of the Tasman District Council's remit application. Key points <ul style="list-style-type: none"> ○ Linking infringement to vehicles ○ Make fines instantaneous ○ NZTA/LINZ included for issuing infringements – delegating authority 	Wayne Barnett	On-going	<p>*LGNZ conference scheduled 24-26 July 2016. Outcome of Remit application to be known after LGNZ's AGM.</p> <p>01/08 LGNZ remit application has been accepted and DIA is reviewing the legislation to look at attaching fines to vehicles and instant infringements. DIA will report back in a month's time.</p>
	<ul style="list-style-type: none"> • <u>Department of Internal Affairs</u> – maintaining a watching brief to assess whether they are likely to review legislation 	Hafsa Ahmed	On-going	<p>*Steve H (Advocacy Manager – TIANZ) mentioned TIANZ had approached Ministers for a review of legislation which had been referred to DIA.</p> <p>DIA contact: Nick Law (Nick.Law@dia.govt.nz)</p>
Infrastructure for camping needs	<ul style="list-style-type: none"> • Liaise with TIANZ to discuss how their tourism infrastructure strategy is recognising camping needs 	Wayne Barnett/Hafsa Ahmed	On-going	*TIA in undertaking an infrastructure assessment (public and private) to assess supply and demand by November 2016 – the focus is on funding model to allow input into government policy -
	<ul style="list-style-type: none"> • Visitor infrastructure also included as an action in the Canterbury Visitor Strategy 2016. <ul style="list-style-type: none"> ○ Liaising with lead Mayor to communicate infrastructure for camping needs • Canterbury approaching \$12m government funding as a region <ul style="list-style-type: none"> ○ Sites have been identified across Canterbury ○ Criteria still being worked on by MBIE ○ MBIE has now developed the criteria. Tourism Minister will take paper to Cabinet in August 2016 to agree criteria and process of fund. • Councils to temporarily support infrastructure needs 	Wayne Barnett	On-going	<p>*Canterbury councils to put in a joint application for funding. Stocktake of toilet facilities infrastructure at hotspots undertaken by Mayoral forum secretariat – Anna.Puentener@ecan.govt.nz)</p> <p>*Mid-July 2016 Wayne has written back to MBIE to highlight some potential concerns with the funding criteria.</p>
	<ul style="list-style-type: none"> • NZMCA has funding for dumping stations (trial projects) 	Rachel Vaughn (KDC) James Imlach (NZMCA)	On-going – an update on progress by end of July 2016	Thanks to Rachel Vaughan, the NZMCA has being able to reach out to the Canterbury Council's project investigating waste receptor options in remote locations, by offering our assistance (including financial). I am just waiting to hear from Craig Goodwin (Ashburton DC) who is running the project.

Regional freedom camping: encouraging responsible camping in Canterbury

<p>Ngāi Tahu engagement</p>	<ul style="list-style-type: none"> • Rūnanga involvement at individual council level <ul style="list-style-type: none"> ○ Key aspects to consider include: nohoanga sites 	<p>All councils</p>	<p>On-going – progress update at individual council level due by end of July 2016</p>	<p>* no clear signage or making available yet</p> <p>(Contact person @ TRONT – Sophie or Aaron Leith Aaron.Leith@ngaitahu.iwi.nz)</p> <p>Further information received from James I: <i>With regards to the Ngai Tahu Claims Settlement Act, we also encourage TLA's to adopt clause 12 (see the above model freedom camping bylaw) and clarify, for the avoidance of doubt, that a bylaw made under the Freedom Camping Act does not limit or affect rights in relation to relevant settlement entitlements.</i></p>
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Chief Executives Forum

Item 9

Date: Monday 29 August 2016

Prepared by: Ian Hyde, District Planning Manager (Ashburton District Council)

Vegetation clearance: Collaboration and co-ordination between councils and government agencies involved in Crown land processes

Purpose

The purpose of this report is to raise awareness of the responsibilities of landowners and authorities regarding the clearance of indigenous vegetation following concession agreements and tenure review on Crown land. The report follows a report to the Canterbury Policy Forum in March 2015, several meetings of the resultant representatives group and the recent experiences of Ashburton District Council.

Recommendation

That the Chief Executives Forum:

1. **receive** this report.

Background

- 1 Investigations into indigenous vegetation clearance by Ashburton District Council (ADC) officers have identified that Crown lessees are using LINZ approval as mitigating circumstances when questioned under the Resource Management Act 1991 (RMA).
- 2 Officers have also been left with the impression that some landowners and lessees have been unaware of their obligations under the RMA, and that LINZ has not advised them of the need to comply with other legislation such as the RMA and district plans, even when comprehensive written advice to this effect has been forwarded to LINZ by DoC.
- 3 Despite the forming of a group of representatives from territorial authorities, DoC, LINZ and Environment Canterbury, which has met and made good progress on a number of issues over the last year, ADC's recent experiences suggest that raising awareness in land management processes is still not a priority for LINZ. These issues have been raised directly with LINZ, who has just recently extended an invitation to meet to discuss "learning points". ADC staff have accepted this offer and consider it to be a positive step.

Issues around indigenous vegetation clearance and tenure review

- 4 The protection of areas of indigenous vegetation is one of the core tenets of the RMA and is specifically mentioned in Section 6(c). Both district and regional planning documents also contain policies, objectives and rules that seek to ensure adequate protection of the natural environment.
- 5 As a district with a large geographic area and limited resources for investigation and enforcement, ADC seeks to raise awareness of its rules and to encourage good land management.

We consider that the promotion of awareness of RMA rules (both locally and regionally) by partner agencies assists ADC and other councils by educating and informing landowners as well as providing more confidence when council officers investigate complaints of unauthorised activity.

- 6 ADC is aware that farming is a commercial activity and that there are pressures on landowners to maximise their usable land. The raising of awareness of RMA regulations at an early stage through Crown land processes will assist in decision-making by those farmers and promote engagement with the relevant local government authorities.

Next steps

- 7 Depending on the outcome of forthcoming discussions with LINZ, and the willingness of that agency to participate more fully in raising awareness of their clients' obligations under the RMA, the option exists for the Canterbury Mayoral or Chief Executives Forum to write to the Minister for Land Information.

Chief Executives Forum

Item 10

Date: 29 August 2016

Presented by: Bede Carran

Future of the Canterbury Economic Development Company Ltd

Purpose

This paper discusses the future of the Canterbury Economic Development Company Ltd (CED Co).

Recommendations

That the Chief Executives Forum:

1. **discuss** the future of the Canterbury Economic Development Company Ltd
2. **agree** that a paper be provided to the Canterbury Mayoral Forum on 25 November 2016 (or February 2017 meeting), reflecting the advice of the Chief Executives Forum.

Background

1. CED Co was formed on 9 October 2008 by ten Canterbury councils.
2. CED Co was established as a result of a national regional development funding programme that was instigated by the government at that time. Funding from the NZTE Regional Strategy Fund was only accessible as a single application made by the entire region, hence the need to establish CED Co. The purpose of the Fund was to support transformational economic development projects that would benefit regions.

About CED Co

3. CED Co is a council controlled organisation (CCO). The nine appointed directors of CED Co are Jane Annear, Bill Bayfield, Bede Carran, Mayor Kelvin Coe, David East, Nicholas Harris, Tom Hooper, Mayor Angus McKay, and Jim Palmer.
4. There are ten shareholders who hold an equal number of shares (ten per shareholder). Shareholders are Timaru District Council, Ashburton District Council, Hurunui District Council, Selwyn District Council, Canterbury Regional Council, Waimate District Council, Kaikōura District Council, Christchurch City Council, Mackenzie District Council, and Waimakariri District Council.
5. CED Co has been inactive for the past five years and holds \$86.19 in funds as at 20 May 2016.
6. The company record link is <http://www.companies.govt.nz/co/2175166>.

CED Co from 2008–2011

7. CED Co's funding bid in 2008 was successful, and central government funding was paid into the company (alongside local government funding), and then dispersed to a variety

of projects run by different parts of the region. An extract from the front end of CED Co's Annual Report of 2010 is appended, to demonstrate the nature and extent of the funding and activities that were undertaken in this period.

8. Once the initial programme was completed, CED Co was left in place in case there were any further opportunities for region-wide funding activities.

CED Co from 2011–2016

9. There have been no further opportunities to utilise CED Co in the last five years and CED Co has been inactive since the initial projects were completed.

The implications of continuing CED Co

10. Even though CED Co is no longer trading and has been inactive for five years, the Board of Directors still need to comply with the requirements of CED Co's Constitution and any other statutory duties (such as tax obligations).
11. In particular, CED Co's Constitution requires the Board to:
 - deliver a draft Statement of Intent to shareholders on or before 1 March each year
 - appoint a director to represent Māori (no such director is currently appointed)
 - keep specified company records at CED Co's registered office in Timaru
 - keep accounting records, in particular financial statements, and engage the Auditor-General to audit financial statements
 - provide an annual report to shareholders
 - provide an annual return.
12. These requirements impose an administrative burden on the directors to ensure CED Co is meeting its obligations (which are primarily statutory obligations).
13. There are both direct and indirect costs of ensuring CED Co satisfies its obligations. The direct costs are in the order of \$2,500 (plus GST) per annum. This is principally the cost of the audit, but there may be other sundry filing costs. The indirect costs are where there is no cash disbursement required. These are not insignificant and are difficult to measure accurately. Indirect costs include the administrative support (currently provided by Timaru District Council) to ensure CED Co meets its obligations and the time required by the directors to meet at least annually.
14. Continuing CED Co also exposes directors and shareholding councils to a latent risk. As an inactive company there is little or no reason for the directors to meet and this heightens the risk of inadvertent breaches under various pieces of legislation or the Constitution. While this risk may be manageable for small, closely held companies, it is much less so for a company that has public accountability.

The future of CED Co

15. In light of the implications of continuing CED Co, it is proposed that Chief Executives discuss the future of the company. In particular, whether CED Co should be disestablished, or whether there will be a renewed focus on and investment in ensuring that CED Co meets its obligations.

16. In this context, it should be noted that:

- there is no current need for CED Co – the NZTE Research Strategy Fund closed on 30 June 2010
- if a CCO is required for future collaboration and/or funding applications, it would likely be more appropriate to set up a new company (if a company is required), rather than try to adapt CED Co's current Constitution. For example, if a shared services CCO was established, the Constitution would need to reflect the requirements for delivery of shared services
- the direct and indirect costs of operating CED Co are greater than the balance of funds currently held, and may be difficult to justify in the absence of the identification of a future possible use for the company
- the disestablishment of CED Co will have no impact on collaborative or other work being undertaken in the Canterbury region, and would not provide a barrier to any future work.

17. If CED Co is continued, it would be desirable to identify the potential benefits of doing so.

Next steps

18. It is proposed that a paper be presented to the Canterbury Mayoral Forum on 25 November 2016, reflecting the advice of the Chief Executives Forum.

19. If an in-principle decision were made to disestablish CED Co, legal advice would be required to ensure the correct process was followed.

20. A decision to disestablish CED Co would be formalised by removing CED Co from the Companies Register. CED Co can be removed from the Register if the following requirements are fulfilled:

- CED Co ceases to carry on business, discharges all liabilities to all known creditors, and distributes surplus assets in accordance with its Constitution (unless there are no surplus assets)
- there is a special resolution of the shareholders resolving that CED Co be wound up on the basis that it has ceased to carry on business
- the Board requests the Registrar of Companies to remove CED Co from the New Zealand Register, with the sanction of a special resolution of shareholders.

21. A special resolution means a unanimous resolution approved by all shareholding councils.

CANTERBURY ECONOMIC DEVELOPMENT COMPANY LIMITED

ANNUAL REPORT 2010

CHAIRMAN'S REPORT

I have pleasure in presenting the second annual report of Canterbury Economic Development Company Ltd (CED Co Ltd) for the year ended June 2010.

Contracts were formalised in January 2009 between CED Co Ltd, New Zealand Trade & Enterprise (NZTE) and Agribusiness and Economic Unit, Lincoln University (AERU), to complete the Review and update of the Canterbury Regional Economic Development Strategy (CREDS). The total cost of this project was \$118K. 80% NZTE contribution was \$102,400.

The review and update was completed in October 2009 and from this report 8 projects were identified and considered by AERU as key projects that supported the strategy as well as aligned with NZTE Regional Strategy Fund (RSF) Guidelines. The report was adopted by the board in October 2009.

In October 2009 CED Co Ltd advertised to the wider community for potential projects that aligned with CREDS and NZTE RSF guidelines. The board met in November 2009 to consider 12 possible projects following the advertising.

Any projects the board considered to be of value were to be submitted to NZTE for consideration by them for funding from the RSF. The amount of funding available was \$647,600.

Approved projects in the January & March 2010 Funding Rounds

Project 1 – Canterbury Regional Water Infrastructure Programme

This project is lead by Canterbury Regional Council.

Total project cost	\$358,000
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NZTE contribution	\$208,000
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Regional contribution	\$150,000
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Project 2 – Canterbury Regional Food & Wine Trail

This project is lead by Enterprise North Canterbury.

Total project cost	\$158,480
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NZTE contribution	\$103,480
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Regional contribution	\$55,000
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Project 3 – The Blueprint Farm Business Plan Project

This project is lead by Aoraki Development Trust.

Total project cost	\$63,210
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NZTE contribution	\$50,960
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Regional contribution	\$55,000
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Project 4 - Canterbury Broadband Project

This project is lead by Selwyn District Council.

Total project cost	\$73,080
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NZTE contribution	\$58,000
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Regional contribution	\$14,500
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Project 5 - Rural Technology Transfer Project

This project is lead by Enterprise North Canterbury.

Total project cost	\$201,000
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NZTE contribution	\$101,000
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Regional contribution	\$100,000
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Project 6 - Canterbury Regional Innovation System – Agriculture Extension

This project is lead by Canterbury Development Corporation (CDC).

Total project cost	\$158,250
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NZTE contribution	\$126,160
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Regional contribution	\$32,000
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Declined Projects

The following projects were submitted to NZTE for consideration but did not make it through the preliminary stages.

- Hurunui Water Project
- Stage 2 of the Canterbury Water Infrastructure Project
- Canterbury Trade Alliance Project
- Starlight Reserve Project
- Canterbury Trade Alliance Expo 2011 Project

Chief Executives Forum

Item 11

Date: 29 August 2016

Authored by: David Ward

Findings and recommendations from valuation and rating scoping investigation

Purpose

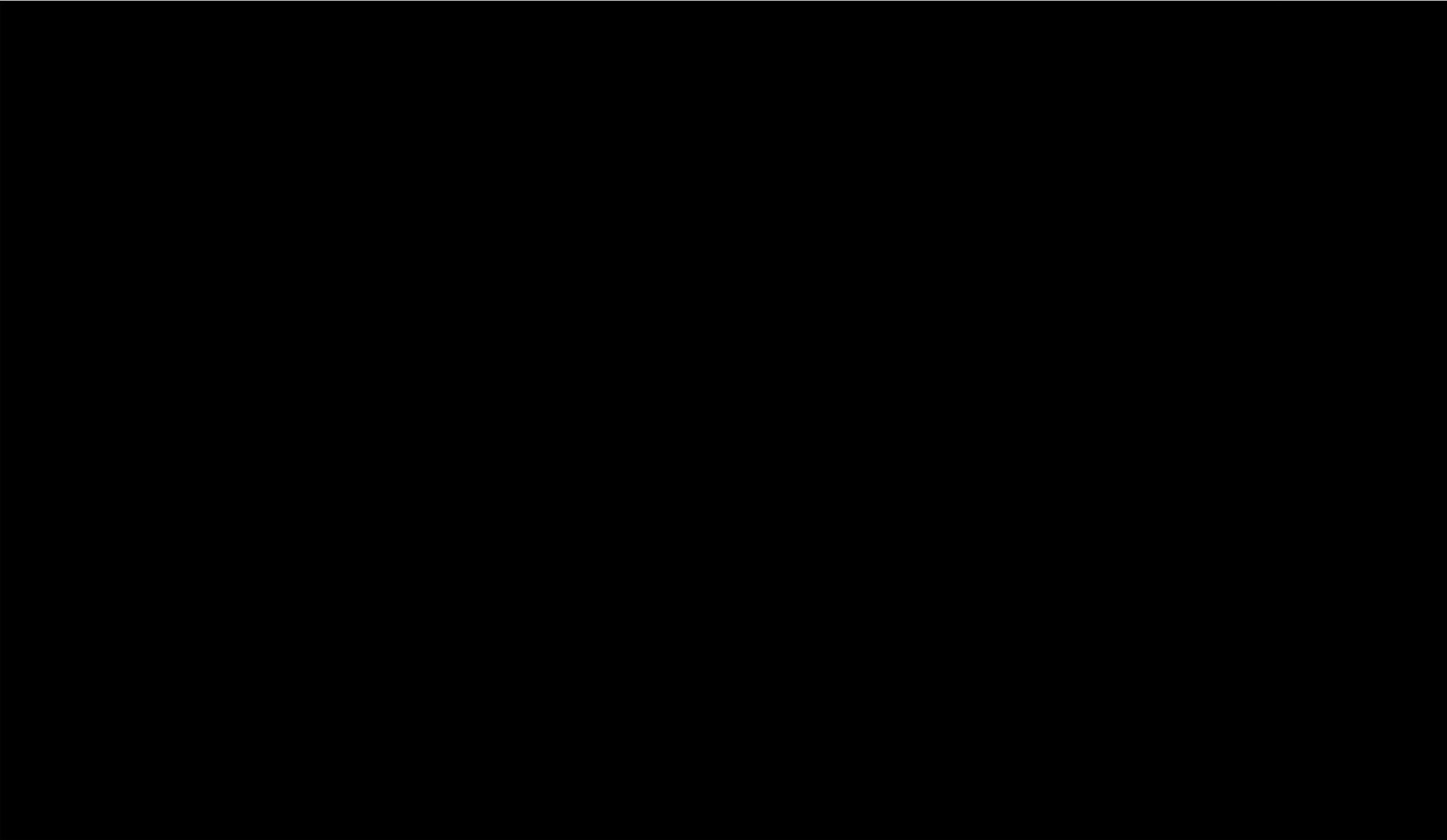
This paper presents the findings of the investigation commissioned by the Chief Executives Forum in November 2015, and makes some recommendations for next steps.

Recommendations

That the Chief Executives Forum:

1. **receive** the final report on opportunities for collaboration in the area of valuations and rating, noting the opportunities identified to enhance capability, capacity and cost-effectiveness
2. **note** the support of the Finance Managers Group to further explore the identified opportunities
3. **agree** to the establishment of a valuation and rating programme management group to develop and lead a programme of work to further evaluate opportunities and progress them
4. **agree** that the membership of this group be David Ward (CEO, Selwyn District Council), Bede Carran (CEO, Waimate District Council), Greg Bell (Corporate Services Manager, Selwyn District Council) and Miles McConway (Director of Finance and Corporate Services, Environment Canterbury)
5. **ask** the programme management group to take the project to the decision point in relation to future collaboration (after completion of stage C3 in Table 2: Proposed workstreams)
6. **approve** funding for the project of up to \$250,000, as set out in Table 3: Proposed funding allocations
7. **request** that this group report back on progress to the next meeting of the Forum.

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Chief Executives Forum

Item 12

Date: 29 August 2016

Presented by: Hamish Dobbie, Deputy Chair

Canterbury Policy Forum Report

Purpose

This paper reports on the Canterbury Policy Forum meeting held on 12 August 2016 and includes:

- an overview of achievements of the Canterbury Policy Forum in 2016
- discussion and progress on measuring, monitoring and reporting on the benefits of collaboration
- opportunities for collaboration in the Long Term-Plan process
- changes to the current Terms of Reference
- appointment of the Canterbury Policy Forum Chairperson for the next 12 months
- confirmation of Secretariat arrangements
- levies and budget for 2016/17.

Recommendations

That the Chief Executives Forum:

- 1 **note** Canterbury Policy Forum achievements for 2016
- 2 **note** the establishment of a working group to progress work on measuring, monitoring and reporting on the benefits of collaboration
- 3 **note** the establishment of a Long-Term Plan working group to identify opportunities for councils to work together in the development of LTPs, Infrastructure Strategies and Financial Strategies
- 4 **agree** changes to the Canterbury Policy Forum's Terms of Reference
- 5 **appoint** Bill Bayfield as Chairperson for the year commencing 1 January 2017
- 6 **note** confirmation of Secretariat arrangements, and levies and budget set for 2016/17.

Canterbury Policy Forum Achievements 2016

- 1 During 2016, the Policy Forum met on 29 January, 18 March, 6 May and 12 August. A further meeting is scheduled for 2 December 2016. Meetings are aligned with the Chief Executives and Mayoral Forums.
- 2 The Policy Forum contributed to combined Canterbury region submissions made on:
 - the Resource Legislation Amendment Bill (March 2016)
 - the Next Steps amendments to the NPS for Freshwater Management (April 2016)
 - the proposed new NPS for Urban Development Capacity (July 2016)
 - the Local Government Act Amendment Bill (July 2016).

- 3 The Policy Forum's achievements through 2016 include:
- establishment of a working group to develop a regionally consistent approach to LGOIMA policy and practice
 - support for a review of Canterbury local authority Infrastructure Strategies
 - establishment of a working group to develop a joined-up approach to address freedom camping issues in Canterbury
 - support for the Regional Visitor Forum (organised under the CREDS)
 - development of criteria for assessment of collaboration opportunities to support consideration of options by the Mayoral and Chief Executives Forums
 - support for review of opportunities around rating and valuation services across the region
 - support for the Canterbury Natural Hazard Risk Reduction Group.

Measuring, monitoring and reporting on benefits of collaboration

- 4 At its meeting on 12 August 2016, the Policy Forum discussed examples of collaboration that are being effectively measured and monitored. Melissa Robson (Landcare Research) provided an outline of a research project under the Water and Land National Science Challenge - the Collaboration Lab.
- 5 Teresa Wooding (Christchurch City Council (CCC)) outlined the process undertaken by CCC to look at regional opportunities including transport and Three Waters using the Better Business Case model. Teresa will be reporting to the Engineering Managers Forum to agree the best way forward before taking the findings of the project to this Forum in October.
- 6 The Policy Forum decided to form a working group which will address methods of monitoring and reporting the outcomes of collaboration. The group will consider the framework being developed by CCC's project team, based on the Better Business Case model, for when collaboration should be considered, including priorities, stakeholders, costs and benefits.

Long-Term Plans

- 7 At the 12 August 2016 meeting, the Policy Forum identified opportunities to work together to develop 2018–2028 Long-Term Plans. A working group, led by David Ward (to be confirmed), will identify opportunities for councils to work together in the development of Long-Term Plans, Infrastructure Strategies and Financial Strategies.

Terms of Reference

- 8 The following amendments to the Canterbury Regional Strategy and Policy Forum Terms of Reference were raised and accepted by the Policy Forum. They are presented here for the agreement of the Chief Executives Forum:
- The title is amended from "Terms of Reference: Canterbury Regional Strategy and Policy Forum" to "Terms of Reference: Canterbury Policy Forum".
 - Replace "Ingenium" with "IPWA" in the following sentence. "Matters subject to the Forum's consideration will include: national policy initiatives and announcements – providing analysis and jointly prepared submissions, where appropriate. This work needs to align with national policy development, such as via LGNZ, SOLGM, Ingenium, etc."

- Amend from “The Chair of the Forum’s Council will generally provide secretariat support, although alternative arrangements can be considered” to “Support for the Forum will be provided by the Secretariat of the Canterbury Mayoral Forum”.

Chairperson and Secretariat

9 The Policy Forum’s Terms of Reference provide that:

“Annually, the region’s CEO Forum shall appoint a chair from its membership to be the chair of the Canterbury Regional Strategy and Policy Forum. The chair is eligible for reappointment.

10 Bill Bayfield, as current Chair of the Policy Forum, confirmed his availability for reappointment to the role for one more year. He was nominated by Policy Forum members as Chairperson of the Policy Forum from 1 January 2017.

11 The Policy Forum confirmed that Secretariat support would be provided by the Secretariat of the Canterbury Mayoral Forum.

Budget and levies

12 The Policy Forum agreed to maintain levies at the same level as in 2014/15 and 2015/16 and adopted the proposed budget for 2016/17.

Chief Executives Forum

Item 13

Date: 29 August 2016

Presented by: Jim Palmer, Chair

Evolution of the 'virtual health and safety team'

Purpose

This paper reports on the evolution of the 'virtual health and safety team' and signals a proposal that the current team will develop for consideration by the Chief Executives Forum on 31 October 2016.

Recommendations

That the Chief Executives Forum:

- 1 **support in principle** the proposal to re-constitute the 'virtual health and safety team' as a technical group reporting to the Chief Executives Forum
- 2 **request** the current 'virtual team' to develop terms of reference in consultation with all Canterbury councils and report back to the Chief Executives Forum on 31 October 2016.

Background

- 1 In 2015, the Waimakariri and Selwyn District Councils and Environment Canterbury entered into a Memorandum of Understanding to collaborate on health and safety matters. Each council employed a health and safety specialist. Because these were sole-person roles, the idea was to operate as a 'virtual team' to respond to regulatory changes, manage health and safety risks and strive for best practice.
- 2 Recently, Hurunui District Council has joined the 'virtual team', with support also being provided to Kaikōura District Council. The team members currently comprise:
 - John Jessop, People and Safety Advisor, Selwyn District Council
 - Matthew Bennett, Health and Safety Advisor, Environment Canterbury
 - Charlotte Browne, Health and Safety Advisor, Waimakariri District Council
 - Michael Prisk, Team Leader Human Resources, Hurunui District Council.
- 3 Team members are employed by and report individually to their respective councils.

Evolution of the virtual team

- 4 There is undoubted value in health and safety advisors working together to:
 - share information and resources
 - provide mutual support
 - develop joined-up, consistent technical advice to councils.

- 5 In practice, however, there are limits to working as a 'team'. Councils have different risk profiles, and an interchangeable team is not realistic, particularly as the number of participating councils increases.
- 6 Health and safety advisors are talking about this with their chief executives. Current thinking is to re-constitute the 'virtual team' as a technical group with agreed terms of reference, like the Canterbury Planning Managers Group and Canterbury Engineering Managers Group. The technical group would be open to all Canterbury councils, and report to the Chief Executives Forum.
- 7 This paper invites early feedback on this proposal.
- 8 If the Chief Executive Forum agrees, the current 'virtual team' will draft terms of reference for a Health and Safety Advisors Group, consult on these with all councils, and report to the next meeting of the Chief Executives Forum on 31 October 2016.