

Agenda

Chief Executives Forum

Date:	Monday 12 February 2018
Time:	9:00am–12:00pm
Venue:	Environment Canterbury Council Chamber, 200 Tuam Street, Christchurch
Attendees:	Bill Bayfield (Environment Canterbury, acting Chair), Andrew Dalziel (Ashburton), Angela Oosthuizen (Kaikōura), David Ward (Selwyn), Fergus Power (Waitaki), Dr Karleen Edwards (Christchurch), Stuart Duncan (Waimate), Suzette van Aswegen (Mackenzie)
In attendance:	Secretariat: David Bromell, Simon Fraser, Vivienne Ong (Minutes) Anne Columbus (Christchurch City) – item 10 Caroline Hart (Environment Canterbury) – item 13
Apologies:	Jim Palmer (Waimakariri), Bede Carran (Timaru), Hamish Dobbie (Hurunui)

Time	Item	Paper	Person
9:00	1. Welcome, attendance and apologies		Chair
	2. Confirmation of Agenda	✓	Chair
	3. Minutes from the previous meeting		Chair
	a. Confirmation of meeting Minutes, 30 October 2017	✓	
	b. Action points	✓	
FOR DISCUSSION/DECISION			
9:10	4. CREDS funding and implementation update	✓	David Bromell
9:20	5. Three-year work programme	✓	David Bromell
9:30	6. Report from Corporate, Operations and Policy Forums	✓	Forum chairs
9:50	7. Valuation and rating services		David Ward
10:00	8. Public Records Act Executive Sponsors	✓	Anne Columbus
10:20	9. Strategic assessment – 3 Waters	✓	Hamish Dobbie
Morning tea			
10:30	10. Contaminated land shared services	✓	Bill Bayfield
10:55	11. Environment Canterbury representation review	✓	Bill Bayfield
11:05	12. CWMS update	✓	Caroline Hart
VERBAL UPDATES / TAKEN AS READ			
11:35	13. National water initiatives		Bill Bayfield
11:45	14. Draft agenda for Mayoral Forum meeting, 2 March 2018	✓	David Bromell
11:50	15. Any items of general business		Chair
12:00	Close		

Next meeting: 30 April 2018

Note: Following the meeting, the Chief Executives Forum is invited to walk down to the Justice and Emergency Precinct for lunch, and to see the Emergency Operations Centre. The Chief Executives Group (Civil Defence) will then hold its meeting there.

Chief Executives Forum

Confirmed

Minutes

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

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

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

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

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

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

Chief Executives Forum

Item 4

Date: 12 February 2018

Presented by: David Bromell

Update on CREDS funding and implementation

Purpose

This paper:

- updates Chief Executives on ‘accelerator projects’ to implement the Canterbury Regional Economic Development Strategy (CREDS)
- invites discussion of additional opportunities and priorities for the Mayoral Forum to lead, facilitate and advocate for economic and social development in Canterbury.

Recommendations

That the Chief Executives Forum:

- 1 **note** that the release of funding announced by Ministers in June 2017 has been signed off by the new Government
- 2 **discuss additional opportunities and priorities** to progress economic and social development in Canterbury.

Background

- 1 Early in 2017, the Mayoral Forum developed proposals for 14 ‘accelerator projects’ for funding by central government. Following consultation with central government agencies, Ministers and Cabinet, the Government announced funding for 11 projects to a total of \$2.185m when the Forum launched the CREDS 2017–19 on 23 June 2017.
- 2 The Ministry of Business, Innovation and Employment (MBIE) then required us to develop economic business cases before entering into funding agreements with Environment Canterbury as fund holder for the Mayoral Forum. MBIE did not complete the process of obtaining final ministerial sign-off before the general election in September 2017. Shortly before Christmas, however, Ministers did sign off on the final four projects and associated funding of \$1.705m.

Implementation and project management

- 3 From 8 January 2018, Warren Gilbertson joined the Regional Forums Secretariat as CREDS Project Manager. Warren was previously Chief Operating Officer for Development West Coast. Warren will manage implementation, monitoring and reporting to the Mayoral Forum and to MBIE.
- 4 Appendix A summarises the projects and their current status.

Additional opportunities

- 5 The secretariat is working with lead Mayors and CREDS partners to identify additional opportunities to boost the economic and social development of our region, and secure resources to progress new initiatives.
- 6 Discussion on additional opportunities for local government to lead, facilitate and/or advocate for economic and social development in Canterbury will inform further conversations with lead Mayors.

Appendix A: CREDS accelerator projects

Project	Funding received	Supplier	Current status
1. Regional transport Strategic policy analysis and advice to accelerate progress on work programme priorities and co-ordinate a stocktake of the resilience of the roading network in Canterbury	\$100,000 (2017–18)	Environment Canterbury	Darren Fidler appointed Sep 2017 Monitoring indicators agreed with RTC Freight modal shift phase 1 (scale of opportunity) complete Resilience stocktake scoping underway Engagement with South Island RTCs in progress re. tourism
2. Digital connectivity a. Mapping remaining coverage gaps in rural Canterbury b. Analysing gaps for economic and social significance c. Supporting lead Mayor with advocacy and facilitation	\$80,000 (2017–18)	On contract to Timaru District Council	Draft funding agreement under negotiation Draft RFP and contract prepared – to be run out of Timaru Council
3. Digital connectivity Encouraging rural broadband uptake and use	\$65,000 (2017–18)	On contract to Timaru District Council	Draft funding agreement under negotiation Draft RFP and contract prepared – to be run out of Timaru Council
4. Youth transitions Expand pilot programmes developed by Aoraki Development to support youth transitions to further education, training and employment in South Canterbury and Ashburton	\$130,000 + up to \$100,000 for web / app (2017–18)	Aoraki Development	Contract with MSD agreed Dec 2017 Ashburton roll out planned for May–Aug 2018 Web/app requirements are being scoped See attached report on the Canterbury Youth Initiative for Jul-Dec 2017
5. Job Ready Expand programme to match and mentor international students trained in New Zealand to employment in export-facing businesses – all of region, focusing on South Canterbury and graduates at NQF L7+	\$40,000 (2017–18)	ChristchurchNZ	Contract under negotiation

Project	Funding received	Supplier	Current status
6. Value-added production (demand side) a. Investigate new value-add market opportunities that the region is well placed to take advantage of, to improve productivity and create higher living standards; e.g. niche markets, particularly in China / South East Asia b. consult and engage with South Island economic development agencies on creating a virtual economic policy unit/function, to support economic development strategy and implementation across the South Island	\$1,000,000 (2017/18–2021/22)	ChristchurchNZ	Draft funding agreement under negotiation Detailed project scoping, milestones and contract under negotiation with ChristchurchNZ Steering group to be convened by Mayor Rowley
7. Value-added production (supply side) Work across the Canterbury Tertiary Alliance and with the Lincoln Hub, CRIs and Callaghan Innovation to connect industry needs to research and accelerate knowledge translation to high-value production and manufacturing for export	\$450,000 (2017/18–2020/21)	University of Canterbury	Draft funding agreement under negotiation Detailed project scoping, milestones and contract under negotiation with UC Steering group to be convened by Mayor Rowley
8. Visitor strategy Work with KiwiRail on a business case for reintroducing passenger rail services south of Christchurch and to support the regional visitor strategy	\$50,000 (2017–18)	On contract to Timaru District Council	Project scope agreed with Mayor Odey, for workshopping with KiwiRail, Ministry of Transport, NZTA and Treasury
9. Contract management provide contract management across all work programmes and support lead Mayors with CREDS implementation	\$150,000 (2017–19)	Environment Canterbury	Project Manager appointed and started 8 January 2018
10. Indicators monitoring reporting Further develop outcomes indicators and prepare a publication design that can be easily maintained	\$10,000 (2017–18)	ChristchurchNZ and Environment Canterbury	Complete

Project	Funding received	Supplier	Current status
11. Canterbury brand story Further develop the Canterbury story to provide a toolkit of marketing assets that businesses, councils, educational organisations and other stakeholders can use to attract business, capital, skilled workers, students and visitors to Canterbury	\$110,000 (2017–18)	ChristchurchNZ	Draft funding agreement under negotiation Project scope and contract under negotiation with ChristchurchNZ



CANTERBURY YOUTH INITIATIVE

"Exposing, Educating and Exciting our Youth on their Future Pathways"

REPORT TO MSD for the six month period 1st July – 31 December 2017

YEAR 9 & 10 Students – summary of # of participants by type of event participated in				
Event	Date	School	# Businesses Involved	# Students
Guest Speaker Pathway Assemblies	July 2017	Timaru Girls High	8	214
Guest Speaker Pathway Assembly	August 2017	Geraldine High	3	68
Construction & Infrastructure Expo	Sept 2017	Geraldine High	12	68
Guest Speaker Pathway Assembly	August 2017	Waimate High	4	71
Guest Speaker Pathway Assembly	Sept 2017	Timaru Boys High	6	157
Industry Day Out (various on-site)	Oct 2017	Opihi College	6	95
Guest Speaker Pathway Assembly	Nov 2017	Mackenzie College	4	40
Industry Day Out (various on-site)	Dec 2017	Roncalli College	7	120
Industry Day Out (various on-site)	Dec 2017	Waimate High	6	36

YEAR 11 to 13 Students – summary of # of participants by type of event participated in				
Event	Date	School	# Businesses Involved	# Students
Guest Speaker Assemblies	May – Sept 2017	Roncalli College	28	115
Guest Speaker Assemblies	July 2017	Timaru Girls High	8	284
Food Processing on-site Sector Day	August 2017	5 Secondary Schools	5	90
BCITO Construction on-site Sector Day	September 2017	6 Secondary Schools	9	70
Guest Speaker Pathway Assembly	August 2017	Geraldine High	3	215
Guest Speaker Pathway Assembly	August 2017	Waimate High	4	98
Construction & Infrastructure Expo	Sept 2017	Geraldine High	12	215

YEAR 11 to 13 Students – # of Transition Plans established with engagement with community mentors	10
<p>The first 6 months of the initiative have largely been focussed on student/staff engagement and the individual schools' identification of their "priority students" – those in urgent need of a transition plan. Initial students identified have been mentored by Youth Initiative Contractor. Formal induction of 20+ Community Mentors to take place January 2018 in readiness for 2018 school year.</p> <p>Some examples of successes to date from those mentored include:</p> <ul style="list-style-type: none"> - Azaria - Year 13 (Timaru Girls High) EMPLOYED FULLTIME - a high achieving student with a passion for chemistry and lab work. Azaria was taken to DB Breweries to meet the CE and Production Manager and has since completed 2 days paid work experience and has started in the lab fulltime in December 2017. - Brenna – Year 13 (Timaru Girls High) EMPLOYED FULLTIME - a high achieving student with a passion for maths and PE. Brenna visited Timaru District Council (TDC) and South Canterbury District Health Board and met with the HR Managers. She applied for a position at TDC and been employed fulltime. - Ben - Year 13 (Mountainview High) – Deputy Head Boy at MVHS with an interest in maths and leadership and management. He had planned to go to Fonterra and work in the factory. Ben has met with TDC and has been offered a summer internship. - Andrew – Year 12 (Waimate High) EMPLOYED FULLTIME – Andrew is keen to leave school and work in the trades. He has completed Gateway with an electrician in Oamaru. Have since facilitated an interview with local large earthmoving contractor and has been employed fulltime with likelihood of a diesel mechanics apprenticeship. 	

Secondary School Teachers, Educators and Careers Advisors – summary of # of participants by type of event participated in				
Event	Date	School	# Businesses Involved	# Teachers/Educators/Careers Ad
Food Processing on-site Sector Day	August 2017	7 Secondary Schools	5	43

Other achievements

1. Full staff presentations made to 6 secondary schools

2. Engagement with YMCA, Alt Ed, Community College and Kahui Ako

3. Facilitated:

- a. the establishment of 5 new Gateway positions at Timaru District Council for 2018
- b. the connection, between Ara and local Food Processing and Manufacturing Sector with the key outcome being the establishment of an industry designed Intro to Food Processing Dual Pathway (4-+) being established at Ara commencing Feb 2018. Refer <https://www.stuff.co.nz/timaru-herald/news/95994135/new-course-set-to-bring-south-canterbury-students-a-step-closer-to-food-processing>
- c. the establishment of 2 x Outward Bound Scholarship sponsored by Silver Fern Farms for local youth.

4. Additional media coverage received to date:

- a. <https://www.stuff.co.nz/timaru-herald/news/95136066/south-canterbury-businesses-ready-to-connect-with-regions-schools>
- b. Educators at Food Processing Sector Day: <https://www.stuff.co.nz/timaru-herald/news/95630146/south-canterbury-educators-to-share-knowledge-on-jobs-available-in-food-processing>
- c. Students at Food Processing Sector Day: <https://www.stuff.co.nz/timaru-herald/news/96111977/students-get-shown-inside-regions-food-processing-and-manufacturing-plants>
- d. <https://www.stuff.co.nz/timaru-herald/news/99666883/students-start-careers-in-south-canterbury-through-transition-initiative>

5. Valued relationships established and being fostered with Ara, Ministry of Social Development, Ministry of Education, and Skills.

Students get shown inside region's food processing and manufacturing plants



South Canterbury educators to share knowledge on jobs available in food processing



Summer Scott, 16, said “I really didn't know there would be so many options to coming to work at McCain” .

Neko Prentice (16) could see himself working at McCain. “I didn't know McCain did so much. The cool thing about coming here is you can start somewhere and work your way up”

“It's fresh, innovative, pragmatic and cleverly integrated in a way that brings industry, students & their parents and our education providers closer together”.

“Just Brilliant.”

Justin Riley CEO Barkers

TIMARU GIRLS HIGH SCHOOL - BCITO CONSTRUCTION DAY SEPT 2017



Timaru Girls' High School added 16 new photos.

September 13 ·

...

A group of girls had a great day organised by BCITO visiting a range of different "tradie" places, getting some hands on experience. Thank you to Grant Jenkins, PlaceMakers, Jeff Allen painting, Barretts Joinery, Todd Mudie bricklaying and Stonewood Homes for opening your workplaces up to us and sharing your expertise. It was a fantastic day 😊



+13

TIMARU BOYS HIGH SCHOOL – BCITO CONSTRUCTION DAY SEPT 2017

BCITO Big Day Out

TBHS — SEP 29, 2017

Recently, nine aspiring students keen on developing a greater understanding of the Building and Construction Industry, attended a field day tour of different employers in the Timaru region.

The day commenced at *Placemakers* where different schools met to receive their itinerary along with a BCITO info pack which had several items of PPE (Personal Protective Equipment) for students to wear. Once the introductions were completed, our first port of call was to *Thompson Engineering* to view their design and construction facilities for precast concrete fabricated industrial buildings followed by a walk-through of *Alpine Energy's* nearly completed \$10M building – a highlight of the day. The next stop was at *Todd Mudie Brick and Block* where the students got their hands dirty laying down a course of red bricks and masonry blocks. Thank goodness for the spirit level!

Back to *Placemakers* for a quick pizza lunch then out to *Kennedys Aluminium* to see the high tech CNC machines in operation. This was a great opportunity to see the fabrication of double glazed aluminium joinery in action as well as an opportunity to screw some mitre joints together. The last stop was back into town where the boys tried their hand at painting and paperhanging. Cutting in and smoothing out the bubbles had never been so easy under the watchful eye of *Grant Jenkins'* staff!

With an estimated shortage of some 30,000 personnel across all sectors of the building and construction industry, this was a fantastic opportunity to see first-hand the wide scope of opportunities from management down to workers on the ground. TBHS would like to express their thanks to BCITO and the above companies, personal and wider supporters who contributed to the success of this day.



GERALDINE HIGH CONSTRUCTION AND INFRASTRUCTURE SECTOR DAY SEPT 2017



RONCALLI COLLEGE – Dec 2017

CAREERS CORNER

Year 10 Industry Day

On Friday 1 December, we had our inaugural Year 10 Industry Day. The students started the day at school doing an exercise looking at themselves and what kind of work they might like based on their personality. We then boarded buses and headed out to visit local employers and education providers. Each class got to visit The Timaru District Council, ARA Institute and DB Breweries and then we broke into smaller groups and they visited one of the following businesses: 100% Pure New Zealand Honey, Heartland Chips, Thompson Engineering and Timaru Container Terminal. The students were shown around businesses and student's got to see first hand what it would be like to work in that particular industry.

It was a busy day moving between the businesses but the student's enjoyed the variety of the businesses they visited and asked lots of really good questions. We are incredibly grateful to all of the above mentioned businesses for opening up their businesses for the day and showing the student's what our local industries have to offer. Our thanks also to Aoraki Development Trust who were instrumental in getting all the businesses involved in this day.



WAIMATE HIGH – December 2017

Year 10 Industry Day

On Tuesday, our Year 10 students travelled to Timaru to visit Thompson Construction and Engineering, DB Breweries, CBay and Ara Institute of Canterbury.

The day was organised in conjunction with Aoraki Developments. The students had the opportunity to learn first-hand about potential career opportunities in the region. It also exposed them to a wide range of jobs within the various industries along with the skills and competencies required. After a short lunch break at Caroline Bay, we visited Ara Institute of Canterbury where students got to learn about the courses that they offer as well as the career pathways they could choose after completing study. The areas covered included Health, Nursing, Laboratory work, Business, Hairdressing and Beauty, Early Childhood, Automotive, Carpentry, Engineering Trades and Electrical.



Mayoral Forum three-year work programme 2017–19 – as at 29 January 2018

Key to acronyms

CCC Christchurch City Council
 CEF Chief Executives Forum
 CEMG Canterbury Engineering Managers Group
 CIAL Christchurch International Airport Ltd

CMF Canterbury Mayoral Forum
 COF Canterbury Operations Forum
 CPF Canterbury Policy Forum
 CREDS Canterbury Regional Economic Devlpt Strategy

ECan Environment Canterbury
 LGNZ Local Government New Zealand
 MBIE Ministry of Business, Innovation & Employment
 NES National Environmental Standard

NPS National Policy Statement
 TDC Timaru District Council
 UC University of Canterbury
 WMK Waimakariri District Council

WHAT	WHEN	TASK	SPONSOR	LEAD	STATUS / NEXT STEPS
Major Initiatives					
1. Continue implementation of CREDS	Ongoing	<ul style="list-style-type: none"> implement action plans and report to CMF quarterly and to CREDS reference group six monthly 	CMF	Lead Mayors	<ul style="list-style-type: none"> ongoing CMF agreed Dec 2017 to meet with selected reference group members over working dinners each quarter, rather than holding workshops in Feb and Aug Warren Gilbertson appointed as CREDS Project Manager from 8 Jan 2018 Simon Fraser appointed as Senior Advisor from 15 Jan 2018
2. Continue to monitor implementation of the CWMS	Ongoing	<ul style="list-style-type: none"> CWMS report quarterly to CMF 	CMF	ECan	<ul style="list-style-type: none"> ongoing CWMS Targets Progress Report 2017 approved by CMF Aug 2017; published Sep 2017 agenda item 14
3. Strategic assessment of the case for change in delivery of 3 Waters	May 2017	<ul style="list-style-type: none"> regional assessment of the case for change for 3 Waters using Investment Logic Mapping workshops facilitated by the CCC team final strategic assessment to go to CEMG for endorsement November 2017 final report to CEF January 2018 if a regional case for change is identified and agreed, develop business model options (with funding) to deliver desired results defer strategic assessment for Transport pending findings from Water assessment and other transport collaborative initiatives (see #4 below) 	CEF / Hamish Dobbie	CCC	<ul style="list-style-type: none"> Council representatives appointed (July 2016) endorsement from CEMG 11 Oct 2016 reported to CEF 31 Oct 2016 reported to CEF 3 Feb 2017 discussed at CEF 31 July 2017 discussed at CEF 30 Oct 2017 – engagement urgently sought with CEMG agenda item 11
Canterbury Regional Economic Development Strategy accelerator projects					
4. Strategic policy analysis and advice, regional transport	30 June 2018	<ul style="list-style-type: none"> accelerate progress on the four work programme priorities co-ordinate a stocktake of the resilience of the roading network in Canterbury 	Winton Dalley	ECan	<ul style="list-style-type: none"> funding agreement signed Darren Fidler appointed from 25 Sep 2017 monitoring indicators agreed with RTC freight modal shift phase 1 (scale of opportunity) complete resilience stocktake scoping underway engagement with South Island RTCs in progress re. tourism
5. Mobile and broadband coverage mapping and analysis	30 June 2018	<ul style="list-style-type: none"> identify and GIS map remaining gaps in mobile and broadband coverage work with stakeholders to analyse coverage gaps for economic and social significance support lead Mayor's advocacy for solutions 	Damon Odey	TDC	<ul style="list-style-type: none"> initial project scoping 28 Jul 2017 preparation of business case and funding agreement Aug 2017 funding agreement received Dec 2017 draft RFP and contract prepared
6. Promote uptake and use of digital technology	30 June 2018	<ul style="list-style-type: none"> identify and publicise uptake and use of digital technology to improve productivity in rural Canterbury 	Damon Odey	TDC	<ul style="list-style-type: none"> initial project scoping 28 July 2017 preparation of business case and funding agreement August 2017 funding agreement received Dec 2017 draft RFP and contract prepared

WHAT	WHEN	TASK	SPONSOR	LEAD	STATUS / NEXT STEPS
7. Youth transitions	30 June 2018	<ul style="list-style-type: none"> facilitate, in partnership with MSD and MoE, expansion (with evaluation) of programmes piloted by Aoraki Development in South Canterbury to support youth transitions to further education, training and employment 	David Ayers	Aoraki Development	<ul style="list-style-type: none"> initial scoping with MSD July 2017 negotiation of funding agreement with MSD underway August 2017, with additional funding offered by MSD Southern for web and app development contract signed with MSD Dec 2017 on track
8. Job Ready Programme	30 June 2019	<ul style="list-style-type: none"> Expand the programme to South Canterbury (40 students per year, for 2 years) 	David Ayers	ChristchurchNZ	<ul style="list-style-type: none"> for discussion with ChristchurchNZ and preparation of business case and funding agreement August 2017 funding confirmed October 2017 – project broadened to all of region, targeting graduates at NZQF L7+ contract under negotiation with ChristchurchNZ
9. Improve productivity	30 June 2022	<ul style="list-style-type: none"> investigate new value-add, market opportunities that Canterbury is placed to take advantage of – e.g. niche markets, particularly in China and SE Asia consult and engage with South Island economic development agencies on creating a virtual economic policy unit/function, to support economic development strategy and implementation across the South Island 	Craig Rowley	Christchurch NZ	<ul style="list-style-type: none"> for discussion with ChristchurchNZ and preparation of business case and funding agreement August 2017 funding agreement received Dec 2017 detailed project scoping, milestones and contract under negotiation with ChristchurchNZ steering group to be convened by Mayor Rowley
10. High-value manufacturing	30 June 2021	<ul style="list-style-type: none"> Co-ordinate across the Canterbury Tertiary Alliance and with the Lincoln Hub, CRIIs, Callaghan Innovation and NZ Trade and Enterprise to connect industry needs to research and accelerate knowledge translation to high-value production and manufacturing for export 	Craig Rowley	UC	<ul style="list-style-type: none"> for discussion with UC and preparation of business case and funding agreement August 2017 funding agreement received Dec 2017 detailed project scoping, milestones and contract under negotiation with UC steering group to be convened by Mayor Rowley
11. Business case for rail passenger services south of Christchurch	30 June 2018	<ul style="list-style-type: none"> work with KiwiRail on assessment of the business case for reintroducing rail passenger services south of Christchurch 	Damon Odey	Aoraki Development	<ul style="list-style-type: none"> initial project scoping 28 July 2017 preparation of business case and funding agreement August 2017 funding confirmed October 2017 project discussed with KiwiRail and MoT Nov 2017 project scope agreed with Mayor Odey, for workshopping with KiwiRail, Ministry of Transport, NZTA and Treasury
12. CREDS implementation management	30 Sep 2018	<ul style="list-style-type: none"> provide contract management across all work programmes support lead Mayors with CREDS implementation monitoring and reporting 	Lianne Dalziel	ECan	<ul style="list-style-type: none"> funding agreement signed Warren Gilbertson appointed from 8 Jan 2018

WHAT	WHEN	TASK	SPONSOR	LEAD	STATUS / NEXT STEPS
13. CREDS monitoring	31 Dec 2017	<ul style="list-style-type: none"> design a reporting template to improve communication and impact assessment further develop CREDS outcome indicators (with MBIE, MSD and MoE) 	Lianne Dalziel	Secretariat / ChristchurchNZ	<ul style="list-style-type: none"> template designed and ready for 24 Aug report 2017 preparation of business case and funding agreement August 2017 funding confirmed and received project substantially complete; transport indicators to be developed for Feb 2018 report agreed with ChristchurchNZ to produce this report in Jun and Nov 2018, with added transport indicators project now BAU
14. Canterbury story	30 June 2018	<ul style="list-style-type: none"> further develop 'the Canterbury story' – validation nationally and internationally production of a video fund-raising for ongoing assets library development, hosting and use 	Jim Palmer	Secretariat/ ChristchurchNZ	<ul style="list-style-type: none"> for discussion with ChristchurchNZ and preparation of business case and funding agreement August 2017 Jim Palmer and David Bromell working with ChristchurchNZ (steering and working groups respectively) to progress Christchurch and Canterbury stories funding agreement received Dec 2017 project scope and contract under negotiation with ChristchurchNZ
Minor to mid-sized initiatives					
15. Stormwater management planning and consenting	Ongoing	<ul style="list-style-type: none"> CEF established a regional stormwater forum in 2014 to improve environmental and community outcomes from urban stormwater network discharges 	CEF	Regional Stormwater Forum	<ul style="list-style-type: none"> reported to CEF 31 Oct 2016 reported to CEF 24 Feb 2017 reported to CEF 31 July 2017 group is incorporated into and reports quarterly to COF both urban and rural water quality to be a focus of new Government Nov 2017
16. Canterbury drinking water	Feb 2017	<ul style="list-style-type: none"> in response to the Havelock North drinking water contamination incident: report on the vulnerability of drinking water supply in Canterbury, note contingency plans and recommend any amendments to current practice as may be required 	CEF	Bill Bayfield	<ul style="list-style-type: none"> interim report to CEF 31 Oct 2016 progress report to CEF 3 Feb 2017 reported to CMF 26 May 2017 submitted to Inquiry 21 July 2017 reporting to COF from 2018 to report to CMF by 31 May 2018
17. Valuation and rating services	Mar 2017	<ul style="list-style-type: none"> establish a valuation and rating programme management group to develop and lead a programme of work to further evaluate opportunities for shared valuation and rating services and progress them 	CEF	David Ward / Bede Carran	<ul style="list-style-type: none"> initial investigation (Ernst & Young) reported to CEF 29 August 2016 and funding approved for stage 2 reported to CEF 31 Oct 2016 reported to CEF 3 Feb 2017 reported to CEF 31 July 2017 reported to CEF 30 Oct 2017 agenda item 9
18. Natural hazard risk management	Ongoing	<ul style="list-style-type: none"> monitor natural hazards management reform (including climate change impacts, mitigation and adaptation) and possible emergence of an NPS in 2018 prioritise tasks and project leads by Dec 2016 and report progress by May 2017 report annually to CEF 	CEF	Bill Bayfield	<ul style="list-style-type: none"> regional approach to risk signed off by all councils in May 2016 reported to CEF 8 May 2017 group is incorporated in and reports quarterly to COF report to CEF by 31 May 2018

WHAT	WHEN	TASK	SPONSOR	LEAD	STATUS / NEXT STEPS
19. Contaminated land shared services	Ongoing	<ul style="list-style-type: none"> • deliver contaminated land technical support shared services to all councils • monitor development of NES • report progress by May 2017 	CPF	Bill Bayfield	<ul style="list-style-type: none"> • funding model likely to be reviewed as a result of report to CEAG Oct 2016 • ECan submitted on the draft NES 14 Oct 2016 • report to CEF postponed to February 2018 • agenda item 12
20. Procurement of business inputs, e.g. insurance, digital transformation and 'infrastructure as a service'	August 2016	<ul style="list-style-type: none"> • identify shared insurance/brokerage options • commission a technology working group with Spark, CCL and Revera and refine terms of reference to scope opportunities for a collaborative platform (mobility, networking, cloud services, service management, technology leadership) to deliver better local services ('infrastructure as a service') 	CEF	Jim Palmer Hamish Dobbie	<ul style="list-style-type: none"> • awaiting outcome of LGNZ review of risk management and insurance arrangements – in abeyance as at 31 July 2017 • technology working group met to agree terms of reference 7 Oct 2016; reported to CEF 31 Oct 2016; met 4 Aug 2017 • reported to CEF 30 Oct 2017; to report back by June 2018
21. Engineering services and common standards	Ongoing	<ul style="list-style-type: none"> • investigate opportunities to increase consistency of engineering standards across the region (Engineering Codes of Practice), in order to: <ul style="list-style-type: none"> ◦ improve consistency across the region, particularly in relation to subdivisions ◦ help contain contract prices (more consistent specifications aid designers and contractors) ◦ reduce administrative effort/cost of maintaining the standards ◦ share knowledge, systems and resources between councils. 	COF	Wayne Barnett / CEMG	<ul style="list-style-type: none"> • CEMG discussed 11 Oct 2016 • CEF discussed 31 July 2017 and will take up with COF Oct 2017 for report to CEF 30 Oct 2017 • commissioning clarified at COF 16 Oct 2017; CEMG will pick up and report to CEF May 2018
22. Building control and regulatory co-ordination	Ongoing	<ul style="list-style-type: none"> • investigate and progress joint processing and shared resourcing standards, and shared regulatory provision (including food and alcohol licensing) 	COF	Hamish Dobbie / Andrew Dalziel	<ul style="list-style-type: none"> • this is being progressed in the north and south of the region, with MBIE • MBIE has discontinued this project • CEF reviewed 31 July 2017 and will discuss with Operations Forum in Oct 2017 for report to CEF 30 Oct 2017 • CEF agreed 30 Oct 2017 to establish a working group of senior regulatory managers (RMA) – complete
23. Public Records Act (PRA) Information and Records Management	Ongoing	<ul style="list-style-type: none"> • establish a regional PRA Executive Sponsors Working Group to facilitate regional leadership and support for strategic information and records management across the Canterbury region <ul style="list-style-type: none"> ◦ establish working group structure and administration, and finalise draft ToR for report to CCF by 12 March ◦ final ToR approved by CEF 30 April 2018 • raise the profile of PRA obligations across CMF and CEF • by 31 July 2018, develop a continuing work programme for 2018–19 for information and records management by Canterbury councils 	CCF	David Ward	<ul style="list-style-type: none"> • proposal and draft terms of reference discussed and endorsed by CCF 29 Jan 2018 • agenda item 8
Completed items / Business as usual					
Collaboration working group		<ul style="list-style-type: none"> • identify a project sponsor and project team, and commission this work • develop a framework for deciding what to work together on, when and why – and for evaluating the costs and benefits of joint initiatives pre- and post-project • clarify the process for deciding what to make joint submissions on • review the 3-year work programme and scope likely costs and potential sources of funding and report back to CEF by March 2017 • develop a formula for a fair apportionment of costs across councils for consideration by the CEF 	CEF	Bill Bayfield	<ul style="list-style-type: none"> • working group identified Sep 2016 • draft report presented to CEF 31 Oct 2016 – referred to CPF meeting 2 Dec 2016 for discussion and feedback to CEF meeting on 3 Feb 2017 • endorsed by CMF 24 Feb 2017 • complete

WHAT	WHEN	TASK	SPONSOR	LEAD	STATUS / NEXT STEPS
Refresh and relaunch the CREDS	30 April 2017	<ul style="list-style-type: none"> re-visit and revise priority actions for 2016 identify opportunities to align and integrate the Strategy with the Christchurch Economic Development Strategy 	CMF	Lead Mayors	<ul style="list-style-type: none"> lead Mayors agreed 27 Jan 2017 workshop with CREDS reference group 23 Feb 2017 funding proposals submitted to Regional Growth Programme Apr 2017 refreshed CREDS launched 23 June 2017 complete
Long-Term Plan working group	Jun 2018	<ul style="list-style-type: none"> identify opportunities to work together in developing 2018–28 Long-Term Plans (e.g. population analysis, infrastructure strategies, financial strategies, levels of service, consistency of presentation) – building on collaboration on 2015–25 LTPs 	CPF	David Ward	<ul style="list-style-type: none"> working group met 22 Nov 2016 and reported progress to CPF 2 Dec 2016 reported to CEF 3 Feb 2017 reported to CEF 8 May 2017 reported to CEF 31 July 2017 complete
Canterbury Economic Development Co. Ltd	Feb 2017	<ul style="list-style-type: none"> review whether this council-controlled organisation as currently structured is fit for purpose and whether it should be wound up and removed from the Companies Register 	CEF	Bede Carran	<ul style="list-style-type: none"> CEF discussed 29 August 2016 discussed with Directors Oct 2016 reported to CEF 31 Oct 2016 agreed by CMF 24 Feb 2017 application made to the Registrar of Companies for its removal from the Register complete November 2017
Build on Canterbury Maps shared service	Ongoing	<ul style="list-style-type: none"> continue bi-annual survey to inform future development and improvements from users improve data sharing and update methods for TAs and other partners contributing data to combined datasets build of 3D tools to enhance user experience by September 2017 build an all-of-Canterbury e-Plan application to include all regional and district plans build property search tool – phase II by June 2017 identify and develop TA-specific applications 	CEF	Bill Bayfield	<ul style="list-style-type: none"> this work programme is well established as ‘business as usual’ and now reports quarterly via Chief Information Officers to the CCF now business as usual
Health and safety collaboration	Feb 2017	<ul style="list-style-type: none"> re-constitute the ‘virtual team’ as a regional working group reporting to CEF the existing team to prepare terms of reference for consideration by CEF 	CEF	David Ward	<ul style="list-style-type: none"> interim report to CEF 31 Oct 2016 ToR agreed by CEF 3 Feb 2017 reported to CEF 8 May 2017 reported to CEF 31 July 2017 now business as usual

Chief Executives Forum

Item 6

Date: 12 February 2017

Presented by: David Ward, David Bromell for Bede Carran, Bill Bayfield

Corporate, Operations and Policy Forums

Purpose

This paper reports on the work of the Corporate, Operations and Policy Forums since October 2017.

Recommendations

That the Chief Executives Forum:

- 1 **receive** the report
- 2 **invite** Chief Executives of members councils to encourage Chief Information Officers to attend the February meeting of the CIO working group.

Corporate Forum

- 1 The Corporate Forum met on 29 January 2018, and agreed to:
 - support the establishment of a Canterbury Public Records Act Executive Sponsors working group (see agenda item 8)
- 2 Other agenda items included:
 - discussion of challenges in investigating opportunities for shared valuation and rating services (see agenda item 7)
 - discussion on the future of shared services across Canterbury councils given investment and software cycles, and what potential initiatives could provide the biggest difference to the public. The Corporate Forum will consider potential projects, including a case study of existing shared services between Hurunui, Kaikōura and Mackenzie, and consideration of training and succession planning.
 - updates from the Canterbury Finance Managers and Chief Information Officers working groups.
- 3 The Forum requests Chief Executives to encourage Chief Information Officers to attend the February meeting of the CIO working group.

Operations Forum

- 4 The Operations Forum met on 29 January 2018, and agreed to:
 - discontinue the strategic assessment of the case for change in management of 3 Waters, and commission a new piece of work on management of 3 Waters by Canterbury local authorities (see agenda item 9)
 - invite the chair of the Health and Safety working group into the Operations Forum, following communication from the Environmental Protection Authority on

compliance and enforcement of the Hazardous Substances and New Organisms Act across councils.

5 Other agenda items included:

- discussion on taking a stronger customer focus and consistent application of approaches in the implementation of the Mayoral Forum's three-year work programme
- a case study of Timaru District Council's response to asbestos found in the Temuka water supply in December 2017
- updates from the Canterbury Engineering Managers, Natural Hazards Working Group, Regional Stormwater Forum, Drinking Water Reference Group, and Regulatory Managers Working Group.

Policy Forum

6 The Policy Forum met on 2 February 2018. Agenda items included:

- recent Government developments, including implementation of the first 100-Day plan and Minister Parker's visit to Canterbury on 16 January 2018. Members were interested to clarify how initiatives committed to by the previous government will progress, and identifying opportunities for Canterbury regional forums to engage and influence longer term government policy and initiatives.
- a round table on 2018–2028 Long-Term Plans, including key changes, new projects and impact on rate-payers
- continuing previous discussions on addressing the biodiversity challenge, focusing on national-level developments and encouraging investment opportunities to maximise the 'public good' benefits of biodiversity
- update on CREDS funding and implementation
- updates from the Canterbury Planning Managers and Compliance Monitoring and Enforcement working groups.

Chief Executives Forum

Item 8

Date: 12 February 2018

Presented by: Anne Columbus (Christchurch City)

Canterbury Public Records Act (PRA) Executive Sponsors working group

Purpose

To seek agreement to establish a Public Records Act (PRA) Executive Sponsors working group.

Recommendations

That the Chief Executives Forum:

- 1 **note** that on 29 January 2018, the Corporate Forum endorsed a proposal to establish a Canterbury Public Records Act (PRA) Executive Sponsors working group
- 2 **agree** to establish a PRA Executive Sponsors working group reporting to the Canterbury Corporate Forum
- 3 **provide feedback** on the appended draft Terms of Reference
- 4 **note** that final Terms of Reference will be reported back to the Chief Executives Forum on 30 April 2018 for approval
- 5 **recommend** to the Canterbury Mayoral Forum that PRA Records and Information Management be included as a Minor to mid-sized initiative on the Mayoral Forum three-year work programme 2017-19.

Background

- 1 Information and records are strategic assets at the core of public sector business and government accountability. They help organisations plan for and achieve valuable and relevant short-term and long-term outcomes that benefit business, government and the wider community.
- 2 In December 2015, Archives New Zealand completed an Audit Programme of public offices covering the period 2010–2015 on managing their obligations under the Public Records Act (PRA) 2005. Key findings indicated that barely half of the public offices had recordkeeping maturity at or above the level of a managed approach to records management – across all eight functions of planning, resourcing, training, reporting, creation/capture, retrievability/security, maintenance/storage and disposal/transfer. Strong concerns were also expressed at the absence of reporting on recordkeeping to leadership and the ongoing low levels of appropriate records disposal. It will only be a matter of time before an Archives NZ audit focuses on Local Government records and information management. The full report is available here: [State of Government Recordkeeping and Public Records Act 2005 Audits 2014/15](#)
- 3 In July 2016, Archives New Zealand issued a **mandatory** standard for Information and Records Management under section 27 of the Public Record Act 2005. It applies to:

- public offices, including state and integrated school
 - local authorities, including council-controlled organisations.
- 4 This standard establishes how to manage information and records efficiently and systematically, setting out the minimum standards of compliance that organisations **must** meet. Included within this standard is the minimum requirement for a designated role – the Executive Sponsor – to be responsible for oversight of the organisation's Information and Records Management activities within each organisation. Archives New Zealand is to be advised of this person/role. Follow this link to access to the Act, the standard etc - <http://www.records.archives.govt.nz/>

Opportunity/proposal

- 5 An opportunity exists for Canterbury local authorities to lead local government best practice, compliance and innovation of records and information management across Canterbury in line with Public Records Act 2005 obligations. Key to this opportunity will be the role of the mandatory Executive Sponsor role within each Territorial Authority.
- 6 This paper proposes:
- the formation of a Canterbury PRA Executive Sponsors working group to support our regional lead in managing public records and information. The purpose, membership and initial work programme for 2018 is detailed below.
 - that the Canterbury Corporate Forum sponsor this working group with the Chair, David Ward, to lead/support this working group in raising the profile of the Canterbury PRA Executive Sponsors working group and the PRA obligations across the Canterbury Mayoral and Chief Executive forums
 - that the Mayoral Forum three-year work programme 2017-19 include PRA Records and Information Management as a Minor to mid-sized initiative.
- 7 The proposed working group is a separate working group to the Canterbury Records and Information Management Support (CRIMS) group. This group will operate at a higher executive sponsor level role and operate very much *with* the CRIMS group (given the majority of CRIMS people report directly/indirectly to Exec Sponsors within their individual councils) to identify and provide leadership on the opportunities and challenges to drive best practice and higher value from the information held by Canterbury local authorities.

Canterbury PRA Executive Sponsors working group: Purpose, membership and work programme

Purpose

- 8 The purpose of this Canterbury PRA Executive Sponsors working group is to:
- facilitate regional leadership and support for strategic and managerial information and records management across the Canterbury region
 - champion regionally for local government best practice, compliance and innovation of information and records management across Canterbury
 - catalyse our regional leadership to support information and record management maturity
 - align to the principles, criteria and decision-making framework for Working Together for Canterbury (CE Forum May 2016):

- we work together ‘to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses’ – Local Government Act 2002, S.10(1)(b). *This is our ‘bottom line’ (an outputs focus)*
- working collaboratively to drive efficiencies and better provide for the needs of their communities’, noting that ‘this collaboration may either be Canterbury-wide or on a sub-regional basis
- collaboration and shared services are preferable to centralisation and/or amalgamation
- collaborating to create long-term public value.

Chair / Members

9 Members will be:

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

Proposed work programme 2017–18

10 The proposed work programme is:

What	Who	By when
Establish working group structure/administration; and finalise working group draft TOR	Canterbury PRA Executive Sponsors working group	12 March 2018
Endorse final TOR	Canterbury Corporate Forum	12 March 2018
Raise the profile of PRA obligations across Canterbury Mayoral Forum and CE forums	Canterbury Corporate Forum Chair (David Ward) with support from the Canterbury PRA Executive Sponsors working group	31 March 2018
Approval final TOR	Chief Executives Forum	30 April 2018
Establish continuing work programme for 2018–19 for Information and Records Management for Canterbury TAs	Canterbury PRA Executive Sponsors working group	31 July 2018

Appendix A: Draft Terms of Reference for the Canterbury Public Records Act (PRA) Executive Sponsors working group

Terms of Reference

January 2018

Background

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

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

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

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

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

Purpose

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

- facilitate regional leadership and support for strategic and managerial information and records management across the Canterbury region
- champion regionally for local government best practice, compliance and innovation of information and records management across Canterbury
- catalyse our regional leadership to support information and record management maturity.
- align to the principles, criteria and decision-making framework for Working Together for Canterbury (Chief Executives Forum, May 2016):
 - we work together ‘to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses’ – Local Government Act 2002, S.10(1)(b). *This is our ‘bottom line’ (an outputs focus).*

- working collaboratively to drive efficiencies and better provide for the needs of their communities’, noting that ‘this collaboration may either be Canterbury-wide or on a sub-regional basis’
- collaboration and shared services are preferable to centralisation and/or amalgamation
- collaborating to create long-term public value.

Role of PRA Executive Sponsors working group

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

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

Outcomes – what are we wanting to achieve?

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

Objectives: How will we achieve our outcomes?

The working group's objectives are to:

- Raise the profile/visibility of the PRA within our organisations/regionally – including the strategic importance of information/data as a core local government asset
- Establish information and records governance framework across the region
- Support individual Council's (where applicable) to ensure their Council Controlled Organisations (CCO's) are aware of and are meeting their PRA obligations – including their participation in the governance framework
- Develop well-defined and meaningful performance goals and measures based on PRA requirements and best practice that can be implemented across the region to support regional reporting
- Identify risks to regional Records and Information Management and propose suitable treatment/mitigations

Critical success factors

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

Responsibilities of Group

The working group has general responsibilities to:

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

Governance

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

The working group is sponsored by the *Corporate Forum Chair*. This working group is a separate working group to the Canterbury Records and Information Management Support

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

The working group is chaired by *TBC*

Meetings

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

Members

Working group membership comprises of individual local authority Executive Sponsors as provided to Archives NZ.

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

Attendance

Meeting attendance is required with delegates (*not TBC*) permitted.

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

Chief Executives Forum

Item 9

Date: 12 February 2018

Presented by: David Bromell for Hamish Dobbie and Bede Carran

Strategic assessment of 3 Waters

Purpose

This paper recommends:

- discontinuing the 'strategic assessment of the case for change in the management of 3 Waters'
- commissioning a new piece of work on management of 3 Waters by Canterbury local authorities.

Recommendations

That the Chief Executives Forum:

- 1 **agree** to discontinue the 'strategic assessment of the case for change in management of 3 Waters' (Three-year Work Programme item 3)
- 2 **recommend** to the Canterbury Mayoral Forum that the item be removed from the major initiatives in the Three-year Work Programme 2017–19
- 3 **thank** Teresa Wooding and Christchurch City Council for their work on it
- 4 **approve in principle** the commissioning of a new piece of work by the Operations Forum to:
 - stocktake the current state of 3 Waters management across the region
 - build consensus on a strategic intent for 3 Waters management in Canterbury in relation to national direction and developments
 - identify key risks, challenges and barriers
 - recommend priority actions
- 5 **request** the Operations Forum to scope the new project and report to the Chief Executives Forum with a project plan and resource implications by 30 April 2018
- 6 **seek** the agreement of the Canterbury Mayoral Forum by 25 May 2018 to include the new project in the Three-year Work Programme.

Background

- 1 In April 2016, the Chief Executives Forum agreed to undertake a strategic assessment of the case for change in the management of 3 Waters, using an Investment Logic Mapping methodology facilitated by Teresa Wooding (Christchurch City).
- 2 The project is a major item (#3) on the Mayoral Forum's three-year work programme, with Hamish Dobbie as Chief Executive sponsor for the project.
- 3 It was intended to provide a final strategic assessment to the Canterbury Engineering Managers Group for endorsement in November 2017, and a final report to the Chief

Executives Forum in February 2018. If a regional case for change was identified and agreed, stage 2 was to develop business model options (with funding) to deliver the desired results.

- 4 Engagement with the Engineering Managers Group proved challenging, in part due to the North Canterbury earthquake, the Port Hills fires and priority being given to s.17a reviews. In addition, there has been uncertainty about changing expectations and direction, at community and political levels, for both the governance and management of 3 Waters. The project stalled and discussion at the Operations Forum on 29 January 2018 indicated little support for it to continue as originally commissioned.

Proposal

- 5 At its meeting on 29 January 2018, the Operations Forum agreed to recommend that:
 - the 3 Waters strategic assessment as originally commissioned be discontinued and removed from the Three-year Work Programme
 - the Chief Executives Forum thank Teresa Wooding and the Christchurch City Council for their work on it.
- 6 The Operations Forum affirms the continued strategic importance of regional collaboration on 3 Waters, in light of:
 - the 3 Waters review initiated by the Department of Internal Affairs in 2017, and affirmed by Hon Nanaia Mahuta as the top priority in her local government portfolio
 - the Havelock North drinking water contamination incident, and the subsequent inquiry and its recommendations
 - extreme weather events and resulting challenges for stormwater and wastewater management.
- 7 The Operations Forum therefore seeks endorsement of a new piece of work that will:
 - document the current state of 3 Waters management across the region, drawing on existing stocktakes undertaken by the Canterbury Drinking Water Reference Group, the Canterbury Stormwater Forum, and the Engineering Managers Group on wastewater
 - build consensus on a strategic intent for 3 Waters management in Canterbury – where we want to get to – in relation to national direction and developments
 - identify key risks, challenges and barriers
 - recommend priority actions.
- 8 If the Chief Executives Forum agrees, the Canterbury Engineering Managers Group will develop a detailed project scope/plan, with resource implications, for review by the Operations Forum on 12 March 2018. This will come to the Chief Executives Forum on 30 April 2018 for approval and subsequent recommendation to the Mayoral Forum that the new project be included in the Three-year Work Programme.

Chief Executives Forum

Item 10

Date: 12 February 2018

Presented by: Bill Bayfield. Environment Canterbury

Contaminated land shared services

Purpose

This paper proposes a new cost sharing formula for contaminated land shared services for the next 3 years.

Recommendations

That the Chief Executives Forum:

- 1 agree to the proposed new cost share formula.

Background

- 1 The shared service role was established by Environment Canterbury in February 2015. The role provides a technical resource to undertake assessments of resource consent applications that trigger the contaminated soils NES (*National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health*) and to advise district council staff on contaminated land matters.
- 2 The service allows for the consistent delivery of the NES across the region. It reduces double handling of information and minimises the risks associated with inconsistent decision-making between organisations.
- 3 The service costs \$150,000, with 60% from Environment Canterbury and 40% from the region's councils (pro-rata based on consent numbers expected). As this is solely a labour cost, the expected annual increase will be 3%.

Progress to date

- 4 Since 2015, Environment Canterbury and Canterbury councils' staff have established tailored response procedures. Council staff report that the support and advice they receive from the Environment Canterbury team is helping them to successfully implement the NES and make more effective decisions on technical planning matters.
- 5 Discussions with Christchurch City Council (CCC) staff regarding uptake of the service have resulted in an agreed modified approach. The approach will achieve the goal of information sharing and consistency of decision making and will create a more streamlined process for CCC staff who currently use the services of an external technical panel for peer review.

Regional demand for the shared service

- 6 The original estimate of demand for the service was based on NES consent volume estimates from 2013. The original funding model established in November 2015 was calculated on the numbers of requests received in the previous financial year.
- 7 Now that the service is well established, the number of actual requests for technical advice has significantly increased and the funding model has been revised accordingly (see Table 1). Based on these numbers, we have split the model into high, medium and low users.

Proposed cost share arrangements

- 8 The cost share formula shown in Table 1 more accurately reflects the expected demand for technical services. The agreed changes to the CCC process will result in greater use, similar to the Selwyn District Council demand. The model can be revised should these estimates change.
- 9 Table 1: Proposed funding per council, 2018/19 – 2020/21.

Council		Current costs	Cost share 2018/19	2019/20 (+3%)	2020/21 (+3%)
Environment Canterbury		\$75,000 (50%)	\$90,000 (60%)	92,700	95,481
High user	Christchurch City Council	\$37,500 (25%)	\$22,500 (15%)	23,175	23,870
	Selwyn District Council	\$7,500 (5%)	\$22,500 (15%)	23,175	23,870
Medium user	Waimakariri District Council	\$7,500 (5%)	\$3,000 (2%)	3,090	3,183
	Hurunui District Council	\$1,875 (1.25%)	\$3,000 (2%)	3,090	3,183
	Timaru District Council	\$7,500 (5%)	\$3,000 (2%)	3,090	3,183
	Ashburton District Council ¹	\$7,500 (5%)	Pay per use	Pay per use	Pay per use
Low user	Waimate District Council	\$1,875 (1.25%)	\$1,500 (1%)	1,545	1,591
	Mackenzie District Council	\$1,875 (1.25%)	\$1,500 (1%)	1,545	1,591
	Kaikoura District Council	\$1,875 (1.25%)	\$1,500 (1%)	1,545	1,591

Proposed new regulations

- 10 Significant changes to the NES have been proposed by the Ministry for the Environment and are expected to come into effect in mid-2018. They will require councils to assess more technical information than has previously been required, including bioaccessibility and the appropriateness of management controls on residential contaminated sites. Access to expertise, either in-house or via a shared service such as this one, will be crucial to effectively implement the new regulations.

¹ Ashburton District Council have requested to pay for each request rather than an annual contribution.

Chief Executives Forum

Item 11

Date: 2 February 2018

Presented by: Bill Bayfield, Environment Canterbury

Environment Canterbury representation review

Purpose

1. This paper describes the Local Electoral Act 2001 process and timeline for Environment Canterbury's representation review to take effect at the local authority elections in 2019.

Recommendations

That the Chief Executives Forum:

- **Note** that Environment Canterbury will be undertaking a representation review in 2018, with an initial proposal required by 31 August 2018
- **Note** that Environment Canterbury will be working with relevant staff from Canterbury councils in developing representation options for the review.

Background

2. At least once every 6 years, a council is required to undertake a representation review. The Environment Canterbury (Transitional Governance Arrangements) Act 2016 requires ECan to review its representation arrangements before the next local authority elections in 2019.
3. An initial proposal is required by 31 August 2018. Appendix 1 contains a proposed timeframe outlining the steps required.
4. Representation reviews determine detailed arrangements for the number of electoral constituencies, their boundaries, names, and number of members. The Local Electoral Act 2001 (LEA) sets the parameters within which the representation review process must be undertaken.
5. Under the LEA, local authorities must provide for 'effective representation of communities of interest' and 'fair representation of electors'. The following three key principles must be considered when undertaking a review:
 - Identify **communities of interest**. Communities of interest are not defined in legislation. The Local Government Commission guidelines describe a community of interest as "*an area where one feels a sense of belonging; where one looks for social, service and economic support; and an ability for the elected body to represent the interests and reconcile the conflicts of all its members.*"
 - Determine **effective representation** of communities of interest. Effective representation relates to representation of identified communities of interest. This needs to take account of the nature and locality of those communities of interest and the size, nature and diversity of the region as a whole. The need for effective representation of communities of interest will determine the basis of election.

- Consider **fairness of representation** for electors of constituencies. Membership of constituencies is required to provide approximate population equality per member i.e. all votes are of approximately equal value (referred to as the +/-10% rule) unless there are good (prescribed) reasons to depart from this requirement. A decision by a local authority not to comply with the +/-10% rule must be referred to the Local Government Commission for determination.
6. Workshops will be held in early April and May with relevant staff from across Canterbury councils to develop representation options and provide feedback on the initial draft proposal.
 7. Of the 10 territorial authorities within the Environment Canterbury region, six are undertaking representation reviews in 2018. These are: Kaikoura, Hurunui, Ashburton, Timaru, Waimate and Waitaki. Christchurch City Council may also undertake a representation review, but this is yet to be confirmed.

Appendix 1 – Proposed timeframe and steps required for ECan’s representation review

Proposed review timetable

14 December 2017	ECan Council briefed
12 February 2018	Chief Executive Forum briefed
2 March 2018	Mayoral Forum briefing
5 April 2018	Council Workshop 1 (present factors that will influence representation options such as population, TA boundaries and consider communities of interest)
3 May 2018	Council Workshop 2 (consider draft proposal (based on feedback from the first workshop) for council to consult with key stakeholders)
May-June 2018	Pre-review consultation with key stakeholders (seek feedback and confirm ‘initial’ proposal)
21 June 2018	Council meeting (resolve initial proposal)
6 July 2018	Public notice of initial proposal and inviting submissions
6 July - 6 August (close)	Submission period (within 6 weeks of submission close date, must notify final proposal e.g. 14 Sept)
13-17 August	Hearing of submissions
23 August	Council meeting (adopt ‘final’ proposal)
31 August	DEADLINE FOR INITIAL PROPOSAL
12 September 2018	Public notice of final proposal
12 September - 12 October 2018	Objection/appeal period
31 October 2018	Forward to LGC
By 11 April	LGC decision

Procedural steps

Procedure	Deadline	Relevant section (LEA)
Local authority determines proposed representation arrangements	Initial proposals must be made: <ul style="list-style-type: none"> • No earlier than 1 March 2018 • By 31 August 2018 • In time for the deadline for public notice 	19I

Local authority gives public notice of “initial” proposal and invites submissions	Within 14 days of resolution, and not later than 8 September 2018	19M(1)
Submissions close	Not less than one month after public notice	19M(2)(d)
If no submissions then proposal becomes final ¹	Public notice to be given when there are no submissions (no date fixed for doing this)	19Y(1)
Local authority considers submissions and may amend proposal	Within 6 weeks of closing date for submissions	19N(1)(a)
Local authority gives public notice of its “final” proposal	Within 6 weeks of closing date for submissions	19N(1)(b)
Appeals and objections close	<ul style="list-style-type: none"> • Not less than 1 month after the date of the public notice issued under section 19N(1)(b) • Not later than 20 December 2018 	19O 19P
If no appeals or objections then proposal becomes final	Public notice to be given when there are not appeals/objections (no date fixed for doing this)	19Y(1)
Local authority forwards appeals, objections and other relevant information to the LGC ²	As soon as practicable, but not later than 15 January 2019	19Q 19V(4)
LGC considers resolutions, submissions, appeals and objections and makes determination	Before 11 April 2019	19R
Determination subject to appeal to High Court on a point of law ³	Appeals to be lodged within 1 month of determination	Clause 2, Schedule 5, LGA

¹ Under section 19V(4) proposals that do not comply with the +/- 10% fair representation requirement are subject to confirmation by the Local Government Commission.

² Includes any proposal that does not comply with the +/- 10% fair representation requirement.

³ LGC determinations may also be subject to judicial review.

Canterbury Chief Executives Forum Item 12

Date: 12 February

Presented by: Caroline Hart, Environment Canterbury

Canterbury Water Management Strategy update

Purpose

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

Recommendations

That the Chief Executives Forum:

- 1 **report progress** towards implementing the CWMS in each district and across the region and discuss current challenges and opportunities
- 2 **discuss** Environment Canterbury's new format for the Canterbury Water Management Strategy update and recommend any improvements
- 3 **discuss** the best way to incorporate Territorial Authority updates into the paper.

Key points

- 1 Water management remains a hot topic for Canterbury. 2018 begins with CWMS committees welcoming new members and working on full agendas and key topics, Councils releasing important water decisions for public consultation through the LTP process, and often-emotive water topics in the media on a regular basis across the region.
- 2 A variety of water-related events, conferences and symposiums are scheduled for 2018.

Regional and Zone Committee updates

- 3 The Canterbury Water Management Zone and Regional Committees start the 2018 year with fourteen new community members among them, and eleven members reappointed. Specific topics for focus in the first part of 2018 include:
 - The **Kaikōura and Hurunui Zone Committees** are working on three projects funded by Ministry of Primary Industry Earthquake Recovery grants (\$800,000). The projects help farmers re-evaluate their farming practices through research into earthquake effects on and beneath their land. In Kaikōura the effects of the State Highway and Kiwi Rail repairs on waterways and the coast have been closely monitored and there were no non-compliance issues.
 - As part of their sub-regional plan process, **Waimakariri Zone Committee** is considering the results of a scientific investigation that found low levels of 'nitrate-nitrogen' in aquifers and wells in Kaiapoi, Belfast and northern Christchurch.
 - The **Christchurch West Melton and Banks Peninsula Zone Committees** are involved with work to develop the Whakaraupo/Lyttelton Harbour Catchment

Management Plan (led by the Partners Governance Group and due for launch in March), and work to ensure that water quality standards are met through the new National Environmental Standard for forestry, especially for areas affected by the Port Hills fires in February 2017.

- The **Orari-Temuka-Opihi-Pareora (OTOP)** zone committee is seeking feedback on its Draft Zone Implementation Programme Addendum that recommends environmental limits and practical actions that will protect and improve freshwater quality in the zone. Roadshows will be held between 30 January and 21 February.
- Environment Canterbury is working on a system for improved collection and reporting on the practical projects being worked on in each zone. This CWMS update for Chief Executives will increasingly include better data and updates enabled by the new system.

Ministry for the Environment update

- 4 Ngāi Tahu, Environment Canterbury, the Selwyn District Council and the Selwyn-Waihora Zone Committee hosted Hon. David Parker (Minister for the Environment, Trade and Export, and Economic Development) and officials on a day-long field trip to Te Waihōra on 16 January. The Minister heard Ngāi Tahu's perspective on the significance of Te Waihōra, and discussed with the different parties the vision, practical work, efforts to restore the lake's mauri, and implications of RMA rules on farming operations in the catchment. It was a positive trip and the Minister reported that he found it worthwhile and gave him a lot to think about.

Environment Canterbury updates

- 5 Environment Canterbury's **draft Long Term Plan 2018 - 2028** is due for Public Consultation from 26 February to 26 March, with hearings scheduled for 30 April, 1 and 2 May leading to adoption by council on 21 June 2018. The Long-Term Plan reflects the council's strategic priorities of freshwater management and indigenous biodiversity. For the CWMS Portfolio, there is increased focus on implementation of the Land and Water Regional Plan in the form of support for individuals to meet compliance with new farming rules. Resources have been shifted to provide three cultural land advisors and two land management advisors and an increase our support for the Farm Environment Plan Audit Programme. We have assigned resources to improve the monitoring of the river flows, specifically those connected to irrigation takes, and provided additional support to manage the increased data from water users. This increased monitoring will help to provide better information to manage the water resource and deliver on the targets of the Canterbury Water Management Strategy.
- 6 **Farm Environment Plans.** A key part of ensuring compliance with the Land and Water Regional Plan is Environment Canterbury's current focus on Farm Environment Plans (FEP). Under the Land and Water Regional Plan, 3800 of the 8,800 agricultural farms in Canterbury require a land use consent to farm, and are required to have their FEP audited as part of their consent. The FEP is independently audited to check that the risks are managed and that Good Management Practices are applied to minimise impacts on water quality. Work is underway to help farmers develop and implement their FEP, including Environment Canterbury's approval of Fonterra's farm environment plan template in January 2018 and Beef and Lamb New Zealand's free workshop in January to help farmers complete their Farm Environment Plan.
- 7 Environment Canterbury has initiated a project (the BRIDGE project) to work with Territorial Authorities, CWMS committees and communities to provide certainty on the extent of braided river beds (and subsequently the areas of respective responsibilities of Environment Canterbury and territorial authorities). The project involves identifying the

range of values within braided river environments. It is expected this process will develop the content and pre-notification process for a likely plan change (Canterbury Land and Water Regional Plan) notification in June 2019.

Canterbury Drinking Water Reference Group

- 8 The Government's report on the **Havelock North Drinking Water Inquiry**: Stage 2 was made publicly available on 6 December 2017. The report recommends urgent and early actions to prevent recurrences of an outbreak of waterborne disease in water supplies throughout New Zealand. The Government is currently considering the recommendations. In the meantime, the Ministry of Health has made it very clear that councils needed to act now rather than wait until they are directed to make safety improvements. The Canterbury Drinking Water Reference Group (made up of representatives from Environment Canterbury, all Canterbury councils and the Canterbury District Health Board Medical Officer of Health) has reviewed the recommendations and is continuing to share local knowledge and expertise around water supply issues in the Canterbury region. This has assisted local authorities and Canterbury District Health Board in reviewing and implementing the recommendations that provide immediate improvement. It is intended that this collaborative way of working on drinking water will become business as usual.

Territorial Authority updates

- 9 Environment Canterbury's Canterbury Water Management Strategy team would be grateful for advice on completing this section. Options include verbal updates from Territorial Authorities at the meeting or a request for information from each Territorial Authority prior to the meeting.

Community feedback

- 10 A **Community survey on waterways** has been undertaken by the Christchurch City Council. Over 400 people took part, and nearly 60% said Christchurch waterways were in poor or very poor health. Only 55% of respondents said they knew where storm water went once it entered the drain network. The majority said they were prepared to make lifestyle changes and/or take part in waterways clean-up activities. Next steps involve working with smaller groups to identify activities and behaviours that will best achieve improvements to the health of waterways. Full results can be found at <https://www.ccc.govt.nz/environment/water/waterways/>

11 In the news:

- **Cyanobacteria** warnings have been in the news over the summer, but Environment Canterbury have not issued more warnings than in previous years. Saltwater Creek is only 'new' site that is not one of the regular cyanobacteria warning sites, caused by very low rainfall during November that resulted in very low water levels and very warm water temperatures. Environment Canterbury continues to fund research into the drivers of cyanobacteria blooms regionally, and is involved in a national working party looking into the ramifications and rationale of including benthic cyanobacteria as one of the NPS attributes. Environment Canterbury continue to work with Community and Public Health and the Territorial Authorities to inform the community about the risk of cyanobacteria through our contact recreation program. A late media release for the warning in South Canterbury was discussed in the media in January, caused by a Community and Public Health staff member being on leave. The warning system is under review to ensure no further issues
- **Chlorination of Christchurch's drinking water** was in the media in January after Canterbury's Medical Officer of Health Alistair Humphrey recommended to the

Christchurch City Council that drinking water should be temporarily treated while well heads are fixed. City Councillors voted to temporarily chlorinate the water, expected to happen by the end of March 2018

Current challenges and opportunities

12 For verbal discussion.

Meetings and events

Date/Location	Event	Relevance to CWMS/Event summary
14 - 15 February 2018 Wellington	National Freshwater Conference (Organised by Conferenz)	Focus on current developments in freshwater reform and future direction, including topical issues such as the Havelock North Inquiry, fish passage and public health implications of declining freshwater quality in New Zealand. The CWMS will feature in several presentations including a case study on 'The Canterbury collaborative approach to water management' by Environment Canterbury, and a case study on the Hinds/Hekeao managed aquifer recharge pilot project by Wallbridge Gilbert Aztec
12 February 2018 Christchurch	Water New Zealand Seminars on the Far-reaching Havelock North Inquiry Recommendations	Drinking water is one of the CWMS Targets, and implementing parties have different responsibilities. The Havelock North Inquiry will have implications for the Canterbury region including for local authorities and other water suppliers.
4 – 5 April Wellington	Our land and Water Symposium: The Way Forward, Te Arā Whakamua	The CWMS relies on and utilises up-to-date research and science. The discussion will focus on results from research to date and on what land and water science is needed in the future.
9 April 2018 Christchurch	Canterbury Water Management Strategy's WaterShed 2018 (For CWMS Zone Committee members)	Event dedicated to celebrating the achievements of the first 7 years of the CWMS, sharing smart solutions and encouraging fresh thinking.
	Local Government New Zealand (LGNZ) Annual Conference	
1 – 2 August Auckland	Environmental Defence Society (EDS) Conference	No details available yet

Agenda

Canterbury Mayoral Forum

Date: Friday 2 March 2018
Time: 9.00 am to 12.00 noon
Venue: Commodore Airport Hotel, 449 Memorial Avenue, Christchurch
Attendees:

Mayors/Chair: Lianne Dalziel (Chair), Winston Gray, Winton Dalley, David Ayers, Sam Broughton, Donna Favel, Graham Smith, Craig Rowley, Gary Kircher, Steve Lowndes

Chief Executives: Angela Oosthuizen, Jim Palmer, Dr Karleen Edwards, David Ward, Andrew Dalziel, Bede Carran, Suzette van Aswegen, Stuart Duncan, Fergus Power, Bill Bayfield

In attendance: Hon Nanaia Mahuta (item 5) - TBC
Cr Claire McKay and Caroline Hart, Environment Canterbury (item 4)

Secretariat: Warren Gilbertson, Simon Fraser, Louise McDonald (minutes)

Apologies: Damon Odey

Time	Item	Person
9:00	1. Welcome, introductions and apologies 2. Confirmation of Agenda 3. Minutes from the previous meeting a. Confirmation of Minutes, 1 December 2017 b. Action points	Chair
9:10	4. Guest speaker - TBC	Claire McKay
9:25	5. Canterbury Water Management Strategy update	Steve Lowndes
9:40	6. Environment Canterbury representation review	Chair
9:50	7. Meeting and discussion with Hon Nanaia Mahuta, Minister of Local Government – TBC <i>Priorities in the local government portfolio: particularly the 3 Waters Review, and costs and funding of infrastructure managed by local government (the proposed review 'a decade after Shand')</i>	Chair
10:30	<i>Morning tea</i>	
10:50	8. CREDS project update	Warren Gilbertson
11:10	9. MOU with Nagano Prefecture	Chair
11:40	10. Chief Executives Forum report a. 3-year work programme, 2017–19	Jim Palmer
11:50	11. General business a.	Chair
12:00	<i>Lunch – followed by:</i> 1:00 pm CDEM Joint Committee	

Next meeting: Friday 25 May 2018

Regional forum meeting schedule 2018**Updated January 2018**

Date	Time	Forum	Venue
First cycle			
Friday 26 January	10:00–15:00	Planning Managers Group	Lincoln Events Centre
Monday 29 January	10:00–12:00 12:30–14:30	Corporate Forum Operations Forum	Selwyn District Council Selwyn District Council
Friday 2 February	12:30–14:30	Policy Forum	Selwyn District Council
<i>Tuesday 6 February</i>		<i>Waitangi Day</i>	
Friday 9 February	9:00–12:00	Greater Christchurch Partnership	Environment Canterbury
Monday 12 February	9:00–12:00	<i>LGNZ National Council</i> Chief Executives Forum	Selwyn District Council
<i>Thursday 15 – Friday 16 February</i>		<i>SOLGM's JLT Risk Management Forum</i>	
<i>Friday 16 February</i>		<i>LGNZ Regional</i>	
<i>Monday 19 February</i>		<i>LGNZ CE Forum</i>	
<i>Friday 23 February</i>		<i>LGNZ Metro</i>	
Thursday 1 March	16:00–18:00 18:00 for 18:30–21:00	Regional Transport Committee Mayoral Forum working dinner	Commodore Airport Hotel Commodore Airport Hotel
Friday 2 March	9:00–12:00 13:00–15:00	Mayoral Forum Civil Defence and Emergency Management Joint Committee	Commodore Airport Hotel Justice & Emergency Precinct
Second cycle			
<i>Thursday 8 – Friday 9 March</i>		<i>LGNZ Rural & Provincial</i>	
Friday 9 March	9:00–12:00 10:00–15:00	Greater Christchurch Partnership Group Planning Managers Group	Environment Canterbury Lincoln Events Centre

Date	Time	Forum	Venue
Monday 12 March	10:00–12:00 12:30–14:30	Corporate Forum Operations Forum	Selwyn District Council Selwyn District Council
Friday 23 March		<i>LGNZ National Council</i>	
<i>Friday 30 March – Monday 2 April</i>		<i>Easter</i>	
Friday 6 April	12:30–14:30	Policy Forum	Selwyn District Council
<i>Thursday 12 April</i>		<i>SOLGM Chief Executives Forum SOLGM Gala Dinner and Marketplace</i>	
Friday 13 April	9:00–12:00	Greater Christchurch Partnership Group	Environment Canterbury
<i>Friday 20 April</i>		<i>LGNZ Zone 5–6</i>	
<i>Wednesday 25 April</i>		<i>ANZAC Day</i>	
Monday 30 April	9:00–12:00	Chief Executives Forum	Selwyn District Council
<i>Friday 4 May</i>		<i>LGNZ Regional</i>	
<i>Friday 11 May</i>		<i>LGNZ Metro</i>	
	9:00–12:00	Greater Christchurch Partnership Group	Environment Canterbury
<i>Friday 18 May</i>		<i>LGNZ National Council</i>	
Thursday 24 May	16:00–18:00 18:00 for 18:30–21:00	Regional Transport Committee Mayoral Forum working dinner	Commodore Airport Hotel Commodore Airport Hotel
Friday 25 May	9:00–12:00 13:00–15:00	Canterbury Mayoral Forum Civil Defence and Emergency Management Joint Committee	Commodore Airport Hotel Commodore Airport Hotel
<i>Monday 4 June</i>		<i>Queen's Birthday observed</i>	
<i>Thursday 7 – Friday 8 June</i>		<i>LGNZ Rural & Provincial</i>	
Friday 8 June	9:00–12:00	Greater Christchurch Partnership Group	Environment Canterbury

Date	Time	Forum	Venue
Monday 18 June		LGNZ CE Forum	
Third cycle			
Friday 6 July	10:00–15:00	Planning Managers Group	Lincoln Events Centre
Monday 9 July	10:00–12:00 12:30–14:30	Corporate Forum Operations Forum	Selwyn District Council Selwyn District Council
Friday 13 July	9:00–12:00	Greater Christchurch Partnership Group	Environment Canterbury
Sunday 15 June		LGNZ National Council / AGM	
Monday 16 – Tuesday 17 June		LGNZ Conference	
Friday 20 July	12:30–14:30	Policy Forum	Selwyn District Council
Monday 6 August	9:00–12:00	Chief Executives Forum	Selwyn District Council
Friday 10 August	9:00–12:00	Greater Christchurch Partnership Group	Environment Canterbury
Friday 17 August		LGNZ Metro	
Friday 31 August		LGNZ Regional	
Monday 3 September		LGNZ CE Forum	
Thursday 6 September	16:00–18:00 18:00 for 18:30–21:00	Regional Transport Committee Mayoral Forum working dinner	Commodore Airport Hotel Commodore Airport Hotel
Friday 7 September	9:00–12:00 13:00–15:00	Mayoral Forum Civil Defence and Emergency Management Joint Committee	Commodore Airport Hotel Commodore Airport Hotel
Fourth cycle			
Friday 14 September	9:00–12:00	Greater Christchurch Partnership Group	Environment Canterbury
Friday 21 September	10:00–15:00	Planning Managers Group	Lincoln Events Centre
Thursday 4 – Friday 5 October		LGNZ National Council	

Date	Time	Forum	Venue
Monday 8 October	10:00–12:00 12:30–14:30	Corporate Forum Operations Forum	Selwyn District Council Selwyn District Council
Friday 12 October	9:00–12:00	Greater Christchurch Partnership Group	Environment Canterbury
Friday 19 October	12:30–14:30	Policy Forum	Selwyn District Council
<i>Monday 22 October</i>		<i>Labour Day</i>	
<i>Friday 26 October</i>		LGNZ Zone 5–6	
Monday 5 November	9:00–12:00	Chief Executives Forum	Selwyn District Council
Friday 9 November	9:00–12:00	LGNZ Metro Greater Christchurch Partnership Group	Environment Canterbury
<i>Friday 16 November</i>		<i>Canterbury Anniversary</i>	
<i>Thursday 22 – Friday 23 November</i>		<i>LGNZ Rural & Provincial</i>	
Thursday 29 November	16:00–18:00 18:00 for 18:30–21:00	Regional Transport Committee Mayoral Forum Dinner	Commodore Airport Hotel Commodore Airport Hotel
<i>Friday 30 November</i>		<i>LGNZ Regional</i>	
	9:00–12:00 13:00–15:00	Mayoral Forum Civil Defence and Emergency Management Joint Committee	Commodore Airport Hotel Commodore Airport Hotel
<i>Friday 7 December</i>		<i>LGNZ National Council</i>	
Friday 14 December	9:00–12:00	Greater Christchurch Partnership Group	Environment Canterbury