

Agenda

Canterbury Chief Executives Forum

- Date:** Monday 27 July 2020
Time: 9:00 am – 12:00 noon
Venue: Selwyn District Council, 2 Norman Kirk Drive, Rolleston
Attendees: **Chief Executives:**
Jim Palmer (Waimakariri, CEs Forum Chair), Hamish Riach (Ashburton), Dawn Baxendale (Christchurch), Hamish Dobbie (Hurunui), Angela Oosthuizen (Kaikōura), Suzette van Aswegen (Mackenzie), David Ward (Selwyn), Bede Carran (Timaru), Stuart Duncan (Waimate), Stefanie Rixecker (Environment Canterbury)
In attendance: Caroline Hart (Environment Canterbury) – item 5
Katherine Harbrow (Chair, Finance Managers Group) – item 8
David Bromell, Maree McNeilly, Rosa Wakefield (Secretariat)
Apologies: Fergus Power (Waitaki)

| Time | Item | Page | Person |
|-------|---|------|--|
| 9:00 | 1. Welcome, introductions and apologies | | Chair |
| | 2. Confirmation of Agenda | 1 | Chair |
| | 3. Minutes from the previous meeting | 2 | Chair |
| | 3.1. Confirmation of Minutes, 4 May 2020 | | |
| | 3.2. Action points | | |
| | FOR DISCUSSION AND DECISION | | |
| 9:10 | 4. Climate change regional risk assessment stages 2-3 | 7 | Stefanie Rixecker |
| 9:30 | 5. CWMS update and zone committee terms of reference | 10 | Caroline Hart |
| 9:45 | 6. Three Waters – update and next steps | 20 | Hamish Dobbie |
| 10:30 | <i>Morning tea</i> | | |
| 10:45 | 7. Collaborative procurement and shared services | 23 | Katherine Harbrow |
| 10:55 | 8. Mayoral Forum's Plan for Canterbury | – | Maree McNeilly |
| 11:10 | 9. 3-year work programme | 25 | Maree McNeilly |
| 11:20 | 10. Review of terms of reference, regional forums | 29 | David Bromell |
| 11:30 | 11. Regional forums budget 2020/21 | 40 | Maree McNeilly |
| | FOR INFORMATION – to be taken as read | | |
| 11:40 | 12. Regional forums report | 43 | Hamish Dobbie Bede Carran David Ward |
| 11:45 | 13. Regional COVID recovery oversight | – | Jim Palmer |
| 11:50 | 14. Draft agenda, Mayoral Forum 4 September 2020 | – | David Bromell |
| 11:55 | 15. General business | | |
| | 15.1. Remuneration review intentions? | | Hamish Riach |
| 12:00 | <i>Meeting close.</i> | | |
| | Next meeting: Monday 2 November 2020 – <i>virtual, or in person?</i> | | |

Canterbury Chief Executives Forum

Confirmed

Minutes

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| Date: | 04 May 2020 | |
| Venue: | Zoom videoconference | |
| Attendance: | <p>Jim Palmer (Waimakariri, CEs Forum Chair), Hamish Riach (Ashburton), Hamish Dobbie (Hurunui), Angela Oosthuizen (Kaikōura), Suzette van Aswegen (Mackenzie), David Ward (Selwyn), Bede Carran (Timaru), Stuart Duncan (Waimate), Stefanie Rixecker (Environment Canterbury), Fergus Power (Waitaki).</p> <p><i>In attendance:</i> Sean Tully (Advisor, Christchurch)</p> <p><i>Secretariat:</i> Louise Beker, David Bromell</p> | |
| Apologies: | Dawn Baxendale (Christchurch) | |
| AGENDA ITEM | KEY POINTS DISCUSSED / RESOLVED | ACTION POINTS (Who will action, when?) |
| 1. | <p>Welcome, attendance and apologies</p> <p>Jim Palmer welcomed all to the meeting.</p> <p>Stefanie Rixecker was welcomed as Environment Canterbury's acting Chief Executive.</p> <p>David Ward was congratulated on his re-appointment as chief executive of Selwyn District Council.</p> <p>Apologies were noted from Dawn Baxendale.</p> | |
| 2. | <p>Confirmation of agenda</p> <p>Agenda for the meeting was confirmed with additional items for general business:</p> <ul style="list-style-type: none"> • Three Waters – update (Chair) • RMA changes announced by central government (Chair) • clarification of how the Mayoral Forum sees its role in regional recovery (Chair) • carbon footprint assessments (Bede Carran). | |
| 3. | <p>Minutes from the previous meeting</p> <p>Minutes from the previous meeting were confirmed, with all actions completed or in progress.</p> <p>3.1 Confirmation of Minutes, 27 January 2020</p> <p>The minutes were confirmed.</p> | |

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| | <p>3.2 Action points Actions are complete or relate to items on this agenda (i.e. the climate change regional risk assessment).</p> <p>The secretariat is talking with the Climate Change Commission about the availability of Dr Rod Carr and Lisa Tumahai to meet with the Mayoral Forum on 22 May.</p> | |
| <p>4.</p> | <p>Refining Canterbury priorities for infrastructure investment Early indications are that allocation may be in part population-based, and that the initial 1,700 projects have been whittled down to 800. Some councils have been approached by Crown Infrastructure Partners for clarification of the sort of funding support sought. Announcements by central government will be made later this month. There was agreement not to pursue further work on prioritisation of proposals from Canterbury region.</p> <p>Three Waters Members shared information that central government accelerating its work on 3 Waters reforms and may use infrastructure investment proposals as leverage, tackling first drinking water service delivery, then wastewater and stormwater. Five CCOs appear to be proposed, with a three-year divestment process. There appears to be a desire for one provider for the upper South Island north of the Waitaki River. The reforms will have an indirect impact on the operational model for local government and inevitably drive further change. Local communities will probably not be of a common mind on this, but centrally there is increasing cross-party support for the reforms and a hardening of lines drawn. Members noted the impact on long-term planning by councils. Members agreed that the reforms are largely a done deal. The Canterbury Operations Forum (chair Hamish Dobbie) has signalled to DIA its willingness to enter into conversations as one region and to include the West Coast in those conversations if the West Coast and DIA would welcome that. There is as yet no agreed Mayoral Forum position on this. It was agreed to draft a paper for the Mayoral Forum on 22 May (Jim Palmer, Hamish Dobbie, Stefanie Rixecker, David Bromell – in consultation with Dawn Baxendale and Helen Beaumont) and circulate this in confidence by email for review. The paper is to focus on best outcomes for Canterbury (perhaps packaged by reference to the four wellbeings), what our councils want to protect, and timeframes for fair transition in implementing the reforms.</p> | <p>Jim Palmer, Hamish Dobbie, Stefanie Rixecker, David Bromell: draft a paper to the Mayoral Forum in consultation with Dawn Baxendale and Helen Beaumont and circulate to CEs in confidence for review before it is circulated for the Mayoral Forum meeting on 22 May; i.e., by Friday 8 May for feedback by 12 May – IN PROGRESS.</p> <p>Secretariat: add 3 Waters as an agenda item to Mayoral Forum meetings on 8 May (warm-up) and 22 May – COMPLETE</p> |

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| <p>5.</p> | <p>Climate change regional risk assessment</p> <p>Stefanie Rixecker spoke to her papers, which were taken as read, and proposed to amend recommendation 3 on p 10 to the effect that the Canterbury reports be released publicly immediately after the release of the national report, which we understand has now been delayed until just before the election.</p> <p>In discussion, concern was expressed that the stage 1 reports underplay opportunities that will come with climate change, as well as risks, particularly at a time we are dealing with the impact of COVID-19. The introduction of observations about gender equity in education (p 5 of the companion report) was noted as a potential distraction. Socio-cultural impacts and risk resilience scores are part of the national framework and methodology, but this needs to be messaged carefully if it is to win acceptance by councils. And if councils don't see their realities reflected in the stage 1 reports, they may balk at paying for stages 2-3.</p> <p>Following discussion, it was agreed that Stefanie Rixecker will exercise editorial licence in revising the papers to come to the Mayoral Forum on 22 May.</p> <p>In discussion of the paper recommending funding arrangements for stages 2-3, there was a clear preference for option 1. It was noted, however, that for many councils it is not clear how they might fund the project.</p> <p>Resolved</p> <p>That the Canterbury Chief Executives Forum:</p> <ol style="list-style-type: none"> 1. approve the Canterbury Climate Change Risk Screening companion report 2. approve the public communications plan for the Canterbury Climate Change Risk Screening Interim and Companion reports 3. recommend that the Canterbury Mayoral Forum approve the Canterbury Climate Change Risk Screening reports for public release immediately after release of the national report <p>David Ward moved; Suzette van Aswegen seconded.</p> <p>The Forum further resolved to:</p> <ol style="list-style-type: none"> 4. approve the high-level scope for stages 2-3 of a Canterbury Climate Change Risk Assessment 5. fund stages 2-3 by a levy on member councils based on the current allocation formula for the Policy Forum . <p>Hamish Dobbie moved; David Ward seconded.</p> | <p>Stefanie Rixecker: provide reports, revised as necessary, for Mayoral Forum consideration on 22 May 2020 – IN PROGRESS</p> |
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| 6. | <p>Appointment of Chair, Policy Forum The report was taken as read and agreed.</p> <p>Resolved That the Canterbury Chief Executives Forum:</p> <ol style="list-style-type: none"> 1. congratulate David Ward on his re-appointment as chief executive of the Selwyn District Council 2. appoint David Ward as chair of the Canterbury Policy Forum for the remainder of 2020 3. direct the secretariat to advise the Policy Forum of the appointment. | |
| 7. | <p>CWMS update The report was taken as read and received.</p> | |
| 8. | <p>Approval to transition the Canterbury Drinking Water Reference Group convenor role The report was taken as read and received. It was noted that in light of the 3 Waters reforms, the Mayoral Forum may need to re-visit the Drinking Water Reference Group terms of reference.</p> | <p>Secretariat: review CDWRG ToR with Helen Beaumont following Mayoral Forum discussion on 22 May</p> |
| 9. | <p>Regional forums report The report was taken as read and received. Bede Carran reported as chair of the Corporate Forum that the forum will conduct a stocktake of carbon footprint assessments (methodology, provider, cost, etc.) by Canterbury councils, to identify whether there are opportunities for remaining councils to employ a common methodology and consider joint procurement by competitive tendering.</p> | |
| 10. | <p>General business</p> <p>10.1. Mayoral Forum agenda, 22 May 2020 Mayors will discuss this on 8 May. The format of the meeting will be decided following Government announcements on COVID alert levels on 11 May.</p> <p>10.2 Regional co-ordination of COVID recovery It was agreed that the Mayoral Forum is the preferred mechanism for regional co-ordination of recovery rather than CDEM, but the Mayoral Forum needs to discuss and agree its role in leading regional recovery and decide where to invest its energy. The economic framework for recovery will largely be determined by central government. Welfare and psycho-social recovery needs to happen from the community up. It was agreed to draft and circulate a paper for the Mayoral Forum on 22 May – Jim Palmer and David Bromell, in consultation with Sam Broughton and Neville Reilly. The paper will draw on a co-ordination</p> | <p>Jim Palmer, David Bromell: Draft and circulate a paper on regional recovery co-ordination for CEs to review before 15 May, in consultation with Sam Broughton and Neville Reilly for Mayoral Forum discussion on 22 May – IN PROGRESS</p> |

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| | <p>workshop on Thursday that involves Greater Christchurch Partnership appointees, CDEM and David Bromell from the Mayoral Forum secretariat.</p> <p>The CEs of Hurunui, Kaikōura and Mackenzie are meeting virtually to share experience and insight.</p> | |
| 11. | <p>Meeting close</p> <p>Members were thanked for attendance and contribution. The meeting closed at 10.39 am.</p> <p>Next meeting will take place on Monday 27 July 2020, 9:00 am</p> | |

Canterbury Chief Executives Forum Item 4

Date: 27 July 2020

Presented by: Stefanie Rixecker (Climate Change Working Group convenor)

Progress on scoping the Canterbury climate change risk assessment

Purpose

1. This paper updates the Canterbury Chief Executives Forum on the scoping of the detailed Canterbury climate change risk assessment and seeks agreement on a funding option.

Recommendations

That the Canterbury Chief Executives Forum:

1. **agree in principle an option for the allocation of funding for the detailed Canterbury climate change risk assessment**
2. **agree that the scope, approach and cost estimate for the detailed Canterbury climate change risk assessment be shared via email distribution for approval prior to the next Chief Executives Forum meeting on 2 November 2020.**

Background

2. On 12 June 2020 the Canterbury Mayoral Forum approved the Canterbury climate change risk screening (Stage 1) interim reports, endorsed work to complete the detailed Canterbury climate change risk assessment (Stages 2 and 3) and delegated related decisions to the Canterbury Climate Change Steering Group and Chief Executives Forum.
3. On 4 May 2020 the Canterbury Chief Executives Forum had approved the high-level scope for the detailed Canterbury climate change risk assessment and resolved to fund this by a levy on member councils based on the current allocation formula for the regional forums budget.
4. On 20 May 2020 the Canterbury Climate Change Steering Group invited Environment Canterbury to consider options to fund this work from the regional general rate.

Progress on scoping the Canterbury climate change risk assessment

5. The Climate Change Working Group workshopped a detailed scope to capture the views of all member organisations. A project proposal document detailing the purpose, objectives, scope and deliverables has been circulated for review.
6. Possible approaches to carrying out the Canterbury climate change risk assessment include following the national methodology or a combination of the national methodology and Ngāi Tahu's Whare Tapa Whā climate change model. The Ngāi Tahu Whare Tapa Whā climate change model was developed as part of the Stage 1 Canterbury climate change risk screening.
7. Members of the Climate Change Working Group representing Te Rūnanga o Ngāi Tahu and papatipu rūnanga discussed the process for seeking a proper mandate from rūnanga and developing the Whare Tapa Whā model as a method for the Canterbury climate change risk assessment. This will be discussed at Te Paiherenga hui (ngā papatipu rūnanga representatives and Environment Canterbury staff) in August.
8. Due to the complex and unique nature of climate change risk assessments it is necessary to provide information on favoured approaches to suppliers to gather cost estimates. A multi-stage tender process will be used. Cost estimates from the first stage (Registration of Interest) will be presented to the Chief Executives Forum alongside the detailed scope and approach.

Cost, compliance and communication

Financial implications

9. As noted above, a more accurate cost estimate will be provided after further discussion on the use of the Ngāi Tahu Whare Tapa Whā climate change model. We previously indicated a maximum cost of \$150k.
10. This project will provide more detailed understanding of which climate change risks and opportunities are a priority for adaptation planning across the region and within each district.
11. We propose that all Canterbury councils contribute to the cost of the Canterbury climate change risk assessment and ask the Chief Executives Forum to decide on how this is split based on the options below.
12. Option 1 is based on the current allocation formula for the regional forums levy. This option was originally agreed to at the Chief Executives Forum on 4 May 2020. Option 2 is based on Environment Canterbury covering two-thirds of the cost, with the cost for remaining councils split using the current allocation formula for the regional forums levy. This option is recommended and agreed by Environment Canterbury as it will reduce the financial burden of this work for territorial authorities.

13. Based on the maximum budget, this would result in the following costs:

| | Regional forums levy allocation | Option 1 | Option 2 |
|-------------------------------|--|-----------------|-----------------|
| Environment Canterbury | 20.5% | \$30,750 | \$100,500 |
| Christchurch City | 20.5% | \$30,750 | \$12,764 |
| Waimakariri District | 10.7% | \$16,050 | \$6,662 |
| Selwyn District | 10.7% | \$16,050 | \$6,662 |
| Timaru District | 9.8% | \$14,700 | \$6,102 |
| Ashburton District | 9.8% | \$14,700 | \$6,102 |
| Hurunui District | 5.2% | \$7,800 | \$3,238 |
| Waimate District | 3.9% | \$5,850 | \$2,428 |
| Waitaki District | 3.9% | \$5,850 | \$2,428 |
| Kaikōura District | 2.5% | \$3,750 | \$1,557 |
| Mackenzie District | 2.5% | \$3,750 | \$1,557 |
| Total | 100 | \$150,000 | \$150,000 |

Next steps

14. The Climate Change Working Group will continue to prepare a detailed scope for the Canterbury climate change risk assessment, including assessing the feasibility of the Whare Tapa Whā climate change model as a methodology to be used alongside the national methodology, and procuring cost estimates.
15. We ask the Chief Executives Forum to approve sharing the detailed scope, approach and estimated cost via email distribution for approval as this information is anticipated to be ready prior to the next Chief Executives Forum meeting on 2 November 2020.

Canterbury Chief Executives Forum Item 5

Date: 27 July 2020

Presented by: Stefanie Rixecker, Environment Canterbury

Canterbury Water Management Strategy update

Purpose

1. This paper provides the Canterbury Chief Executives Forum with an update on region-wide progress towards implementing the Canterbury Water Management Strategy (CWMS) for May to July 2020.

Recommendations

That the Canterbury Chief Executives Forum:

1. receive the report.

Impacts of Covid-19 pandemic on freshwater management

2. Under Alert Level 3 (from 28 April to 13 May) Essential Services work continued. Territorial authorities resumed high priority operations activities, developer services and meter reading, and active construction sites reopened where safe work practices and physical distancing could be maintained. For Environment Canterbury priority field work resumed, including work to maintain monitoring instruments and responding to high priority incident reports and monitoring of resource consents related to essential services.
3. From 14 May, under Alert Level 2, work began to return to normal schedules. Environment Canterbury undertook extra sampling where possible to fill in gaps and under Alert Level 1 (effective 9 June), has transitioned back to the regular monitoring of resource consents.

Regional and zone committee updates

4. Following the Government's announcement of the four level Covid-19 alert system on 21 March, all meetings, workshops and field trips for zone committees and the regional committee were postponed. A number of the committees continued their discussions during this time online.
5. During Alert levels 3 and 2 Zone Committees held online meetings and workshops where possible, depending on capacity of territorial authorities and members to engage. Committees have started meeting in person since Covid-19 Alert Level 1 was implemented. After many months of not meeting and given the impact of the Covid-19

pandemic, committees are identifying what they can achieve for the rest of the calendar year.

6. The Regional Committee held its last meeting on 11 February and discussed its priorities for 2020. The Committee's June meeting was postponed and scheduling of a meeting in July is currently underway.
7. Zone managers and facilitators have summarised the focus for the CWMS Zone Committees from May to July (see Appendix 1). Note that during Alert Levels 3 and 2 Environment Canterbury staff supported projects remotely where possible, however many projects were placed on hold and have just restarted under Alert Level 1.

CWMS implementation update

Fit for the Future implementation — regional work programme

8. The Joint Working Group set up by the Operations Forum in September 2019 developed a draft regional work programme to enable progress towards 2025 goals through the development of councils' Long-Term Plan 2021-2031 (LTP).
9. Following the Covid-19 Alert Level 4 restrictions, the final engagement with territorial authorities was only partially completed. Environment Canterbury staff have finalised this high-level regional work programme and provided it to territorial authorities as a reference document for consideration in the LTP process. The regional work programme and final progress update will be provided in November 2020.
10. In the interim Environment Canterbury staff will continue to work with territorial authority staff to develop tailored work programmes for use during councils' LTP planning.

Fit for the Future implementation — zone committee review

11. The Mayoral Forum commissioned advice on how zone committees might be supported to shift focus to delivery by establishing clear work programmes to meet the 2025 goals.
12. Over the last few months, Environment Canterbury staff have developed a series of suggestions for changes to the role and function of zone committees, informed by many different processes and groups. The proposed changes have been tested and discussed with Environment Canterbury councillors and were discussed at the 3 July meeting of the Canterbury Policy Forum. Further discussions are planned with territorial authorities.
13. The proposed changes are not considered major, but rather encompass adjustments to the zone committees' Terms of Reference and a new Letter of Shared Priorities. An update on progress will be provided to the Mayoral Forum in September 2020.
14. The revised Terms of Reference and new Letter of Shared Priorities aim to provide committees with clarity on their purpose and role and refine the committees' ways of working. This is primarily through a reduction in the required number of formal meetings

(freeing up time for community engagement) and the requirement for each zone committee to develop its own action plan.

15. It is envisaged that the work territorial authorities are doing with Environment Canterbury (through the Canterbury Operations Forum) as part of the CWMS regional work programme will be aligned with each territorial authority's priorities for its zone committee.

RMA planning and implementation

16. Environment Canterbury notified **Plan Change 7 (PC7)** to the Land and Water Regional Plan (LWRP) in September 2019. This plan change has been prepared in three parts. The first part is an omnibus change that proposes further changes to region-wide policies and rules in the LWRP. The second and third parts of Plan Change 7 relate to the Waimakariri and Orari Temuka Opihi Pareora (OTOP) sub-regions.
17. Formal consultation on the PC7 was held in mid-2019 and 558 submissions were received. On Monday 23 March the independent hearing commissioners released Minute 3, notifying all parties of a delay to the timetable for lodging evidence and commencement of the public hearing. The Section 42A Report for Plan Change 7 to the LWRP and Plan Change 2 to the WRRP was released on Environment Canterbury's public website on Friday 27 March, and submitters notified. The exchange of evidence begins on 17 July. A date for the hearings has yet to be set.
18. Plan Change 1 to the Hurunui Waiau River Regional Plan was notified in May 2019 and hearings held in late 2019. Council accepted recommendations of the Independent Hearing Panel on **Plan Change 1 to the Hurunui and Waiau River Regional Plan** on 12 March.
19. The appeal period closed on 14 April and no appeals were received. Amuri Irrigation (AIC) were informed that the rules are beyond challenge and a Deed of Undertaking requiring an application to surrender 38t of Nitrogen from the Amuri Irrigation consents has been triggered.
20. AIC has made applications to surrender the N load. If those applications are successful, Plan Change 1 to the Hurunui and Waiau River Regional Plan can be made operative.

Key regional projects/campaigns

21. The Land and Water Regional Plan requires the implementation of **Good Management Practice (GMP)** on farm to achieve water quality outcomes. Farm Environment Plans (FEPs) enable farmers to recognise and record environmental risks unique to their property and set out a programme to manage those risks. They are a requirement for farms that are part of a collective (irrigation scheme or farming enterprise) or have an individual farming consent.

22. Most farms that require a farming land use consent have one and a final campaign is being launched focusing on the remaining farms that currently require resource consent due to winter grazing requirements.
23. A high level of compliance (A or B FEP Audit grades) is being reported through the FEP Audit programme, providing evidence that more than 90% of farms are either implementing GMP or are on-track and taking planned actions to get there. Environment Canterbury, in consultation with industry sectors and Te Rūnanga O Ngāi Tahu, is improving guidance for irrigation, fertiliser and winter grazing to provide to auditors, which will increase auditor consistency.
24. Compliance activity is focused on those FEP audits that have returned a C or D grade, and on strengthening the compliance audit of irrigation scheme collective consents.
25. To continue to support farmers to manage to a nitrogen loss limit, Environment Canterbury is collaborating with all regional councils and Overseer Ltd in the development of improved Overseer modelling guidance to ensure the model is used appropriately and within its limitations.
26. Environment Canterbury has progressed with compliance monitoring as part of its five-year **fish screen** improvement campaign. This is providing a current state view that informs the action planning process to support fish screen providers and consent holders to implement compliant solutions to fish screens.
27. Irrigation NZ is running a \$400,000 Ministry for Primary Industries (MPI) supported Sustainable Food and Fibre Fund project to better define good practices, with a focus on native fish species. This includes work on native fish behaviour around water intakes and screens by NIWA and contributions from a range of organisations.
28. A Fish Screen Working Group is operating under the auspices of the CWMS Regional Committee, to co-ordinate the above two components and mobilise technical and regulatory (Planning, Consents, Compliance) perspectives.
29. A number of projects to improve water quality, increase river flows and groundwater levels continue to be trialled in the region. Actual construction will be able to begin or restart under Alert Level 3.
 - Construction of the **Selwyn/Waikirikiri Near River Recharge** scheme concluded in November 2019. Initial commissioning took place in May, with full scheme commissioning and planting planned for July to September 2020. The date for a formal project opening will be set once the scheme commissioning dates are finalised.
 - The **Hekeao Hinds Managed Aquifer Recharge (MAR)** project began a new phase in February 2020, led by the Hekeao Hinds Water Enhancement Trust with funding support from the Provincial Growth Fund. This phase concludes in June 2022 with a Business Case for the MAR component to LWRP Plan Change 2 water quality and quantity objectives.

- A temporary weir has been constructed as part of **Broadacres (Selwyn District) Targeted Stream Augmentation (TSA)** to enable release of mudfish in a reach separated from the upper tributary area, which requires habitat improvements once the springs dry naturally. Below the temporary weir an off-channel pond has been constructed and planted for optimal juvenile mudfish habitat. Mudfish release will occur once DOC authorisation has been granted.
- The TSA and **Permeable Reactive Barrier** trials are on-going in the Silverstream/Kaiapoi River catchment in the Waimakariri District, with promising early results.

Central government policy

30. Following the impact of Covid-19 the Government is focused on dealing with the health and economic effects of the pandemic and planning for recovery. Further work on associated pieces of the **Three Waters Review** (a new Water Services Bill that will implement the new drinking water regulatory system and new National Environmental Standards for Sources of Human Drinking Water and Wastewater Discharges and Overflows) is being undertaken. **Taumata Arowai**—the Water Services Regulator Bill is at its third reading.
31. On 7 July the Government announced it will give \$761 million to councils and launch a programme to reorganise water assets under regional entities. The funding includes \$51m for Taumata Arowai — the Water Services Regulator that will enforce nationwide drinking water standards — and \$30m to help rural water supplies meet safety standards.
32. Councils will have to opt in to a reform programme to access the majority of the funding.
33. On 28 May the Government announced the **Action for healthy waterways policy reform package**. The package consisted of a 10-page summary, links to decision documents and FAQs and an information sheet with high-level overview of the requirements for regional councils. Final versions of NPS-FM, NES and Stock Exclusion regulations were not provided and are to be released later this year — expected in August.
34. The Ministry for the Environment is developing detailed guidance in consultation with regional council representatives. This guidance will be provided as the new regulations (NES and Stock Exclusion) are gazetted.
35. The independent advisory panel established to undertake the comprehensive **review of the resource management system** has provided the final report on its recommendations to the Minister for the Environment in late June 2020.
36. The timeframe to deliver the proposed National Policy Statement for Indigenous Biodiversity has been extended to April 2021.

Appendix 1: Zone overview from May to July 2020

| CWMS Committee | Focus of the Zone Committee Work Programme | Highlights of practical work underway |
|----------------------|---|--|
| Kaikōura | <p>Enhancing significant wetlands</p> <p>Implementing requirements of PC5</p> <p>Supporting 'Love the Lyell' Governance Group</p> <p>Clarence catchment and river bed</p> | <ul style="list-style-type: none"> • Fencing of Hapuku wetland (500 metres) complete- Nagari plantings being maintained on a scheduled basis. • All farmers requiring consent under PC5 have been supported to fulfil this task. All FEPs have been completed and almost all farms required to, have now submitted their Land Use consent application. • The 'Love the Lyell' Governance Group had its inaugural meeting on 2 July. The Group's intention is to play a governance role and to assist in the funding of projects to improve the health of fresh water in the Kaikōura Flat catchment area. • Clarence river weed and pest control funding has been confirmed. Bulk of the work to begin in late spring-2020. |
| Hurunui Waiau | <p>Flagship braided river projects to protect endangered river birds.</p> <p>Immediate Steps projects</p> <p>Delivery of Soil Conservation and Revegetation programme (SCAR)</p> <p>Zone Committee Review</p> | <ul style="list-style-type: none"> • Work continues at the Waiau Uwha and Hurunui Rivers to improve habitat for endangered birds. Maintenance of island habitats continues. Investigating additional pest control work. • Braided river bird species surveys and Southern Black Backed Gull control completed for this year and water quality monitoring continuing. • Additional funding for fencing projects has been allocated and where appropriate aligned with SCAR funding discussed below. • SCAR (Soil Conservation and Revegetation) joint project funded through the Hill Country Erosion Fund (MPI) and Environment Canterbury over four years (from August 2019) to mitigate sediment loss from hill country farms. • Working with landowners to plant trees, permanently excluding stock through fencing, identify areas for retirement. Planting over this season has begun. • Independent review of the Zone Committee process and function has been completed. Committee and staff are working to respond to and implement recommendations. |

| CWMS Committee | Focus of the Zone Committee Work Programme | Highlights of practical work underway |
|---------------------------------|---|--|
| Waimakariri | <p>Upper Ashley catchment projects to improve water quality</p> <p>Promoting mahinga kai component in GMP</p> <p>Farming @ GMP programme</p> | <ul style="list-style-type: none"> • Supporting Lees Valley landowners to protect remaining wetlands by providing information on planting options and by excluding stock • First mahinga kai 'shed talk' held in February to engage with landowners whose FEPs are required to include mahinga kai values. Working with Ngāi Tahu to schedule the second talk. • Continuing to provide support to farmers to meet their GMP requirements by providing assistance around pre-audit preparation as well as compliance with consents. "Drop in" sessions are occurring in July throughout the district to assist farmers with their consents. • Several opportunities for Committee feedback on Environment Canterbury's Braided River Revival programme; Silverstream nitrate monitoring and Waimakariri District Council's work on private drinking wells pilot study and drainage review. • Engagement with landowners and stakeholders in the coastal Ashley/Rakahuri underway, with a focus on Taranaki Stream. |
| Christchurch-West Melton | <p>Management of Erosion and Sediment control</p> <p>Working with community/catchment groups</p> <p>Supporting Christchurch City Council stormwater management and new comprehensive stormwater consent</p> <p>Community engagement and education</p> | <ul style="list-style-type: none"> • Ongoing development of the programme to support long term consistent methods to manage erosion and sediment control (ESC) including identifying industry requirements and training. • Supporting the three catchment groups (Avon Heathcote Estuary Ihutai Trust, Cashmere Stream Care Group and Ōpāwaho Heathcote River Network) in their work on various projects. • The Zone Committee working group with members from the Cashmere Stream Care Group, Ōpāwaho Heathcote River Network and the community boards are working on practical actions to address sediment issues in the Cashmere stream. • Continue to support Christchurch City Council to deliver on new comprehensive global stormwater consent that came into effect on 20 December 2019 • Engagement with landowners in partnership with CCC, F&G and Water & Wildlife Trust, about Otukaikino River health investigations. • The Stormwater Superhero Mobile Resource is nearing completion. • Continue to develop relationships with community Boards within Christchurch City. |

| CWMS Committee | Focus of the Zone Committee Work Programme | Highlights of practical work underway |
|------------------------|---|---|
| Banks Peninsula | Erosion and Sediment Control on Lyttelton Harbour/Whakaraupō Wairewa Bank Stabilisation Whakaraupō Catchment Management Plan | <ul style="list-style-type: none"> • Project to develop guidelines for roadside cuttings continues. The design installed at Christchurch Adventure Park in May 2019 show treatments to control erosion are working well. • Funding from CCC for a second and third roadside cutting trial (to strengthen the findings of the initial trial) is highly unlikely. Environment Canterbury is providing a small amount of funding which will not be sufficient to undertake additional trial sites and therefore evaluating the best use of the funding to ensure the best possible information is obtained from the initial trial site. • Wairewa Bank Stabilisation Project — to trial a range of treatments and plantings to reduce sediment entering Lake Forsyth/Te Roto O Wairewa. First pilot site was planted in Autumn 2019. Funding of \$30K has been secured in the 20/21 financial year and we are currently selecting appropriate sites for stabilisation work • The Banks Peninsula Zone committee approved Immediate Steps funding for four projects: Mt Herbert gullies; Pigeon Bay Stream; Okains Bay stream; and Goughs Bay gullies. • Three stream riparian planting in Whakaraupō (a priority project of the Whakaraupō Catchment Management Plan) to improve ecosystem health of the streams and catchment overall. Environment Canterbury is applying for external funding to enable project completion and following the Covid-19 downturn. |
| Selwyn-Waihora | Identifying zone committee's 2020 priorities Increasing knowledge of mahinga kai Waikirikiri water quality improvements Swimmable Selwyn at Coes Ford Rakaia Gorge restoration | <ul style="list-style-type: none"> • Building on the last 2 years' work of raising awareness of mahinga kai, Central Plains Water Ltd and Environment Canterbury have jointly rolled out a mahinga kai survey to inform the development and rollout of shed talks and education for scheme members. • Near river recharge and targeted stream augmentation projects at two sites to provide a habitat for mudfish and improve water quality. • Environment Canterbury continues to work closely with Selwyn District Council on key projects such as "Swimmable Selwyn @ Coes Ford which is investigating a variety of methods to improve water quality at Coes Ford including a nitrogen extraction reactor and overland sediment flow traps. • Supporting and working with a number of parties (including landowners and Selwyn District Council) to finalise a plan for the ecological restoration and weed management of key sites at Rakaia Gorge. • The Zone Committee is working on a purpose statement and will identify what can be achieved over the rest of the calendar year. |

| CWMS Committee | Focus of the Zone Committee Work Programme | Highlights of practical work underway |
|-----------------------------------|---|---|
| Ashburton | <p>Ashburton/Hakatere River Consent Review</p> <p>Immediate Steps Projects</p> <p>Ashburton/Hakatere River Mouth Access</p> <p>Ashburton Lakes</p> <p>Carter Creek Catchment</p> | <ul style="list-style-type: none"> • Ashburton Lakes Basin: Environment Canterbury continues to work with DOC, Ngāi Tahu, landowners and other stakeholders to investigate the deteriorating water quality situation. Update provided to Ashburton Forest & Bird. Planning for further landowner meetings. • Weed control and planting projects at Alford Forest River Terrace and Oakdale Stream and wetlands projects at Flynns Rd and The Glen approved by Zone Committee in May and June which completed funding allocation for the Ashburton Zone for 2019/2020. • The Ashburton River Mouth Management Strategy aims to protect valuable habitat at the rivermouth with the support of landowners and key stakeholders. Preliminary signage developed and installed at rivermouth and work commenced on track creation. Further discussions with community around fencing and planting stages of project in the second half of this year. • Work commenced on two new fish passage projects in the Hinds catchment. • Positive support from the Zone Committee to Carters Creek catchment proposal. Community representatives working with ECan, ADC and stakeholders on planning for next stages. |
| Orari-Temuka-Opihi-Pareora | <p>Strategic Interagency approach to Crop Burning</p> <p>Mahinga kai campaign</p> <p>Improving understanding of stream ecosystem health</p> | <ul style="list-style-type: none"> • Aligning with partner agencies to proactively communicate best practice crop residue burning to farmers and the wider community. • Continue to build and improve Environment Canterbury's framework for delivering on FEP outcomes. • Continue to build relationships with key people in Opuha Water and Beef and Lamb to support their understanding of FEPs requirements. • Growing in-depth understanding of issues relating to Waitarakao and Saltwater Creek. • Identified whitebait spawning site in Washdyke Creek. |
| Upper Waitaki | <p>FEP and nutrient budget reviews</p> <p>Ahuriri Arm Catchment Group</p> <p>'Love our Lakes'</p> <p>Lake Ruataniwha</p> <p>Provincial Growth Fund applications</p> | <ul style="list-style-type: none"> • Continuing to support farmers who require land use consents including reviewing FEPs and nutrient budgets submitted as part of consent applications. Working with local industry stakeholders to seek further support for "beyond GMP" improvements. • Reconnecting with the Ahuriri Catchment Group following lock down, and with the release of the Ahuriri Arm Trigger level for the past year. Continued investigation of ways of aligning consent holders in the Ahuriri catchment towards the same TLI trigger level. • Seeking Zone Committee support for the 'Encouraging Responsible Toilet use' communication plan at Lake Ruataniwha, as a follow up action from the high E. coli results in the lake in January 2020. • 'Love our Lakes' campaign to raise awareness on water quality in the lakes and how to look after the lakes. • Developing possible projects and Expressions of Interest for Provincial Growth Fund funding |

| CWMS Committee | Focus of the Zone Committee Work Programme | Highlights of practical work underway |
|-----------------------------|--|--|
| <p>Lower Waitaki</p> | <p>Setting up and supporting Catchment groups</p> <p>Wainono Lagoon augmentation options and Box opening protocol review</p> <p>Mahinga Kai programme</p> <p>Upper Hakataramea Bio Security measures</p> | <ul style="list-style-type: none"> • Focussing on setting up a catchment group in the Northern Streams area and investigating funding options to better support the existing Waihao-Wainono and Hakataramea groups. • Continue with flow and water quality monitoring. Ongoing measures against PC3 to ensure application of measures fit the framework and expectations • Development of community restoration plan for Waihao River at McCulloch's Bridge • Ongoing consultation with Rūnanga to address specific and global information and education on the Mahinga Kai Programme. • Willow removal and land use mitigation support on properties adjoining Wainono Lagoon • Continue water quality and flow monitoring • Mechanical opening of Waihao Box undertaken in consultation with Waihao Rūnanga providing migration opportunity for eels • Weed control in the Upper Hakataramea, willow, broom and lupin ground based search and herbicide control completed. |

Canterbury Chief Executives Forum Item 6

Date: 27 July 2020

Presented by: Hamish Dobbie, Chair, Canterbury Operations Forum

Three Waters – update and next steps

Purpose

1. This report provides an update on the Government's announcements on its three waters reform programme and the review to be undertaken for the Canterbury Mayoral Forum.

Recommendations

That the Canterbury Chief Executives Forum:

1. **note the update on the Government's announcements on its three waters reform programme**
2. **note the establishment of the sub-committee from the Canterbury Operations Forum and Canterbury Engineering Managers to undertake a three waters review for Canterbury**
3. **agree the breakdown of the financial allocation as agreed at the Canterbury Mayoral Forum on 12 June 2020.**

Background

2. At its meeting on 12 June 2020, the Canterbury Mayoral Forum requested the Chief Executives Forum to commission a review of three waters service delivery options, focussed primarily on water and wastewater service delivery in Canterbury.
3. On 8 July 2020 the Government announced a funding package of \$761 million to provide immediate COVID-19 stimulus to local authorities to maintain and improve three waters infrastructure and to support a three-year programme of reform of local government water services delivery arrangements.

Government announcement

4. The Government has indicated that its starting intention is public multi-regional models for water service delivery with a preference that entities will be in shared ownership of local authorities. The proposal is for less than 12 entities, perhaps between four to five entities.

5. Initial funding will be available immediately to those councils that sign up to the Memorandum of Understanding (MOU) and associated funding agreement and delivery plan for the first stage of the three waters reform programme. The MOU covers the first phase of the programme and commits central and local government to partner and work towards the reform of three waters service delivery.
6. Signing the MOU, and committing to participate in the reform programme, does not commit the council to change the way it currently delivers three waters services. The decision to commit to the transition to new water entities will not occur until the second phase of the reform programme, which is likely to be mid-2021 at the earliest.
7. The Department of Internal Affairs (DIA) is undertaking a road show and will be in Christchurch on 28 July and Timaru on 29 July. It is recommended that as many councillors attend from councils to hear directly about the reform programme.

LGNZ Zone 5 councils

8. The Canterbury Operations Forum met with representatives from Buller District Council, West Coast District Council, Grey District Council and Tasman District Council on 20 July 2020 to discuss the Government's announcement and initiate the review as requested by the Canterbury Mayoral Forum.
9. The West Coast and Tasman councils were asked if they wanted to be included in the review with Canterbury. West Coast councils advised that they were undertaking their own regional reviews but would like to stay connected to the Canterbury review. Tasman would like to be involved in the discussion with the top half of SI Councils to assess the options. Nelson City and Marlborough District did not attend the meeting.

Canterbury Mayoral Forum review

10. Terms of reference / a scope of works for the Canterbury review are being developed by the Three Waters working group. They will focus primarily on water and wastewater service delivery in Canterbury and cover the following:
 - problem definition
 - review government's proposal
 - implications of the government's proposal on the status quo
 - other options/hybrids
 - residual impact on councils' business
 - design and transition
 - consultation requirements.

Financial implications

11. The Canterbury Mayoral Forum agreed to fund the review by the following percentage share, based on an indicative cost of \$100,000.

| Council | Percentage share | Amount |
|--------------|------------------|-----------|
| Kaikōura | 2% | \$2,000 |
| Hurunui | 4% | \$4,000 |
| Waimakariri | 18% | \$18,000 |
| Christchurch | 31% | \$31,000 |
| Selwyn | 18% | \$18,000 |
| Ashburton | 9% | \$9,000 |
| Timaru | 12% | \$12,000 |
| Mackenzie | 2% | \$2,000 |
| Waimate | 2% | \$2,000 |
| Waitaki | 2% | \$2,000 |
| | 100% | \$100,000 |

12. Following completion of the TOR / scope of works, costs will be more accurately known. It is expected that the cost of this work will be in excess of \$100,000. If the Forum agrees, \$50,000 has been allowed for in the regional forums' budget for this work (agenda item 11). It is also intended to seek funding from DIA. The project may need to be staged to fit within the available budget.

Next steps

- Department of Internal Affairs road show – Christchurch 28 July 2020; Timaru 29 July 2020.
- Development of TOR / scope of works for review to be finalised by early August.

Canterbury Chief Executives Forum Item 7

Date: 27 July 2020

Presented by: Katherine Harbrow, Chair, Canterbury Finance Managers Group

Analysis to inform consideration of collaborative procurement

Purpose

1. This report seeks agreement to engage Deloitte to analyse third-party expenditure by Canterbury councils, to help us identify and consider opportunities for collaborative procurement and shared services.

Recommendations

That the Canterbury Chief Executives Forum:

1. **authorise the Canterbury Finance Managers Group to contract Deloitte to analyse third-party expenditure by Canterbury councils, to inform consideration of collaborative procurement and shared services opportunities**
2. **agree to fund this contract to a maximum of \$34,000 from the regional forums budget.**

Background

2. A Corporate Forum action on the three-year work programme is to develop a proposal for a joined-up procurement system/service for Canterbury councils. This work has been assigned to the Canterbury Finance Managers Group (CFMG).
3. Our objective is to deliver the same or better levels of service consistently across the region, for less cost. The project has high priority as councils seek to constrain rates increases during the COVID-related economic recession.
4. On behalf of the CFMG I requested a proposal from Deloitte (attached), which explains what is in and out of scope for this initial analysis.
5. Deloitte's proposal had not included Christchurch City Council, but Christchurch has since confirmed it will participate on the understanding that the costs of data gathering and analysis can be met from the regional forums budget.

Financial implications

6. Deloitte has provided an indicative fee of \$28,000 to \$34,000 for this initial data gathering and analysis. The CFMG will work with them to facilitate access to data and stay within this cap, with Christchurch included. I am therefore seeking the Chief Executives Forum's agreement to fund this contract to a maximum of \$34,000 from the regional forums budget.

Risk assessment and legal compliance

7. This initial investigation will not commit any member council to anything. It will simply provide us with data and analysis to inform our subsequent identification of options for detailed investigation and consideration.

Next steps

| | |
|-------------|---|
| 31 Jul 2020 | Commence contract |
| 14 Sep 2020 | Report to Corporate Forum |
| 2 Nov 2020 | Report to Chief Executives Forum with proposals for collaborative procurement and shared services |

Attachments

- Deloitte proposal dated 5 June 2020

Canterbury Chief Executives Forum Item 9

Date: 27 July 2020

Presented by: Maree McNeilly

Three-year work programme 2020 - 2022

Purpose

1. This paper seeks approval of the updated three-year work programme 2020-2022.

Recommendations

That the Canterbury Chief Executives Forum:

1. **approve the updated three-year work programme 2020-2022.**

Background

2. The three-year work programme has been updated since it was reported to the Chief Executives Forum in January 2020. The updated programme is attached at Appendix 1.
3. These updates reflect actions from the Canterbury Mayoral Forum's Plan for Canterbury (Item 9) and other changes recommended by the Corporate and Operations Forums as highlighted in the attached work programme.

Financial implications

4. The work programme will be funded by:
 - contracts with the Ministry of Business, Innovation and Employment (item 3)
 - the agreed cost-share for work on Three Waters (item 6)
 - the proposed regional forums budget (item 12)
 - Environment Canterbury's regional forums secretariat budget (meetings and secretariat support for advocacy).

Attachments

- Three-year work programme dated 27 July 2020

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

as at 20 July 2020

| WHAT | TASK | SPONSOR | LEAD | DUE | STATUS / NEXT STEPS |
|--|---|---------------|-----------------|---------------------------------|--|
| MAYORAL FORUM'S PLAN FOR CANTERBURY | | | | | |
| 1. Plan for Canterbury | Develop a Plan for Canterbury for the 2020-2022 local government term, to replace the CREDS | Mayoral Forum | CMF/Secretariat | 30 June 2020 | <ul style="list-style-type: none"> On track for launch 4 Sep – agenda item 8 |
| 2. Continue to monitor implementation of the CWMS Plan for Canterbury – sustainable environmental management of our habitats | To continue providing governance oversight and strategic support to the implementation of the Canterbury Water Management Strategy (CWMS) <ul style="list-style-type: none"> direct the Regional Water Committee to refresh the CWMS vision through engagement with stakeholders, to test and build agreement on a shared vision for freshwater management that keeps parties at the table | Mayoral Forum | Jenny Hughey | 30 Sep 2022 30 June 2021 | <ul style="list-style-type: none"> COF discussed Fit for the Future implementation work programme with ECan CWMS team on 16 March 2020 Zone committee ToR – agenda item 5 Advise the Regional Water Committee of the expectation to refresh the CWMS vision |
| 3. CREDS 2016–2019 continuing work programmes Plan for Canterbury – shared economic prosperity | To see through the completion of remaining projects from the 2016-2019 CREDS work programme: <ul style="list-style-type: none"> mobile and broadband coverage mapping and analysis promote uptake and use of digital technology Food, Fibre and Innovation youth transitions Canterbury Story South Island Destination Management plan | Mayoral Forum | Secretariat | 1 March 2020 | <ul style="list-style-type: none"> Mobile black spot mapping is underway, analysis due August Digital technology completed in December 2019 Food, Fibre and Innovation is progressing well, with UC nearing completion of industry roadmaps, a successful hackathon hosted online during the lockdown, and several initiatives planned over the next two years to continue to build the industry pipeline, improve productivity and support students into related study pathways Youth transitions work by Aoraki Developments has been funded by MSD for 'My Next Move', an education to employment brokerage service launched in April in 20 locations nationwide. Canterbury Story was launched in March and is now active, with over 1300 assets available on the website South Island Destination Management plan completed in March, not yet formally launched due to COVID-19 – next steps to seek support from rest of South Island to progress to Stage 2 |
| 4. Freshwater Package investments Plan for Canterbury – sustainable environmental management of our habitats | Advocate with Government for the region's interests to be addressed in the investment decisions to support the Government's Freshwater Package | Mayoral Forum | | | <ul style="list-style-type: none"> Write to Ministers to advocate for Canterbury's position – complete Add to the agenda for the Mayoral Forum visit(s) to Wellington |
| 5. Education Forum Plan for Canterbury – shared economic prosperity | Facilitate a forum of key tertiary education and training providers to enable the exchange of ideas and information and support collaboration Advocate for transition of secondary students to further study and training or work | Mayoral Forum | | 30 June 2021 | <ul style="list-style-type: none"> Forum meets at least twice each year |
| 6. Skilled Workforce Plan for Canterbury – shared economic prosperity | Advocate with Government for education and immigration policies that deliver a skilled workforce now and into the future | Mayoral Forum | | | <ul style="list-style-type: none"> Add to the agenda for the Mayoral Forum visit(s) to Wellington |
| 7. Better freight options Plan for Canterbury | Participate on the Canterbury Regional Land Transport Committee Collaborate with South Island chairs of RLTC to drive multi-modal transport planning investment Advocate with Government for investment in multi-modal transport outcomes, especially moving more long-distance freight by rail | Mayoral Forum | | | <ul style="list-style-type: none"> Communicate to the RTC the forum's desire that the new RTLP provide a planning and investment framework that results in fewer trucks on the road Write to Ministers to advocate for Canterbury's position Add to agenda for Mayoral Forum visit(s) to Wellington |
| CANTERBURY CHIEF EXECUTIVES FORUM | | | | | |

| WHAT | TASK | SPONSOR | LEAD | DUE | STATUS / NEXT STEPS |
|--|---|-----------------|------------------|----------------------------|--|
| 8. Review regional forums terms of reference | Three-yearly review of terms of reference for Chief Executives Forum, Policy Forum, Corporate Forum, Operations Forum | CEs Forum | Jim Palmer | 30 Sep 2020 | <ul style="list-style-type: none"> Agenda item 10 |
| 9. A consistent Canterbury story | Develop an agreed collective positioning story and investment proposition that we consistently communicate in and for Christchurch and Canterbury | CEs Forum | Jim Palmer | | <ul style="list-style-type: none"> Mayoral Forum Wellington visit postponed till after the election. Objective is in mind in relation to the Plan for Canterbury, regional COVID recovery co-ordination and Greater Christchurch 2050 |
| 10. Three Waters response Plan for Canterbury | Build a collaborative response to central government's Three Waters review, including: <ul style="list-style-type: none"> build consensus on strategic intent – where we want to get to, in relation to national direction and developments identify key risks, challenges and barriers recommend priority actions for CEF consideration | CEs Forum | COF/DWRG/CEMG | 31 Dec 2020 | <ul style="list-style-type: none"> Agenda item 6 |
| CANTERBURY POLICY FORUM | | | | | |
| 11. Collaboration on 2021 LTPs | Facilitate collaboration on 2021–31 Long-Term Plans – financial and infrastructure strategies, and strategic direction and community outcomes (the four wellbeings) | Policy Forum | David Ward / CCF | 31 Mar 2020 | <ul style="list-style-type: none"> LTP working group convened by David Ward 15 July 2020 |
| 12. Support each other to have a strong regional voice | Support a 'one strong voice for Canterbury' through the shared development of regional submissions and advocacy as requested by the Mayoral Forum and/or Chief Executives Forum on central government regulation and policy | Policy Forum | | 31 Dec 2020 | |
| 13. Regional training workshops | Design and deliver two workshops during 2020 <ul style="list-style-type: none"> report template design – with Toni Durham (Ashburton) use of 2018 Census data – with Simon Markham (Waimakariri) | Policy Forum | Secretariat | 31 Dec 2020 | <ul style="list-style-type: none"> Workshop on report templates at Ashburton District Council scheduled for 21 August 2020 |
| 14. Mana Whakahono a Rohe | Share information and develop a common understanding across Canterbury councils of Mana Whakahono a Rohe iwi/rūnanga participation agreements | Policy Forum | | 31 Dec 2020 | |
| 15. Review of Canterbury Regional Policy Statement <ul style="list-style-type: none"> Plan for Canterbury – climate change mitigation and adaptation | Facilitate a regional perspective on Environment Canterbury's review of the Canterbury Regional Policy Statement <ul style="list-style-type: none"> encourage Environment Canterbury to factor climate change mitigation and adaptation into the new Canterbury Regional Policy Statement | Policy Forum | | 30 June 2021 | |
| 16. Update Canterbury Biodiversity Strategy <ul style="list-style-type: none"> Plan for Canterbury – sustainable environmental management of our habitats | Oversee the review of the Canterbury Biodiversity Strategy 2008 to ensure alignment with the NZ Biodiversity Strategy 2020 and the proposed National Policy Statement on Indigenous Biodiversity | Policy Forum | | 30 June 2021 | |
| CANTERBURY CORPORATE FORUM | | | | | |
| 17. IT systems and digital services | Lead development of a 10-year plan for Canterbury councils to move to a common platform for IT systems and digital services (including valuation and rating functions) and secure cost savings through group licensing procurement, with specific concrete actions to be implemented in each year of the 10-year plan <ul style="list-style-type: none"> Conduct a stocktake of where everyone is at. Develop a business case (with value proposition and a request for funding) to go to member councils to test and build consensus on a collective vision, commitment and understanding of what it might mean over time for procurement and renewal cycles | Corporate Forum | CIOs | 30 Jun 2020 30 Nov 2020 | <ul style="list-style-type: none"> CCF agreed 16 March 2020 that CIOs will conduct a stocktake of Canterbury councils' IT platforms, applications and procurement / licensing cycles and investment intentions to inform planning to move towards a common platform by 2030 delayed by lockdown; for completion and report to CCF Sep 2020 |
| 18. Procurement | Develop a proposal for a joined-up procurement system/service for Canterbury councils, including legal services provisioning <ul style="list-style-type: none"> Develop a proposal for consideration by member councils | Corporate Forum | CFMG | 30 Nov 2020 | <ul style="list-style-type: none"> Agenda item 7 |
| 19. Resource sharing | Facilitate resource sharing (staff capacity and capability) on a 'gifts and gains' basis – it won't always be a direct 'trade'; e.g. engineers, accreditation, planners, building inspectors ...; leveraging off moving to common systems and IT platforms where possible | Corporate Forum | CCF | 30 Sep 2022 | <ul style="list-style-type: none"> CCF recommends deleting this action – already underway through a new SOLGM platform, and formal and informal staff secondments and exchanges |

| WHAT | TASK | SPONSOR | LEAD | DUE | STATUS / NEXT STEPS |
|---|--|------------------|-------------------------|-------------|--|
| 20. Carbon footprint assessments Plan for Canterbury – climate change mitigation and adaptation | Encourage and facilitate completion of carbon footprint assessments by Canterbury councils | Corporate Forum | CCF / TDC co-ordinating | 31 Dec 2020 | <ul style="list-style-type: none"> Aligns with draft Plan for Canterbury |
| CANTERBURY OPERATIONS FORUM | | | | | |
| 21. Co-ordination of waste minimisation plans | Align renewal of waste minimisation plans to provide a consistent approach to waste management across the region and improve efficiencies. <ul style="list-style-type: none"> Develop a proposal for consideration by member councils. | Operations Forum | COF | 31 Dec 2020 | <ul style="list-style-type: none"> COF agreed 16 March 2020 to park this until 2023 |
| 22. Road engineering to improve road safety | Engage with other roading agencies to align with best practice in designing and managing road engineering assets | Operations Forum | CEMG | 31 Dec 2020 | |
| 23. Implementing new Water Safety Plan format | Share advice and lessons between drinking water suppliers from implementing the new Water Safety Plan to improve compliance across the region | Operations Forum | DWRG | | <ul style="list-style-type: none"> COF agreed 16 March 2020 to share advice and lessons learned in implementing drinking water safety plans, and draw on the Drinking Water Reference Group for technical input 3 Waters Agenda item 6 |
| 24. Shared approach to managing infrastructure | Develop a shared approach aligned to best practice for adaptation to climate change in 30-year Infrastructure Plans | Operations Forum | CEMG | 31 Dec 2020 | <ul style="list-style-type: none"> COF agreed 16 March 2020 to action this |

Key to acronyms

CCWG Climate Change Working Group
 CEF Chief Executives Forum
 CEMG Canterbury Engineering Managers Group
 CFMG Canterbury Finance Managers Group

CIOs Chief Information Officers Group
 CMF Canterbury Mayoral Forum
 COF Canterbury Operations Forum
 CPF Canterbury Policy Forum

CREDS Canterbury Regional Development Strategy
 CWMS Canterbury Water Management Strategy
 DWRG Drinking Water Reference Group
 ECan Environment Canterbury

Canterbury Chief Executives Forum Item 10

Date: 27 July 2020

Presented by: David Bromell, Secretariat

Regional forums terms of reference

Purpose

1. This paper invites the Chief Executives Forum to approve new or revised terms of reference for regional forums.

Recommendations

That the Canterbury Chief Executives Forum:

1. **note that the Chief Executives Forum agreed in its three-year work programme to review terms of reference for regional forums by September 2020**
2. **approve the proposed terms of reference for the Canterbury Chief Executives Forum**
3. **approve revised terms of reference for the Canterbury Policy Forum, Canterbury Operations Forum and Canterbury Corporate Forum**
4. **agree to postpone decisions about dis-establishing or revising terms of reference for the Canterbury Drinking Water Reference Group and formalising terms of reference for regional and/or interregional working groups on 3 Waters until the meeting on 2 November 2020.**

Background

2. The Chief Executives Forum's three-year work programme includes a commitment to review terms of reference for regional forums by September 2020.
3. The secretariat has been unable to locate terms of reference for the Chief Executives Forum, but the Forum is explicitly mandated by the Canterbury Local Authorities' Triennial Agreement. Proposed terms of reference have been developed in consultation with the Chair.
4. Proposed revised terms of reference are attached for the Policy, Corporate and Operations Forums.
5. The Chief Executives Forum established a Canterbury Drinking Water Reference Group (CDWRG) in 2016 following the Havelock North drinking water contamination incident.

Its work has subsequently been overtaken by central government's 3 Waters reforms. The Chief Executives Forum had asked for the CDWRG terms of reference to be reviewed in light of this.

6. In discussions between Canterbury councils and in LGNZ Zone 5 about the Government's 3 Waters announcements on 8 July, we have not yet shaped up the tasks and membership of a regional or inter-regional 3 Waters working group. This requires discussion and can be formalised at the next meeting on 2 November 2020.

Consultation

7. The secretariat has drafted revised terms of reference for the Policy, Corporate and Operations Forums in consultation with the chairs and members of those forums.
8. Ronnie Cooper, who attends the Policy Forum from the Strategy & Influence Group of Te Rūnanga o Ngāi Tahu, has endorsed the proposed Policy Forum terms of reference and how they articulate Ngāi Tahu's participation.
9. The question of disestablishing or revising terms of reference for the CDWRG and transferring its continuing functions to a 3 Waters working group has been discussed with:
 - Helen Beaumont, convenor, CDWRG
 - Hamish Dobbie, chair, Canterbury Operations Forum
 - Stefanie Rixecker, former convenor, CDWRG and acting Chief Executive, Environment Canterbury.

Communication

10. Once approved, the terms of reference will be:
 - circulated to forum / reference group members
 - published on the Mayoral Forum website
 - reported to the Mayoral Forum when it meets on 4 September 2020.

Next steps

11. The new terms of reference can be used as a model for reviewing and revising regional working group terms of reference over time.
12. This paper recommends postponing decisions about dis-establishing or revising terms of reference for the CDWRG and formalising terms of reference for regional and/or inter-regional working groups on 3 Waters until the meeting on 2 November.

Attachments

- Canterbury Chief Executives Forum Terms of Reference July 2020
- Canterbury Policy Forum Terms of Reference July 2020
- Canterbury Operations Forum Terms of Reference July 2020
- Canterbury Corporate Forum Terms of Reference July 2020

See also the background papers that accompany the agenda pack:

- Canterbury Local Authorities' Triennial Agreement 2020–22
- Canterbury Policy Forum Terms of Reference 2013, amended 2016
- Canterbury Operations Forum Terms of Reference 2017
- Canterbury Corporate Forum Terms of Reference 2017
- Canterbury Drinking Water Reference Group Terms of Reference 2016

Canterbury Chief Executives Forum: Terms of reference (July 2020)

Purpose

1. The purpose of the Forum is to:
 - 1.1. advise the Canterbury Mayoral Forum and implement its strategy and decisions as agreed from time to time
 - 1.2. identify opportunities to improve consistency, collaboration and value for money in the provision of local services by Canterbury councils
 - 1.3. develop and implement a three-year work programme that aligns and integrates the work programmes of regional forums and working groups and report on this quarterly to the Mayoral Forum.
2. The Forum reports to the Canterbury Mayoral Forum and is mandated by the Canterbury Local Authorities' Triennial Agreement 2020–22.

Membership and operation

3. The members of the Forum are the Chief Executives of the 11 local authorities in Canterbury region.
4. The Forum has extended an open invitation to the Kaiwhakahaere, Te Rūnanga o Ngāi Tahu, to attend and participate in its meetings.
5. The Forum may invite other agencies to present and participate in its discussions as the Forum considers appropriate.
6. A Chair shall be appointed annually by the Forum from its membership. The Chair is eligible for reappointment. The regional forums secretariat will provide secretariat support.

Work programme

7. The Forum will develop its work programme annually and report on this quarterly to the Mayoral Forum.
8. The Forum will meet virtually or in person at least quarterly.

Mayors standing together for Canterbury.

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

Review and amendment of these terms of reference

9. The Chief Executives Forum will review its terms of reference three-yearly in the year following local authority elections.

Approved by the Canterbury Chief Executives Forum, 27 July 2020

Canterbury Policy Forum: Terms of reference (July 2020)

Background

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

Purpose

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

Membership and operation

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

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

Work programme

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

Review and amendment of these terms of reference

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

Approved by the Canterbury Chief Executives Forum, 27 July 2020

Canterbury Operations Forum: Terms of reference (July 2020)

Background

1. These terms of reference replace terms of reference agreed in May 2017.

Purpose

2. The purpose of the Forum is to:
 - 2.1. align operational working groups' work programmes with the priorities and work programme of the Canterbury Chief Executives Forum
 - 2.2. improve consistency, collaboration and value for money in the provision of local services by Canterbury councils.
3. The Forum reports to the Chief Executives Forum and is mandated by the Canterbury Local Authorities' Triennial Agreement 2020–22.

Membership and operation

4. The members of the Forum are one operations manager from each of the 11 local authorities in Canterbury region, including the convenors/chairs of the:
 - 4.1. Canterbury Engineering Managers Group
 - 4.2. Canterbury Stormwater Forum
 - 4.3. Canterbury Natural Hazards and Risk Reduction Group
 - 4.4. Canterbury Drinking Water Reference Group
 - 4.5. Health & Safety Advisors Group
 - 4.6. Regulatory Managers Group (non-RMA).
5. The Forum may invite other agencies to present and participate in its consideration of local government services, as the Forum considers appropriate.
6. A Chair shall be appointed annually by the Chief Executives Forum from its membership. The Chair is eligible for reappointment. The regional forums secretariat will provide secretariat support.

Mayors standing together for Canterbury.

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Work programme

7. The Forum will develop its work programme annually and report on this quarterly to the Chief Executives Forum.
8. The Forum will meet virtually or in person at least three times each year.

Review and amendment of these terms of reference

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

Approved by the Canterbury Chief Executives Forum, 27 July 2020

Canterbury Corporate Forum: Terms of reference (July 2020)

Background

1. These terms of reference replace terms of reference agreed in May 2017.

Purpose

2. The purpose of the Forum is to:
 - 2.1. align corporate working groups' work programmes with the priorities and work programme of the Canterbury Chief Executives Forum
 - 2.2. improve consistency, collaboration and value for money in the provision of local services by Canterbury councils.
3. The Forum reports to the Chief Executives Forum and is mandated by the Canterbury Local Authorities' Triennial Agreement 2020–22.

Membership and operation

4. The members of the Forum are one corporate services manager from each of the 11 local authorities in Canterbury region, including the convenors/chairs of the:
 - 4.1. Canterbury Finance Managers Group
 - 4.2. Canterbury Chief Information Officers Working Group
 - 4.3. Canterbury Records and Information Management Group
 - 4.4. Canterbury Public Records Act Executive Sponsors Group.
5. The Forum may invite other agencies to present and participate in its consideration of local government corporate services, as the Forum considers appropriate.
6. A Chair shall be appointed annually by the Chief Executives Forum from its membership. The Chair is eligible for reappointment. The regional forums secretariat will provide secretariat support.

Mayors standing together for Canterbury.

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

Work programme

7. The Forum will develop its work programme annually and report on this quarterly to the Chief Executives Forum.
8. The Forum will meet virtually or in person at least three times each year.

Review and amendment of these terms of reference

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

Approved by the Canterbury Chief Executives Forum, 27 July 2020

Canterbury Chief Executives Forum Item 11

Date: 27 July 2020

Presented by: Maree McNeilly, Secretariat

Regional forums budget 2020/21

Purpose

1. This paper summarises regional forums income and expenditure for 2019/20 and proposes a budget for 2020/21.

Recommendations

That the Canterbury Chief Executives Forum:

1. **approve the regional forums 2019/20 income and expenditure report**
2. **approve the regional forums 2020/21 budget**
3. **note that the levy proposed for each member council to fund the 2020/2021 budget remains the same as for 2019/20.**

Background

2. Prior to 2019/20, only the Policy Forum levied member councils. The Chief Executives Forum agreed to create a regional forums budget for the 2019/20 financial year. Funds for the budget were levied from councils from 1 July and based on the cost-share formula used to calculate the Policy Forum levy from 2013/14 to 2018/19.
3. The regional forums budget funds collaborative projects and regional training workshops. Environment Canterbury acts as fund holder for regional forums, as part of providing secretariat support.

2019/20 income and expenditure

4. We ended the 2019/20 financial year with a surplus of \$52,117. While a number of projects and training events were funded, the PRA eLearning platform, budgeted at \$50,000, did not receive funds from the regional forums budget. The income and expenditure report and a budget for 2020/21 are attached as Appendix 1.

2020/2021 budget

5. If we retain levies at the same rate as in 2019/20, and given the surplus carried forward, we can fund or part-fund three current projects from the regional forums budget rather than by a separate levy on member councils:
 - councils' third-party expenditure analysis (agenda Item 7)
 - Three Waters review (agenda Item 6)
 - Public Records Act eLearning platform.

Next steps

6. Environment Canterbury will invoice councils for the agreed levies. The secretariat will provide a budget update quarterly to the Chief Executives Forum.

Attachments

- Regional forums income and expenditure report 2019/20 and budget 2020/21.

Regional forums income and expenditure report 2019/20 and budget 2020/21

| REGIONAL FORUMS INCOME AND EXPENDITURE 2019/20 | | | REGIONAL FORUMS BUDGET 2020/21 | |
|---|----------------------|---------------------|---|----------------------|
| | Budget 2019/2020 | Actual 2019/2020 | | Budget 2020/2021 |
| INCOME | | | INCOME | |
| Environment Canterbury | \$ 12,907.32 | \$ 12,907.32 | Environment Canterbury | \$ 12,908.00 |
| Christchurch City | \$ 12,907.32 | \$ 12,907.32 | Christchurch City | \$ 12,908.00 |
| Selwyn District | \$ 6,760.98 | \$ 6,760.98 | Selwyn District | \$ 6,761.00 |
| Waimakariri District | \$ 6,760.98 | \$ 6,760.98 | Waimakariri District | \$ 6,761.00 |
| Ashburton District | \$ 6,146.34 | \$ 6,146.34 | Ashburton District | \$ 6,146.00 |
| Timaru District | \$ 6,146.34 | \$ 6,146.34 | Timaru District | \$ 6,146.00 |
| Hurunui District | \$ 3,257.54 | \$ 3,257.54 | Hurunui District | \$ 3,258.00 |
| Waimate District | \$ 2,458.54 | \$ 2,458.54 | Waimate District | \$ 2,458.00 |
| Waitaki District | \$ 2,458.54 | \$ 2,458.54 | Waitaki District | \$ 2,458.00 |
| kaikoura District | \$ 1,598.05 | \$ 1,598.05 | kaikoura District | \$ 1,598.00 |
| Mackenzie District | \$ 1,598.05 | \$ 1,598.05 | Mackenzie District | \$ 1,598.00 |
| TOTAL INCOME | \$ 63,000.00 | \$ 63,000.00 | TOTAL INCOME | \$ 63,000.00 |
| EXPENDITURE | | | EXPENDITURE | |
| Research | | | Research | |
| Regional wellbeing overview | | \$ 3,650.00 | | |
| Plan for Canterbury workshop | | \$ 1,975.00 | Plan for Canterbury design and printing | \$ 1,750.00 |
| | \$ 4,500.00 | \$ 5,625.00 | | \$ 1,750.00 |
| Training events | | | Training events | |
| Policy Forum regional workshop | | \$ 486.00 | Policy Forum regional workshops x 2 | \$ 1,000.00 |
| Compliance, monitoring and enforcement workshop | | \$ 4,354.00 | | |
| | \$ 2,400.00 | \$ 4,840.00 | | \$ 1,000.00 |
| Collaborative projects | | | Collaborative projects | |
| Three Waters investigation | | \$ 10,909.00 | Three Waters | \$ 50,000.00 |
| Natural hazards project | \$ 5,000.00 | \$ - | PRA elearning platform | \$ 25,000.00 |
| | | | Analysis of 3rd-party expenditure | \$ 34,000.00 |
| | \$ 60,000.00 | \$ 10,909.00 | | \$ 109,000.00 |
| Secretariat / Admin | | | Secretariat / Admin | |
| Travel | \$ 400.00 | \$ - | Travel (secretariat support WLG visit) | \$ 400.00 |
| Minute taking support | \$ 5,920.00 | \$ - | | |
| | \$ 6,320.00 | \$ - | | \$ 400.00 |
| TOTAL EXPENDITURE | \$ 73,220.00 | \$ 21,374.00 | TOTAL EXPENDITURE | \$ 112,150.00 |
| SURPLUS/DEFICIT | -\$ 10,220.00 | \$ 41,626.00 | SURPLUS/DEFICIT | -\$ 49,150.00 |
| SURPLUS/DEFICIT CFWD (Actual) | \$ 10,491.46 | \$ 10,491.46 | SURPLUS/DEFICIT CFWD (Actual) | \$ 52,117.46 |
| FUNDS IN HAND | \$ 271.46 | \$ 52,117.46 | FUNDS IN HAND | \$ 2,967.46 |

Canterbury Chief Executives Forum Item 12

Date: 27 July 2020

Presented by: Hamish Dobbie, Bede Carran, David Ward

Regional forums update

Purpose

1. This report summarises outcomes from regional forum meetings since the Chief Executives Forum last met on 4 May 2020.

Recommendations

That the Canterbury Chief Executives Forum:

1. receive the report on regional forum meetings between May and July 2020.

Background

2. The Operations and Corporate Forums met on 15 June 2020. The Policy Forum met on 3 July 2020.

Operations Forum (chair Hamish Dobbie)

3. At its meeting on 15 June, the Operations Forum:
 - agreed to establish a committee with representatives from the Operations Forum and the Canterbury Engineering Managers Group to develop the scope and Terms of Reference for the Three Waters review for Canterbury (as discussed at agenda item 6)
 - agreed to contact the Department of Internal Affairs to seek a formal response on earlier Three Waters funding applications from Canterbury
 - noted the findings from the Climate Change Risk Assessment Stage 1 report. There were discussions about how to layer climate change into Infrastructure Strategies, District Plan reviews and Activity Management Plans currently under development. It was noted that each council is at a different place and will need to adapt as it progresses.
 - accepted the report on the CWMS Fit for Future Work Programme, noting that Environment Canterbury has finalised the regional work programme and provided customised versions for each TA
 - reflected on the lockdown period and noted that overall operations continued well, staff responded well to the changed environment and contractors were very good

to work with, some only claiming actual costs and some catching up on works at no extra costs to councils. Questions were raised about some long-term effects, such as building consent exemptions – will there be future retrospective consenting required? Could we have done better in the solid waste services space, with contamination in recycling and likely to be for some time with re-education required?

- agreed to continue meeting by Zoom, with one face-to-face meeting each year.

Corporate Forum (chair Bede Carran)

4. At the meeting on 15 June, the Forum:

- discussed carbon footprint assessments by Canterbury councils. Timaru District has offered co-ordination of joint procurement and a common methodology for councils that have not yet commissioned an assessment but plan to do so.
- discussed the stocktake of Canterbury councils' IT platforms, applications and procurement/licensing cycles and investment intentions. The forum noted that this is a large piece of work with the need to align processes before trying to rationalise applications and to look for synergies where collaboration and joint procurement could potentially drive down costs. A written report, with recommendations will be provided to the next Corporate Forum meeting on 14 September 2020.
- there is still concern about QA and maintenance of rating databases and procurement of valuation services. A report will be prepared for the next meeting on 14 September 2020 on how we might initiate regional QA for quality of data and compliance
- the Finance Managers Group has identified the need for data analysis to inform decisions about models for collaboration on procurement and shared services (as discussed at agenda item 8
- agreed to continue meeting by Zoom, with one face-to-face meeting at the beginning of the year.

Policy Forum (chair David Ward)

5. At the meeting on 3 July, the Forum

- discussed the review of CWMS Zone Committees' terms of reference and development of the proposed Letter of Shared priorities and agreed to support and participate in the changes
- received a progress update from Simon Markham on the SOLGM database of wellbeing indicators, which will dovetail into the Long-term Plan short life working party discussion on 15 July 2020
- agreed terms of reference for a Long-Term Plan short life working party. All councils have nominated a representative, and a meeting has been organised for

15 July (including the office of the Auditor-General and Audit NZ) and again in September (with a request for attendance by all Audit NZ audit directors)

- discussed and confirmed Policy Forum items on the Three-year work programme and noted that a number of national policy statements (freshwater management; indigenous biodiversity; urban development) will be progressively coming into effect over the next year
- agreed to alternate virtual and face-to-face meetings, with the option of members joining face-to-face meetings by videoconference if absolutely necessary.

Next meetings

6. Scheduled forum meetings for the next quarter are:

| | |
|----------------|--|
| 3 September | Mayoral Forum Working dinner with Lawrence Yule, Opposition spokesperson on local government |
| 4 September | Mayoral Forum and lunch with Canterbury MPs and launch of the Plan for Canterbury |
| 14 September | Corporate Forum / Operations Forum |
| 2 October | Policy Forum |
| 2 November | Chief Executives Forum |
| 26–27 November | Mayoral Forum |

Appendices

- Three-year work programme 2020-22