

Canterbury Chief Executives Forum

MEETING PACK

for

Canterbury Chief Executives Forum

Monday, 2 May 2022

9:00 am

Held at:

MS Teams

Online only

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AGENDA

CANTERBURY CHIEF EXECUTIVES FORUM

| | |
|---------------------------|--|
| Name: | Canterbury Chief Executives Forum |
| Date: | Monday, 2 May 2022 |
| Time: | 9:00 am to 12:00 pm |
| Location: | MS Teams, Online only https://teams.microsoft.com/join/19%3ameeting_NWQwYTU0MjAtNDdkZS00YjA0LWI3OTktOGM4NDdIMGVjNyEy%40thread.v2/0?context=%7b%22Tid%22%3a%22984bfe4-c12e-454e-9111-7b8d8da5e7e1%22%2c%22Oid%22%3a%220d4c9580-bfae-49e5-8ce3-177a95ba9804%22%7d |
| Committee Members: | Hamish Riach (Committee Chair), David Ward, Alex Parmley, Bede Carran, Dawn Baxendale, Hamish Dobbie, Jim Harland, Stefanie Rixecker, Stuart Duncan, Will Doughty |
| Attendees: | Amanda Wall, Maree McNeilly, Rosa Wakefield |
| Apologies: | Angela Oosthuizen |
| Guests/Notes: | David Adamson (Mackenzie District Council - for Angela Oosthuizen) Ben Clark (Regional Public Service Commissioner) Eamon Coulter (Director, Canterbury Regional Covid Response, MSD) |

1. Opening Meeting

1.1 Welcome, introductions and apologies

9:00 am (3 min)

Hamish Riach

Opening karakia: Whakataka te hau

Whakataka te hau ki te uru

Whakataka te hau ki te tonga

Kia mākinakina ki uta

Kia mātaratara ki tai

E hī ake ana te atakura

He tio, he huka, he hau hū

Thei mauri ora!

Cease the winds from the west

Cease the winds from the south

Let the breeze blow over the land

Let the breeze blow over the ocean

Let the red-tipped dawn come

with a sharpened air.

A touch of frost,
a promise of a glorious day.
It is the breath of life!

1.2 Confirm minutes

9:03 am (2 min)

Hamish Riach

Supporting Documents:

| | | |
|-------|---|---|
| 1.2.a | Minutes : Canterbury Chief Executives Forum - 31 Jan 2022 | 7 |
|-------|---|---|

1.3 Action list

Hamish Riach

Supporting Documents:

| | | |
|-------|-------------|----|
| 1.3.a | Action List | 16 |
|-------|-------------|----|

2. CE discussion time

2.1 Discussion

9:05 am (60 min)

- RM reform
- Future for Local Government

3. Morning tea

3.1 Morning tea

10:05 am (15 min)

4. For discussion and decision

4.1 Regional Public Service Commissioner update

10:20 am (10 min)

Ben Clark

Supporting Documents:

| | | |
|-------|--|----|
| 4.1.a | CEF Regional Public Service Commissioner Update May 2022.docx | 17 |
| 4.1.b | CEF Regional Public Service Commissioner Update attachment May 2022.docx | 18 |

4.2 Three Waters Transition Unit

10:30 am (30 min)

Hamish Riach

Heather Shotter (Executive Director - Transitions); Hamiora Bowkett (Executive Director - Reform);
Marlon Bridge (DIA)

4.3 2022-2024 Triennium discussion

11:00 am (10 min)

Hamish Riach

Draft triennial agreement 2022-2024, approach to strategy and CMF structure for next term

Supporting Documents:

| | | |
|-------|---|----|
| 4.3.a | CEF 2023-2025 triennium discussion May 2022 (2).docx | 20 |
| 4.3.b | CEF 2023-2025 triennium discussion May 2022 Attachment draft triennial agreement.docx | 25 |

4.4 Canterbury Water Management Strategy update 11:10 am (10 min)

Stefanie Rixecker

Supporting Documents:

| | | |
|-------|---|----|
| 4.4.a | CEF CWMS Quarterly update May 2022.docx | 32 |
|-------|---|----|

4.5 Regional forums update and work programme 11:20 am (10 min)

Bede Carran

Supporting Documents:

| | | |
|-------|---|----|
| 4.5.a | CEF Regional Forums update and work programme May 2022 (3).docx | 43 |
| 4.5.b | Regional Forums three year work programme May 2022.pdf | 53 |

4.6 Local Government Election 2022 11:30 am (15 min)

David Ward

Supporting Documents:

| | | |
|-------|--|----|
| 4.6.a | CEF Local Government Election 2022 May 22.docx | 58 |
| 4.6.b | CEF Election Information attachment May 2022.pdf | 59 |

4.7 Draft Mayoral Forum agenda, 27 May 11:45 am (5 min)

Hamish Riach

Supporting Documents:

| | | |
|-------|---|----|
| 4.7.a | 27 May 2022 Draft Agenda Canterbury Mayoral Forum (1).pdf | 92 |
|-------|---|----|

5. For information

6. General business

6.1 General business

- possible introduction of a Communications and Engagement Working Group

7. Close Meeting

7.1 Meeting debrief 11:50 am (10 min)

7.2 Closing karakia

Kia tau te rangimarie ki runga I nga lwi o te ao

Haumi e

hui e
Taiki e

Let peace reign on all the people of the world
Fixed
Bound as one

7.3 Close the meeting

Next meeting: Canterbury Chief Executives Forum - 1 Aug 2022, 9:00 am

Other upcoming meetings:

- Mayoral Forum – Friday 27th May 8.30am-2.30pm at Clearwater Resort

MINUTES (in Review)

CANTERBURY CHIEF EXECUTIVES FORUM

| | |
|---------------------------|--|
| Name: | Canterbury Chief Executives Forum |
| Date: | Monday, 31 January 2022 |
| Time: | 9:00 am to 12:29 pm |
| Location: | MS Teams, Online only |
| Committee Members: | Hamish Riach (Committee Chair), Angela Oosthuizen, David Ward, Bede Carran, Dawn Baxendale, Hamish Dobbie, Jim Harland, Stefanie Rixecker, Stuart Duncan, Will Doughty |
| Attendees: | Amanda Wall, Maree McNeilly, Rosa Wakefield |
| Apologies: | Alex Parmley |
| Guests/Notes: | Ben Clark, Regional Public Service Commissioner (Item 4.5). |

1. Opening Meeting

1.1 Welcome, introductions and apologies

Hamish Riach welcomed everyone to the meeting, noting that Ben Clark, Regional Public Service Commissioner, will join the meeting for item 4.5.

Alex Parmley is an apology, and Stuart Duncan, Dawn Baxendale and Angela Oosthuizen noted apologies for the end of the meeting.

Members discussed the strategy day, noting that they found it enjoyable, that it was good to discuss what it means to be part of this group, to talk openly with colleagues, and to consider what the group wants, and agreeing that they now need to keep a focus on their strategy and connectedness as CEs. The CEs were happy with the facilitation from Kit Hindin.



Book Kit Hindin to facilitated a mid-year review of changes to the Forum

Book Kit Hindin to facilitate a mid-year review of changes made to the Forum.

Have advised Kit that will be booking her for a mid-year review

Due Date: 6 May 2022

Owner: Maree McNeilly

1.2 Confirm minutes

Canterbury Chief Executives Forum 8 Nov 2021, the minutes were confirmed as presented.

1.3 Action list

There were no outstanding actions.

2. CE discussion time

2.1 Discussion

Members discussed current issues around:

- business continuity planning
- pre- and post-election period planning.



Action

Share Christchurch City Council's BCP document with the group.

Due Date: 11 Feb 2022

Owner: Dawn Baxendale



Share Christchurch City Council's systems planning for BCP

Share Christchurch City Council's systems planning for BCP with the group once this work is complete.

Due Date: 25 Feb 2022

Owner: Dawn Baxendale



Action

Share Timaru District Council's test scenario for BCP when a positive case occurs on staff with the group.

Due Date: 4 Feb 2022

Owner: Bede Carran



Action

Share Environment Canterbury's vaccination policy when released.

Due Date: 11 Feb 2022

Owner: Stefanie Rixecker



Action

Lead a session on election transitions to be held around four months before the local body elections. Dawn will also provide input. David will start work on this, with an aim to have initial work done by 31 March.

Due Date: 2 May 2022

Owner: David Ward

3. Morning tea

3.1 Morning tea

3.2 Photo shoot

This was postponed due to the meeting being held virtually.

4. For discussion and decision

4.1 Education and training - governance and leadership

Dawn Baxendale spoke to the paper, noting that the Mayoral Forum's Education and Training Governance Group is no longer needed given the establishment of the Canterbury Regional Skills Leadership Group (RSLG).

Members commented that the RSLG needs to be engaging well with Ngāi Tahu, with education and capability needing to be regularly covered on the agenda. It has a Ngāi Tahu co-chair.



Decision

The Forum agreed to:

1. note the update on the Mayoral Forum's actions on education and training, and on the work of the Canterbury Regional Skills Leadership Group
2. recommend to the Mayoral Forum that its Education and Training Governance Group be disestablished
3. invite the co-chairs of the Regional Skills Leadership Group to meet with the Canterbury Mayoral Forum at its February 2022 meeting.

Decision Date: 31 Jan 2022
Mover: Dawn Baxendale
Seconded: David Ward
Outcome: Approved

4.2 Draft Mayoral Forum submission on resource management discussion materials

David Ward spoke to the paper, noting that he is seeking the Forum's responses to the questions raised in paragraph 9. Responses will be provided to the Planning Managers Group, which has developed the draft submission. The submission is due on 28 February.

Members discussed:

- GCP's focus on the economic area and whether there is an economic plan
- Christchurch City Council's concerns around decision-making with only one representative
- questions on the committee structure and representation, noting that the Minister and officials would appreciate views on this
- that the cost of a secretariat could be quite high, and the ongoing support and implementation requirements are unclear
- the need for decision-making to link back to elected representatives to protect property rights, and the importance of having local authorities and iwi appropriately represented
- the need for clarity around the engagement process with local government
- views on having one NBA plan per region, and that this needs to be considered with elected members before input can be given on the submission.



Action

Send Christchurch City Council submission to David.

Due Date: 4 Feb 2022
Owner: Dawn Baxendale

**Action**

All members to discuss with their planning managers and come back to secretariat and David by midday Friday 4 February on these questions and any other relevant issues.

Due Date: 4 Feb 2022

Owner: David Ward

**Decision**

The Forum agreed to provide feedback to be incorporated into the draft Mayoral Forum submission on the Ministry for the Environment's Our future resource management system: Materials for discussion document by Friday 4 February.

Decision Date: 31 Jan 2022

Mover: David Ward

Seconder: Angela Oosthuizen

Outcome: Approved

4.3 Review of regional forums and working groups

Amanda Wall spoke to the paper, noting the recommendations are based on the secretariat's monitoring and investigations following the initial review done at the end of 2020 as well as feedback from Corporate, Operations and Policy Forum members. There is still some work needed to ensure the right people are at the table and that expectations of being a member are clear, and work programmes may need more clarity.

Members discussed the issues in the paper, and:

- agreed to review membership lists for the forums and working groups to ensure the appropriate people are included
- noted the challenges around resourcing, and that some of the attendance issues are a result of high workloads
- noted the importance of ensuring group members don't overcommit themselves
- agreed that the development of a role statement for clarity around expectations is helpful
- acknowledged the heavy workload the larger councils take in these groups
- noted the need to align working group work programmes with the Mayoral Forum work programme
- emphasised the need to consider the strategic view, and ensure this is reflected in the work programme
- agreed that quorums are not necessary or helpful for the forums and working groups.



Decision

The Forum agreed:

1. to receive the update on the implementation of the review's outcomes in 2021
2. to review membership lists for working groups annually and advise the secretariat of any changes required
3. to the following additional changes to the structure and/or operation of regional forums and working groups:
 - i. the development of a role statement for regional forums and working groups members to clarify role expectations and contributions
 - ii. package working group update reports as one for Corporate, Operations and Policy Forum meetings
 - iii. review the three-year work programme quarterly to confirm that it reflects work currently planned or underway for the regional forums
4. not to implement quorum requirements for the Corporate, Operations and Policy Forums.

Decision Date: 31 Jan 2022
Mover: David Ward
Seconded: Bede Carran
Outcome: Approved

4.4 Regional forums update and work programme

David Ward spoke to the Policy Forum update, noting the strength of one regional voice on submissions. Members agreed that the one voice model generally works well and is valuable, both for the strength of voice and the efficient use of resources. Noting that some councils, particularly Christchurch City Council and Environment Canterbury, often need to submit separately to reflect their specific situations. Members discussed the need to support those developing submissions, and the importance of forum chairs to ensure group members are not being over-burdened. It was noted that the Canterbury Mayoral Forum is seen in very high regard in central government settings.

Bede Carran spoke to the Corporate Forum update, noting that councils should now be able to input carbon footprint assessment data into Christchurch model. The group is also working to establish a clear scope on the procurement work before engaging with Deloitte.

Hamish Dobbie spoke to the Operations Forum report, noting that the working groups are seeking clarity around their work programmes and wanting to understand the value of workstreams.

The Operations Forum also discussed their concern and frustration around the audit process and asked that this be raised with the CEs Forum. Members discussed frustrations, including:

- lack of experience from Audit New Zealand staff regarding the functions they were auditing
- delays caused by availability of audit staff
- DIA mandatory performance measures not being fit for purpose
- inconsistency of outcomes when councils have taken the same approach
- the lack of a risk-based approach to audit.
- Members agreed to seek a meeting with Stephen Walker, Chief Executive of Audit New Zealand, and John Ryan, Controller and Auditor-General to express frustrations and seek a more pragmatic approach in the future. Members are seeking a review of audit process for councils and communities and wish to provide practical, realistic feedback to those running the process.

Members discussed the work programme and how to ensure this is still aligned with strategic priorities. Members discussed how best to ensure priorities are captured and agreed that the chairs should take this to the forums to review, then bring back to the next CEs Forum meeting.



Action

David Ward and Bede Carran to draft an invitation asking Stephen Walker at Audit New Zealand and John Ryan at the Office of the Auditor-General to meet with the Forum.

Due Date: 31 Mar 2022

Owner: David Ward



Action

David Ward, Hamish Dobbie, and Bede Carran to take the work programme to forums for review, seeking input on where work should be done, priorities within the work programme, and an indication of resources required and then report back to the next CEs Forum meeting.

Due Date: 21 Mar 2022

Owner: Hamish Dobbie



Decision

The Forum agreed to:

1. receive the report on regional forum meetings between November 2021 and January 2022
2. receive the quarterly update on the regional forums budget
3. note updates to the three-year work programme since these were last presented to the Chief Executives Forum in November 2021
4. ask the chairs of the Corporate, Operations and Policy Forums to take the three-year work programme to the forums for review.

Decision Date: 31 Jan 2022

Mover: Jim Harland

Seconder: Angela Oosthuizen

Outcome: Approved

4.5 Regional Public Service Commissioner update

Ben Clark joined the meeting and spoke to the update, noting that he is currently working full time in the commissioner role, due to the demands of the system leadership role of the COVID-19 response.

The regional leadership group, co-chaired with Dawn Baxendale, is leading the regional response and has wide-ranging membership. The group aims to provide oversight of the system response and overcome barriers, and to provide central government with advice on the operationalisation of traffic light system.

All mayors are invitees to the regional leadership group. Hamish Riach and Dawn Baxendale attend to represent the CEs. Canterbury and South Canterbury DHBs are providing daily updates incorporating the Ministry of Health update and a Canterbury-specific excerpt. There is also a regional leadership groups communications network, and communications staff from all TAs (territorial authorities) have been invited to this, so will be able to brief CEs on anything particularly key.

Members agreed that communications and updates have been good and acknowledged the work of Ben and the Regional Leadership Group.

Members noted concerns around:

- connecting with WorkSafe to follow up on potential breaches, and the need to connect with senior leadership at WorkSafe to get action
- the need to keep organisational communications representatives attending the regional leadership group communications network meetings
- the need to keep sight of the fact that there will be non-COVID-19 emergencies over the coming weeks and months
- MBIE developing an application process for essential workers list on an individual basis.



Action

Send WorkSafe senior leadership contact to Ben Clark.

Due Date: 4 Feb 2022

Owner: Will Doughty



Action

Ben Clark to add dual emergencies to Regional Leadership Group risk register.

30/3 email sent to Lee-Ann to follow up on this action

30/3 Lee-Ann has confirmed that this action has been completed

Due Date: 8 Apr 2022

Owner: Maree McNeilly



Action

Ben Clark to note concerns around individual application process for essential workers and recommend this is done via groupings and/or protocols instead of individually.

30/3 Email sent to Lee-Ann to follow up on this action

30/3 Lee-Ann has confirmed that this action has been completed

Due Date: 8 Apr 2022

Owner: Maree McNeilly



Decision

The Forum agreed to receive the Regional Public Service Commissioner update.

Decision Date: 31 Jan 2022

Mover: Alex Parmley

Second: Jim Harland

Outcome: Approved

4.6 Canterbury Water Management Strategy update

Stefanie Rixecker spoke to the paper, noting key points, including:

- support for Ashburton District Council's key essential freshwater work on supporting land adaptation for climate change
- the continued delivery of essential freshwater despite many obstacles, and that Rūnanga in multiple parts of the region are supporting the approach
- the need for connection between the CWMS (Canterbury Water Management Strategy) and CEs' work around the three waters transition programme, and that potentially a transition unit should be set up

- the need for greater understanding of what will happen to CWMS drinking water targets with the transition to Taumata Arowai, e.g., do they have to meet them or are we still responsible for them?
- that future CWMS updates will report on the progress of the zone committee action plans
- that co-chairs Jane Demeter and Iaeen Cranwell have been confirmed by the CWMS and will be formally confirmed at Environment Canterbury's first 2022 council meeting in February.
- Members discussed whether submissions will be made on the drafts for the new Drinking Water Quality Assurance Rules, Drinking Water Standards, Aesthetic Values, and Acceptable Solutions for spring and bore drinking water supplies, rural agricultural water supplies, and roof water supplies and agreed that the Operations Forum will look at this.

Members discussed the value of having CWMS stakeholders and members of zone committees speak to their councils, which helps to give visibility at governance level and more widely. Environment Canterbury officers can provide technical support for this.



Action

Discuss with Operations Forum whether to make a submission on the drinking water draft documents currently out for consultation. The documents are: Drinking Water Quality Assurance Rules, Drinking Water Standards, Aesthetic Values, and Acceptable Solutions for spring and bore drinking water supplies, rural agricultural water supplies, and roof water supplies.

Due Date: 21 Mar 2022
Owner: Hamish Dobbie



Confirm Environment Canterbury representative to support CWMS discussion at Timaru District Council

Check with Stefanie who the Environment Canterbury representative would be to attend a Timaru District Council meeting and support discussion on CWMS work.

Due Date: 18 Feb 2022
Owner: Bede Carran



Decision

The Forum agreed to:

1. receive the CWMS update report
2. note that future CWMS updates will incorporate a focus on activities that deliver on the key priorities identified within zone committee action plans.

Decision Date: 31 Jan 2022
Mover: Stefanie Rixecker
Seconder: Bede Carran
Outcome: Approved

4.7 Draft Mayoral Forum agenda, 18 February

Members discussed the risks of the Mayoral Forum meeting in person given the current COVID-19 situation. Hamish Riach will discuss this with the chair. There are issues to consider here regarding governance, decision-making, and Local Government Act responsibilities.

Peter Bramley has accepted the invitation to speak at the Mayoral Forum dinner on COVID-19 and the health reform transitions. If the meeting is moved to a virtual meeting, he could be invited to speak at the meeting instead.

Minister Parker has agreed to meet with the Mayoral Forum to discuss resource management reform and has been invited to attend on 18 February, but we are yet to hear back from his office.

The co-chairs of the Regional Skills Leadership Group will also be invited.

Three waters is on the agenda and would likely have a transition focus. Marlon Bridge, Three Waters Transition – Head of Strategy at DIA could be invited to speak to this. Half an hour may not be long enough.

There is not yet much more clarity around the Future for Local Government work. Members agreed to invite Jim Palmer to speak to this.

David Ward noted that he will be an apology for the Mayoral Forum.



Action

Discuss online meeting arrangements for the Mayoral Forum meeting with Chair Sam Broughton.

Due Date: 4 Feb 2022

Owner: Hamish Riach

5. For information

6. General business

6.1 General business

There was no general business.

7. Close Meeting

7.1 Meeting debrief

Members discussed how the meeting went and agreed that this meeting went well and provided value.

7.2 Close the meeting

Next meeting: Canterbury Chief Executives Forum - 2 May 2022, 9:00 am

Other upcoming meetings:

- Mayoral Forum – Friday 18 February 8.30am-2.30pm at Clearwater Resort

Signature:_____

Date:_____

Action List

Canterbury Chief Executives Forum

As of: 28 Apr 2022

Confirm Environment Canterbury representative to support CWMS discussion at Timaru District Council

In Progress

Check with Stefanie who the Environment Canterbury representative would be to attend a Timaru District Council meeting and support discussion on CWMS work.

Due Date: 18 Feb 2022

Owner: Bede Carran

Meeting: 31 Jan 2022 Canterbury Chief Executives Forum, 4.6 Canterbury Water Management Strategy update

Share Christchurch City Council's systems planning for BCP

Not Started

Share Christchurch City Council's systems planning for BCP with the group once this work is complete.

Due Date: 25 Feb 2022

Owner: Dawn Baxendale

Meeting: 31 Jan 2022 Canterbury Chief Executives Forum, 2.1 Discussion

Book Kit Hindin to facilitated a mid-year review of changes to the Forum

In Progress

Book Kit Hindin to facilitate a mid-year review of changes made to the Forum.

Have advised Kit that will be booking her for a mid-year review

Due Date: 6 May 2022

Owner: Maree McNeilly

Meeting: 31 Jan 2022 Canterbury Chief Executives Forum, 1.1 Welcome, introductions and apologies

Canterbury Chief Executives Forum

Date: 2 May 2022

Presented by: Ben Clark, Regional Public Service Commissioner

Regional Public Service Commissioner Update

Purpose

1. The purpose of this paper is to provide an update on the activities of the Regional Leadership Group (RLG) established to ensure the region's system response to the COVID Protection Framework (CPF) is well prepared and the regional public service priorities and next steps.

Recommendation

That the Canterbury Chief Executives Forum:

1. receive the Regional Public Service Commissioner update.

Background

2. At the August 2021 Chief Executives Forum it was agreed to a standing item on future Chief Executives Forum meeting agendas for the Regional Public Service Lead (now Regional Public Service Commissioner (RPSC)).

Regional Public Service Commissioner update

3. A written report has been prepared and is provided as Attachment 1.

Attachments

- Regional Public Service Commissioner report

Regional Public Service Commissioner (RPSC) Update:

CE Forum 02.05.2022

Purpose

The purpose of this paper to provide a brief update from Ben Clark, (RPSC) on the activities of:

- The Regional Leadership Group (RLG) established to ensure the region's system response to the COVID Protection Framework (CPF) is well prepared
- Regional Public Service Priorities and next steps

Note: RPSC will be able to expand on these if necessary

Canterbury RLG:CPF

Background

The Canterbury RLG: CPF (referred to as the RLG) is the regional body that oversees the implementation of the CPF – ensuring alignment across agencies and stakeholders.

While there were several pre-existing cross-agency groups in Canterbury, the RLG group brought together from 28 October 2021 had the specific responsibility to support the regional response to CPF and be a conduit for national service delivery changes.

The role of the RLG in the CPF response has had two key focus areas:

- Enable delivery of the 'Care in the Community' response:
- Provide advice on non-health factors relating to changes to the CPF

Canterbury RLG meeting

This is currently held weekly. Membership includes leaders from local and central government agencies, Mayors, Iwi/Hapu and Pasifika. It also includes partners representing community and business interests. It is a 'one-stop shop' for sharing info.

Key Activities/Highlights

- Health Leads (Care in the Community) and Ministry of Social Development (MSD) Leads (Welfare) provide weekly updates. These include modelling scenarios, any 'pressure points', mitigation plans etc.
- Key messages and information shared widely across the Communications network with a focus on **whānau** awareness (including supporting a CDHB-led Covid information publication to all Canterbury households)
- Issues and concerns are brought to the table for across or specific agency resolution – alternatively resolved outside of RLG using escalation pathways
- Heightened awareness of responding through an 'Equity Lens' and fast-tracking concerns from community groups to DHB or MSD
- Strengthened links and increased partner agency presence at Health Hubs (CDHB and SCDHB) that now include other Government agencies and hapu representation
- Proactive planning: e.g. joined-up Business Continuity Planning including community capacity to respond (e.g. volunteer pools)



- A Welfare Coordination Group (WCG) C19 established to connect across agencies, Civil Defence Emergency Management (CDEM), Territorial Authorities (TA)s etc. This group has been established on behalf of Health and MSD. It provides an opportunity to not only distribute information across networks, but to identify good news stories/practices or gaps in service
- Insights from national entities such as DPMC and the MoH.

Topics worked through - Some examples:

- RATs distribution to the rural community especially
- Communication channels, including those who do not have digital accessibility
- Support for businesses
- Wellbeing during COVID.

Regional Public Service Priorities for Canterbury

COVID-19 priorities and restrictions have interrupted momentum with the priority work programme. Priorities to date:

- All tamariki and rangatahi in Canterbury reach their full potential
- Workforce Development – transitioning Canterbury to become a more highly productive and sustainable economy
- Addressing social housing concerns
- Supporting Mental Wellbeing: Improving access to health care for people with moderate mental health needs

The region's response to CPF has brought with it an opportunity for the region to strengthen collaboration across a wider range of agencies. Leveraging off this, including the representation that the RLG brings, will be beneficial as we work together on shared priorities (COVID and non-COVID related) across the public service.

Priorities will be re-visited in light of COVID-19 and the impact it has had on our region. The current priorities have strong merit both bottom-up and top-down (in terms of national Government focus), however there may be other areas also worthy of focus.

Key next steps and timelines

The RPSC has recently recruited a Director Regional COVID Response/regional public service as well as an Advisor, to join Lee-Ann. We're keen to refresh our regional priorities in light of COVID as well as consider a future governance mechanism for improving our joint response to improving wellbeing across communities. There are also work programmes within MBIE that we'll be better resourced to align with, in particular around skills and economic development.

A mechanism for monitoring and evaluating the Regional Public Sector framework is being developed - an update to cabinet in June 2022 will be based on this evaluation.



Canterbury Chief Executives Forum

Date: 2 May 2022

Presented by: Hamish Riach, Chair

2023-2025 Triennium preparation

Purpose

1. The purpose of this paper is to present a draft Canterbury Local Authorities' Triennial Agreement 2023 – 2025 (the Triennial Agreement) for discussion and feedback before the Mayoral Forum's consideration on 27 May 2022.
2. It also seeks feedback on proposed strategic approaches to prioritising issues and advocacy in the 2023-25 triennium.

Recommendations

That the Canterbury Chief Executives Forum:

1. **discuss and provide feedback on the draft Canterbury Local Authorities' Triennial Agreement 2023-2025 and strategy options for the upcoming term**
2. **note that a revised draft Triennial Agreement and strategy options will be on the Canterbury Mayoral Forum agenda for 27 May 2022.**

Background

3. Following local body elections later this year, the Mayoral Forum will be asked, at its first meeting in November 2022, to approve a Triennial Agreement and ask all member councils to ratify it by 1 March 2023. In keeping with past process, the secretariat will provide a pro forma council paper to facilitate this process.
4. This paper provides an opportunity for the Chief Executives Forum to undertake an early review of the Triennial Agreement and recommend any changes for discussion with the Mayoral Forum at its May meeting. Endorsement by the Mayoral Forum of a finalised draft will be sought at the August 2022 meeting.
5. The Forum's strategic approach for the current term is through the Mayoral Forum's Plan for Canterbury 2020-2022. Alongside the Triennial Agreement, this paper also provides an early opportunity to consider options for the strategic approach for the 2023-2025 term.

Key points for discussion and feedback

Current Triennial Agreement

6. In 2019, a number of changes were made to the 2020-2022 agreement from the previous term's version¹. These changes:
 - resulted in a more 'plain English' document, with additional headings and format changes for clarity and structure
 - revised the document to keep it at a high level, removing reference to specific projects for collaboration.
7. Instead of a list of projects, the agreement simply noted that the Forum will:
 - continue to provide governance of the Canterbury Water Management Strategy
 - develop and lead implementation of a sustainable development strategy for Canterbury region for the local government triennium 2020–22
 - advocate for the interests of the region, its councils and communities.
8. Small amendments were also made to reflect legislative amendments to the Local Government Act 2002 (the purpose of local government and the reinstatement of the four well beings) and emphasise the high value the Mayoral Forum places on open communication, collaboration and trust.
9. A change was also made to the role and function of the Chief Executives Forum, to clarify that it must report quarterly to the Mayoral Forum on delivery of its work programme.
10. The terms of reference were also changed to reflect a standing invitation to the Kaiwhakahaere of Te Rūnanga o Ngāi Tahu to attend Forum meetings.

Draft Triennial Agreement

11. The secretariat is seeking feedback from chief executives on what changes, if any, they may wish to recommend to the Mayoral Forum on the attached draft Triennial Agreement for 2023-2025.
12. The secretariat considers that the changes made to the current agreement at the beginning of the term remain relevant and helpful for this upcoming term. Not specifying key projects means the Forum has the ability to reprioritise, change or add projects, objectives and actions as necessary throughout the term, and create at the outset a strategy appropriate to the issues of the day that is flexible and high level enough to incorporate any major changes that occur during the term.

¹ The 2020-2022 agreement is available here: https://www.canterburymayors.org.nz/wp-content/uploads/CMF-triennial-agreement-2020_signed.pdf

13. Dependent on progress with the Review into the Future for Local Government and its recommendations and/or outcomes in the 2023-25 term, paragraphs 9-10 on local government structure in Canterbury in the draft agreement may need to be reviewed at a later stage.
14. One important matter that will need careful consideration is how to reflect the Forum's engagement with Papatipu Rūnanga. As noted in paragraph 10, the current terms of reference in the agreement note a standing invitation to Kaiwhakahaere of Te Rūnanga o Ngāi Tahu. Now that the iwi has devolved much of its engagement to the Rūnanga level, a more appropriate statement in the terms of reference may be required. This may be an agenda item for the next Mayoral Forum meeting with the Papatipu Rūnanga chairs in August.
15. In considering whether further changes to the agreement are needed in addition to the above, chief executives may wish to consider whether:
 - the text in the current agreement remains fit for purpose
 - there is anything missing from the agreement that may assist in providing greater clarity about the role, purpose or operation of the Mayoral Forum.

Approach to strategy

16. It is timely to consider developing advice for the Forum on a strategy for the upcoming term. The *Mayoral Forum's Plan for Canterbury 2020-2022* articulates the strategic approach for the forum in this term, focusing on sustainable development across the four interdependent aspects of wellbeing (environmental, economic, social and cultural) and the four capitals that enable wellbeing (financial/physical capital, natural capital, human capital and social capital).
17. The Plan highlighted the priority issues where the forum can have the greatest impact through its leadership, facilitation and advocacy while providing the ability to be flexible and respond to issues as they arise, particularly in the face of the significant central government reform programme.
18. Questions for chief executives' consideration include:
 - how well has the Plan for Canterbury worked this term? What has it achieved? What are its gaps or limitations?
 - should the Plan for Canterbury be reviewed and updated for the upcoming term, or is a new approach required to enable better outcomes?
 - What should the process be to determine a refreshed Plan for Canterbury or a new approach?
19. Subject to feedback from this Forum on the above, initial thinking on the strategic approach to the upcoming term will be discussed at the May Mayoral Forum alongside a draft Triennial Agreement.

Briefing material

20. The secretariat is drafting a briefing to incoming members of the Mayoral Forum, a regional overview (with infographics) structured around the Treasury's Living Standards Framework, and a record of the CMF's achievements this term.
21. These drafts will come to the Chief Executives Forum in August for consideration before they are finalised for Mayoral Forum approval later that month.

Cost, compliance and communication

Financial implications

22. The work of regional forums is supported by a Regional Forums Levy. The secretariat is hosted by Environment Canterbury and funded from the regional general rate.

Risk assessment and legal compliance

23. General Counsel at Environment Canterbury will review the draft Triennial Agreement and confirm that it complies with requirements in the Local Government Act 2002 ss.15–17, prior to finalisation.
24. As noted above, dependent on progress with the Review into the Future for Local Government and its recommendations and/or outcomes in the 2022-24 term, paragraphs 9-10 on local government structure in Canterbury in the draft Triennial Agreement may need to be reviewed at a later stage.

Communication

25. Once ratified by member councils (by 1 March 2023) and signed by members of the Mayoral Forum, the Triennial Agreement is published on the Mayoral Forum website.

Next steps

| | |
|----------------|--|
| 27 May 2022 | Mayoral Forum: <ul style="list-style-type: none"> • discuss and provide feedback on draft Triennial Agreement and strategy options for the upcoming term |
| 2 August 2022 | Chief Executives Forum – endorse: <ul style="list-style-type: none"> • final draft Triennial Agreement • draft briefing to incoming members of the Mayoral Forum • draft regional overview |
| 26 August 2022 | Mayoral Forum - approve: <ul style="list-style-type: none"> • final draft Triennial Agreement • finalised advice on options for 2023-25 strategy • briefing to incoming members of the Mayoral Forum • regional overview |
| 8 Oct 2022 | Local body elections |
| 25 Nov 2022 | First meeting, Mayoral Forum: <ul style="list-style-type: none"> • approve Triennial Agreement • consider framework for 2023-25 strategy, informed by briefing to incoming members of the Mayoral Forum and regional overview |
| by 1 Mar 2023 | Triennial Agreement ratified by member councils |

Attachments

- Draft Triennial Agreement 2023-2025

Canterbury Local Authorities' Triennial Agreement 2023–25

Background

1. Section 15 of the Local Government Act 2002 (the Act) requires local authorities within a regional council area to enter into a Triennial Agreement (the Agreement) by 1 March following triennial local body elections.
2. The purpose of the Agreement is to ensure appropriate levels of communication, co-ordination and collaboration between local authorities within the region. The agreement must include:
 - protocols for communication and co-ordination between the councils
 - the process by which councils will comply with section 16 of the Act, which applies to significant new activities proposed by regional councils
 - processes and protocols through which all councils can participate in identifying, delivering and funding facilities and services of significance to more than one district.
3. Agreements may also include commitments to establish joint governance arrangements to give better effect to the matters set out in paragraph 2 above.

Parties to the Agreement

4. The Parties to the Agreement are the Kaikōura, Hurunui, Waimakariri, Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki District Councils, the Christchurch City Council, and the Canterbury Regional Council (Environment Canterbury).

Standing together for Canterbury

5. The Parties agree to work collaboratively and in good faith for the good governance and sustainable development of their districts, cities and region.

Communication

6. The Parties value and will maintain open communication, collaboration and trust. In the interest of “no surprises”, the Parties will give early notice of potential disagreements between, or actions likely to impact significantly on, other Parties.

Significant new activities

7. When a Party is considering a major policy initiative or proposal that may have implications for other Parties, they will give early notification to the affected Parties and share the information with the Canterbury Mayoral Forum and the Canterbury Chief Executives Forum.

8. The Canterbury Regional Council will provide early advice to the Canterbury Chief Executives Forum and the Canterbury Mayoral Forum of any significant new activity, in addition to other requirements specified in s.16 of the Act.

Local government structure in Canterbury

9. Notwithstanding the spirit of co-operation and collaboration embodied in the Agreement, the Parties, individually or collectively, reserve the right to promote, consult and/or research change to the structure of local government within the Canterbury region.
10. This right is consistent with the intent to improve the effectiveness and efficiency of local government (Local Government Act 2002 s.24AA), having particular regard to communities of interest and community representation.

Regional Policy Statement review

11. The Agreement applies to any change, variation or review of the Canterbury Regional Policy Statement.

Collaboration

12. The Parties commit to working collaboratively to:
 - enable democratic local decision-making and action by, and on behalf of, communities
 - promote the social, economic, environmental, and cultural well-being of communities in the present and for the future (Local Government Act 2002, s.10).
13. Collaboration may be undertaken on a whole of region, or sub-regional basis.
14. The primary mechanism to implement this Agreement is the Canterbury Mayoral Forum. The Forum will meet quarterly and operate in accordance with its agreed terms of reference, which are attached as **Appendix 1**.
15. The Canterbury Mayoral Forum will:
 - continue to provide governance of the Canterbury Water Management Strategy
 - develop and lead implementation of a sustainable development strategy for Canterbury region for the local government triennium 2023–25
 - advocate for the interests of the region, its councils and communities.
16. The Canterbury Mayoral Forum will be supported by the Canterbury Chief Executives Forum and other regional forums and working groups as agreed from time to time.
17. The Chief Executives Forum will:
 - report quarterly to the Canterbury Mayoral Forum on delivery of its work programme to implement and manage collaborative projects and agreed actions of the Canterbury Mayoral Forum

- identify and escalate to the Canterbury Mayoral Forum strategic issues and opportunities for collaboration from the Policy, Corporate and Operational Forums and other regional and sub-regional working groups.

18. As requested by the Canterbury Mayoral Forum, Environment Canterbury will host a permanent regional forums secretariat and resource this from the regional general rate.

Other agreements

19. This Agreement does not prevent the Parties from entering into other agreements among themselves or outside the Canterbury region. Any other such agreement should not, however, be contrary to the purpose and spirit of this Agreement.

Agreement to review

20. A triennial agreement may be varied by agreement between all the local authorities within the region and remains in force until local authorities ratify a new agreement.

21. Any one or more of the Parties can request an amendment to this Agreement by writing to the Chair of the Canterbury Mayoral Forum at least two weeks before a regular quarterly meeting of the Forum.

22. The Canterbury Mayoral Forum will review the Agreement no later than the final meeting before triennial local body elections and recommend any changes to the incoming councils.

Authority

23. This Canterbury Local Authorities' Triennial Agreement 2023–25 is signed by the following on behalf of their respective authorities:

| COUNCIL | SIGNATURE | DATE |
|--|-----------|------|
| Ashburton District Council Mayor | | |
| Canterbury Regional Council Chair | | |
| Christchurch City Council Mayor | | |

| |
|---|
| Hurunui District Council Mayor |
| Kaikōura District Council Mayor |
| Mackenzie District Council Mayor |
| Selwyn District Council Mayor |
| Timaru District Council Mayor |
| Waimakariri District Council Mayor |
| Waimate District Council Mayor |
| Waitaki District Council Mayor |

Appendix 1: Canterbury Mayoral Forum terms of reference

1. Name

The name of the group shall be the Canterbury Mayoral Forum.

2. Objectives

- (a) To provide a forum to enable Canterbury councils to work more collaboratively with each other and with central government and other key sector leaders in Canterbury to identify opportunities and solve problems together.
- (b) To identify and prioritise issues of mutual concern and foster co-operation, co-ordination and collaboration to address these issues (including where appropriate joint work plans).
- (c) To formulate policies and strategies on matters where all member councils may act collaboratively in determining plans for the co-ordination of regional growth.
- (d) To ensure increased effectiveness of local government in meeting the needs of Canterbury communities.
- (e) To act as an advocate to central government or their agencies or other bodies on issues of concern to members.
- (f) To develop and implement programmes, which are responsive to the needs and expectations of the community.

3. Principles

In pursuit of these objectives the Canterbury Mayoral Forum will observe the following principles.

- (a) Establish and maintain close liaison with other local government networks to ensure as far as possible the pursuit of common objectives and the minimisation of duplication.
- (b) Establish and maintain close liaison with Ministers of the Crown and local Members of Parliament.
- (c) Establish and maintain close liaison with a wide number of diverse stakeholders and key sector organisations within the region.
- (d) Exercise its functions with due regard to the tangata whenua and cultural diversity of the Canterbury community.
- (e) Keep the local community informed about its activities by proactively releasing information about key projects in a timely manner, as agreed by the member councils.
- (f) Encourage member councils to promote and apply cross-boundary structures and systems.
- (g) Establish a provision for reporting back to its respective Councils.

4. Powers

- (a) The Canterbury Mayoral Forum shall have the power to:
 - (i) levy for any or all of its objects in such amount or amounts as may be mutually determined and acceptable to individual local authorities
 - (ii) determine and make payments from its funds for any or all of the purposes of its objects
 - (iii) receive any grant or subsidy and apply monies for the purposes of such grant or subsidy
 - (iv) fund appropriate aspects of the Forum's activities regionally.
- (b) The Canterbury Mayoral Forum does not have the power to legally bind any council to any act or decision unless that act or decision has been agreed to by decision of that council.

5. Membership

- (a) Membership of the Canterbury Mayoral Forum shall be open to the following councils:
 - Ashburton District Council
 - Canterbury Regional Council (Environment Canterbury)
 - Christchurch City Council
 - Hurunui District Council
 - Kaikōura District Council
 - Mackenzie District Council
 - Selwyn District Council
 - Timaru District Council
 - Waimakariri District Council
 - Waimate District Council
 - Waitaki District Council.
- (b) Each member council shall be represented by its Mayor (or Chair in the case of Environment Canterbury) and supported by its Chief Executive. On occasions where the Mayor or Chair cannot attend, a council may be represented by its Deputy Mayor or Deputy Chair.
- (c) The Canterbury Mayoral Forum shall have the power to invite people to attend and participate in its meetings on a permanent and/or issues basis. The Forum has issued a standing invitation to the Kaiwhakahaere or other representative/s of Te Rūnanga o Ngāi Tahu to attend and participate in meetings of the Forum. The Kaiwhakahaere has indicated a process to determine representation from the ten Canterbury papatipu rūnanga of Te Rūnanga o Ngāi Tahu. **[SEE PARAGRAPH 10 and 14 OF CE FORUM PAPER]**

6. Chairperson

- (a) The Canterbury Mayoral Forum shall select a Chair at the first meeting immediately following the Triennial Elections. This appointment may be reviewed after a period of 18 months.

- (b) The Chair selected will preside at all meetings of the Canterbury Mayoral Forum.
- (c) The Canterbury Mayoral Forum shall select a Deputy Chair at the first meeting immediately following the Triennial Elections.
- (d) The Canterbury Mayoral Forum may appoint spokespersons from its membership for issues being considered, in which case each member council agrees to refer all requests for information and documents to the duly appointed spokespersons.

7. Meetings

- (a) Meetings will be held as required with an annual schedule, covering a calendar year, to be determined by the members. Meetings will be held quarterly at venues to be determined.
- (b) Special meetings may be called at the request of four members.
- (c) The secretariat will prepare an agenda for Mayoral Forum meetings in consultation with the Chair and the Chief Executives Forum.
- (d) Agendas for meetings will be issued and minutes will be taken and circulated.
- (e) A summary of each meeting will be drafted and shared on the Canterbury Mayoral Forum website for members to distribute within their councils as a high-level record of the meeting.
- (f) Approved minutes and approved final reports and papers will be made available via the Canterbury Mayoral Forum website as agreed by the Canterbury Mayoral Forum.

8. Decision making

- (a) The practice of the Forum will be to determine issues before it by consensus.
- (b) If the consensus is to determine issues by voting, the determination shall be determined by a majority of votes of the authorities represented at the meeting through the Mayor or Chair or their nominated representative.

9. Secretariat

The Canterbury Mayoral Forum will appoint Environment Canterbury to carry out the secretariat function on such terms and conditions as it shall decide for the discharge of duties. This includes taking minutes, keeping any books and accounts and attending to any other business of the forum.

Canterbury Chief Executives Forum

Date: 2 May 2022

Presented by: Stefanie Rixecker, Environment Canterbury

Canterbury Water Management Strategy update

Purpose

1. This paper provides an update on region-wide progress of Canterbury Water Management Strategy (CWMS) partners' work towards implementing the CWMS for the January to March 2022 period.

Recommendation

That the Canterbury Chief Executives Forum:

1. receive the CWMS update report.

Update on region-wide progress towards implementing the CWMS

2. The CWMS is implemented throughout the Canterbury region by the CWMS partners via a range of statutory and non-statutory obligations and working collaboratively with agencies and community groups. While significant changes are being made to the resource management framework, including how water is managed, the CWMS continues to successfully support environmental outcomes and remains a crucial mechanism for working collaboratively with our communities.
3. CWMS partners and zone committees are focused on reporting the delivery of actions to meet the 2025 goals (details are provided in Attachment 1 Zone Committee Action Plan (ZCAP) overview January to March 2022).

Zone and Regional committee updates

4. Zone committees have prioritised projects to fund through their CWMS Action Plan Budget of \$50,000 this financial year (established through Environment Canterbury's LTP 2021-2031). At present there are 39 projects recommended for financial support by zone committees across the region with 31 of these projects now approved by Environment Canterbury (see Attachment 1).
5. All ZCAP projects are expected to have received funding by the end of May 2022 and work on the project to begin at the latest by July 2022.
6. With the disestablishment of the Hurunui Waiau Uwha Zone Committee in 2021, the Hurunui District Council is leading the establishment of a new Hurunui Water and Land

Committee in conjunction with Environment Canterbury, and Kaikōura and Ngāi Tūāhuriri Rūnanga.

7. Environment Canterbury is liaising with Hurunui District Council and Ngati Kuri to confirm how the \$50,000 of ZCAP budget available for the Hurunui Waiau Uwha water zone can be allocated this financial year. The Hurunui Land and Water Committee and the Regional Committee are expected to complete Action Plans once these Committees are fully established.
8. The process to appoint the Ngāi Tahu representatives to the CWMS Regional Committee is underway. Information sessions are being organised for current Committee members to connect and engage whilst the final appointments to the Committee are made.

RMA planning and implementation

9. Five appeals to Plan Change 7 have been made to the High Court, on points of law, that will be worked through over the coming months. Provisions not under appeal can now be treated as operative. Further information can be found on the Environment Canterbury website¹.
10. Environment Canterbury is reviewing its land and water plan framework to give effect to the National Policy Statement for Freshwater Management 2020. Council is undertaking this review alongside the review of the Regional Policy Statement and Coastal Environment Plan, with the aim of creating an integrated planning framework that takes a ki uta ki tai approach to managing the region's resources.
11. The first step in this process is to establish how the review can best be approached in partnership with papatipu rūnanga. Environment Canterbury and ngā rūnanga have agreed to progress the partnership approach through wānanga and korero in 2022. A wānanga with papatipu rūnanga chairs and Environment Canterbury councillors was held in March and good progress has been made. A further wānanga is scheduled for May to enable rūnanga chairs and councillors to co-develop their partnership arrangements for plan development.

Key regional projects/campaigns

12. Environment Canterbury is working on a region-wide River Berm Transition project as part of the \$200M 'Resilient River Communities' national programme of work. River berms and margins are the strips of land next to the active part of the riverbed where there are areas of unstable gravels and flowing channels.
13. The project aims to increase the resilience of the river berms for flood and erosion protection and foster regeneration of native flora and fauna across 23 rivers throughout the Canterbury region. Although flood resilience values drove site selection, a broad river

¹ <https://www.ecan.govt.nz/your-region/plans-strategies-and-bylaws/canterbury-land-and-water-regional-plan/change-7/>

management view including biodiversity, climate change impacts, kaitiakitanga and community values were included to encompass broader river outcomes and create multiple benefits to the environment and local communities. Details on the projects can be found at Resilient River Communities².

14. Environment Canterbury staff are working with rūnanga to restore and protect key priority sites, mahinga kai and waterways identified by papatipu rūnanga across the region. This programme will help achieve the CWMS kaitiakitanga target and goals. Sixteen projects are being developed with eight papatipu rūnanga. Four projects have completed significant investigation work (e.g. habitat investigation or toxicology testing).
15. Wilding conifers have significant impacts on Canterbury's native ecosystems including, local extinction of native plant communities, the drying of wetlands and riparian areas, and resulting impacts on native fauna through the loss of habitat.
16. The National Wilding Conifer Control Programme (NWCCP) is a voluntary programme with landowners contributing 20% of the cost on control on their property and the NWCCP covering the remaining 80%. The NWCCP is making good progress nationally and in Canterbury. Over \$2.3 million of wilding control work has been completed in Canterbury over the last quarter comprising over 50,000 hectares of aerial control and over 3,000 hectares of ground control.
17. Long-term funding through the programme (beyond 2024) is not certain and landowners are encouraged to plan for maintenance costs in future. In the long term the investment made by the Crown and landowners to reduce wilding spread through the NWCCP will be protected through the Canterbury Regional Pest Management Plan.
18. Environment Canterbury is continuing to work closely with all Canterbury territorial authorities and industry to progress an in-depth programme of compliance monitoring of their drinking water takes, wastewater and stormwater discharge consents and development of action plans to address issues identified.
19. A new Regional Wastewater Forum met this quarter under the Canterbury Mayoral Forum. This forum sits alongside the Regional Stormwater Forum and Drinking water reference group to support regulation and good practice for three waters activity in Canterbury.
20. A multi-year on-site wastewater awareness and compliance campaign approach is being developed to ensure required resource consents are in place to reduce risks to contamination of groundwater and drinking water supplies. Issues with on-site wastewater systems have been exemplified by community concerns and consenting issues, particularly in Ashburton and more recently, Birdlings Flat.

² <https://www.resilientrivers.nz/>

21. Two government-funded research programmes lead by Crown Research Institutes (NIWA³ and Manaaki Whenua⁴) working with industry on better use of irrigation water have been completed. Results provide insights useful for future irrigation approaches based on relative water ‘scarcity’ (rather than ‘abundance’) and where careful water management is essential to minimise impacts of farm run-off. Attention to these factors reduces the scale of required supply infrastructure (e.g., storage, distribution) and indicates the value of a reliable supply.
22. The following water infrastructure projects to improve water quality, increase river flows and groundwater levels continue to be trialled in the region:
- The Selwyn/Waikirikiriri Near River Recharge (NRR) scheme has successfully completed commissioning processes, with measurably increased targeted river reach and down-gradient spring flows during recharge operations as anticipated.
 - Logging of the 24 ha pine plantation at the NRR site is complete. Additional native planting options are being investigated to plant this 24 ha in a native forest, adding to the successful 3.5 ha of stage 1 native plantings
 - Following five years of successful trials, Hekeao Hinds Water Enhancement Trust are beginning a consenting process to increase Managed Aquifer Recharge and Near River Recharge sites from a sub-catchment scale to full-catchment (Hekeao Hinds Plains) scale.
 - Case studies have been developed to assist groundwater irrigators in the Hekeao Hinds Plains to utilise the nutrients in their groundwater and thereby reduce their external fertiliser requirements.

Central government policy

23. The Ministry for the Environment’s consultation on ‘Improving the protection of drinking-water sources: Proposed changes to the Resource Management (National Environmental Standards for Sources of Human Drinking Water) Regulations 2007’ closed on 6 March 2022. While the proposed amendments would strengthen and align national direction for protection and management of source water, Environment Canterbury submitted on concerns with some aspects of the proposal. For example, the need to ensure alignment with other freshwater and drinking water regulations, and clarity over roles and responsibilities of regional councils, territorial authorities, Taumata Arowai and drinking water suppliers in the management of source water.
24. Taumata Arowai consulted on drafts for the new Drinking Water Quality Assurance Rules, Drinking Water Standards, Aesthetic Values, and Acceptable Solutions for spring and bore drinking water supplies, rural agricultural water supplies, and roof water supplies. It also consulted on a framework for the development of a drinking water network environmental performance measures document. The submission period closed on 28 March 2022. Environment Canterbury submitted in support of the overall intent of

³ <https://niwa.co.nz/irrigationinsight>

⁴ <https://www.landcareresearch.co.nz/news/maximising-value-from-irrigation/>

Taumata Arowai's proposed drinking water rules and associated documents to lift performance of drinking water supplies. The technical submission supported the alignment with Te Mana o te Wai and sought clarity over the role and responsibilities in the management of source water. Several Canterbury councils submitted on the technical aspects of the draft rules and associated document, while the Canterbury Mayoral Forum submitted from a regional perspective.

25. Consultation has also now closed on the Ministry for the Environment's consultation document - *Our Future Resource Management System*. One hundred and fifty groups provided written submissions on the consultation document, including 36 from local government. Ministry officials are now reviewing submissions, with advice used to inform ministerial decisions on the design of the Strategic Planning Act and Natural and Built Environments Act. Bills for the Strategic Planning Act and Natural and Built Environments Act are expected to be introduced to Parliament near the end of 2022. The public will then have the opportunity to submit on the bills, with consideration through a select committee process.
26. The Ministry is also progressing work on development of the Climate Adaptation Act (CAA) which forms the third limb of a reformed resource management system. Consultation on the CAA will occur later in 2022, alongside development and consultation on the first National Adaptation Plan.
27. The Future for Local Government independent review panel is currently focused on undertaking public engagement about the future of local governance and democracy in New Zealand, alongside research and policy development. This engagement includes meeting individually with all councils in March and April. The panel also plan to engage with iwi. After completing that work, the panel will report to the Minister of Local Government with draft findings and recommendations in October. Formal consultation on their draft report and recommendations will then commence late 2022.

Essential Freshwater implementation

28. The "Supporting Land Use Adaption in a Changing Climate" project led by Ashburton District Council was approved for funding by Our Land and Water in November 2021. It is an eight-month project investigating how farmers' land use and climate change adaption practises are influenced by how information on climate change research is presented to them. This project's results will influence the design of the Resilient Business programme which is due to commence in late 2022.
29. A desktop review to understand factors which affect farmers' engagement with climate change messaging and how that information affects decision making on farm has been completed.
30. The review highlights a disconnect between the *findings* of climate change research and *how* these climate change impacts are presented to farmers, leading to generally low engagement with farmers on climate change issues. The review notes that climate change data is often not presented in a way that farmers can apply easily to their business.

31. In the next quarter, the findings of the review will be 'road tested' with several farmer focus groups to identify ways in which farmers can be more effectively engaged on climate change matters. The full report incorporating the review and feedback from the focus groups will be available in August 2022.
32. Alongside reviewing the regional land and water planning framework, Environment Canterbury continues to develop its approach to implementing the new requirements of the Essential Freshwater package and provides regular updates on Environment Canterbury's website⁵. This includes developing campaigns (including key messages, factsheets and resources) for wetland protection, synthetic nitrogen cap and intensive winter grazing to help landowners understand the requirements of the Essential Freshwater National Environmental Standards.
33. In the last quarter new information and guidance was provided via the Environment Canterbury website⁶ on Essential Freshwater including on Freshwater Farm Plans, stock exclusion, agricultural intensification, feedlots and fish passage.
34. These webpages provide guidance on how to comply with the Essential Freshwater regulations with information on key dates, what reporting is required when, and advice on what requires a resource consent.
35. Following the Government's review of OVERSEER[®], Environment Canterbury initiated a work programme to respond to immediate and longer-term issues raised by the review. Papatipu rūnanga, farm consultants, managers of irrigation schemes and auditors were engaged on the findings of the review.
36. Farm Environment Plan (FEP) auditing and associated compliance monitoring has resumed in areas where agreement has been reached with papatipu rūnanga on the interim approach (for all of Canterbury south of the Hurunui river). FEP auditing was put on hold in 2021 following the Government's review of the Overseer nutrient management tool. An interim approach to FEP auditing, that reduces reliance on the use of Overseer, has been developed and longer-term options will be considered through the regulatory approach in development.
37. Environment Canterbury has also been working on an approach to transition from current FEPs to Freshwater Farm Plans, which will be required as part of the Government's Essential Freshwater package. This includes engaging with the Ministry for the Environment on how this transition could occur in Canterbury, where there is a well-established and widespread Farm Environment Plan (FEP) system already in place.
38. Technical work continues to support the amendments required to the regulatory framework (to give effect to central government's Essential Freshwater package, achieving Te Mana o te Wai) which must be notified by 2024. This includes a significant body of science work to identify and communicate the current state of freshwater,

⁵ <https://www.ecan.govt.nz/your-region/your-environment/water/essential-freshwater-package>

⁶ <https://www.ecan.govt.nz/your-region/farmers-hub/essential-freshwater-package-farmers-guide/>

identifying a longer-term solution to the OVERSEER® review, identifying how to integrate existing FEPs into the proposed Freshwater Farm Plan framework, and assessing what going beyond Good Management Practice will look like in the future.

Attachments

- Attachment 1: Zone Committee Action Plans

Attachment 1 Zone Committee Action Plan overview - January to March 2022

| CWMS Zone | Focus of the Action Plan | Highlights of practical work underway |
|---------------------------|---|---|
| Regional Committee | To be developed once committee established | TBC |
| Kaikōura | Ki uta ki tai projects Support kaitiakitanga Enhance biodiversity and improve amenity and recreation values Support community to respond to change Facilitate understanding of catchment systems | <ul style="list-style-type: none"> • Hāpuku Catchment Collective Project is supporting on-the-ground actions working towards CWMS outcomes in the catchment with a long-term view of creating a catchment group. This year's focus is on protecting native vegetation by controlling climbing vines considered to be major threats. • Puhi Peaks Shearwater Stream Trapline Project to install two traplines to give further protection to breeding colonies of Hutton's shearwaters (<i>Puffinus huttoni</i>) as well as protect other native biodiversity. • Funding the Department of Conservation Community Trap Library which supports the Kaikōura community to become more engaged in local conservation through backyard trapping. • At the request of the Kaikōura District Council the Committee continues its project looking at the risks posed by shingle deposits up the Kōwhai River. The Committee is working with Environment Canterbury around mitigation options and participating in River Rating meetings. |
| Hurunui Waiau | To be developed once committee established | TBC |

| CWMS Zone | Focus of the Action Plan | Highlights of practical work underway |
|---------------------------------|--|--|
| Waimakariri | Improved monitoring of water resources Biodiversity improvements Braided Rivers Recreation resources Mahinga kai improvements | <ul style="list-style-type: none"> • An inanga spawning habitat enhancement project in Taranaki Stream is being funded in partnership between Environment Canterbury and Waimakariri District Council. This project will focus on regrading and planting of 105m of the true right bank of the Taranaki Stream above the floodgate to improve inanga spawning habitat. • Supporting two monitoring projects in the lower Ashley Rakahuri River catchment by funding the Ashley Rakahuri Rivercare Group to extend their monitoring of shorebirds around the Estuary during the coming breeding season. • Funding the Sefton Saltwater Creek Catchment Group to monitor two intermittent hill fed streams and three spring fed streams with the aims of providing long term 'current state' monitoring data supporting a better whole of catchment understanding to identify issues and mitigation options. • Funding the newly formed Waimakariri Biodiversity Trust to help establish its vision and approach to supporting biodiversity in the district. The trust is also receiving funding from the District Council to assist the Trust's establishment. • Funding Pines Beach Wetland project to assist with willow control and extend the Tūhaitara Coastal Park Trust vision for this area, balancing biodiversity and cultural values with recreational access through the park. • The Northbrook Trail project is situated beside working farmland with the proposed trail providing an opportunity to build a rural and urban connection. The walkway aims to highlight the cultural and historic significance of the area and allow space for riparian restoration and mahinga kai improvements. |
| Christchurch-West Melton | Enhance mahinga kai Engage community Enhance ecosystem health | <ul style="list-style-type: none"> • Funding to support the Stormwater Superhero campaign and delivery of the Stormwater Superhero mobile resource, stream planting projects, Te Tiriti training for community groups and remote sensing in Otukaikino catchment to aid planning enhancement projects. • The Committee is also developing a stormwater superhero awareness campaign with help from Christchurch City Council and Environment Canterbury. • The Committee is helping develop the Community Waterways Partnership virtual hub to facilitate sharing of information and events between a range of organisations working to improve waterway health • The Christchurch City Council is funding native planting on Port Hills to reduce erosion and increase biodiversity. |

| CWMS Zone | Focus of the Action Plan | Highlights of practical work underway |
|-----------------------------------|--|---|
| Banks Peninsula | <p>Enhance mahinga kai</p> <p>Engage community</p> <p>Enhance ecosystem health</p> | <ul style="list-style-type: none"> Funding provided for planting and fencing upper Sam's Creek; protecting springs in Le Bons Bay; fencing stream in Pigeon Bay; Okuti wetland project; ecological and cultural assessment Te Ahu Pātiki. Investigating improving fish passage in Omaru Stream, Rāpaki with help from Christchurch City Council. Looking into landowner needs for a soil conservation programme. |
| Selwyn-Waihora | <p>Healthy Waikirikiri/Selwyn River</p> <p>Enhance mahinga kai, recreation and amenity values</p> <p>Catchment nutrient targets and water quality outcomes</p> <p>Healthy Te Waihora</p> | <ul style="list-style-type: none"> Funding the establishment of a catchment group in the Waikirikiri/Selwyn River Catchment. Boat Creek Reserve Native Restoration project, which is supported by the Water and Wildlife Habitat Trust. In March the Zone Committee received a briefing on the draft management plan for the Ararira / LII drainage catchment from representatives of the Living Water partnership (led by DOC & Fonterra). This plan focuses on managing the drainage network to enable it to support ecological and cultural values, while also providing land drainage and the changes required of the network's functional design as well as the community's expectations of these systems and their maintenance. This 'Drains to Streams' project is seeks to create a blueprint for this change. The draft plan will be presented to Selwyn District Council in May. |
| Ashburton | <p>Focus on the Hekeao Hinds Catchment</p> <p>Improve ecosystem health and biodiversity</p> | <ul style="list-style-type: none"> Funding towards cost of real-time nitrate sensors for the Hekeao Community Wetland. This constructed serpentine wetland will test Dairy NZ's guidance on constructed wetlands. The evaluation of the effectiveness of various options at reducing nitrates will inform decisions by other landowners wishing to construct wetlands on their properties. Start-up funding for the newly formed Mid Canterbury Catchment Collective (MCCC) to employ a coordinator and set up strategy, marketing and administration. The MCCC will provide valuable support and guidance for catchment groups across Mid Canterbury. |
| Orari-Temuka-Opihi-Pareora | <p>Mahinga kai and tuhituhi neherā sites protection and enhancement</p> <p>Safe and reliable community drinking water</p> | <ul style="list-style-type: none"> Financially supported Te Ana Ngāi Tahu Māori Rock Art Trust's large planting day at one their rock art sites. Attended by Timaru District Council, Environment Canterbury, local businesses and community members. Mahinga kai enhancement, tuhituhi o neherā (Māori rock art) and community education are ongoing priorities for this project. Planning underway to host private drinking water testing and information sessions in May/June 2022. This will be a road show format within three districts (Timaru, Waimate and Mackenzie). |

| CWMS Zone | Focus of the Action Plan | Highlights of practical work underway |
|----------------------|--|--|
| | Raise awareness of impacts of human activities on land and water | <ul style="list-style-type: none"> Funding a combined Timaru District Council and Environment Canterbury project within the Te Ahi Tarakihi catchment to restore a wetland within a Mataitai Zone and educate local business and the community on the impacts of contaminants into stormwater and the creek. |
| Upper Waitaki | Improved management and preservation of recreational values of Waitaki Lakes Support catchment groups to reduce contaminant loss Community engagement | <ul style="list-style-type: none"> 'Poo in the Loo' campaign run over 2021/22 summer. Ongoing engagement with Mackenzie District Council regarding the enhancement of Lake Ruataniwha Recreational reserve and toilet facilities. Funding the Omarama Water User Group to investigate and implement technology that can improve nutrient loss management in the Omarama/Ahuriri catchment. Discussions held on presence of cyanobacteria in Whakatipu Twizel River and median nitrate readings being consistently above the Canterbury LWRP limits. Planning underway to host a community information session to encourage the formation of local catchment group |
| Lower Waitaki | Educating, motivating and inspiring communities Waihao River and catchment and Wainono Lagoon | <ul style="list-style-type: none"> Funding the Hakataramea Sustainability Collective to purchase nursery equipment for the Waitaki Valley School Biodiversity Education Project. Zone Committee, Waimate District Council, and Environment Canterbury joint urban stormwater education campaign that included Sea Week beach clean-up at Waihao Box. Further community engagement events planned for next summer. |

Canterbury Chief Executives Forum

Date: 2 May 2022

Presented by: Hamish Dobbie, Bede Carran, David Ward, Secretariat

Regional Forums update and work programme

Purpose

1. This report summarises outcomes from the regional forum meetings since the Chief Executives Forum last met on 31 January 2022 and provides the quarterly update on the budget and three-year work programme.

Recommendations

That the Canterbury Chief Executives Forum:

1. **receive the report on regional forum meetings between January 2021 and May 2022**
2. **discuss and provide guidance to the regional forums on where the collective response and discussion on the impact of three waters reform best sits**
3. **ask the People and Capability Working Group to consider the issues around recruitment and retention of local government staff, scope what may be required to develop a regional approach to recruiting and supporting staff / graduates, and if feasible, explore how this might be implemented**
4. **confirm next steps for the *Canterbury 2019: An Overview* document**
5. **discuss and provide guidance on specific projects the chief executives may like to progress as part of the three-year work programme**
6. **receive the quarterly update on the regional forums budget and note updates to the three-year work programme since these were last presented to the Chief Executives Forum in January 2022**

Background

2. The Operations and Corporate Forums met on 21 March 2022. The Policy Forum met on 1 April 2022. All meetings were held online. COVID-19 permitting, the June meetings will be held in person.

Operations Forum (chair Hamish Dobbie)

3. At its meeting on 21 March, the Operations Forum:

- tasked the Drinking Water Reference Group with preparing Canterbury Mayoral Forum submissions on the Taumata Arowai drinking water regulations (*completed and submitted on 28 March*)
- discussed the Mayoral Forum's three-year work programme and agreed that Working Group chairs would take this discussion back to their respective groups and bring back actions for the work programme to the June Operations Forum meeting for discussion and agreement
- discussed the review of regional forums and working groups, and raised a concern about the collective response to the three waters reform programme transition process (see below for further detail)
- agreed a regional submission be drafted on the Ministry for the Environment's discussion document on transforming recycling¹
- received updates on recent activities of the Engineering Managers Group, Stormwater Forum and Canterbury Joint Waste Committee
- discussed growing the capability and capacity of the operations workforce in local government (see below for further detail).

Three waters reform programme transition process

4. Members discussed the current transition process and the impact this was having across council functions. Questions were raised about where the regional discussion of the response and impact of the process should sit – while it has significant impacts on areas within the Operations Forum's remit, it also has impacts on corporate and other council functions.
5. Members discussed whether the matter should therefore sit across both the Operations and Corporate Forum and be reported through to the Chief Executives Forum; or alternatively it may be more appropriate to keep discussion at the Chief Executives Forum only.
6. Given the current COVID situation, managing business as usual and the reform programmes, members were concerned that there was little capacity to do strategic thinking on this matter and it was agreed that these questions be raised for the Chief Executives Forum to consider. It was noted that it was important to clearly outline the best approach to ensure no duplication or gaps.
7. Chief executives' consideration of this issue, as outlined in recommendation 2, is sought.

¹ <https://environment.govt.nz/publications/transforming-recycling-consultation-document/>

Building capability and capacity

8. Members raised concerns about the recruitment and retention of staff across their disciplines and discussed the importance of growing and building the capability of a local government operations workforce.
9. It was noted that an overseas recruitment pipeline is not currently in existence and with the border re-opening, staff levels would likely worsen with many leaving to go overseas. Further, while the University of Canterbury is producing excellent engineer graduates, there may not be enough graduates coming through to meet the demand.
10. Members raised the idea of developing a joined-up strategy across the region to grow the workforce and promote the desirability to work for local government. Operations roles cover a huge number of staff across Canterbury, and questions were asked as to whether it might be feasible for Canterbury's local governments to work collectively to introduce a Canterbury local government graduate programme.
11. It was agreed a collective approach would have benefits, but councils would need to consider how many graduates are required and how their careers would be developed. It was noted that the approach should not be limited to universities. Polytechnics and other tertiary providers have a role to play. Supporting school leavers through cadetships is another option that works well for some councils.
12. Members noted it would be important to create and promote an environment where people want to be and provide succession planning for council staff.
13. In terms of operations roles, the Waimakariri District Council takes two students each summer and two graduates a year (including bonding requirements and reimbursement for final year study) and has had great success over the years supporting graduates to become chartered professional engineers. The Council has an in-house consultancy which gives it scale and breadth for mentoring.
14. At the meeting, a first step was agreed, which was for Operations Forum members to gather what each council does for graduates/cadetships and investigate if there are opportunities for a more regionalised structured approach.
15. Upon further reflection, it seems sensible to ask the People and Capability Working Group, who are experts in these matters, to look into this. A request for chief executives to ask the working group to investigate a regional approach is outlined in recommendation 3.

Corporate Forum (chair Bede Carran)

16. At its meeting on 21 March, the Corporate Forum:
 - endorsed a three-phase approach to the project to improve collaborative procurement in Canterbury (see further detail below)
 - discussed the review of regional forums and working groups, noting that members find the Forum valuable, and it is a good place to discuss a wide variety of issues and lower the risk of duplication of work across the region

- discussed the Mayoral Forum's three-year work programme, and asked the Chief Information Officers Group to review progress with the items on the work programme they are leading in relation to a stock take of IT platforms and applications
- received updates on the activities of the People and Capability Working Group, Chief Information Officers Group, Finance Managers Group, CPRAES and CRIMS.

Collaborative procurement

17. The Forum agreed to a three-phase approach to progress its work on collaborative procurement in Canterbury. Chief executives received an email on 24 March outlining the approach. A summary of it is below:

- Phase 1: stock take and analysis of current AoG contracts across councils to determine where savings could be found for those councils who are not on an AoG contract for one or more categories (complete by June 2022)
- Phase 2: builds on phase 1, but looking at councils' tender thresholds to see whether there are other AoG categories that could be included in the overall analysis (complete by September 2022)
- Phase 3: extract learnings from phases 1 and 2 and design an ongoing collaborative procurement structure (external consultant phase) (estimated timeframe October – March 2023).

18. Councils were asked to provide information for the stock take by the end of April.

19. The results of the stock take are planned to be discussed at the Forum's June meeting. Members agreed that as part of completing phase 1, councils will need to confirm what actions or decisions they will take in response to the potential savings that will be identified before further phases can go ahead.

20. The Forum recorded in its minutes its sincere thanks to the Christchurch City Council procurement team, which is leading this work on behalf of the Forum.

Policy Forum (chair David Ward)

21. At its meeting on 1 April, the Policy Forum:

- discussed next steps for the *Canterbury 2019: An Overview* document (see further detail below)
- discussed the review of regional forums and working groups, and agreed the role statement for forum and working group members would make clear roles and expectations for councils
- discussed financial and developer contributions (see further detail below)
- received an update on the building consent collaboration working party
- discussed the Mayoral Forum's three-year work programme, and noted that it should be updated to reflect the work ongoing for the three waters transition process, and to make it clearer that climate change reports through to the Policy Forum as well as the Climate Change Steering Group

- received updates from the Planning Managers Group, the Climate Change Working Group and the Natural Hazards Risk Reduction Group.

Canterbury 2019: An Overview

22. At the November 2021 Chief Executives Forum, members provided feedback to the secretariat on the review of the Overview, as well as on the collection, usage and communication of regional data more broadly. After further consideration of next steps, it was decided to take this matter to the Policy Forum for advice prior to this being reconsidered by chief executives.
23. The discussion at the Policy Forum resulted in the following insights about the document:
- it is a useful snapshot of a point in time, and it is good to have a regional reference point
 - it is not widely used
 - councils tend to focus more on localised trends
 - it is valuable for new people coming into council
 - that the wellbeing thread of Future for Local Government discussions makes this data more relevant
 - it could be valuable for people coming into districts/region but it is unclear that it is used for this, or how it would be accessed for this purpose
 - an online version updated more frequently would be supported as older data is less valuable
 - increased collective work across the regional forums adds value to the overview
 - the importance of narrative to support the data and trends over time
 - whatever is produced needs to be tailored for the target audience.
24. Should the document continue in its current form, members discussed frequency for updates and annual updates seemed to be preferred. It was noted, however, that there are challenges with this, for example whether to wait for a particular critical data set, and how you balance more and less frequent data sets. Census data, for example, is only available every five years.
25. The secretariat proposes the following approach:
- the document maintains its current form, but is updated to include additional indicators as set out below, reflect recent updates to the Treasury's Living Standards Framework and a refreshed narrative
 - the document be reviewed every three years, with an interim update in the middle of each local government term to capture any new information, trends and/or relevant additional indicators to report on
 - the document has its own page on the Canterbury Mayoral Forum website, so that a list of data sources, updates since last edition and relevant links to others' work can be included to provide more context and additional relevant information when necessary

- the document be promoted through local authority websites.
26. To provide a broader picture of wellbeing across the region, it is proposed to include the following additional indicators:
- housing affordability index
 - percentage of children living in households in material hardship
 - number on benefits (e.g. jobseeker) or other hardship indicators
 - age, gender, ethnicity trends (e.g. for employment)
 - education attainment levels
 - broader social and cultural indicators e.g. volunteering hours and perception of environment
 - regional greenhouse gas emissions.
27. While reforming the document into a live online dashboard was considered, the secretariat is of the view that a written document is more valuable because of the narrative and analysis it contains.
28. A dashboard would simply show the information available, whereas a written narrative would take into account other relevant information and context or work under way (for example, Te Rūnanga o Ngāi Tahu's *State of the Ngāi Tahu Nation 2021* report), meaning that wider context may be lost. Such an approach would also miss the opportunity to draw audiences' attention to the information and trends, as most data updates will not necessarily show significant trend differences year to year.
29. The development of an online, automatically updating dashboard to take advantage of current technology to view the most up-to-date information at any one time and allow a deeper dive into more localised statistics would require scoping and budget.
30. Chief executives' feedback on this approach is sought (see recommendation 4).
31. Subject to the view of chief executives on the way forward, a refreshed draft of the Overview could be presented at the August Chief Executives Forum for comment and review. This would then form part of the briefing documentation to incoming Mayoral Forum members in November.

Financial and developer contributions

32. The Forum discussed a paper on financial and developer contributions and noted that following the resource management reform process, there may be value in establishing a more consistent approach across the region.
33. Members discussed that there is not yet a clear answer in terms of timing any increased alignment but that waiting for additional detail on the resource management reforms later this year is prudent before taking any action. Once this information is available the Planning Managers Group will assess what makes the most sense. It was agreed the chair of the Planning Managers Group would discuss the paper with the chair of the Finance Managers Group.

Regional forums budget

34. The Canterbury Chief Executives Forum approved the regional forums 2021/2022 budget at its meeting in August 2021.
35. 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.
36. The income and expenditure report as of 31 March 2022 is provided at Attachment 1. Note that we have added a column showing forecast to the end of the financial year, as in some cases planning has changed from the original budget.
37. As approved at the November CEs Forum \$30,000 has been allocated to appoint an independent contractor to support the Canterbury Mayoral Forum's engagement with the resource management reform process. This work is now underway, with \$2,683 having been spent to date.
38. Phase 2 of the Mobile Blackspots project cost a total of \$31,857, but \$30,000 of this was covered by residual MBIE funding from the Digital Connectivity CREDS project, so \$1,857 is recorded against this budget.
39. David Caygill provided support to the Policy Forum on the Mayoral Forum's submission on the economic regulation and consumer protection for three waters services discussion paper in December. This was allocated from the Three Waters budget, leaving \$9,268 remaining in the account ringfenced for this work.
40. The budget is currently significantly underspent for the year. This is partly due to planned projects not delivering within the financial year (e.g. procurement, resource management reform) and also a lack of projects being put forward for funding from the regional forums budget.
41. Funds not used by the end of the financial year will be rolled over into the next financial year.
42. Feedback received as part of the working group review was that having funds available to support specific projects would be helpful.
43. The Forum developed an Application for Funding in 2019. We have updated this (attachment 2) to make it clear that projects will need to have a clear scoping process in place, provide evidence of their planning, and funds may be released on a staged basis if appropriate. In order to provide funding to groups who have the capacity to deliver we propose recirculating the application form to forum and working group chairs, as a reminder of this process.
44. The CEs Forum would then review and approve or decline requests on their merits.
45. Some projects which the CEs Forum may wish to consider for future funding could relate to recent discussions on the three waters transition, shared consent staff resourcing, and consideration of a Canterbury local government graduate program.

Three-year work programme

46. At the January CE Forum meeting, the secretariat was asked to prioritise the outstanding actions in the three-year work programme. The work programme has been updated since it was reported to the Chief Executives Forum in January 2022, however following discussions at each of the regional forum meetings in March and April, we are still working through prioritisation of actions. The updated programme is attached.
47. The updates to the work programme reflect actions from the *Mayoral Forum's Plan for Canterbury* and other changes responding to central and local government initiatives.
48. The updates also reflect feedback received from the regional forums during their most recent meetings, as noted above. The Operations Forum has agreed to take the work programme to their respective working groups and report back at the June meeting on any further updates.

Next meetings

49. Scheduled forum meetings for the upcoming quarter are:

| | |
|---------|--|
| 26 May | Mayoral Forum working dinner |
| 27 May | Mayoral Forum meeting |
| 30 May | Mayoral Forum Economic Development Group |
| 3 June | Climate Change Steering Group |
| 20 June | Corporate and Operations Forums |
| 1 July | Policy Forum |

Attachments

- Attachment 1 – Regional forums budget to 31 March 2022
- Attachment 2 – Regional forums Application for Funding
- Attachment 3 – Regional forums three-year work programme

Attachment 1 – Regional Forums Budget 2021/2022 as at 31 March 2022

| INCOME | Contribution Ratios | Budget 2021/22 | Actual 2021/22 |
|-------------------------------------|----------------------------|-----------------------|-----------------------|
| Regional Forums Levy 2021/22 | | | |
| Environment Canterbury | 21% | \$12,907.32 | \$12,907.32 |
| Christchurch City | 21% | \$12,907.32 | \$12,907.32 |
| Selwyn District | 11% | \$6,760.98 | \$6,760.98 |
| Waimakariri District | 11% | \$6,760.98 | \$6,760.98 |
| Ashburton District | 10% | \$6,146.34 | \$6,146.34 |
| Timaru District | 10% | \$6,146.34 | \$6,146.34 |
| Hurunui District | 5% | \$3,257.54 | \$3,257.54 |
| Waimate District | 4% | \$2,458.54 | \$2,458.54 |
| Waitaki District | 4% | \$2,458.54 | \$2,458.54 |
| Kaikōura District | 3% | \$1,598.05 | \$1,598.05 |
| Mackenzie District | 3% | \$1,598.05 | \$1,598.05 |
| TOTAL INCOME | 100% | \$63,000.00 | \$63,000.00 |

| EXPENDITURE | Budget 2021/22 | Forecast to end of FY (including actuals) | Actual 2021/22 |
|---|-----------------------|--|-----------------------|
| Research | | | |
| Canterbury Wellbeing – refresh | \$500.00 | \$3,768.00 | \$768.00 |
| | \$500.00 | \$3,768.00 | \$768.00 |
| Future for Local Government Workshops | | | |
| Workshop facilitation (Health reforms) | \$3,000.00 | \$1,095.00 | \$1,095.00 |
| CEs strategic planning day | \$- | \$4,372.00 | \$4,372.00 |
| | \$3,000.00 | \$5,467.00 | \$5,467.00 |
| Training Events | | | |
| | \$1,000.00 | \$- | \$- |
| | \$1,000.00 | \$- | \$- |
| Collaborative projects | | | |
| Model for Procurement | \$25,000.00 | - | \$- |
| Climate Change Risk Assessment engagement | \$10,000.00 | - | \$- |
| Resource Management Reform | \$30,000.00 | \$2,683.00 | \$2,683.00 |
| Mobile blackspots phase 2 | \$- | \$1,857.00 | \$1,857.00 |
| Collaborative projects | \$20,000.00 | \$- | \$- |
| | \$85,000.00 | \$4,540.00 | \$4,540.00 |
| Three waters | | | |
| Three waters council contributions carried forward | \$10,768.00 | \$- | \$- |
| David Caygill - three waters transitions submission | \$- | \$1,500.00 | \$1,500.00 |
| | \$- | \$1,500.00 | \$1,500.00 |
| Secretariat / Administration | | | |
| Travel (secretariat support) | \$1,000.00 | \$- | \$- |
| | \$1,000.00 | \$- | \$- |
| TOTAL EXPENDITURE | \$90,500.00 | \$15,275.00 | \$10,775.00 |

| | | | |
|---|---------------------|--------------------|--------------------|
| SURPLUS / DEFICIT 2021/22 | \$-27,500.00 | \$47,725.00 | \$52,225.00 |
| SURPLUS / DEFICIT carried forward from 2020/21 | \$44,852.46 | \$44,852.46 | \$44,852.46 |
| FUNDS IN HAND | \$17,352.46 | \$92,577.46 | \$97,077.46 |

Attachment 2

Canterbury Regional Forums - Application for Funding

This application form is for proposals for funding from the Regional Forums budget.

Section 1: Key information

| | | | |
|------------------------|--|--------|--|
| Project name: | | | |
| Forum / working group: | | | |
| Contact name and role: | | | |
| Email: | | Phone: | |

Section 2: Funding

| Source of Funding: | \$ (excluding GST) | Status / Commentary |
|---|-----------------------|---|
| Funding sought via this application | \$ | Please note if funding is required in phases, e.g. funds initiation and then further funding for implementation |
| Other sources of funding for this piece of work (note who the funder is) | \$ | Note date funding received or status of funding |
| Total: | \$ | |

Section 3: Project Overview

| | |
|--|---|
| What is the project / activity the funding is needed for: | Describe what the funding is for, why it is required, and how it links to other projects or activities. |
| Has this project / activity been discussed at the Chief Executives, Corporate, Operations or Policy Forum? | If yes please provide details including meeting date and the outcome of the discussions were, e.g. a part of an approved work programme, project discussed by Forum |
| How will the project / activity be managed? | Describe the project management approach, including: <ul style="list-style-type: none"> whether scoping has been done or how this will be undertaken delivery timeframes details on procurement if relevant oversight arrangements key personnel and capacity to deliver any other relevant information |
| What are the key outcomes of this project? | Ensure they are specific and achievable |
| Is there any other information which would be useful background or context? | Add info here or provide attachments – e.g. scoping documents, project plans etc. |

Three-year work programme 2020–22

as at 2 May 2022

| WHAT | TASK | PLAN FOR CANTERBURY REPORTING TO PRIORITY | LEAD | ACTION | DUE | STATUS | UPDATE | |
|---|--|--|--|-------------------------------|---|------------|---------------------------------|---|
| Plan for Canterbury | Develop a Plan for Canterbury for the 2020-2022 local government term, to replace the CREDS | | Mayoral Forum | CMF / Secretariat | | 9/4/2020 | Complete | Launched 4 September https://canterburymayors.org.nz/wp-content/uploads/Mayoral-Forums-Plan-for-Canterbury_AUG-2020-21.pdf |
| Canterbury Water Management Strategy | To continue providing governance oversight and strategic support to the implementation of the Canterbury Water Management Strategy (CWMS) | Sustainable environmental management of our habitats | Mayoral Forum | Jenny Hughey | Request the Regional Committee to work with CWMS partners to re-engage communities and stakeholders on actions undertaken to deliver the CWMS across the region in order to maintain and nurture commitment to the delivery of the CWMS | 30/09/2022 | On track | Updated Zone Committee terms of reference approved at the Mayoral Forum 27 November 2020 |
| | | | | | 6/30/2021 | Complete | | |
| | Progress report on joint actions undertaken to deliver the CWMS across Canterbury | | | | 12/1/2021 | Complete | | |
| | CWMS Regional Committee reports on progress towards the 2025 and 2030 goals | | | | 30/06/2022 | On track | Work in progress with CWMS team | |
| Build capacity and influence to understand climate impacts, risks and opportunities and incorporate these into regional planning documents and community awareness. | Complete our first regional climate change risk assessment, aligned with the national climate change assessment, and identify critical gaps in our adaptation planning | | Mayoral Forum | Climate Change Steering Group | Publish the Canterbury Climate Change Risk Assessment following release of the National Climate Change Risk Assessment | | Complete | https://canterburymayors.org.nz/climate-change-risk-screening-2020/ |
| Build capacity and influence to understand climate impacts, risks and opportunities and incorporate these into regional planning documents and community awareness. | | Climate change mitigation and adaptation | Mayoral Forum Climate Change Steering Group Policy Forum | Climate Change Working Group | Progress Stage 2 of the Climate Change Risk Assessment | 30/06/2021 | Complete | Regional risk assessment published February 2022. Working Group developing an implementation plan for its next steps and regional adaptation planning. Draft implementation plan expected to be complete by end of July 2022. |
| | | | | Climate Change Working Group | Progress Stage 3 of the Climate Change Risk Assessment | 30/9/22 | On track | Preliminary advice considered March 2022. Draft implementation plan to be developed by July 2022 |
| | Encourage all Canterbury local authorities to complete carbon footprint assessments, to inform action plans for reductions | | | Corporate Forum | All Canterbury local authorities are encouraged and supported to commission council carbon footprint assessments | 31/12/2020 | Delayed | Working party reconvened in mid-2021 to progress the work. Working party convenor to provide advice to the Corporate Forum meeting on next steps for software and data collection options. |
| | Encourage Environment Canterbury to factor climate change mitigation and adaptation into the new Canterbury Regional Policy Statement. | | | | Communicate to Environment Canterbury the Forum's concern that climate change mitigation and adaptation be addressed in the new Regional Policy Statement | 6/30/2021 | Complete | CMF has written to Environment Canterbury asking that climate change mitigation and adaptation be factored into the new Canterbury Regional Policy Statement. |
| CREDS 2016–2019 continuing work programmes | Mobile and broadband coverage mapping and analysis | Shared economic prosperity | Mayoral Forum | Secretariat | | 3/1/2020 | Complete | Final report delivered and advocacy letter has been sent. |

| | | | | | | | | |
|--------------------------------|--|--|---------------|------------|--|------------|----------|--|
| | Canterbury Story | | | | | 12/17/2021 | Complete | Following a review of the Canterbury Story website the chief executives agreed that this should be decommissioned. Decommissioning completed in January and collateral moved to the Christchurch Story website. |
| | Food, Fibre and Innovation | | | | High value manufacturing Value added production | 30/06/2022 | On track | Work on industry roadmaps is nearing completion, industry clusters continue to be supported, and Te Ohaka and FoodSouth continue to support food businesses in their incubators. Leftfield Innovation have completed work on vegetable and berryfruit possibilities for sustainable land use. |
| | Youth Transitions | | | | | | Complete | Youth transitions work by Aoraki Developments has been funding by MSD for 'My Next Move', an education to employment brokerage service launched in April in 20 locations nationwide. |
| | South Island Destination Management plan | | | | | 10/30/2021 | Complete | South Island Destination Management plan completed in March 2020. The Mayoral Forum agreed in August 2021 to endorse the plan's strategic aims and to seek endorsement of these at the Zone 5 and 6 meeting in October. |
| Freshwater Package investments | Advocate with Government for the region's interests to be addressed in the investment decisions to support the Government's Freshwater Package | Sustainable environmental management of our habitats | Mayoral Forum | | Write to Ministers to advocate for <u>Canterbury's position</u> Add to the agenda for the Mayoral Forum meetings with Ministers. | | Complete | |
| | | | | | | 30/09/2022 | On track | Essential Freshwater Steering Group established in March 2021. Hon David Parker met with the Mayoral Forum in October 2021. Ashburton DC has prepared economic and social impact reports on the new Essential Freshwater regulations for the Ashburton district, which have been shared with CMF |
| Education Forum | 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 | Shared economic prosperity | Mayoral Forum | Dan Gordon | Forum meets at least twice each year | 30/09/2022 | On hold | Forum meeting held 1st quarter 2021. Paper provided to January 2022 Chief Executives Forum to discuss future of the forum and the Mayoral Forum's engagement with the Regional Skills Leadership Group. |
| Skilled Workforce | Advocate with Government for education and immigration policies that deliver a skilled workforce now and into the future | Shared economic prosperity | Mayoral Forum | | Add to the agenda for the Mayoral Forum visit(s) to Wellington | 30/09/2022 | On track | A submission has been made on the Productivity Commission's review of immigration settings. |
| Better freight options | Participate on the Canterbury Regional Land Transport Committee | Better freight transport options | Mayoral Forum | | Communicate to the RTC the forum's desire that the new RLTP provide a planning and investment framework that results in fewer trucks on the road | 6/30/2021 | Complete | 2021-2031 RLTP has freight targets, including 100% increase of freight on rail Freight Tour was held 18 / 19 February 2021 |
| | Collaborate with South Island chairs of RLTP to drive multi-modal transport planning investment | | | | | 30/09/2022 | On track | Regional Transport Committee held a South Island RTC Freight Summit on 28 March 2022 |
| | Advocate with Government for investment in multi-modal transport outcomes, especially moving more long-distance freight by rail | | | | Write to Ministers to advocate for Canterbury's position Add to agenda for Mayoral Forum visit(s) to Wellington | 30/09/2022 | On track | Met with Minister Wood 27 May 2021. The Forum has written to Minister Wood to raise issues with funding for the RLTP, and in particular resilience, maintenance and timing of NLTP decisions. Working with RTC to continue to advocate with Ministers and NZTA |

| | | | | | | | | |
|--|--|-----------------------|--------------|--|--|------------|-----------|--|
| 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 | | 9/30/2020 | Complete | Completed and approved by the CEs forum on 27 July |
| 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 | | Objective is in mind in relation to the Plan for Canterbury, regional COVID recovery co-ordination and Greater Christchurch 2050 | | On track | BAU |
| Three Waters | Build a collaborative response to central government's Three Waters review, including: - 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 | Three Waters services | CEs Forum | Three Waters Project Manager / Secretariat | | 12/31/2020 | Complete | Steering Group and Advisory Group established. Consultant appointed. This workstream is now complete. |
| | Review Three Waters service delivery arrangements across Canterbury | Three Waters services | CEs Forum | Three Waters Project Manager / Secretariat | | 6/30/2021 | Complete | Workstream completed May 2021. |
| | Advocate a Three Waters regulatory system that utilises risk-and evidence-based interventions to ensure safe and efficient delivery of water services | Three Waters services | CEs Forum | Secretariat | Write to Ministers to advocate for Canterbury's position Add to agenda for Mayoral Forum visit(s) to Wellington | 30/09/2022 | Complete | Met with Minister Mahuta 12 May 2021, with LGNZ Zone 6 and Ngāi Tahu. Written to Minister Mahuta requesting a pause to the reform process Members are advocating their positions through different channels. |
| | Support councils with Three Waters transitions | Three Waters services | | | Details for this activity, including who will lead, to be developed following discussion at CE Forum meeting May 2022 | | | Details for this activity, including who will lead, to be developed following discussion at CE Forum meeting May 2022 - see Agenda Item 4.5 |
| 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 | | 3/31/2020 | Complete | LTP collaboration has concluded and the group was very successful |
| 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 | | | 12/31/2020 | Complete | Guidelines for preparing regional submissions approved by CE Forum January 2020. |
| Regional training workshops | Design and deliver two workshops during 2020 | | Policy Forum | Secretariat | Report template design – with Toni Durham (Ashburton) | 12/31/2020 | Complete | Workshop on report templates at Ashburton District Council was held on 21 August 2020 |
| | | | | | Use of 2018 Census data – with David Price (Christchurch) | | Complete | Census Data workshop held 6 November at Christchurch City Council |
| 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 | | | 12/31/2020 | Cancelled | Mana Whakahono a Rohe are agreements between individual councils and iwi under the RMA, not necessary between CMF and iwi. |

| | | | | | | | | |
|--|---|--|------------------|---|---|------------|-----------|---|
| Review of Canterbury Regional Policy Statement | Facilitate a regional perspective on Environment Canterbury's review of the Canterbury Regional Policy Statement | Climate change mitigation and adaptation | Policy Forum | | Encourage Environment Canterbury to factor climate change mitigation and adaptation into the new Canterbury Regional Policy Statement | 6/30/2021 | Complete | Letter sent from CMF to Environment Canterbury to factor climate change mitigation and adaptation into the new Canterbury Regional Policy Statement. |
| Update Canterbury Biodiversity Strategy | 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 | Sustainable environmental management of our habitats | Policy Forum | | Agenda | 30/09/2022 | On track | Environment Canterbury's LTP includes the Canterbury Biodiversity Strategy review and work will commence when the Government announces the NPS IB. Canterbury Regional Biodiversity Champions Group established in Environment Canterbury. |
| 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 | | Corporate Forum | Chief Information Officers Group (CIOs) | Conduct a stocktake of where everyone is at | 13/12/2022 | Delayed | 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. Discussed at recent CIO Group meeting; next actions to be confirmed. |
| | 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 | | | | | 13/12/2022 | Delayed | Pending outcome of collaborative procurement investigations. |
| Procurement | Develop a proposal for a joined-up procurement system/service for Canterbury councils, including legal services provisioning Develop a proposal for consideration by member councils | | Corporate Forum | Canterbury Finance Managers Group | | 30/03/2023 | On track | In late 2020 Deloitte were contracted to analyse third-party expenditure by Canterbury councils, to inform collaborative procurement options. In August 2021 the CEs Forum approved funding to engage a consultant to evaluate collaborative procurement options. A three-phase approach was agreed to at the March 2022 Corporate Forum meeting; the third phase of this will incorporate the consultant to advise on the most appropriate model going forward for Canterbury. Phase 1 expected to be complete by June 2022; phase 2 by September 2022; phase 3 estimated to be complete by March 2023 |
| 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. | | Operations Forum | COF | | 12/31/2020 | On hold | COF agreed 16 March 2020 to park this until 2023 |
| | Develop a proposal for consideration by member councils. | | | | | | On hold | |
| 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 | | 12/31/2020 | Cancelled | Councils have submitted their draft business cases for the 2021 NLTP Assessment, cognisant of the recent release of the Government Policy Statement on Land Transport, the Strategic Priority on Road Safety and the Road to Zero Initiative. All TAs use appropriate internal and external professional road designers, generally use Austroads design guides and undertake post construction audits as best practice |

| | | | | | | | | |
|--|---|--|------------------------|--------------------------------|---|------------|-----------|--|
| 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 | Drinking Water Reference Group | | 13/12/2021 | On track | Councils are working on plans but it is a slow process as they require a lot of effort and DHB-side resources have been preoccupied by Taumata Arowai changes. At least three in Canterbury have been approved as of June 2021. There is concern about the status of these following the transition to Taumata Arowai. Taumata Arowai receiving plans, not approving them at this stage. |
| 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 | | 12/31/2020 | Cancelled | COF agreed 16 March 2020 to action this. Most councils are building on previous editions of their infrastructure strategies and there was no enthusiasm for a Canterbury wide template. Shared climate change adaptation approach likely to be driven from the Climate Change Steering and Working groups. |
| Resource Management Reform | Engage with central government on the resource management reforms through participation in the Local Government Forum of Chief Executives for resource management reform, reviewing and preparing submissions on new legislation, participating in Select Committee processes | | Chief Executives Forum | David Ward | Jim Harland nominated for Local Government Forum of Chief Executives for resource management reform Policy Forum (through CPMG) keep watching brief on exposure drafts of the Natural and Built Environment Act and prepare to draft a regional submission when released | 30/09/2022 | On track | Mayoral Forum submission made on the Inquiry on the Natural and Built Environments Bill: Parliamentary Paper. MFE engagement workshop on reforms Nov 2021. Submissions being prepared on MFE engagement discussion document Feb 2022. Letter to sent to LGNZ, Taituarā, Department of Internal Affairs and Ministry for the Environment requesting Canterbury presence on national working parties and reference groups. |
| | | | | Policy Forum | Policy Forum (with Climate Change Working Group & Canterbury Planning Managers Group) keep | 30/09/2022 | On track | |
| Future for Local Government | Engage with central government on the future for local government by supporting development of a regional approach and participating in the Future for Local Government Review | | Mayoral Forum | Chief Executives Forum | Progress actions from the Future for Local Government Workshop (April 2021) and actively participate in engagement with central government's Future for Local Government Review | 01/04/2023 | On track | Workshops were held with papatipu rūnanga chairs and central government regional directors in March and May 2021. The May session also included the chair and executive director of the Local Government Review Panel. A health workshop was held in July 2021. |

A highlighted cell indicates that this item has recently been updated.

Canterbury Chief Executives Forum

Date: 2 May 2022

Presented by: David Ward, Dawn Baxendale

Local Government Election 2022

Purpose

1. The purpose of this paper is to provide information on election transitions and candidate information sessions for the 2022 local government elections.

Recommendation

That the Canterbury Chief Executives Forum:

1. **note the information on candidate information sessions for the 2022 Local Government elections and the discussion on election transitions.**

Background

2. The 2022 local government elections will be held on Saturday 8 October 2022.
3. Under the Local Government Act, chief executives are responsible for facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001.

Candidate Information Sessions

4. Selwyn District Council has prepared a draft presentation for Candidate Information sessions. The draft presentation is provided at attachment 1.

Election transitions

5. Dawn and David will lead a discussion with chief executives on election transitions and what will be required for the 2022 local government elections.

Attachments

- Selwyn District Council draft Candidate Information Session presentation.

**WE
ARE.**

**Searching for leaders to
shape our communities.**



Candidate Information Meeting

Overview

Today, we will cover:

- ✓ The skills, qualities and capabilities needed by Elected Members
- ✓ The nomination process
- ✓ What's involved in standing for election (the do's and don'ts)
- ✓ An overview of Selwyn District Council
- ✓ Life as an elected member – what to expect
- ✓ The rewards of being an Elected member
- ✓ Council activities, funding and projects





Skills, qualities and capabilities

- You don't need any special qualifications. However, the following will be helpful if you are elected:
 - Quality decision-making
 - Strategic thinking
 - Political acumen
 - Leadership
 - Cultural awareness
 - Knowledge and understanding of local government
 - Communication and engagement
 - Relationship building and collaboration
 - Integrity and trust

Nomination process

You will need to:

- Be a NZ citizen over the age of 18 and be enrolled on the parliamentary electoral roll
- Complete a nomination form
- Get two people to nominate you:
 - These people must be over 18 years old and enrolled to vote in the area you wish to stand in
- Send your nomination form to your Council with a \$200 (incl GST) deposit
- You may include a 150 word profile and policy statement and a recent photograph of yourself



Standing for election

- You can stand for:
 - Your local council (mayor or councillor)
 - Malvern Community Board
 - Individuals can stand in one of three subdivisions (Tawera, Hawkins or West Melton)
 - The Board is a legal entity separate to Council
 - Your regional council

Draft

Standing for election

- You can stand for:
 - A regional council or a territorial authority (including a community board)
 - The mayoralty, and for council - if you're elected as mayor the position of councillor is filled by the next highest polling candidate
 - Election for both a local council and a community board
 - If you are elected to both you must vacate your position on the community board





Standing for election

- You cannot stand for:
 - Election in more than one ward or constituency
 - Election on more than one subdivision of a local or community board area
 - Both a regional council and a territorial council, or a regional council and a community board position, at the same election and in the same region

Key dates for 2022 Election

- Nominations open 15 July (Friday)
- Nominations close 12 noon, 12 August (Friday)
- Public notification of election day; candidates announced 17 August (Wednesday)
- Final Electoral roll certified 12 September (Monday)
- Delivery of voting papers 16 – 25 September (Sunday)
- Voting period 16 September – 8 October
- Close of voting 12 noon, 8 October (Saturday)
- Progress results available 8 October, approx 2pm
- Official declaration likely to between 13 & 19 October



Campaigning

- Can commence any time
- Generally no rules around campaigning or conduct, but:
 - can't use council resources for campaigning (logo, branding, colours, Facebook, photos, council buildings)
 - voting papers should not be collected from electors by candidates or their assistants
- Any campaign material (signs, posters, billboards, flyers, ads, cars, social media) must have an authorisation from the candidate or their agent, stating their name, and physical address
 - Not a PO Box, Private Bag, rural number, website address, council's street address
 - Must be on the front of the sign or promotional material (not the back)

Election signs

- Election signs can go up three months prior to election day
- Must comply with SDC electoral signage policy
- Can be on private land, with owners permission
- One sign per candidate per site
- NZTA rules apply for State Highways
- Vehicle signwriting is ok – cost of running a vehicle if it is own personal transport is not an election expense
- Must include authorisation statement





Election expenditure limits

- Mayoralty \$40,000
- Council At Large
 - \$14,000 (Ellesmere)
 - \$7,000 (Malvern)
 - \$14,000 (Rolleston)
 - \$14,000 (Springs)
- Malvern Community Board
 - \$3,500 (Hawkins)
 - \$3,500 (Tawera)
 - \$3,500 (West Melton)

Draft

Election results

- Preliminary count occurs from 12 noon, Saturday 8 October 2022
- **Progress results** expected about 2pm – approx 98% of votes received (not special votes and votes in transit to processing centre).
- Progress results:
 - will be available from council's website
 - email to all candidates with email address
- **Preliminary results** expected on Sunday 9 October, after all ordinary votes have been processed
- **Final results** expected by 19 October (at latest), after special votes have been processed





What about Selwyn?

- How is the Council structured?
 - Council
 - Malvern Community Board
 - Community/Township Advisory committees
 - Ratepayer Associations
 - Hall/Community Centre committees
 - Reserve committees
 - Rural water supply committees

Draft

What about Selwyn?

- Council:
 - 10 members – elected from four wards
 - Represent the District as a whole
 - Strategic role but also need to advocate for ratepayers
 - Makes policy and strategy decisions
- The Mayor - elected from the District – is a political leader
- Malvern Community Board only has five members
- Council employs one individual only, being the Chief Executive generally on a five-year contract
- The Chief Executive is responsible for the employment of all other staff



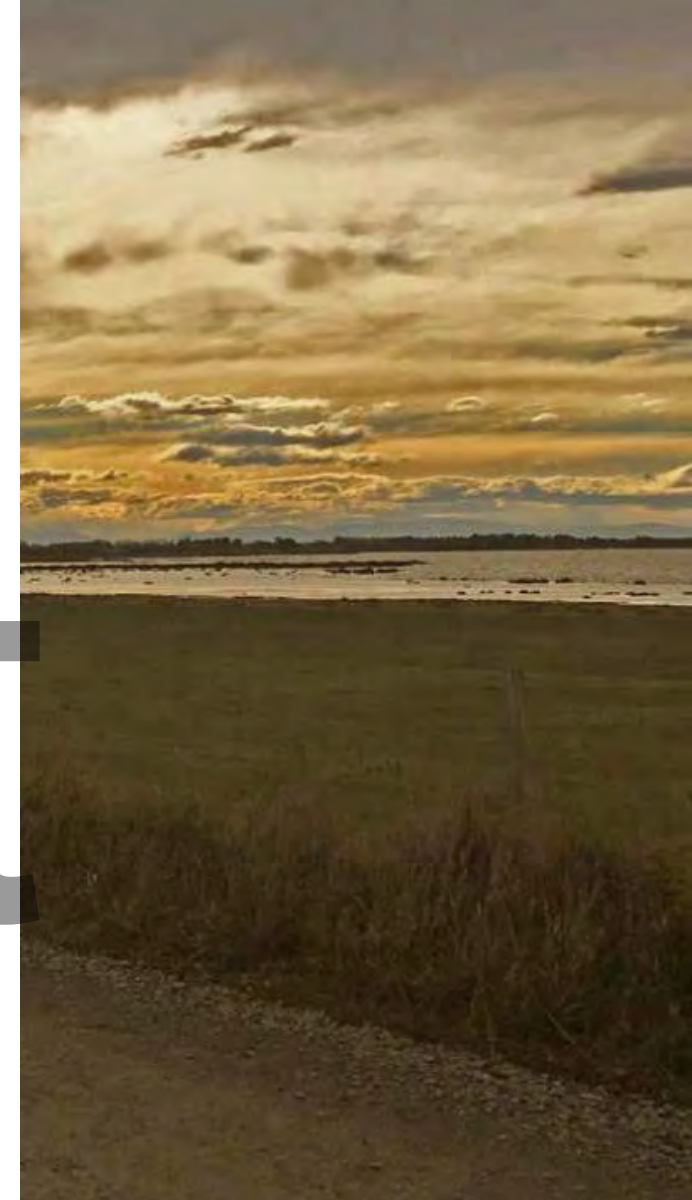


What about Selwyn?

- Structure of Council (and Board) meetings
 - While Council meetings are held on the 2nd and 4th Wednesday each month, the general rule of thumb is that every Wednesday is 'Council day'
 - Operate under standing orders
 - Meetings must be notified and open to the public although there are exceptions
 - Follow pre-circulated agenda
- Council operates a small number of subcommittees
- Operates some workshops and portfolio meetings for technical background information

What to expect as an elected member

- A Councillor's main role is to determine policy
- Community advocacy
- A requirement to attend meetings in your community on behalf of the Council or Board
- Adopt an Annual Plan or Ten-Year Plan
- Weekly time commitment
 - You are an elected representative of the community, thus will be expected to be available 24/7 for your constituents



Role of Elected Officials

- Elected officials have three major roles:

1. Representation

- representing the views of their electors
- consulting the local community
- providing and referring constituents to services and advice



Role of Elected Officials

2. Policy Making Role

- deciding on areas of policy
- maintaining an LTP/Annual Plan Outcome overview
- defining the outcomes they want to achieve for the community
- deciding on the strategies and plans to achieve the outcomes





Role of Elected Officials

3. Financial Role

- the role of elected members is to set direction and context within which the administration can operate
- to exercise stewardship of the community's assets for today and the future
- to provide citizens with certainty about the Council's long term financial plans
- to manage risk, promote transparency and strengthen accountability



Settling into the role

- Council runs in-house induction courses
- Regional workshops for newly elected members will be run by LGNZ
- A variety of Professional Development Programme workshops will be held throughout the months following the elections

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Indicative remuneration

- The Mayor, Deputy Mayor, Councillors and Community Board Members are paid a salary
- Base remuneration for Councilors post election as set by the Remuneration Authority:
 - ✓ Mayor \$136,000
 - ✓ Councillor Between \$50,000 – \$54,000
- Malvern Community Board base remuneration after the election:
 - ✓ Chairperson \$17,373
 - ✓ Board member \$ 8,686





Elected member support

- Council supplies a computer and cellphone to each Councillor
- Home Broadband use
- Council has an approved policy on reimbursement which includes mileage and Council-related expenses
- Use of discretionary fund
- Mayoral Vehicle
- IOD membership

Selwyn District Council

- A local council is the biggest, and most complex business in the district
- The breadth of activities are many and varied
- High level of interest in what we do, so we come under a lot of scrutiny
- High community expectations
 - deliver a good service at an affordable cost
- Sustained population growth is a key factor behind Selwyn's strong economic growth
- Low unemployment figures hovering at around 2.5% (NZ – 4.2%)





Selwyn District Council

- Booming retail growth
- 6,150+ enterprises in the production of goods and services
- Increasing migration
- Bound by significant amounts of legislation
- We are fast growing- so need to be flexible and agile

Asset Management – Roads and Transportation

- Roads
- Footpaths
- Cycleways
- Bridges
- Street lighting



Transportation

This year the Council...

Repaired **3,823** potholes

Sealed **44 km** of road

Completed **9,087 km** of grading on
unsealed roads

Constructed **3.2 km** of footpath
extensions

Key results

 **44%**

of residents satisfied with
urban roads (32% neutral)

 **24%**

of residents satisfied with
rural roads (34% neutral)

 **50%**

of residents satisfied with
cycleways (35% neutral)

 **85%**

of footpaths meet
service standards

 **89%**

of urban roads meet
service standards



Asset Management

- Water Services

- Sewerage
- Water supplies
- Water races

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5 waters services

This year the Council...

Provided drinking water to **77%** of the population

Supplied **8.8** million cubic metres of water to households

Treated **3.4** million cubic metres of wastewater

Maintained **1,356** km of water mains

Maintained **573** km of wastewater mains

Key results



73%

of users satisfied with water supplies



88%

of users satisfied with sewerage and wastewater



59%

of residents satisfied with urban stormwater



99.93%

compliance with drinking water standards for treatment



Asset Management

- Solid Waste

- Rubbish disposal
- Recycling
- Organics
- Waste reduction

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Solid waste management

This year the Council...



Key results



of residents satisfied with rubbish collection



of residents satisfied with recycling collection



of residents satisfied with organics collection



of residents have used Pines Resource Recovery Park



reduction in kerbside waste to landfill



Planning and Regulatory

- Building consents and inspections
- Animal control
- Resource consents
 - processing
 - monitoring
 - enforcement
- District planning
- Public / food health issues
- Sale of liquor

Environmental and regulatory services

This year the Council...

Processed **846** resource consent applications

Issued **2,853** building consents

Issued **2,593** code compliance certificates

Registered **15,413** of the district's dogs

Key results



96%

of resource consents issued on time



56%

of building consents issued on time



100%

of registered food premises assessed per schedule



99.9%

of known dogs registered



Community Services and Facilities

- Community development
- Committee liaison
- Facilities
- Swimming pools
- Service centres

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Community facilities

This year the Council provided...

706 hectares of recreation reserves

524 reserves and playgrounds

25 community centres and halls

19 cemeteries

Key results

 **88%**
of residents are satisfied with libraries

 **90%**
of residents are satisfied with playgrounds

 **87%**
of residents are satisfied with parks and reserves

 **85%**
of residents have used a park or reserve

 **437,835**
visits to Selwyn Aquatic Centre and council pools



Community Services and Development

- Community development
- Committee liaison
- Economic development
- Tourism support
- Business development
- Youth Council
- Community Events

Community services

This year the Council provided...

119 community events attended by **23,713** people

82 initiatives funded through the Selwyn Community Fund

17 initiatives promoting visitor attraction

Key results

 **92%**
of residents think Selwyn is a great place to live

 **73%**
of residents feel a sense of community

 **1,058**
people attended community capacity-building initiatives

 **75%**
of residents participate in community groups



Democracy and Corporate Services

- Governance (Council and Malvern Community Board)
- Financial matters such as budgets, paying of accounts, rates and reporting
- Civil defence
- Information technology
- Strategic planning
- Communications
- Managing investment
- Property
- Community Grants

Democracy

This year the Council...

Administered **\$413,768** in total grant funding

Received **3,180** submissions to consultation processes

Received **2,370** other contributions to consultation processes

Key results



69%

of residents are satisfied with Council's overall performance



Funding Sources

- Under current legislation, Councils can receive funding from a number of sources, including
 - rates
 - fees and charges
 - grants and subsidies (NZTA)
 - development contributions
 - debt
 - interest and dividends

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The rewards...

- Providing service to the Community
- A chance to learn new skills
- An ability to use your expertise for the good of the community

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DRAFT AGENDA

CANTERBURY MAYORAL FORUM



| | |
|-----------------------|---|
| Name: | Canterbury Mayoral Forum |
| Date: | Friday, 27 May 2022 |
| Time: | 8:30 am to 2:30 pm |
| Location: | Peppers Clearwater Resort, Clearwater Avenue, Harewood, Christchurch |
| Board Members: | Sam Broughton (Chair), Craig Rowley, Craig Mackle, Dan Gordon, Gary Kircher, Graham Smith, Jenny Hughey, Lianne Dalziel, Marie Black, Neil Brown, Nigel Bowen |
| Attendees: | Alex Parmley, Angela Oosthuizen, Bede Carran, David Ward, Dawn Baxendale, Hamish Dobbie, Hamish Riach, Jim Harland, Sean Tully, Stefanie Rixecker, Stuart Duncan, Will Doughty, Maree McNeilly, Amanda Wall, Rosa Wakefield |

1. Opening meeting

1.1 Mihi, welcome, introductions and apologies

8:30 am (5 min)

Sam Broughton

Canterbury Mayoral Forum mihi

Ko Ngā Tiritiri o te Moana ngā maunga

Ko ngā wai huka ngā awa i rere tonu mai

Ko Ngā Pākihi Whakatekateka o Waitaha te whenua

Ko Marokura, ko Mahaanui, ko Araiteuru ngā tai

Tīhei mauri ora!

The Southern Alps stand above

The snow-fed rivers continually flow forth

The plains of Waitaha extend out

To the tides of Marokura, Mahaanui and Araiteuru

Behold, there is life!

1.2 Confirmation of agenda

8:35 am (5 min)

Sam Broughton

1.3 Minutes from the previous meeting

8:40 am (5 min)

Sam Broughton

Supporting Documents:

1.3.a Minutes : Canterbury Mayoral Forum - 18 Feb 2022

1.4 Action List

8:45 am (5 min)

Sam Broughton

Supporting Documents:

1.4.a Action List

2. For discussion**2.1 Climate Change Steering Group update**

8:50 am (10 min)

Dan Gordon

Followed by It's Time, Canterbury presentation

2.2 It's Time, Canterbury presentation

9:00 am (15 min)

2.3 2023-2025 Triennium discussion

9:15 am (15 min)

Sam Broughton

2.4 Transport discussion

9:30 am (25 min)

Sam Broughton

Allan Pragnell, Deputy Chief Executive, System Performance & Governance

Brent Johnston, acting Deputy Chief Executive of SS&I (System Strategy & Investment) at MoT

2.5 Regional Public Service Commissioner update

9:55 am (10 min)

Ben Clark

2.6 Morning Tea

10:05 am (20 min)

2.7 Three Waters transition - Heather Shotter

10:25 am (30 min)

Marlon Bridge, Hamiora Bowkett

2.8 Future for Local Government update

10:55 am (15 min)

Sam Broughton

2.9 Cancer Society - Amanda Dodd

11:10 am (10 min)

Sam Broughton

2.10 Canterbury Water Management Strategy update

11:20 am (10 min)

Jenny Hughey

2.11 Health NZ - Minister Little (TBC)

11:30 am (30 min)

3. Lunch**3.1 Lunch**

12:00 pm (60 min)

4. For information

4.1 Regional Skills Leadership Group - Chairs 1:00 pm (30 min)

To come for lunch and be on the agenda immediately after lunch

4.2 Chief Executives Forum report 1:30 pm (5 min)

Hamish Riach

4.3 Mayoral Forum activities and engagements 1:35 pm (5 min)

Maree McNeilly

4.4 Council updates 1:40 pm (40 min)

Mayors/Chair to update forum members on state of your LA, what would your request of the Forum be to end the term on a winning note

4.5 Meeting review

5. For information

5.1 General business 2:20 pm (10 min)

6. Close Meeting

6.1 Close the meeting

Next meeting: Canterbury Mayoral Forum and Papatipu Rūnanga Chairs - 5 Aug 2022, 10:00 am