

**100<sup>th</sup> ORDINARY MEETING OF THE  
SELWYN-WAIHORA ZONE COMMITTEE  
TO BE HELD IN THE TAI TAPU  
COMMUNITY CENTRE  
ON TUESDAY 4 AUGUST 2020  
AT 2.30PM**

"If there is magic on this planet, it is contained in water..."

Loran Eisely, US Author



## 100<sup>th</sup> Meeting of the Selwyn Waihora Zone Committee - Outline of Agenda

**DATE:** TUESDAY 4 August 2020

**TIME:** 2.30pm – 5.30pm

**VENUE:** Tai Tapu Community Centre

12.30 – 1.00pm: Lunch

1.00pm - 2.00pm: Public Excluded Workshop: Purpose, Values and Ways of Working

Item	Time	Description	Pages	Presenter
	2.30pm	Meeting commences with karakia, welcome to the Committee's 100 <sup>th</sup> meeting, and formal order of business: <ul style="list-style-type: none"> <li>• Apologies</li> <li>• Identification of Urgent General Business</li> <li>• Confirmation of minutes 7 July 2020</li> <li>• Update from Zone Committee members on activities and meetings attended that relate to the Committee's outcomes for the zone</li> <li>• Correspondence</li> </ul>	4 - 10	
	2.45pm	Public Contribution		
1	2.50pm	<i>For information</i> - Facilitator's Report	11	Miria Goodwin Environment Canterbury
2	3.00pm	<i>For discussion</i> – Workshop: Immediate Steps Biodiversity Funding: A Strategic Conversation	12 - 13	Miria Goodwin Environment Canterbury
	3.40pm	Break and celebration of 100 <sup>th</sup> meeting		
3	4.00pm	Election of Chair / Deputy Chair / Regional Committee roles	14 - 16	
4	4.20pm	<i>For discussion</i> – CWMS review – zone committee discussion	17 - 39	Tim Davie, Director, Environment Canterbury
5	4.50pm	<i>For discussion</i> – Introducing the Environment Canterbury youth rōpū	40 - 42	Charlotte Doogue, Youth Rōpū
6	5.00pm	<i>For discussion</i> – Come along to hear about the Halswell Huritini Stormwater Management Plan	43 - 46	Paul Dickson, Drainage Engineer, Christchurch City Council
	5.30pm	Approximate finish time		

(Interests Register Pages 47 - 51)

**MINUTES OF THE 99<sup>th</sup> MEETING OF THE SELWYN WAIHORA ZONE COMMITTEE HELD  
IN THE LINCOLN EVENT CENTRE ON TUESDAY 7 JULY 2020 COMMENCING AT 3PM**

**AGENDA SUMMARY**

Item	Time	Description	Pages	Presenter
	3.00pm	Meeting commences with karakia <ul style="list-style-type: none"> <li>• Apologies</li> <li>• Identification of Urgent General Business</li> </ul>		
	3.05pm	Chair's welcome back and discussion regarding Chair/Deputy Chair roles		<i>Les Wanhalla, Chair</i>
	3.25pm	Public Contribution		
1	3.30pm	Immediate Steps Biodiversity Funding Approvals		<i>Ellen Williamson &amp; IMS sub-group</i>
2	4.00pm	Facilitator's Report & discussion about next meeting(s)		<i>Miria Goodwin Environment Canterbury</i>
3	4.15pm	Formal order of business: <ul style="list-style-type: none"> <li>• Confirmation of minutes March 2020</li> <li>• Update from Zone Committee members on activities and meetings attended that relate to the Committee's outcomes for the zone</li> <li>• Correspondence</li> </ul>		
	4.30pm	<b>Approximate finish time</b>		

## **PRESENT**

Les Wanhalla (Te Rūnanga o Taumutu / Co-Chair); Dr Benita Wakefield (Te Rūnanga o Wairewa); Mishele Radford (Te Hapū o Ngāti Wheke); Allen Lim (Community Member); Fiona McDonald (Community Member, via ZOOM); Councillor Nicole Reid (Selwyn District Council); Councillor Vicky Southworth (Environment Canterbury Regional Council); Paul Hodgson (Community Member); Ron Pellow (Community Member); and Simon Hay (Community Member).

## **IN ATTENDANCE**

Miria Goodwin, Dr Tim Davie, Ellen Williamson, Stephen Bragg (Canterbury Regional Council); Murray Washington, Therese Davel (Selwyn District Council); John Benn (Department of Conservation)

Stephen Bragg opened the meeting with karakia.

Les Wanhalla welcomed everyone to the meeting.

## **APOLOGIES**

Apologies were received from Annie McLaren (Community Member) and Councillor Anne Galloway

## **IDENTIFICATION OF URGENT GENERAL BUSINESS**

None

## **GENERAL PUBLIC CONTRIBUTION**

None.

### **1. Immediate Steps Biodiversity Funding Approvals**

*(Ellen Williamson & Zone Committee IMS sub-group)*

Simon Hay introduced the topic and gave an overview of the process the committee's IMS sub-group had followed to endorse the projects. Paul Hodgson asked some questions about how these projects aligned with Environment Canterbury and Selwyn District Council's work in the space and Ellen explained that she meets with SDC biodiversity officers Andy Spanton and Denise Ford regularly and they share information

on applications and biodiversity projects Ellen added that alongside the IMS sub-group, she tries to find a balance between community-oriented and school projects but also those aimed at enhancement and protection and high biodiversity values

Councillor Southworth asked whether there had been a review of past success or identifying any trends and Ellen told the committee that this process started late last year by Environment Canterbury, but so far only on the larger projects. It will be rolled out and she looked forward to comparisons to bring to the zone committee in future.

Dr Wakefield raised her concern with the four proposed projects that span more than 2 years. Her reasons for concern include the fact that committing funds for extended periods of time removes options for other people and puts pressure on the committee to commit future funds. Dr Wakefield proposed breaking some of the four year projects into smaller chunks so that the committee knows exactly what it is being asked to fund.

Dr Wakefield said it would be better if there was a culture of letting people know the money is competitive, contestable and available every year. A 2-year project might be still acceptable but nothing longer than that.

Ellen noted that for projects to get other funding streams they need to show buy-in across 4 years but Dr Wakefield argued that this was a bigger decision than what she was prepared to make and cautioned against risks.

There was agreement that this discussion was useful as the committee needed to have consensus about approving funding. Members added that other zone committee didn't use all their funding every year. Staff told the committee that these projects in front of them today, were not solely funded through IMS; for every project proposed funds had been contributed by other agencies as well.

The Committee discussed putting conditions around funding with milestones that needed to be confirmed before further money is allocated. Ron Pellow added that at the end of the day the committee invests on behalf of ratepayers and this was not a target to meet. Simon Hay said if they did not spend the IMS funding they were also not achieving their biodiversity outcomes.

Staff confirmed the money does not get carried over if it's not spent and the projects were assessed independently on their ecological outcomes.

In the discussion that followed there were different opinions about whether to let the report lie on the table until the next meeting or to continue with the 1-year projects at least. The Committee agreed to continue discussing this at the next meetings to come up with consensus guidelines as to how it wants to manage the IMS funding in the future.

Dr Southworth and Allen Lim both suggested that the committee approve the four projects that were funded for one year.

**Moved** - Allen Lim / **Seconded** – Simon Hay

*'That the Selwyn Waihora Zone Committee agree to fund:*

*The four one-year projects, i.e. Gibraltar Bush-Darwins Barberry Control, Sharpes Drain with Ladbroke School, Rolleston Primary School planting and Tai Tapu School biodiversity restoration; and*

*The Gibraltar Bush project is supported conditional on achieving a high ecological score.'*

**CARRIED**

## **2. Zone Facilitator's Report**

*(Miria Goodwin, Environment Canterbury)*

Miria Goodwin took her report as read and referred to the diagram on p 31 about the process to review the CWMS. Dr Tim Davie added that the review is fundamentally about the process the committee has been through in the first ten years of the CWMS, and now moving out of a planning and consultation phase to an implementing phase, being an on-the-ground community group. He said soon there will be a revised Terms of Reference, letter noting how TAs, Environment Canterbury and others will work together as well as an action plan to show what the committee intends to do in the next 2 years.

Miria discussed with the Committee the possible approaches that could be taken to get to the end of the year – was there anything substantial the committee really wants to focus on, or are they ok to accept that this year has been an unusual one. With the on-going changes coming with the CWMS review, the central government direction, election year, committee refresh, and covid-10 on-going implications, it might be better to slowly work towards the end of the year incorporating these changes as best the committee can.

The committee agreed to take a flexible approach, and that they need to keep talking through these issues, reach agreement on their purpose, discuss processes for the IMS funding and so on.

The Committee will also consider hearing from those parties earlier identified e.g. DairyNZ, CPW and others, but members need to be clear about the purpose of such invitations. Miria suggested that she will continue to work with the chair to set a path forward. The committee will also aim to meet outside of Lincoln in the different communities around the District, especially when there are topics for community engagement.

*Paul Hodgson left the meeting at 4.27pm*

## CONFIRMATION OF MINUTES

### Minutes of the 98<sup>th</sup> Meeting of the Selwyn Waihora Zone Committee (Water Management) held on Tuesday 3 March 2020

**Moved:** Les Wanhalla / **Seconded:** Councillor Nicole Reid

*That the minutes of the 98<sup>th</sup> meeting of the Selwyn Waihora Zone Committee (Water Management) held on Tuesday 3 March 2020, be confirmed as circulated.*

**CARRIED**

## MATTERS ARISING AND ACTIONS FROM MINUTES

None noted.

## UPDATE FROM ZONE COMMITTEE MEMBERS ON ACTIVITIES AND MEETINGS ATTENDED THAT RELATE TO THE COMMITTEE'S OUTCOMES FOR THE ZONE

Les Wanhalla – monitoring of Ahururi springs, Arahura, Waikewai and muriwai; attending Peter Ramsden's well deserved medal ceremony, and looking at the CPW inlets and fish gates

Nicole Reid – joined in with the Envirotown treeplanting at Mahoe reserve in Lincoln.

Benita Wakefield – climate change working party of the Mayoral Forum; Wairewa lake opening.

Fiona McDonald – biosecurity advisory group meeting, the Immediate Steps sub-group and the Craigieburn alliance group

Simon Hay – IMS Sub-group meeting;

Allen Lim – Freshwater Leaders Group and NZGAP Horticulture Industry groups looking at how to reduce N leaching for vegetable production.

Vicky Southworth – noted her ideas to get communities into the meetings e.g. water testing kit, education ideas for the website.



## **CORRESPONDENCE**

Miria Goodwin told the Committee about a letter from Paul Dickson from the Christchurch City Council. He was consulting with zone committees on stormwater and wanted to know whether the committee would like to receive a presentation from him on the Halswell Hurutini stormwater management plan. Most members seemed interested to hear from him and said they could attend the meeting he scheduled with the Christchurch West Melton Zone Committee. Paul would also be invited to a future meeting with the Selwyn Waihora Zone Committee.

## **GENERAL BUSINESS**

Dr Tim Davie told the Committee that the Ahuriri wetlands were now open.

Stephen Bragg ended the meeting with karakia.

The Chair, Les Wanhalla declared the meeting closed at 4.32pm.

DATED this                                  day of                                  2020

---

**CO-CHAIR**

## ACTIONS FROM MEETING

Name	Action
ECan	<ul style="list-style-type: none"> <li>• Provide progress report against ZIP Addendum (and Selwyn Te Waihora Plan) outcomes / targets</li> </ul>
ECan Zone Team	<ul style="list-style-type: none"> <li>• Update on possible purchase of land in lower Silverstream.</li> </ul>
SWZC Facilitator	<p>Note: all these to be incorporated into future schedule of committee as the committee finalises their 2020 action plan</p> <ul style="list-style-type: none"> <li>• Invite DairyNZ to future meeting to present on large catchment project relating to dairy farms</li> <li>• Arrange update on Monitoring of water quality - where and how it is done. Include Waikirikiri-specific concerns</li> <li>• Arrange briefing on water balance for the Zone</li> <li>• Arrange more time for discussion on Overseer</li> <li>• Arrange for DoC update on LINZ land adjacent to Rakaia River near Te Pirita with high biodiversity values.</li> <li>• Request written proposal from Wildlife Habitat Trust for zone committee involvement in future biodiversity work / funding options</li> <li>• Arrange for an in-depth discussion on climate change at a future meeting</li> </ul>
CPW	<ul style="list-style-type: none"> <li>• Answer further questions following the March zone committee meeting</li> </ul>

AGENDA ITEM NO: 1	SUBJECT MATTER: <b>Zone Facilitator's Report</b>
REPORT BY: Miria Goodwin, Environment Canterbury	DATE OF MEETING: 4 August 2020

**Topics covered:**

1. Upcoming events
2. Progress on 'actions from meeting'

**1. Upcoming events**

DATE	EVENT
26 August (CCC)	Selwyn Waihora Zone Committee Annual Report presentations to Christchurch City Council
14 September	Te Ara Kākāriki Canterbury Greenway Trust 100,000 <sup>th</sup> native seedling celebration. Joyce Reserve (350m past Glentunnel School), 9.30am
22 September	Waikirikiri Selwyn Near River Recharge Project Opening, Waikirikiri Selwyn NRR site, 1 Hawkins Road, Hororata

**2. Progress on 'actions from meeting'**

Name	Action	3 March 2020 update
ECan	Provide progress report against ZIP Addendum (and Selwyn Te Waihora Plan) outcomes/targets	Draft completed, awaiting external review and internal ECan sign-off
SWZC Facilitator	<p>Series of Actions from 2019:</p> <ul style="list-style-type: none"> <li>• Invite DairyNZ to future meeting to present on large catchment project relating to dairy farms</li> <li>• Arrange update on monitoring of water quality – where and how it is done</li> <li>• Arrange briefing on water balance for the zone</li> </ul> <p>2020 Actions:</p> <ul style="list-style-type: none"> <li>• Ensure next MAR/TSA update includes monitoring information to help committee assess adverse effects</li> </ul>	<p>Still required?</p> <p>Chair/Facilitator working on when to schedule these in 2020/21</p> <p>[Part of post-covid lockdown committee conversations]</p>
Zone Committee	<ul style="list-style-type: none"> <li>• Progress recommendations in Waikirikiri Report</li> </ul>	Committee needs to identify next steps
	<ul style="list-style-type: none"> <li>• Consider if, how and when to have strategic biodiversity conversations</li> </ul>	On agenda for 4 August

## **Workshop: Immediate Steps Biodiversity funding, a strategic conversation**

**4 August 2020**

**Contact:** Miria Goodwin      Miria.goodwin@ecan.govt.nz

---

### **1. Purpose of workshop**

To discuss and seek consensus on the committee's criteria for allocating Immediate Steps funding (IMS).

### **2. Recommendation/s**

That the Selwyn Waihora Water Management Zone Committee:

1. Consider and discuss, through a workshop session, the pros and cons of multi-year funding grants, and
2. Agree on criteria to be used by the IMS sub-group and Environment Canterbury's biodiversity officer to bring proposals back to the committee

### **3. Report/Background**

The zone committee's IMS sub-group exists to help ensure that the zone committee can make good decisions on Immediate Steps Biodiversity funding. The group aims to bring a set of proposals back to the rest of the committee that are aligned with the committee's priorities, and to do this through a process that the committee trusts and values.

The IMS sub-group currently uses the committee's 2017 Biodiversity Implementation and Action Plan. There has been discussion about updating this document, but the committee has not done this yet. In a separate session in September or October 2020 we will aim to discuss how the committee can improve the ways in which the IMS sub-group liaises with the whole committee e.g. to be clear about the committee's current priorities, strategy etc.

At the 7 July meeting the Selwyn Waihora Zone Committee approved four 1-year projects and had a vigorous debate about the merits of approving projects that were multi-year. Before the sub-group and Environment Canterbury bring the proposed projects back to the group, it is proposed that the committee seek consensus of clear criteria to be used.

#### **Questions for committee members to consider in advance:**

1. In allocating the committee's IMS funds, what do you see as the pros and cons of approving an applicant's request for funds for a short time (e.g. 1-2 years) vs a longer time (e.g. more than 2 years)?

**Selwyn Waihora Water Management Zone Committee**  
**4 August 2020**

---

2. What balance do you think the committee should seek in allocating shorter vs longer term funds? E.g. never commit more than 2 years; half and half; something else?

<b>AGENDA ITEM:</b> 3	<b>SUBJECT MATTER:</b> Election of Officers
<b>REPORT BY:</b> Miria Goodwin, Environment Canterbury	<b>DATE OF MEETING:</b> 4 August 2020

## RECOMMENDATIONS:

1. *‘For the election of its officers, that the Selwyn Waihora Zone Committee choose either Option A or Option B:*

### **Option A**

*Elects ..... as Chairperson and  
.....as Deputy Chairperson with effect from 4 August 2020;*

OR

### **Option B**

*Elects ..... and ..... as Co-Chairs  
with effect from 4 August 2020;*

2. *Elects ..... as the Committee representative on the  
Regional Water Committee;*

## BACKGROUND:

The Selwyn Waihora Zone Committee Terms of Reference states that:

- 1 *“Each year, the Committee shall appoint the Chair and Deputy Chair from the membership by simple majority.”*
- 2 *“The Selwyn Waihora Zone Committee should appoint a representative to the Regional Water Management Committee. This may be either the Chair of the Zone Committee or another member appointed by the committee from its membership”*

In 2019 the Committee decided to trail a co-chair agreement for six months because no one committee member felt they had capacity to take on the full chair role. Sharing the role meant equal distribution of work between the roles. The agreement was extended until shortly after the Local Government Elections in September 2019

because it worked so well. The reason it ended there was that one of the co-chairs was elected to the Regional Council.

At today's meeting, the Zone Committee will be asked to choose whether it prefers the co-chair agreement or a Chair / Deputy Chair arrangement.

As a guide to help you consider nominating yourself or someone else for these roles, the main tasks associated with each are shown below. In addition, this link provides a useful description of the role of a committee chair:

<https://www.diycommitteeguide.org/resource/chairing-meetings>

### The Chair:

- Chair Committee meetings with all commonly recognised authority of that position. The Chair may ask the Zone Facilitator to facilitate meetings and workshops of the Committee.
- Speak on behalf of the Committee and act as an advocate for it, including taking the primary responsibility for interaction with the media and representing the committee at meetings with external parties.
- Work with the facilitator on the work programme and agenda for the Committee.
- Be available to other committee members for support and discussion.

### The Deputy Chair:

The Deputy Chair supports and works with the Chair including on agenda setting and process aspects, and if the Chair is absent or incapacitated, the Deputy Chair must perform all of the responsibilities and duties of the Chair as above.

### Co-chair:

In the case of the co-chair agreement, the two members shared the role equally and it included, but was not necessarily limited to, the following:

- Sharing the chairing of meetings (usually alternating)
- Sharing the co-chair article in local media (supported by ECan comms teams)
- Meeting with the facilitator once a month to de-brief/plan the next meeting
- Occasional other meetings with ECan or SDC staff to discuss specific topics
- Being available to respond to/decide on specific questions/logistics/media requests from facilitator and others
- Being available to other committee members for support and discussion

The Co-Chairs agreed to split the payments equally i.e. combined Chair and Deputy Chair fees split 50/50.

### The Regional Committee Representative has the following roles:

- Speak on behalf of the Selwyn Waihora Zone Committee and act as advocate for it, at Regional Committee meetings.

- Keep the Selwyn Waihora Zone Committee well informed on the activities and deliberations of the Regional Committee.

### **ELECTION PROCESS:**

*(depending on decision made as to Option A or Option B)*

<b>Option A</b>	Call for nominations for role of Chair	Call for show of hands in respect of each nomination. Majority vote appointed
	Newly elected Chair presides for remainder of meeting	
	Call for nominations for role of Deputy Chair	Count and record (no names, only numbers) Majority vote appointed
<b>Option B</b>	Each member to indicate 2 names for Co-chairs	Secret ballot, votes counted & verified by Zone Facilitator, Tangata Whenua Facilitator & Committee Secretary
	Newly elected Chair / Deputy Chair / Co-Chairs preside for remainder of meeting	
Rec 2	Call for nominations for role of Regional Representative	Call for show of hands in respect of each nomination. Count and record (no names, only numbers) Majority vote appointed

### **Terms of Reference and Code of Conduct:**

The Selwyn Waihora Zone Committee Terms of Reference and Code of Conduct were formally adopted in 2019 when three new community members were appointed. The CWMS review process currently underway may result in some changes to the TOR and code of conduct and will not be considered for formal adoption at this 4 August 2020 meeting. The current TOR can be found here: <https://www.ecan.govt.nz/data/document-library/?ids=2948544,2341074>



## **Update and discussion on the review and proposed changes to zone committees**

**4 August 2020**

**Reference:**

**Contact:** Miria Goodwin      Miria.goodwin@ecan.govt.nz

---

### **1. Purpose of Report**

The purpose of this report is to:

1. Provide an update to the Selwyn Waihora Water Management Zone Committee on the proposed changes that form part of 2020 CWMs review, including:
  - a. Proposed changes to Zone Committee Terms of Reference
  - b. The preparation of a new tri-annual joint letter of shared priorities from the Councils to Committees
  - c. The development of new Zone Committee Action Plans
2. Enable the committee to consider and discuss the proposals and provide feedback through to the committee Chair/Deputy, rūnanga representatives or Councillors to inform the next step of a workshop in August

### **2. Recommendation/s**

That the Selwyn Waihora Water Management Zone Committee:

1. Receive the information on the proposed changes
2. Consider and discuss the proposals and provide any feedback through to the committee Chair/Deputy, rūnanga representatives or Councillors to inform the next step of a workshop in August

### **3. Report/Background**

Attachment 1 includes a copy of the policy paper from Caroline Hart from Environment Canterbury with an update on the review and proposed changes to zone committees.

Feedback is sought from the Committee on the proposals to inform the next step in the review process which is an August workshop between the Councils, rūnanga representatives and the Chair/Deputy on the Terms of Reference (TOR) and the new tri-annual joint letter of shared priorities to the Committee from the Councils. The date for this workshop is yet to be confirmed.

**Date:** July 2020

**Environment Canterbury**

**Key contact:** Caroline Hart [Caroline.Hart@ecan.govt.nz](mailto:Caroline.Hart@ecan.govt.nz)

## **Enhancing CWMS implementation: update and discussion on the review and proposed changes**

### **Purpose**

1. To provide an update on the process and proposed changes associated with a review of some aspects of zone committees operation and focus, and describe next steps including involvement of Territorial Authorities, Zone Committee and Rūnanga reps

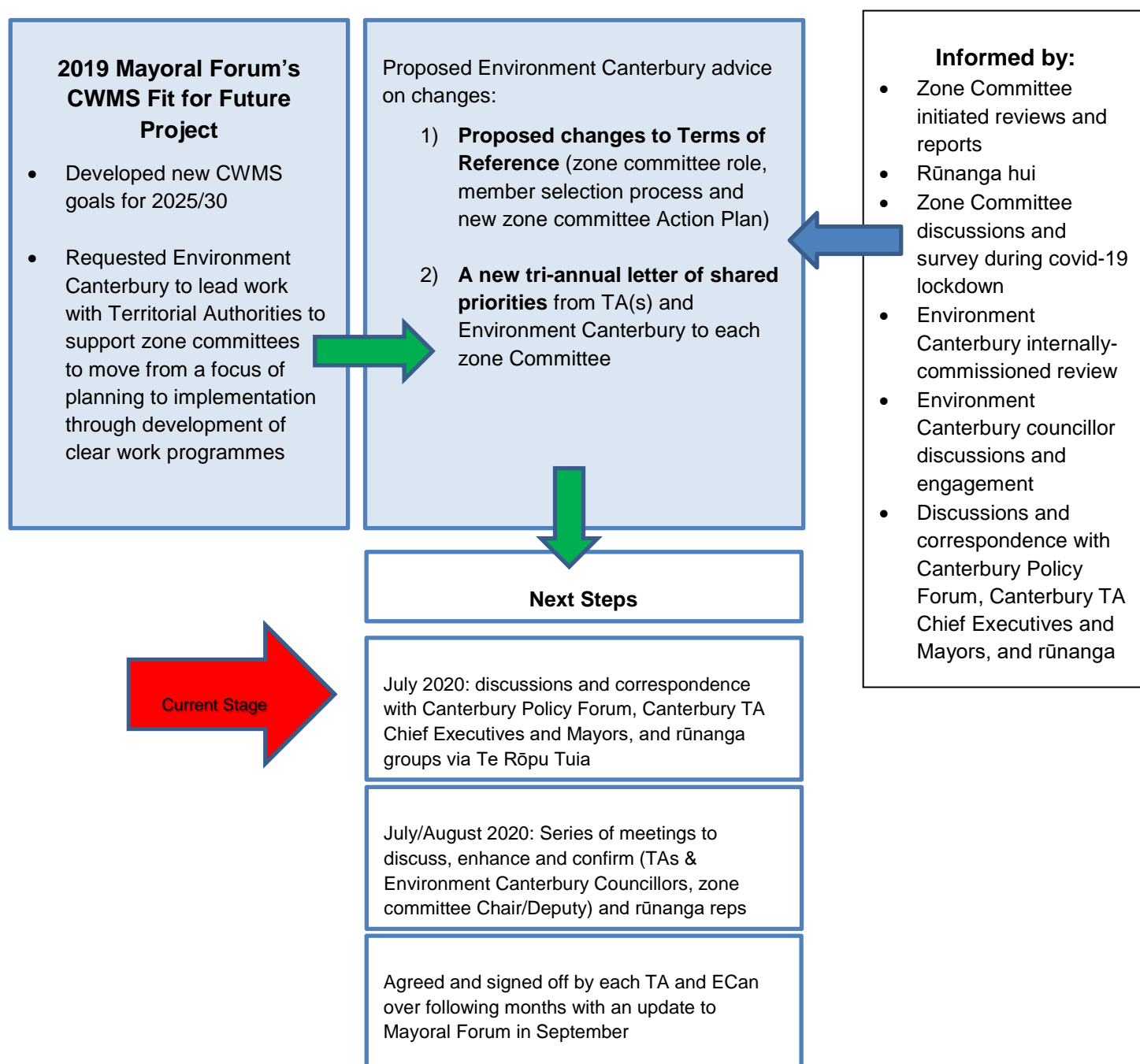
### **Key points**

2. The Mayoral Forum, in 2019, affirmed the Canterbury Water Management Strategy and zone committees, and requested Environment Canterbury to lead advice on how to help zone committees transition from a focus on planning to one of implementation.
3. The advice, informed by different partners and processes, has been tested and refined with Environment Canterbury councillors and is now ready for further discussion with Territorial Authorities and rūnanga and zone committees.
4. The proposed changes are not considered major, but rather encompass adjustments to the zone committees Terms of Reference and a new Letter of Shared Priorities, all with the aim of providing committees with clarity on their purpose and role and refining the committees' ways of working. This is primarily through a reduction in the required number of formal meetings (freeing up time for community engagement) and the requirement for each zone committee to develop their own Action Plan.
5. This paper summarises the proposed changes and outlines the next steps in the process - engagement with Territorial Authorities, Rūnanga, and Zone Committees.

### **Background**

6. As part of the recent Fit for Future project (populating the CWMS with 2025 and 2030 targets) the Mayoral Forum reaffirmed their support for zone committees and then asked Environment Canterbury to lead further advice on how to help zone committees focus more on implementation.
7. The review process is shown diagrammatically on the next page. Over the last few months, Environment Canterbury have developed a series of suggestions for changes to the role and function of zone committees, informed by many different processes and groups. The proposed changes have been tested and discussed with Environment Canterbury councillors and are now at a stage to be discussed and worked on with Territorial Authorities and with rūnanga and zone committees.

Diagram 1: Process and components of the review process



## Purpose of the review

8. The purpose of the review is to help develop strong well-connected zone committees that are focused on implementation through facilitating local action on the ground. This will ensure continued progress with the Canterbury Water Management Strategy, ensure that Canterbury is ready to respond to expected national direction on freshwater management, and support the Covid-19 regional recovery.
9. Explicit focus has been on acknowledging the good work the CWMS partners and zone committees have achieved through the first ten years of the CWMS and identifying how zone committees can transition from a focus on planning to implementation.

## Proposed changes

10. The proposed changes fall into two categories:
  - a. **Changes to the Terms of Reference for zone committees.** It is proposed that, with the exception of Christchurch West Melton Zone, the changes to the TOR will be consistent across all zones. The changes for Christchurch West Melton may be more substantial than for other zones to reflect the urban nature of the zone and the more prominent role of Christchurch City Council in implementation.
  - b. A new tri-annual joint **letter of shared priorities** sent to each zone committee from the Territorial Authorities(s) associated with the committee and the Regional Council
11. In addition, a minor change has been made to the code of conduct to remove the detail about exemption to conflict of interest provided by the Office of the Auditor General and Environment Canterbury councillors have recommended a review and moderate increase of honoraria for zone committees.

### ***Changes to the Terms of Reference (TOR)***

See Appendix 1 for suggested changes to the Terms of Reference.

Table 1 summarises the proposed changes to the TOR and associated rationale.

<b>Proposed changes</b> (in order of appearance in the TOR)	<b>Rationale</b>
<b>Addition of detail on Council Standing Orders and conflict of interest</b>  New explanation that relevant Territorial Authority Standing Orders apply to the operation of the committee, including the requirement to make a declaration of conflict of interest and keep a register of interests.	Contextual change following the removal of the Office of the Auditor General's exemption for zone committees

<b>Proposed changes</b> (in order of appearance in the TOR)	<b>Rationale</b>
<p><b>Change to zone committee purpose and functions</b></p> <p>New explicit committee purpose: Uphold the mana of the freshwater bodies within their zone by facilitating enduring land and water management solutions that give effect to the Canterbury Water Management Strategy vision, principles and targets in their zone.</p> <p>Change function from developing, implementing, reviewing and monitoring progress of ZIP to:</p> <ul style="list-style-type: none"> <li>a) community engagement,</li> <li>b) enhancing delivery capability and coalition of the willing,</li> <li>c) progress reporting - reporting to councils every 18 months on progress towards delivery of the zone-specific priorities and CWMS targets identified in the Zone Committee's Action Plan</li> </ul>	<p>Many of the groups/feedback requested a more explicit statement of purpose, and one that incorporates Te Mana o Te Wai.</p> <p>Feedback received from zone committees (via survey) indicated strong support for the suggested roles of community engagement, enhancing delivery capacity, and coalition of the willing.</p> <p>Monitoring progress of the whole CWMS and its targets was not seen as a good role for the committees because they are not exclusively responsible for delivery of CWMS targets.</p> <p>Zone committees will instead be responsible for reporting their progress in implementing their own Action Plan rather than the CWMS targets themselves.</p>
<p><b>New Zone Committee Action Plan</b></p> <p>Previous objectives (focused on the ZIP) replaced by new requirement for a Zone Committee Action Plan and 18-month progress reporting to Councils. The Action Plan will cover a 3-year period, focus on 3-5 priority areas for the committee, state objectives the committee is seeking to achieve and state SMART measures to track actions and actions. [See Appendix 3 – Action Plan A3]</p> <p>Zone Committee Action Plans will be <u>bound</u> by the joint councils "letter of shared priorities", TOR and CWMS targets, and <u>guided</u> by the community priorities in ZIPs/ZIPAs and ongoing community liaison and engagement.</p>	<p>There was support from zone committees for mechanisms that provide a greater sense of direction and clarity for zone committees.</p> <p>Zone Committee Action Plans are a mechanism to help committees prioritise and focus on practical work, and to enable zone committees to clearly identify where it can add value, how progress and achievement can be measured, and to enable communities to see what zone committees are currently working on – and see their worth. They are developed by and owned by the zone committee, with actions for themselves.</p>

<b>Proposed changes</b> (in order of appearance in the TOR)	<b>Rationale</b>
<p><b>Changes to committee membership and selection process</b></p> <p>Membership changes enable rūnanga reps to nominate an alternative if unable to attend and enable the option of having a youth member join the committee.</p> <p>Suggested selection panel now includes an independent chair, the TA Councillor(s) appointed to the zone committee, the elected Environment Canterbury Councillor from the zone (who may or may not be the Councillor on the committee) and a rūnanga representative from each Rūnanga whose rohe covers the zone.</p> <p>Two new assessment criteria have been added: ability to focus on solutions taking into account future generations, and ability to work with local rūnanga. Note the option to identify potential future appointees during formal selection process should a community member vacancy arise.</p>	<p>Improvements to the selection process are aimed at improving transparency and reducing perceived or actual conflict of interest or bias.</p> <p>The refined assessment criteria aim to help committees build strong relationships with rūnanga and to take into account future generations. The ability to identify potential future appointees during formal selection process provides a more agile approach to replacement where vacancies arise.</p> <p>Environment Canterbury councillors discussed in depth the option of electing community members but overall felt this option should not be chosen at this time.</p>
<p><b>Reduction in number of meetings</b></p> <p>The committees will be required to meet at least 4 times per annum – a reduction from 8</p>	<p>Fewer formal meetings aim to enable committee members to fulfil their purpose with more community engagement and workshops</p>
<p><b>Change to wording in committee support</b></p> <p>Addition of senior staff members from relevant Territorial Authority and Environment Canterbury to the committee support section.</p>	<p>Zone Committees require commitment and support from senior staff members of the associated Councils</p>
<p><b>Christchurch West Melton specific changes</b></p> <p>Membership changes to reflect the significant role Christchurch City Council has in implementing the CWMS in the zone. Being specific to Christchurch West Melton these have not been outlined in the TOR in Appendix 1</p>	<p>The major influence on the state of the water resources in Christchurch City is the way Christchurch City Council provides for the city's drinking water, waste water and storm water infrastructure.</p>

### ***New Letter of Shared Priorities***

12. A proposed new Letter of Shared Priorities aims to provide committees with some specific regional and zone priorities and direction to help committees develop their Action Plan. The letter will be sent to zone committees jointly from the Regional Council and Territorial Authority(s) associated with each zone soon after local body elections every three years. The regional council and each TA will develop a set of priorities they'd like the zone committee to focus on for the next three years. A draft letter has been included in Appendix 2 as an example.

13. As part of the next steps identified below, Councillors and senior staff from the Territorial Authorities will be invited to meetings with Environment Canterbury, zone committee chairs and rūnanga representatives to discuss the proposed changes, and for the Territorial Authorities, to then identify their priorities to go into the shared letter. It is envisaged that work your council is doing with Environment Canterbury as part of the CWMS Regional Work Programme will be aligned with this.

## **Cost, compliance and communication**

### **Financial implications**

14. Most of the recommended changes will not require any increased expenditure from Councils.
15. Two aspects that are likely to result in increased costs, and therefore need further discussions between councils are:
  - a. payment for an independent chair of zone committee selection panels and
  - b. a potential increase in honoraria for zone committee community and rūnanga reps.

### **Risk assessment and legal compliance**

16. There remains uncertainty around COVID-19 impacts on councils and other external resources, focus and capacity which may lead to delays on proposed timeframes.
17. There is still uncertainty around implications of the Government's Essential Freshwater Package on the CWMS and its collaborative approach. While the Mayoral Forum has sought advice on how to support zone committees moving from planning to implementation, an intensive planning exercise may be reinitiated by central government policy announcements in mid-2020. Local government and zone committees will need to adapt to these requirements once clarified.

### **Significance and engagement**

18. Engagement will occur in accordance with the process shown in Diagram 1. As that diagram shows, the proposed changes have been informed by zone committees, rūnanga, Environment Canterbury review papers, and discussion and correspondence with various forums and sub-groups of the Mayoral Forum. Covid-19 lockdown prevented better engagement with zone committees, but the results of a survey sent to all members strongly influenced the proposals.

### **Communication**

19. A communications plan will be developed by Environment Canterbury with the Territorial Authorities once the proposed changes are agreed.

## **Next steps**

20. As shown in Diagram 1, next steps include discussions and correspondence at the Policy Forum, and with Territorial Authority Chief Executives and Mayors, leading to a series of meetings across the region to discuss, enhance and confirm the proposed changes and start drafting priorities for the Letter of Shared Priorities.
21. The aim is to enable each Territorial Authority and the Regional Council to agree and confirm these in July and August, with an update to the Mayoral Forum in September 2020.

## **Attachments**

- Appendix 1: Proposed changes to Zone Committees Terms of Reference
- Appendix 2: Proposed draft of Letter of Shared Priorities
- Appendix 3: Proposed components of Zone Committee Action Plans



## Appendix 1: Proposed changes to Zone Committees Terms of Reference

Table below provides the current TOR (using the OTOP Zone as an example) alongside the proposed new TOR.

**Green** = retained text from existing TOR    **Yellow** = details that vary for each zone

Current TOR	Proposed TOR
The area of the Orari-Temuka-Opihi-Pareora Water Management Zone is shown on the attached map	<b>AREA</b> The area of the xxx Water Management Zone is shown on the attached map
<b>Establishment</b> The committee is established under the auspices of the Local Government Act 2002 in accordance with the Canterbury Water Management Strategy 2009. The committee is a joint committee of Environment Canterbury (the Regional Council), Timaru District Council, MacKenzie District Council and Waimate District Council (the Territorial Authorities).	<b>BACKGROUND</b> The committee is an expression of the partnership between xxx District Council, xxx District Council, Environment Canterbury (the Regional Council), Papatipu Rūnanga and local communities to implement the Canterbury Water Management Strategy. The committee is established under the auspices of the Local Government Act 2002 in accordance with the Canterbury Water Management Strategy 2009. The committee is a joint committee of xx District Council, xx District Council and xx District Council (the Territorial Authorities) and Environment Canterbury (the Regional Council). Relevant Territorial Authority Standing Orders apply to the operation of the committee. This includes, requirement to make a declaration of conflict of interest, keeping a register of interests and guidance on attendance and absences at meetings. The committee will work as a committee and as individual members in accordance with Canterbury Water Management Strategy Zone Committee Code of Conduct.

Current TOR	Proposed TOR
<p><b>Purpose and Functions</b></p> <p>The purpose and function of the committee is to:</p> <ol style="list-style-type: none"> <li>1. Facilitate community involvement in the development, implementation, review and updating of a Zone Implementation Programme that gives effect to the Canterbury Water Management Strategy in the Orari-Temuka-Opihi-Pareora area; and</li> <li>2. Monitor progress of the implementation of the Zone Implementation Programme.</li> </ol>	<p><b>PURPOSE AND FUNCTIONS</b></p> <p>The Committee's purpose is to uphold the mana of the freshwater bodies within their zone by facilitating enduring land and water management solutions that give effect to the Canterbury Water Management Strategy vision, principles and targets in their zone.</p> <p>The committee functions include:</p> <ol style="list-style-type: none"> <li>a) <b>Community engagement</b> – continuing an active programme of engaging with communities on freshwater management matters and facilitating the provision of advice through to councils (relevant territorial authorities and Environment Canterbury and) and others (e.g. private sector) contributing to freshwater management;</li> <li>b) <b>Enhancing delivery capability and coalition of the willing</b> – working with stakeholders across all sectors to extend the resources available to implement the CWMS, including securing additional resources and seeking opportunities to promote, support, leverage and expand catchment-based initiatives that advance CWMS implementation;</li> <li>c) <b>Progress Reporting</b> – 18-month progress reporting to Councils on progress towards delivery of the zone-specific priorities and CWMS target areas identified in the Zone Committee Action Plan.</li> </ol>

<p><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1. Develop a Zone Implementation Programme that seeks to advance the CWMS vision, principles and targets in the Orari-Temuka-Opihi-Pareora Zone.</li> <li>2. Oversee the delivery of the Zone Implementation Programme.</li> <li>3. Support other Zone Implementation Programmes and the Regional Implementation Programme to the extent they have common areas of interest or interface.</li> <li>4. Ensure that the community of the Zone are informed, have opportunity for input, and are involved in the development and delivery of the Orari-Temuka-Opihi-Pareora Implementation Programme.</li> <li>5. Consult with other Zone Water Management Committees throughout the development and implementation of the Orari-Temuka-Opihi-Pareora Implementation Programme on matters impacting other zone areas.</li> <li>6. Engage with relevant stakeholders throughout the development of the Orari-Temuka-Opihi-Pareora Implementation Programme.</li> <li>7. Recommend the Orari-Temuka-Opihi-Pareora Implementation Programme to their respective councils.</li> <li>8. Review the implementation Programme on a three—year cycle and recommend any changes to respective Councils.</li> <li>9. Monitor the performance of Environment Canterbury, Timaru District Council, MacKenzie District Council and Waimate District Council, and other agencies in relation to the implementation of the Orari-Temuka-Opihi-Pareora Implementation Programme.</li> <li>10. Provide Environment Canterbury, Timaru District Council, MacKenzie District Council and Waimate</li> </ol>	<p><b>ZONE COMMITTEE ACTION PLAN &amp; PROGRESS REPORT</b></p> <ol style="list-style-type: none"> <li>1. Ensure the purpose and functions of the committee is fulfilled by preparing a Zone Committee Action Plan that;             <ol style="list-style-type: none"> <li>a) Covers a three-year period</li> <li>b) Focuses on three - five priority areas for the zone committee</li> <li>c) States objectives that the zone committee is seeking to achieve</li> <li>d) States the actions that the zone committee will take to achieve the objective</li> <li>e) States SMART measures to track actions and outcomes.</li> </ol> </li> <li>2. Review and amend the Zone Committee Action Plan at the beginning of every year to ensure the zone committee is still in agreement with the priority areas and actions are still those the zone committee believes will achieve the objectives.</li> <li>3. Prepare an Progress Report every 18 months that;             <ol style="list-style-type: none"> <li>a) Highlights the actions of the zone committee and the progress it has made toward its objectives.</li> <li>b) Identifies the challenges and opportunities the zone committee see in the coming year.</li> <li>c) Present the report to Environment Canterbury and xx District Councils.</li> </ol> </li> <li>4. In developing the Zone Committee Action Plan, the committee will be bounded by the;             <ol style="list-style-type: none"> <li>a) Zone Committee Terms of Reference</li> <li>b) The 'letter of shared priorities' providing joint direction on priorities for the zone committee from Environment Canterbury and the relevant Territorial Authority</li> <li>c) Canterbury Water Management Strategy Targets</li> </ol> </li> <li>5. The committee will also be guided by;</li> </ol>
---	--

Current TOR	Proposed TOR
<p>District Council with updates against the Zone Implementation Programme.</p>	<p>a) Committee's Zone Implementation Programme and Zone Implementation Programme Addendum b) Community engagement and liaison</p>
<p><b>Limitations of Power</b></p> <p>The Committee does not have the authority to commit any Council to any path or expenditure and its recommendations do not compromise the Council's freedom to deliberate and make decisions.</p> <p>The Committee does not have the authority to submit on proposed Resource Management or Local Government Plans.</p>	<p><b>LIMITATIONS OF POWER</b></p> <p>The Committee does not have the authority to commit any Council to any path or expenditure and its recommendations do not compromise the Council's freedom to deliberate and make decisions.</p> <p>The Committee does not have the authority to submit on proposed Resource Management or Local Government Plans.</p>

### Committee Membership

The committee will comprise:

1. One elected member or Councillor appointed by Environment Canterbury;
2. One elected member appointed by each Territorial Authority operating within the Zone Boundary
3. Two members from Arowhenua Rūnanga (should be 1 Arowhenua and 1 Waiho)
4. Between 4-7 community members from a range of backgrounds and interests within the community; with provision that this number may be exceeded if Environment and each Territorial Authority operating within the zone boundary agree. Community members should represent a range of backgrounds and interests within the community.
5. Environment Canterbury, Timaru District Council, MacKenzie District Council and Waimate District Council will appoint their own representatives on the Committee. Arowhenua Rūnanga will nominate their representatives and the appointments will be confirmed by Environment Canterbury, Timaru District Council, MacKenzie District Council and Waimate District Council.

### Selection of Community Members

To be eligible for appointment to a Zone Committee the candidate must either live in or have significant relationship with the zone. Recommendations on Community Members for the Orari-Temuka-Opihi-Pareora Zone Committee will be made to Environment Canterbury, Timaru District Council and MacKenzie by a working group of representatives from Environment Canterbury, Timaru District Council, MacKenzie District Council and Waimate

### COMMITTEE MEMBERSHIP

The committee will comprise:

1. One elected member appointed by each Territorial Authority operating within the Zone Boundary
2. One elected member or Councillor appointed by Environment Canterbury
3. One Rūnanga nominated representative from each Rūnanga whose rohe covers the zone, with provision for an alternate Rūnanga member to attend zone committee meetings where desired
4. Between 4-7 community members with provision that this number may be exceeded if each Territorial Authority and Environment Canterbury operating within the zone boundary agree. Community members are to be appointed in accordance with the process below.
5. One youth representative may be added to committee in addition to the 4-7 community members on recommendation of the zone committee on a case by case basis.
6. XX District Council and Environment Canterbury, will appoint their own representatives on the Committee. Rūnanga will nominate their representatives and the appointments will be confirmed by Environment Canterbury and XX District Council. Where a youth representative is recommended expressions of interest will be drawn from Environment Canterbury's Youth Rōpū and Territorial Authorities Youth Councils and will be confirmed by XX District Council and Environment Canterbury,
7. Any Committee may co-opt such other expert or advisory members as it deems necessary to ensure it's able to

District Council, and Rūnanga. The recommendations will take into account the balance of interests required for Orari-Temuka-Opihi-Pareora, geographic spread of members and the ability of applicants to work in a collaborative, consensus-seeking manner. Environment Canterbury, Timaru District Council, MacKenzie District Council and Waimate District Council will receive the recommendations and make the appointments.

achieve its purpose. Any such co-option will be on a non-voting basis.

### **SELECTION AND APPOINTMENT OF COMMUNITY MEMBERS**

Community representatives are appointed by a panel of CWMS partners – a councillor from each council and a Rūnanga representative from each Rūnanga whose rohe covers the zone. The panel will be chaired by an independent chair.

To be eligible for appointment to a Committee the candidate must live in or have a significant relationship with the zone.

The process involves:

1. A public call for expressions of interest.
2. Application
3. Interview and/or workshop

Assessment will be based on:

- Ability of an applicant to:
  - Work in a collaborative, consensus seeking manner
  - Work with local Rūnanga
  - Establish effective partnerships
  - Understand the complexity of the issues for freshwater
  - Focus on solutions, taking into account future generations.
- Geographic spread of members across the zone
- Existing community networks
- Previous experience in a leadership role
- Experience working with community processes and/or groups.

The selection process above will be primarily focused on appointment of community members to zone committee and may also serve as a means to

Current TOR	Proposed TOR
	identify potential future appointees should a community member vacancy arise.
<p><b>Quorum</b></p> <p>The quorum at a meeting consists of;</p> <ul style="list-style-type: none"> <li>i. Half of the members if the number of members (including vacancies) is even; or</li> <li>ii. A majority of members if the number of members (including vacancies) is odd</li> </ul>	<p><b>QUORUM</b></p> <p>The quorum at a meeting consists of;</p> <ul style="list-style-type: none"> <li>i. Half of the members if the number of members (including vacancies) is even; or</li> <li>ii. A majority of members if the number of members (including vacancies) is odd</li> </ul>
<p><b>Chair and Deputy Chair</b></p> <p>Each year, the committee shall appoint the Chair and Deputy Chair from the membership by simple majority. There is no limit on how long a person can be in either of these positions.</p>	<p><b>CHAIR AND DEPUTY CHAIR</b></p> <p>Each year, the committee shall appoint the Chair and Deputy Chair from the membership by simple majority. There is no limit on how long a person can be in either of these positions.</p>
<p><b>Term of Appointment</b></p> <p>Members of Committees are appointed for a term of three years, which may be extended on a case by case basis if Environment Canterbury and each Territorial Authority operating within the zone boundary agree. Each Committee requires confirmation of membership by Environment Canterbury and each Territorial Authority operating within the zone boundary. The term for community members will be staggered so that one third of the community members is appointed (or reappointed) by a refreshment process involving Environment Canterbury, each Territorial Authority in the zone, and Rūnanga whose rohe is in the zone. Committee refreshments will occur in two years out of three or where numbers fall below strength due to attrition. There is no limit on the number of consecutive terms a member may serve.</p>	<p><b>TERM OF APPOINTMENT</b></p> <p>Members of Committees are appointed for a term of three years, which may be extended on a case by case basis if each Territorial Authority operating within the zone boundary and Environment Canterbury and agree. Each Committee requires confirmation of membership by Environment Canterbury and each Territorial Authority operating within the zone boundary. The term for community members will be staggered so that one third of the community members is appointed (or reappointed) by a refreshment process involving Environment Canterbury, each Territorial Authority in the zone, and Rūnanga whose rohe is in the zone. Committee refreshments will occur in two years out of three or where numbers fall below strength due to attrition. There is no limit on the number of consecutive terms a member may serve.</p>

Current TOR	Proposed TOR
<b>Financial Delegations</b>  None	<b>FINANCIAL DELEGATIONS</b> <b>None</b>



## Operating Philosophy

The Committee will at all times operate in accordance with the requirements of the Local Government Official Information and Meetings Act 1987, and will observe the following principles:

- 1) Give effect to the Fundamental Principles, Targets and goals of the CWMS;
- 2) Be culturally sensitive observing Tikanga Maori;
- 3) Apply a Ki uta ki tai (from mountains to sea) approach;
- 4) Work with the CWMS Regional Committee to support the implementation of the CWMS across the region as a whole;
- 5) Give consideration to and balance the interests of all water interests in the region in debate and decision making;
- 6) Work in a collaborative and co-operative manner using best endeavours to reach solutions that take account of the interests of all sectors of the community;
- 7) Contribute their knowledge and perspective but not promote the views or positions of any particular interest or stakeholder group;
- 8) Promote a philosophy of integrated water management to achieve the multiple objectives of a range of interests in water;
- 9) Seek consensus in decision-making where at all possible. In the event that neither unanimous agreement is able to be reached nor a significant majority view formed, in the first instance seek assistance from an external facilitator to further

## OPERATING PHILOSOPHY

The Committee will at all times operate in accordance with the requirements of the Local Government Official Information and Meetings Act 1987 and Standing Orders of Territorial Authorities.

The Committee will observe the following principles:

1. Be culturally sensitive observing Ngāi Tahu tikanga;
2. Apply a ki uta ki tai (from the mountains to the sea) holistic approach that also enables cultural elements including mahinga kai philosophies held by mana whenua to be encompassed
3. Give consideration to and balance the interests of all water interests in the region in debate and decision making
4. Work in a collaborative solution-focused approach using best endeavours to reach solutions that take account of interests of all sectors of the community;
5. Contribute knowledge and perspectives but not promote the views or positions of any interest or stakeholder group;
6. Promote a philosophy of integrated water management to achieve multiple objectives of the range of interests in water.
7. Seek consensus in decision-making. In the event that neither unanimous agreement is able to be reached nor a significant majority view formed, in the first instance seek assistance from an external facilitator to further Committee discussions and deliberations. Where the Committee encounters fundamental disagreements, despite having sought

Current TOR	Proposed TOR
<p>Committee discussions and deliberations. Where the Committee encounters fundamental disagreements, despite having sought assistance and exhausted all avenues to resolve matters, recommend that respective Councils disband them and appoint a new Committee.</p>	<p>assistance and exhausted all avenues to resolve matters, recommend that respective Councils disband them and appoint a new Committee.</p>
<p><b>Meeting and Remuneration Guidelines</b></p> <ul style="list-style-type: none"> <li>The Committee will meet at least eight times per annum and with workshops and additional meetings as required. At times, the workload will be substantially higher. Proxies or alternates are not permitted.</li> <li>Any Committee may co-opt such other expert or advisory members as it deems necessary to ensure it is able to achieve its purpose. Any such co-option will be on a non-voting basis.</li> <li>Remuneration for members will be paid in the form of an honorarium currently set at the following levels: <ul style="list-style-type: none"> <li>a.Appointed members \$ 4,000 pa</li> <li>b.Deputy Chair \$ 5,000 pa</li> <li>c.Chair \$ 6,000 pa</li> </ul> </li> </ul> <p>Staff or elected members of Territorial Authorities or Environment Canterbury, shall not be eligible for remuneration.</p> <p>Mileage will be reimbursed.</p>	<p><b>MEETING AND REMUNERATION GUIDELINES</b></p> <ol style="list-style-type: none"> <li>The Committee will meet at least four times per annum and with workshops and additional meetings as required. At times, the workload will be substantially higher. Proxies or alternates are not permitted except as provided for Rūnanga representatives.</li> <li>Remuneration for members will be paid in the form of an honorarium currently set at the following levels: <ul style="list-style-type: none"> <li>a.Appointed members \$ X,000 pa</li> <li>b.Deputy Chair \$ Y,000 pa</li> <li>c.Chair \$ Z,000 pa (subject to review)</li> </ul> </li> <li>An expert or adviser who has been co-opted on to the committee is eligible for an honorarium at the same rate as an appointed member.</li> <li>Staff or elected members of Territorial Authorities or Environment Canterbury, shall not be eligible for remuneration.</li> <li>Mileage will be reimbursed.</li> </ol>

Current TOR	Proposed TOR
<p><b>Committee Support</b></p> <p>The committee shall be supported by staff from the Territorial Councils and Environment Canterbury, primarily through the Committee Secretary and the Zone Facilitator.</p>	<p><b>COMMITTEE SUPPORT</b></p> <p>The committee shall be supported by staff from the Territorial Authority and Environment Canterbury, primarily through the Committee Secretary and the Zone Facilitator and senior staff member from relevant Territorial Authority and Zone Manager/Lead from Environment Canterbury.</p>

## Appendix 2: Proposed draft of Letter of shared priorities

---

Date

xxx

Chair

Canterbury Water Management Strategy (CWMS) – xx Zone Committee

Dear xx

**xx District/City Council/s and Environment Canterbury Priorities for the period July 2020 – December 2022**

We would like to take this opportunity as Mayor of XX District/City Council/s and Chair of Environment Canterbury and to convey our Council's priorities, as they relate to water management in Canterbury, and identify the areas where our council would like the assistance of xx Zone Committee over the period July 2020 – December 2022.

Firstly, we wish to thank your Zone Committee for its contribution to the CWMS over the last ten years. We'd particularly like to thank you for your efforts to engage communities to develop your zone Implementation Programme (ZIP) in the early years and .....specific to zone committee

### Context

Since 2009 when councils throughout Canterbury and Ngāi Tahu decided there needed to be a better way to manage our freshwater than the previous 20 years of litigation much has changed. We now have a clear planning framework, investment in action is being taken across all sectors and the Government has set clear direction in a National Policy Statement and standards for freshwater. We are still recovering from two significant earthquakes, mycoplasma-bovis and now Covid-19 that has and will continue to have a huge impact on communities in the region.

A fundamental principle of the CWMS is that we need to work together in order to achieve our shared outcomes and targets.

Our councils are committed to work alongside communities for better freshwater outcomes through this difficult period. We felt it timely to clearly set out the priorities of our councils, and to seek your assistance to support the implementation of the CWMS.

We recognise the Government also wishes to see greater progress in the way we manage freshwater. We expect the Government will finalise its "Action for Healthy Waterways" in the near future and when they do we will review and amend our current priorities if required

### **Xx District Council Priorities**

### **Xx District Council Priorities**

### **Environment Canterbury**

Environment Canterbury is committed to playing its part to implement the CWMS.

In our term of Council, we wish to see greater progress being made to achieve freshwater outcomes that promote resilient and sustainable community priorities.

We have therefore set the following priorities where we believe zone committees can make the greatest difference over the balance of the term. These priorities are in line with the Environment Canterbury Strategic Direction and the functions of a regional council;

- **Kaitiakitanga Wāhi Toanga and mahinga kai Targets**

In particular, working alongside landowners, Rūnanga, communities, Councils and others to inspire and grow support and resources to achieve the 2025 mahinga kai goal of five mahinga kai projects in each zone.

- **Ecosystem Health and Biodiversity Targets**

In particular, working alongside landowners, Rūnanga, communities, Councils and others to inspire and grow support and resources to achieve the 2025 target goal covering all freshwater ecosystems through;

- increased riparian management to protect aquatic ecosystems;
- reducing the number of fish barriers in the zone
- protection and enhancement of named wetlands

- **Recreation and Amenity Targets**

In particular, the Water based recreational opportunity through working alongside landowners, Rūnanga, communities, Councils and others to support and grow resources to achieve the 2025 target to restore priority freshwater recreation opportunities in each zone, that do not meet contact recreation standards and developing plans and actions to achieve and show measurable progress.

**xx District Council** and Environment Canterbury look forward to receiving your Action Plan for specific to your zone for the period July 2020 – December 2022 and to continue to work alongside you and your communities to deliver the CWMS.

Yours sincerely

Xxx Mayor xx District Council/City	Xxx Mayor xx District Council/City
Jenny Hughey Chair Environment Canterbury	

## Appendix 3: Proposed components of Zone Committee Action Plans

### Why have a Zone Committee Action Plan (purpose)?

- Help committees **prioritise and focus** on practical work for the year (1-2-or-3 years) [Practical and realistic not aspirational]
- **Communicate** the Zone Committee priorities and actions more clearly
- Enable zone committees to clearly identify where they can **add value**
- Enable annual **planning and scheduling**
- **Measure** committee's progress and achievements in a practical way
- Enable **communities to see** what Zone Committee are currently working on – and see their worth
- Break down complex issues into **achievable** sub-sections/goals

### How an Action Plan would be done

- Zone committees will seek strong collaboration, trust and values as a group before doing their Action Plan

### Who are the key players are and their roles

- **Action Plan owner:** Zone Committee. Councils will need to decide if it requires their sighting, approval or sign-off.
- **Action Plan compiler/updater:** Zone Committee Chair/Deputy with assistance from Zone Facilitators.
- **Action Plan implementer:** Zone Committee, with help from Zone Facilitator and Zone Manager and Territorial Authority Manager. Action Plan will be worded as actions for the zone committee, not councils or other agencies.
- **Other agencies in the zone:** Influence, and their own work programmes are influenced by Zone Committee Action Plan.

### When an Action Plan would be done

- Action Plan would be developed for three year period, reviewed annually, confirmed by March each year.

### What would be in an Action Plan

#### Action-focused tasks **bound** by:

- Zone Committee Terms of Reference
- Expectations from Councils (Letters of Partnership)
- CWMS Targets

#### Action-focused tasks **guided** by:

- ZIPs and ZIPAs
- Community engagement and liaison
- Realistic timeframes

E.g. Mock examples for Banks Peninsular zone committee

Sediment reduction for Wairewa - **Source more funding by [date] to complement existing funding for bank stabilisation work;**

To support Rūnanga through Whakaraupō Healthy Harbour project – **Advise and influence through Community Advisory Group;**

#### Reporting

- **Zone Committee** – Reporting of Zone Committee Action Plan achievements to Councils every 18 months
- **Territorial Authority(s) and Environment Canterbury** – staff developed Quarterly Reporting on aligned work programmes for zone committee information only
- Reports of other agencies in the zone will be provided to zone committee quarterly, for information only. E.g. Te Hapū o Ngāti Wheke, Banks Peninsula Conservation Trust, Community Boards, Department of Conservation, Industry organisations

### Look & Feel

- Key aspects of CCC Community Board template <http://www.ccc.govt.nz/assets/Documents/The-Council/Community-Boards/Spreydon-Cashmere-Board-Plan-2017-19.pdf>
- Could include message from the chair, 'what is a zone committee, area overview, demographics, key outcomes and strategic priorities (what is the priority, why we want this, what the zone committee will do and how success will be measured)



**Selwyn Waihora Water Management Zone Committee**  
**4 August 2020**

---

**For discussion – youth involvement in the Selwyn Waihora Zone Committee**

**Contact:** Miria Goodwin      Miria.goodwin@ecan.govt.nz

---

**1. Purpose of session**

To meet Charlotte Doogue, member of the Environment Canterbury youth rōpu, and discuss youth involvement in the Selwyn Waihora Zone Committee.

**2. Recommendation/s**

That the Selwyn Waihora Water Management Zone Committee welcome Charlotte to the meeting, consider the attached paper, and discuss future options for engagement and involvement.



## Youth Participation on Water Zone Committees Proposal Early 2020



Prepared by the Environment Canterbury Youth Rōpū

“Zone committees give consideration to and balance the interests of all water stakeholders in the region in debate and decision making.” - CWMS

### **Intro:**

The ECan Youth Rōpū is on a mission to further the voice of young people in and around ECan in regard to decisions that affect them. A main objective is to create a two-way relationship between young people and decision-makers. The water zone committee model introduced by the CWMS is a clear path to improving youth voice in the decisions that will affect them in their futures. A seat at the table is the simplest way to achieve this goal.

### **So far:**

- **Latter quarter of 2019** - Erana and Oscar begin attending WZC meetings in CHCH West Melton and Banks Peninsula to watch and build connections.
- **November 2019** - Policy document created to guide the initial beginning of 2020 process
- **January 2020** - Erana co-opted onto the Banks Peninsula WZC as a community member as the full documentation, proposals, terms of reference change were not there at the time. Erana was not receiving honorarium.
- **March/April 2020** - Oscar to attend the field trip and then at next meeting become a member of the water zone committee - Oscar becoming a member postponed due to lack of meetings because of COVID-19
- **April** - Encouragement from Ropu councilors to develop this project, interest is there. Start to develop a proper, strong plan to roll out - aim to also find more EYR members to fill spaces
- **May 2020** - Erana and Oscar are appointed as full members (as part of the community reps) to the Banks Peninsula and Christchurch West Melton ZC with full voting rights and honouraria. A specific youth role is put in the new TOR to go to the Mayoral Forum that includes a buddy programme.
- **June 2020** - More workshopping on how Youth Ropu could facilitate and support the project, speak at all zc meetings in July to explain the initiative
- **July 2020** - EYR members begin presenting at the ZC meetings about this project in a broader sense.

### **Purpose:**

Having a young person as a youth member on the water zone committees will be important to advocate youth voice and opinion through energy sparked by the various environmental

campaigns youth have contributed too. It will show the possibilities of how more proportional representation of young people acting in conjunction with other members in free and equal collaboration will achieve awesome things. Youth presence and the opportunity to have a foot in the door will inspire new framework for environmental education to ensure better engagement now and in the future. If youth are engaged at a young age, it is likely that youth will be in the future. This of which mirrors the responsibility facing decision-makers, researchers, community groups and Tangata Whenua to ensure the UN Conventions of the Rights of the Child as well as the philosophies of the CWMS are upheld.

**Looking for an equal relationship:**

- Obligation to support capability of young people to address challenges
- Youth members are given a space where their voice is acknowledged to the same degree as any other
- Where values don't align members respect and appreciate differing viewpoints without giving more bias to one or another
- Acknowledge we all come from separate backgrounds and this is appreciated without judgement.

## Stormwater Management Plans

4 August 2020

**Reference:**

**Contact:** Paul Dickson paul.dickson@ccc.govt.nz 03 941 6290

---

### 1. Purpose of Report

The purpose of this report is to outline to the Selwyn Waihora Water Management Zone Committee:

1. What a Stormwater Management Plan (SMP) is and its scope and CCC's engagement process
2. The area that the SMP for the Huritini covers and its relation to Selwyn Waihora Zone
3. What are the most significant contaminant problems needing resolution and how these are likely to be addressed in the SMPs

### 2. Connection to Selwyn Waihora Zone Committee's priorities

Two of the Selwyn Waihora Zone Committee's 2020 priorities are directly relevant to this topic: 'catchment nutrient loads... keeping the momentum' and 'focused community engagement and reporting'. The committee's ZIP is clear about the importance of protecting lowland streams and their aesthetic, recreation and food gathering opportunities.

The Huritini/Halswell river is mentioned in ZIP recommendation # 3.6: 'Beginning with the Halswell River, wherever practical and where flood and erosion control is not compromised, plant native riparian species following river maintenance works and consider the removal of silt from the river bed. Recommendation #1.15, whilst not specific to the Huritini/Halswell River is 'to support the innovative treatment of residential stormwater such as the creation of artificial wetlands'.

### 2. Recommendation/s

That the Selwyn Waihora Water Management Zone Committee:

1. Receive the information on SMPs and their scope.
2. Provides feedback on whether the "most significant contaminant problems needing resolution" have been identified.
3. Outlines what further engagement the Committee would like to have on the draft SMP and the recommended responses to the "most significant contaminant problems needing resolution".

### 3. Report/Background

Stormwater Management Plan (SMPs) are required by the Comprehensive Stormwater Network Discharge Consent as a means of demonstrating methods the Council will use to meet consent conditions. The conditions to be met to regulate contaminant mitigation are:

- Condition 19: build treatment facilities so as to achieve contaminant load reduction targets
- Condition 23: implement best practicable options toward achieving water quality and ecological targets derived from the Land and Water Regional Plan.

The role of SMPs is to:

1. Set targets and plan mitigation measures to achieve the 'Overall Contaminant Load Reductions' (see Table 2 below),
2. Propose a range of measures and demonstrate how the quality of stormwater will be progressively improved to meet the 'Receiving Environmental Objectives and Attribute Targets' for waterways, coastal water, groundwater and springs and quantity (including setting contaminant load reduction targets for that area

**Table 2: Reductions in stormwater contaminant load**

	<b>Contaminant load compared to no treatment as at 2018</b>	<b>5 years from 2018 compared to no treatment (as at 2023)</b>	<b>10 years from 2018 compared to no treatment (as at 2028)</b>	<b>25 years from 2018 compared to no treatment (as at 2043)</b>
<b>TSS</b>	12 %	21 %	25 %	27 %
<b>Total Zinc</b>	10 %	15 %	18 %	20 %
<b>Total Copper</b>	16 %	23 %	28 %	30 %

The decisions about delivery are then determined through an Implementation Plan, which is to be drafted or reviewed to inform the Council's Long Term Plans.

SMPs in development cover the Heathcote and Halswell.

Under the Comprehensive Stormwater Network Discharge Consent SMPs are to be developed in consultation with Papatipu Rūnanga, the zone committees, community boards, DoC and Environment Canterbury's regional engineer and any rating district liaison committee. The conditions require that consultation includes a briefing to the Zone Committee at the early stages of SMP development and an opportunity to feedback on the draft. The SMP's are also publicly notified to receive feedback from the wider community.

This paper links to the consent requirement of a briefing at the early stages of development.

#### **4. Scope of SMPs**

SMPs cover the effects of activities in urban areas that have adverse impacts on the environment and people. Rural land is mostly excluded, as are rural roads (for pragmatic reasons, by agreement between the two Councils). The CCC's attention is focused on contaminants that regularly exceed guidelines; these are copper, zinc and total suspended solids (mostly sediment). Bacteria that make rivers non-swimmable are an issue of public concern but being mostly from waterfowl sources they are not wholly within the CCC's sphere of control. However it may be useful for the CCC to deal with waterfowl through an SMP process.

#### **5. The most significant problems needing resolution**

The most significant problems that have been identified to date are:

- No quantifiable link between contaminants in stormwater and ecological outcomes in waterways.
- A long-term predominance of steel roofs appears likely to make achieving zinc targets extremely difficult
- Tyre-derived zinc is extremely difficult and expensive to capture and treat
- Neither Council nor industry appears to yet have implementable means to capture sediment from construction sites.

#### **6. Response to “The most significant problems needing resolution”**

6.1 The link between contaminant levels and ecological outcomes will be addressed by

- Investigations including the assistance of external scientific agencies (e.g. NIWA) to connect acute contaminant loadings with ecological effects
- Monitoring ongoing research from the international scientific community

6.2 Carrying out an economic investigation to identify the best practicable option from a range of options including roof materials substitution, painting (as a barrier to metals leaching), and on-site treatment (e.g. [https://stormwaterx.com/stormwaterx\\_products/zinc-b-gone/](https://stormwaterx.com/stormwaterx_products/zinc-b-gone/))

6.3 The CCC's response for tyre-derived zinc is likely to be:

- Introduce rain gardens and filters where practicable with new development, significant road upgrades and in particularly contaminated catchments
- Monitor international progress on replacement technologies for zinc oxide in tyres
- Remain in contact with the Ministry for the Environment over this issue.

6.4 Work with ECan and the industry until satisfactory sediment control methods are developed

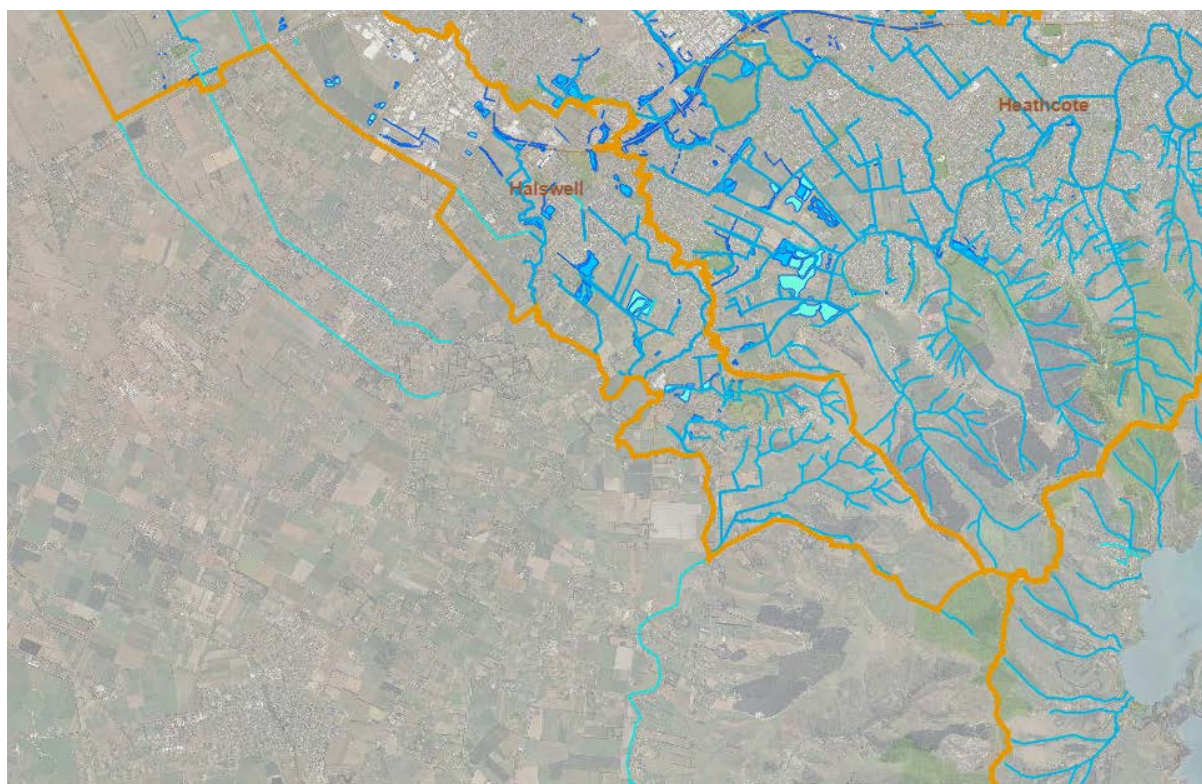
#### **7. Feedback**

The responses will be identified in the draft SMP in October.

**Selwyn Waihora Water Management Zone Committee**  
**4 August 2020**

---

The committee may give feedback on these draft responses.



We will bring some maps to the meeting to show the river catchment, area the SMP covers, zone boundary and Christchurch City Council boundary.

## Selwyn Waihora Water Zone Committee

### Declaration of Interests Register – as at January 2020

Keeping a Zone Committee Members' declarations of interest register allows Zone Committees to identify and manage a conflict of interest when it arises.

The Office of the Auditor General notes a conflict of interest can arise when: "A member's or official's duties or responsibilities to a public entity could be affected by some other interest or duty that the member or official may have."<sup>1</sup>

If a member is in any doubt as to whether or not they have a conflict of interest, then the Member should seek guidance from Catherine Schache (General Counsel, Environment Canterbury), the Zone Facilitator and/or refer to the following guidance:

<https://www.oag.govt.nz/2010/lamia>

Types of Interest to be documented in the register:

- Employment, trade or profession carried on by the Member or the Member's spouse for profit or gain
- Company, trust, partnership etc for which the Member or their spouse is a director, partner or trustee, or a shareholder of more than 10% shares
- Address of any land in which the Member has a beneficial interest and which is in the area of the Zone Committee
- The address of any land where the landlord is Environment Canterbury or [Name of TLA/s] and:
  - The Member or their spouse is a tenant;
  - Or

the land is tenanted by a firm in which the Member or spouse is a partner, a company of which the Member or spouse is a director, or a Trust of which the Member or spouse is a Trustee.

- Any other matters which the public might reasonably regard as likely to influence the Member's actions during the course of their duties as a Member.
- Any contracts held between the Member or the Member's spouse and Environment Canterbury or [name of TLA/s]. Including contracts in which the Member or their spouse is a partner, a company of which the spouse is a director and/or holds more than 10% in shares, or a Trust of which the Member or their spouse is a trustee (noting that no committee member should be a party to a contract with Environment Canterbury or the relevant TLA if that value is more than \$25,000 per annum)

Zone Committee members need to ensure that the information contained in this register is accurate and complete.

---

<sup>1</sup> Office of the Auditor General Good Practice Guide – Managing Conflicts of Interest: Guidance for public entities





Selwyn Waihora Zone Committee Register of Interest	
Zone Committee Member	Interest(s)
Cr Vicky Southworth ECan	Councillor, Environment Canterbury Regional Council
Cr Anne Galloway CCC	Councillor, Christchurch City Council
Simon Hay	Nothing to declare
Paul Hodgson	<ul style="list-style-type: none"> <li>NZ Salmon Anglers Association Committee member</li> </ul>
Cr Nicole Reid SDC	<ul style="list-style-type: none"> <li>Councillor, Selwyn District Council</li> <li>Director of Marcherie Ltd</li> <li>Owner of two properties in Rolleston</li> <li>Assistant Group Leader at Rolleston Scout Group</li> <li>Partner is a Senior Sustainability Engineer with Synlait</li> </ul>
Allen Lim	<ul style="list-style-type: none"> <li>Director of Jade Garden Produce Ltd, Island Horticulture Ltd, Horticulture Canterbury Growers Society Inc., Vegetable New Zealand Inc.</li> <li>Committee member of Freshwater Leaders Group, NZGAP</li> </ul>

Selwyn Waihora Zone Committee Register of Interest	
Zone Committee Member	Interest(s)
Fiona McDonald	<ul style="list-style-type: none"> <li>• Co-chair of Education Outdoors NZ</li> <li>• Board member of Recreation Aotearoa</li> <li>• Committee member of the Castle Hill Village Association (a committee of SDC)</li> <li>• Lead Auditor for QualWorx</li> <li>• ECAN Central Biosecurity Advisory Group</li> <li>• Castle Hill Village property owner</li> <li>• Self-employed</li> </ul>
Annie McLaren	<ul style="list-style-type: none"> <li>• Synlait Milk Ltd Area Manager (Selwyn, Waimakariri and Culverden)</li> </ul>
Ron Pellow	<ul style="list-style-type: none"> <li>• National Manager Farms, AgResearch Limited. AgResearch owns farm land at Lincoln (and across NZ). The Lincoln research farm is primarily used for forage and livestock research.</li> <li>• AgResearch is a co-owner (with MPI and FANZ) in Overseer, and AgR scientists undertake research related to livestock systems, nutrient cycling and related activities.</li> <li>• Former Executive Director SIDDC, which manages the Lincoln University Demonstration Dairy Farm.</li> </ul>
Karaitiana Taiuru	
Benita Wakefield	<ul style="list-style-type: none"> <li>• Wairewa representative and Chair, Banks Peninsula CWMS</li> <li>• Selwyn- Te Waihora CWMS representative on the Regional committee</li> <li>• Ngai Tahu representative on the Hazardous Substances and New Organisms (HSNO) Board</li> <li>• Ngai Tahu representative on the Aoraki-Canterbury Conservation Board</li> <li>• Wairewa representative for the Ahuriri Lagoon wetlands project</li> <li>• Wairewa representative on the Te Paiherenga Tuia Board, ECAN</li> <li>• Wairewa representative on Nga Papatipu Rūnanga Board, Ngai Tahu.</li> </ul>

**Selwyn Waihora Zone Committee  
Register of Interest**

<b>Zone Committee Member</b>	<b>Interest(s)</b>
Les Wanhalla	<ul style="list-style-type: none"> <li>• First and foremost returning good health and mauri O Te Waihora / Lake Ellesmere</li> <li>• Kaitiakitunga ,Archaeology</li> <li>• Whakapapa, genealogy</li> <li>• Rugby league, Life member, honorary south Kiwi.</li> <li>• NO conflict of interests</li> </ul>