
Workshop - Christchurch West Melton Water Management Zone Committee AGENDA

Notice of Meeting:

A Workshop - Christchurch West Melton Water Management Zone Committee will be held on:

Date: Thursday 24 August 2023
Time: 6pm
Venue: Wharekotuia Room at Environment Canterbury, 200
Tuam Street

Membership

Chairperson	Annabelle Hasselman - Community Representative
Deputy Chairperson	Mike Patchett - Community Representative
Members	Helen Rutter - Community Representative
	Brynlea Stocks - Community Representative
	Cailin Richardson-Hall - Community Representative
	Clare Piper - Community Representative
	Councillor Mark Peters - Christchurch City Council
	Tyla Harrison-Hunt - Te Taumutu Rūnanga
	Councillor Greg Brynes - Councillor Environment Canterbury
	Councillor Phil Dean - Councillor Selwyn District Council
	Arapata Reuben - Te Ngāi Tūāhuriri Rūnanga
	Amber Moke - Te Hapū o Ngāti Wheke/Rapaki
	Oscar Bloom - Youth Representative

17 August 2023

Committee Advisor
Luke Smeele
Tel: 941 6374
Christchurch City Council

Zone Facilitator
Shelley Washington
Tel: 027 294 5219
Environment Canterbury

Principal Advisor
Diane Shelander
Senior Policy Analyst
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Christchurch City Council

Please Note:

All information provided in briefings should be considered as confidential unless otherwise stated.

This forum has no decision making powers and is purely for the purpose of information sharing.

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BRIEFING ITEMS

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The time allocated for this briefing is 30 minutes.

3. Briefing on Our Future Canterbury – Community/ NGO's	
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Time allocated for this briefing is 10 minutes.

4. Update on erosion and sediment control initiatives identified at	
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Time allocated for this briefing is 15 minutes.

5. Opportunity for Committee members to work together on tasks , draft applications for projects the Committee would like to allocate budget towards, and report back on liaison with key community organisations.	
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Time allocated for this briefing is 1 hour 30 minutes.

Karakia Whakamutunga	
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Karakia Tīmatanga

Opening Prayer

Whakataka te hau ki te uru	<i>English translation</i>
Whakataka te hau ki te tonga	Cease the winds from the west
Kia mākinakina ki uta	Cease the winds from the south
Kia mātaratara ki tai	Let the breeze blow over the land
E hī ake ana te atakura	Let the breeze blow over the ocean
He tio, he huka, he hau hunga	Let the red-tipped dawn come with a sharpened air.
Tihei mauri ora!	A touch of frost, a promise of a glorious day.

1. Apologies Ngā Whakapāha

At the close of the agenda no apologies had been received.

2. Christchurch West Melton Water Management Zone Committee

Reference Te Tohutoro: 23/1315515

Presenter(s) Te Kaipāhō: Shelley Washington, Zone Facilitator
Shelley.Washington@ecan.govt.nz

1. Detail Te Whakamahuki

Timing	This briefing is expected to last for 2 hours and 30 minutes.
Purpose / Origin of Briefing	<p>Review the draft Stormwater Management Plan for the Pūharakekenui-Styx with Paul Dickson, CCC.</p> <p>Annabelle Hasselman and Mike Patchett will brief the Committee on their involvement in facilitating a community conversation as part of a workshop Our Future Canterbury – Community / NGO's held on Tuesday 15 August.</p> <p>Annabelle and Mike Patchett will provide an update on the erosion and sediment control initiatives identified at the 27 April 2023 workshop on erosion and sediment control that was jointly held by this Committee, along with Banks Peninsula Zone Committee and Whaka-Ora Healthy Harbour.</p> <p>Opportunity for Zone Committee members to work together on:</p> <ul style="list-style-type: none"> the tasks they have identified to work on to help them implement the actions in their action plan; and draft applications to CWMS Action Plan Budget for projects they wish to fund; and <p>report back from members who have been liaising with key community groups and organisations in the catchments they selected.</p>
2.	<p>Review the draft Stormwater Management Plan for the Pūharakekenui-Styx</p> <p>Paul Dickson provided a presentation to the Committee on 25 May 2023 outlining the process and details around the Pūharakekenui-Styx Stormwater Management Plan. Jackie Howard also attended, representing the Styx Living Laboratory Trust Pūharakekenui. The Committee passed a resolution to request to review the draft Stormwater Management Plan once completed and that staff provide a presentation in August 2023.</p> <p>The Draft Stormwater Management Plan for the Pūharakekenui-Styx is currently open for public consultation. This opened on 25 July and closes on 4 September. Pūharakekenui Styx Stormwater Management Plan (ccc.govt.nz)</p> <p>Paul Dickson is coming to this workshop to provide a presentation on this draft Stormwater management Plan so that the Zone Committee can review this draft.</p>

	Representatives of the Styx Living Laboratory Turst (Jackie and Bethany) have been invited to this workshop also.
3.	<p>Annabelle Hasselman and Mike Patchett will brief the Committee on their involvement in facilitating a community conversation as part of a workshop Our Future Canterbury – Community / NGO's held on Tuesday 15 August.</p> <p>On this day, two workshops were held for community groups in Canterbury. The purpose of these was to provide information on the purpose of the RPS, the issues facing the coast and freshwater, land and climate change and to provide an opportunity for groups to discuss and consider what they would like to include in their feedback for Our Future Canterbury.</p> <p>Annabelle and Mike facilitated a 1hr conversation where community groups worked in small groups on the key questions from the engagement survey on water and coast. During the afternoon workshop, Jocelyn Pappill and Ben Alder of Christchurch Envirohub facilitated a similar process on land and climate change.</p> <p>The community groups will now be able to provide their feedback via the website, if they haven't done so already.</p> <p>Many participants attended both workshops. There was approximately 25 community groups represented, with some groups sending more than one representative. In the morning the topics were coast and water. In the afternoon the topics were land and climate change. Biodiversity was part of each of these. Planners presented these and there was opportunity for questions and answers after each topic. Participants were provided an overview of the role of a Regional Policy Statement and why this engagement is taking place. The first stage of engagement ends on 27 August.</p> <p>The first stage has focused on gathering community feedback on visions and outcomes.</p> <p>The October – December 2023 engagement phase will focus on testing draft visions and outcomes with communities and developing options and actions to meet them.</p> <p>In early 2024, Draft Long Term Plan consultation takes place. In December 2024 there will be Draft Regional Policy Statement consultation.</p> <p>For more information: www.ecan.govt.nz/ourfuture</p>
4.	<p>Annabelle and Mike Patchett will provide update on erosion and sediment control initiatives identified at 27 April 2023 workshop that was jointly held by this Committee, along with Banks Peninsula Zone Committee and Whaka-Ora Healthy Harbour</p> <p>Annabelle Hasselman and Mike Patchett will brief the Committee on the actions agreed at the second de-brief session they have had with Gina Waibl, Trudi Bishop and Karen Banwell following on from the 27 April 2023 joint workshop on erosion and sediment control. They had their first de-brief session in May and</p>

	<p>focused on reviewing the feedback shared by participants at the workshop and identifying some possible next steps based on that. Their second de-brief session was on 17 August and its focus was on what actions they would like to take next.</p>
5.	<p>Opportunity for Zone Committee members to work together on:</p> <ul style="list-style-type: none"> • the tasks they have identified to work on to help them implement the actions in their action plan. • draft applications to CWMS Action Plan Budget for projects they wish to fund • report back from members who have been liaising with key community groups and organisations in the catchments they selected <p><i>Please bring your devices if you wish to use these to work on your tasks and applications.</i></p> <p>The updated action plan is here: Christchurch West Melton Water Zone Committee Action Plan 2021-2024 Environment Canterbury (ecan.govt.nz)</p> <p>The Zone Facilitator will hopefully have print versions available at the workshop.</p> <p>At the Committee's July workshop, members present volunteered to take responsibility for liaising with key community groups or other organisations in particular catchments. These were:</p> <ul style="list-style-type: none"> • Ōtākaro/Avon – Helen Rutter, Mike Patchett • Ōtukaikino – Mike Patchett • Ōpāwaho/Heathcote – Annabelle Hasselman • Te Ihutai/Avon-Heathcote Estuary – Arapata Reuben • Pūharakekenui/Styx – Mike Patchett • “Hovering” – Oscar Bloom <p>At the Committee's July workshop, members present began identifying ideas for how Committee may recommend allocation of the CWMS Action Plan Budget to help deliver these actions and tasks. The Committee has also invited applications during August and September (close 15 September). These can come from community groups, Rūnanga, landowners, businesses and organisations.</p> <p>Ideas the committee members shared in July:</p> <ul style="list-style-type: none"> • Groundwater – surface water field trip (<i>Ecan engagement budget can cover costs of this</i>) • Signage/interpretation panel – Cailin and Brynlea – cost TBC • Stormwater Superhero Awards ceremony - \$2K • Trailer facilitation by Christchurch Envirohub \$8 - \$10K

	<ul style="list-style-type: none"> • ESC initiatives – e.g. scope sharing – cost TBC • Film seed funding. Karleen Gallagher. Rivers, Whakaraupō - \$5K • Nitrate testing - \$2K. Ask other zones costs to test. Talk with Diane re ccc info on target audience. • Stormwater Superhero campaign – repeat key messages from 2023 regional Stormwater education and awareness campaign during other parts of the 2023-2024 year using the same (or a selection of) methods/channels. These could also be aligned with any other stormwater engagement the committee or other organisations are leading - \$3K? • Low copper brake pads – project to research up to date information, engage with mechanics and car saleyards to find out their current understanding, identify and trial methods for making it easier for mechanics and sales yards to offer low copper brake pads and for members of the public to request low copper brake pads when replacing their worn out ones or buying a new car- \$5K
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Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A	CWMS Action Plan Budget funding application form CWM BP 31 July 2023	23/1315859	9
B	CWMS Action Plan Budget guidance document CWM BP 31 July 2023	23/1315862	13
C	Updated action plan tasks and members living document 24 August 2023	23/1315865	20
D	Guidelines CWMS Action Plan Budget CWM 8 June 2023	23/1315867	25

Signatories Ngā Kaiwaitohu

Author	Luke Smeele - Democratic Services Advisor
Approved By	Luke Smeele - Democratic Services Advisor

Application for funding - CWMS Action Plan Budget 2023/24 (for Christchurch West Melton and Banks Peninsula zones)

The purpose of the CWMS Action Plan Budget is:

- To allow Zone Committees to **focus on implementing their action plan and leverage other funding opportunities to achieve the CWMS priorities.**

The funding is administered, distributed, and monitored by Environment Canterbury.

Applicant details

Organisation (if applicable):	
Contact name:	
Contact email:	
Contact phone number:	
Postal address:	
Other address:	
Are you GST registered? (if yes, please provide number)	
NZBN (NZ Business Number, if applicable)	

About your project

The amount of information and detail we would like you to provide is in proportion to the amount of funding you are requesting. If it is smaller amount, then a simple description of your project, who's involved and what you will be doing, along with a simple budget is sufficient.

Project name:	
CWMS zone where the activity will occur:	
Provide a brief project description (in two sentences):	

Explain what the grant will be used for - what the money is mainly being spent on/what activities are involved in the project (in two sentences):
Describe the problem or opportunity the project will address:
Describe the outcomes or impacts of this project: <i>Outcomes or impacts are what will change or who will benefit from this work, including enduring benefits. For example, fencing off springheads will improve biodiversity and improve stream health.</i>
List the key outputs of the project: <i>An output describes what your group is proposing to do and is measurable. For example, install 250 m of fencing, or train 25 volunteers. Outputs are important and may be used as deliverables in a funding agreement.</i>
Please state how the project aligns with the relevant Zone Committee's 2021-24 Action Plan: <i>Christchurch West Melton Christchurch West Melton Water Zone Committee Action Plan 2021-2024 Environment Canterbury (ecan.govt.nz) Banks Peninsula Banks Peninsula Water Zone Committee Action Plan 2021-2024 Environment Canterbury (ecan.govt.nz) Alternatively, contact Zone Facilitator (Shelley Washington) who can email you a copy.</i>
Tell us when you are able to start the project and when you intend to have the project completed (timeline):
Tell us why you think your project is feasible/realistic:
Tell us about the project management, including leadership and financial oversight:
List any other groups or organisations you are partnering with on this project, such as community groups, schools etc:
How will you engage the community on the project:

Do you know of any cultural values associated with this site?:		YES / NO
If yes, what engagement has occurred or is planned (if any) with local Papatipu Rūnanga about this project?:		
Please provide an accurate location with grid references and a map (if relevant to your project):		
NZTM Grid Ref X (Easting):		
NZTM Grid Ref Y (Northing):		
Who owns the land?:		
Attach evidence of permission from the landowner, or their representative (if you are undertaking a project on land that you do not own)		

Funding details

Your budget should include estimates of income and expenditure, including other funding and in-kind contributions. You should show clearly what you are planning to spend the Action Plan funds on if successful. For applications for less than \$15,000 a simple budget is fine. We would like more detail if your application is for a larger amount e.g. more than \$15,000 or more than \$50,000. We have a budget template in the guidance document.

How much funding are you requesting?	
If you are successful with this application, what components of your project will you spend the money on?:	
Please attach your budget to your application.	
Have you applied to, or received funding from other organisations for this project?:	
If YES, please provide details below or note if it is included in your attached budget.	
The CWMS Action Plan Budget is seed funding or leverage for partnering and collaboration so it is positive if you have received or are applying for other funding.	

<p>Is the project receiving any other monetary or “in-kind” contributions (volunteer hours, resources, equipment, facilities) from your organisation or others?</p> <p>If YES, please provide details below or note if it is included in your attached budget:</p>	YES / NO

Working with us, Environment Canterbury

<p>In the last three years have you received funding or other support from Environment Canterbury for this, or any other project?*</p> <p>If yes, what was the funding/support for, and when did you receive it?:</p>	YES / NO
<p>Are you intending on applying to another Environment Canterbury fund/budget this financial year for this, or any other project?</p> <p>If yes, what fund are you applying to?</p>	YES / NO
<p>Do you give permission for your application for the CWMS Action Plan Budget to be shared with the ECan staff who coordinate the Waitaha Wai Action to Impact Fund (we prefer to share information between the two to get best use of both)</p>	YES/NO

Additional information you would like to provide?

Do you have supporting information you would like to provide (optional)?:

**Please attach any supporting information with your application.*

Once completed, please send this application form to Zone Facilitator, Shelley Washington shelley.washington@ecan.govt.nz by Friday 15 September 2023.

The Zone Facilitator will keep in touch with you about timeframes, whether the Committee would like you to give them a presentation, and whether there are any questions.

Guidance document - CWMS Action Plan Budget 2023/24 *(for Christchurch West Melton and Banks Peninsula zones)*

We have provided some guidance for applicants to the CWMS Action Plan Budget in Christchurch West Melton and Banks Peninsula Zones including:

1. How will the Committee recommend allocations of the budget? (pg 2)
2. What can and cannot be funded (pg 3)
3. Specific considerations for the Christchurch West Melton Zone (pg 4)
4. What happens if successful? and reporting expectations (pg 4)
5. Application checklist (pg 5)
6. Budget guidance and how to calculate the value of in-kind contributions (pg 6)
7. How to find the grid reference for your location (pg 7)
8. Application form (separate attachment) (pg 7)

1. How will the Committee recommend allocations of the budget?

The Committee will recommend allocation of the budget based on a range of criteria. The factors that will be considered include:

Criteria	What do we mean by this?
Alignment with Committee's action plan	Will the project support the implementation of any actions that are listed in the Committee's action plan 2021-2024? For a copy, contact Zone Facilitator, Shelley Washington shelley.washington@ecan.govt.nz
The significance of the problem or opportunity	What is the problem the project will address and why does this matter? We'll consider the urgency and scale of the problem/opportunity and what might happen if no action is taken.
Expected impact of the project	What do you think will be achieved, and how much of a difference will it make, including the scale of the impacts and how enduring they will be? We're interested in short, medium and long-term impacts.
The extent to which the community are likely to be engaged	Community engagement can take a variety of forms – it could be a project that is community-led/delivered that may not involve a lot of people but is very important to the local community, or it may be something that involves a lot of people and will help build awareness of local values. We want to support children and young people in the community by providing opportunities for them to engage with us about issues that matter to them and Canterbury's future, so please tell if young people are involved in your project.
Value for money	Are the costs set out in the project budget reasonable? Is there potential for leveraging additional funding from other sources? Can we be confident that you will be able to meet all the project costs you have anticipated in your project budget?
Feasible, realistic, ready to start	Is the project feasible and realistic within the expertise, resources and timeframes you have? Is the project ready to start? Would it be better to wait a year or so to give you time to be ready?

Project management, including leadership and financial oversight	Who will be involved in delivering the project and what experience do they bring? We will expect to see details of what you are planning to do and a budget, including a clear description of what the funding from the CWMS Action Plan Budget will be spent on if you are successful.
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The Committee can also fund its own projects that it is carrying out. These still need to be approved by Environment Canterbury and administration and communications support is provided by Environment Canterbury.

2. Projects that can and cannot be funded

Applicants may be community groups, rūnanga, private landowners or other organisations.

Projects may take place on any land (private and public) or waterway, provided the landowner has agreed in writing if the project is being done on land that the applicant does not own.

Applicants can apply for any type of project as long as it helps the Committee implement its action plan.

The Committee can also use the budget to fund projects and activities it wishes to carry out itself (Environment Canterbury still needs to approve these and administer the funding processes for this).

Joint applications are fine, however one organisation needs to be responsible for receiving the funding and reporting on it.

Committee initiatives or applications to the Committee for greater than one year are welcomed, however only the first financial year can be confirmed and committed to via a grant agreement/other agreement. Funding after that year can only be “in principle” and is subject to Committee or ECan making changes to its approach or budgets.

Projects that are *unable* to be funded

- if they are required by a consent, plan or central government regulations (e.g. LWRP, sub-regional plan or National Environmental Standards, Resource Management Stock Exclusion Regulations 2020)
- if they generate personal or commercial profits (or losses) or compensate individuals, including Environment Canterbury staff, Zone Committee members, and their immediate relatives (discretion can be given under certain circumstances).

Conflicts of interest

If a Zone Committee member (and their immediate family) has a reasonable expectation of gain or loss of money as a result of a decision on any matter, where the gain or loss of money is not in common with the public, this would be a conflict of interest. In these cases, Zone Committee members are responsible for declaring this conflict of interest and to avoid participating in discussion and decision making about the matter.

3. Specific considerations for the Christchurch West Melton Zone:

An upper limit of \$15,000 for a community group is set for a financial year, when the budget is for coordination/facilitation/administration of their group or for their coordination/facilitation/administration of that group's multiple projects.

4. What happens if successful? and reporting expectations

If you are successful, you will be sent a draft grant agreement to check and then sign once finalised. For some projects, an alternative form of agreement will be used.

You will be expected to acknowledge the funding and support of the Zone Committee and Environment Canterbury in your promotion of your project.

The Committee and Environment Canterbury can choose to promote or share stories about the projects that it has helped fund, via the website, triannual and annual reports, social media or other methods.

If you are successful in receiving budget, below sets out our reporting expectations. This varies depending on how much funding you receive and the specifics will be in your agreement.

Reports are expected to cover:

- Who was involved (e.g. partners, number of volunteers or participants) (if relevant)
- Activities carried out
- Impact it will make/has made
- How the funding was spent
- Provide photos of the project, including before and after picture. If the photos include individuals who can be identified, their permission must have been received.

If you receive up to \$15,000:

- Brief mid project update report e.g. half page
- Brief completion report e.g. half page
- Presentation to the Zone Committee if Committee would like this and it's appropriate (either during project or after completion, as appropriate)

If you receive more than \$15,000:

- The recipient must give a presentation to the committee before committee recommends allocations, so that committee can ask questions of the recipient.
- Detailed mid project update report e.g. one page
- Detailed completion report e.g. one page
- Presentation to the Zone Committee after project complete

If you receive more than \$50,000:

- The recipient must give a presentation to the committee before committee recommends allocations, so that committee can ask questions of the recipient.
- Detailed mid project update report e.g. 3 pages minimum
- Detailed completion report e.g. 3 pages minimum
- Presentation to the Zone Committee after project complete

5. Application checklist

Before you start, some things to have ready are:

- Charities Services or Incorporated Society registration number or NZ Business Number (if relevant)
- Contact details
- Information to demonstrate that your project aligns with the Committee's action plan
- Project impact/outcomes, description, timeline, outputs
- Who's involved and how you'll engage the community (if relevant)
- Project budget, in-kind and info about other funding received or being applied for
- If your information is already in a document, e.g. a Word document or pdf, you will be able to upload these documents as you complete the application.
- If your project takes place at a specific location/s we will also need:
- A map and grid reference for the location/s
- Evidence of permission from landowner/s (if the project is taking place on land you don't own)

6. Budget guidance

If you already have a budget for the project, please upload it with your application.

If you don't have a budget and are unsure how to present the information, this budget template [Project Budget - a template - CommunityNet Aotearoa](#)

Include your project income from all sources and highlight the contribution to the total project cost from other funding sources or in-kind contributions.

Please list any unconfirmed sources of funding, ie applications to other funders, and when you expect confirmation of this funding.

Information on calculating in-kind contributions:

Note: For the CWMS Action Plan Budget we just need basic information. Other funders may need more detailed information (see below), no problem to provide the detail if you have it.

In-kind contributions can be community group/volunteer/landowner/staff time, materials or equipment that contribute specifically to your project. This can be provided by your organisation or by others who are involved in the project. For a contribution to count as in-kind, it must be specifically for the project and not something that would be done anyway. You may want to use volunteer hours as your in-kind contribution.

Table to help you convert volunteer hours or other in-kind contributions to a dollar amount:

Type of in-kind contribution	Rate/s	Comments
Labour – specialist or project management	Actual hourly rate for the labour, with a maximum rate of \$70 per hour.	<i>This type of labour must make up no more than 15% of total project cost</i> <i>Please be realistic about the amount of time being put forward. Factors to consider include whether that person is on site as part of their regular work.</i>
Labour – contractor/skilled labour or staff time	Actual hourly rate for the labour, with a maximum rate of \$45 per hour for skilled labour, or \$50 per hour for fencing installation.	<i>Actual costs resulting from the project work. Review hourly rates.</i>
Labour – volunteer labour	Maximum rate of \$26 per hour for unskilled manual labour (2023/24 living wage).	<i>Most of the volunteer workforce should fall into this category.</i>
Donated goods and services	Market based cost of the item, for example, cost of advertising or cost of renting machinery/ equipment	<i>Out-of-pocket expenses that are directly related to the project.</i>

Expenditure

Include all anticipated expenses for the project. Please indicate clearly in your budget what CWMS Action Plan Budget funds will be spent on.

7. How to find a grid reference for your location

If you are applying to work in a specific location, you need to put the X and Y grid reference points in your application. To find the X Y references, visit Canterbury Maps at www.canterburymaps.govt.nz and click on map viewer. Once in the map viewer, click on the locate icon in the top right corner.

Getting XY coordinates without an address: Click the Map Input button. Find the project area on the map and click your left mouse button. The X Y coordinates will display in the locate box. Copy these into your application.

Getting XY coordinates with an address: Click the Map Input button. Enter address in Search Address/Location box and click on the area on the map. The X Y coordinates will display in the locate box. Copy these into your application.

8. Application form

Attached separately

8/6/23 ZC draft Action Plan

Christchurch West Melton Water Zone Committee

Action Plan 2021-2024 (NB: proposed updates, July 2023 for Committee's focus during 2023-2024. Towards end of 2023-2024 the Committee will prepare a new action plan for 2024-2017.)

Overarching heading: Te Mana o te Wai

2nd overarching heading: Explore opportunities to enhance mahinga kai *[or see other action below, suggested by Arapata on 22/6/23 in workshop]*

He Tangata – the people Mahi tahi – partnership and engagement	Possible tasks/roles	Who, how and when
Engage with the Community Waterways Partnership and help it to thrive and grow. Support initiatives that are part of the Partnership.	Impact: the partnership is thriving and growing Attend meetings Support projects (such as with budget) that align e.g. litter focus to start with, sediment after that Input to process Promotion, budget, leadership, participate	Who: Annabelle, Mike, Oscar How: participate, leadership When: as required
Engage with community groups to understand their challenges and needs, and support their initiatives.	Needs: \$ and leverage, advocating for their issues being heard and recognised Invite them to meetings that are of interest to them and invite them to present Establish a ZC rep (or two) for each major river catchment (Otukaikino, Ōtākaro/Avon, Ōpāwaho/Heathcote, Pūharakekenui/Styx, and Ihutai/Avon-Heathcote Estuary. These reps will liaise with community groups in these	Who: <ul style="list-style-type: none">• Ōtākaro/Avon – Helen Rutter, Mike Patchett• Ōtukaikino – Mike Patchett• Ōpāwaho/Heathcote – Annabelle Hasselman

	Catchments to understand their challenges and needs and find out what initiatives the Committee could support.	<ul style="list-style-type: none"> Te Ihutai/Avon-Heathcote Estuary – Arapata Reuben Pūharakekenui/Styx – Mike Patchett “Hovering” – Oscar Bloom <p>How: liaise with community groups in these Catchments to understand their challenges and needs and find out what initiatives the Committee could support. Share this information with rest of Committee and progress.</p> <p>When: TBC</p>
Carry out a Stormwater Superhero awareness campaign and Awards programme, and provide financial support for the facilitation of the Stormwater Superhero trailer.	<p>Carry out Stormwater Superhero awareness campaign in collab with ecan and ccc. Provide budget contribution for things that will build on regional campaign but specific to this zone.</p> <p>Carry out stormwater superhero awards</p> <p>Provide budget contribution to the facilitation of the stormwater superhero trailer</p>	<p>Who: Brynlea, Cailin, Annabelle, Mike</p> <p>How: see tasks</p> <p>When: TBC</p>
Educate the community about values and threats to the health of groundwater, springs and surface waterways. Help the community understand simple actions they can take.	<p>Support OHRN springs project further</p> <p>Run a field trip like Kevin Brown and Leo Fietje used to run (Shelley to send Helen the docs from previous field trips e.g itinerary, H&S doc). Create video clips from field trip?</p> <p>Piezometers?</p> <p>Signs/interpretation panels along river about values and actions</p> <p>Posters in libraries and public toilets near river. E.g. poster of water cycle</p>	<p>Who: Helen (OHRN springs), Brynlea, Cailin (signage/interpretation panels)</p> <p>How: TBC</p> <p>When: TBC</p>

	ECan groundwater team has physical models. Ecan probably already has some excellent graphics. Aqualinc (where Helen works) has a small model.	
<p><i>For discussion July:</i></p> <p>Establish a Zone Committee sub-group that includes Committee Rūnanga and Council representatives and Chair. Their role will be to give effect to CWMS target of establishing five Mahinga Kai sites in zone by 2025.</p>	<p>If Committee wants this action, they can decide if fits under this Pou or He Whenua ora.</p> <p>Establish this. Sub-group figures out tasks and progresses.</p> <p><i>Arapata's words: I think we need a dedicated team of Rūnanga Reps, Council reps, and zone Chair, resourced with knowledge, budget, and responsibility to give effect to ECan goal of establishing five Mahinga Kai sites. We've set this in the past but not acted on it. As always terms of reference, structure, and decision making hierarchy are key to success.</i></p>	<p>Who: Arapata, Tyla, (Taumutu Rūnanga), Te Hapu o Ngāti Wheke rep, Greg Brynes, Mark, Phil, Annabelle.</p> <p>How: utilise their knowledge and access further knowledge if want, use CWMS action plan budget and leverage other sources funding, take responsibility (may need discussion with Ngā Rūnanga Chairs and ECan staff leading Kaitiakitanga Mahinga Kai programme and budget) – Irai Weepu. Devl TOR, structure and decision making hierarchy.</p> <p>When: TBC</p>
He huringa āhuarangi - a changing climate	Possible actions	Who, how and when
Advocate to Councils that they build community understanding of the impacts of climate change on urban waterways. Advocate to Councils that they identify opportunities for adaptation that will increase the ecosystem resilience of urban waterways.	<p>Meet with Morag and Diane – they are both keen to meet</p> <p>OHRN and WWHT have both done/doing projects on the impacts of climate change on the Ōpāwaho and Otukaikino waterways. Ask them to present to ZC when they are ready. Suggest they offer to speak to CCC and ECan Councillors.</p> <p>Advocate for support through LTP (provide input via letter)</p>	<p>Who: Annabelle, Mike, Helen</p> <p>How: see tasks</p> <p>When: TBC</p>

Advocate to Councils that they have effective mechanisms that conserve water, reduce contaminant pollution and improve waterway health such as rain water tanks and water sensitive urban design.	Mark, Phil and Greg to do this advocacy with their respective Councils	Who: Mark, Phil, Greg How: advocacy, opportunities for advocacy e.g. annual plan, LTP, bylaws, strategies and plans? When: TBC
He Whenua ora – a living environment	Possible actions	Who, how and when
Advocate to Councils for improved erosion and sediment control. Progress initiatives collaboratively, that the Committee has jointly identified with Banks Peninsula Zone Committee and Whaka-Ora Healthy Harbour.	<p>Sharing and documenting practical knowledge – take up Chrissie Williams' (OHRN) offer to coordinate, ask her to scope utilising ideas shared at workshop and provide feedback. Once ready, ZC help fund sharing of the documented practical knowledge. (refer notes 27 April workshop)</p> <p>Advocate for and be involved in development of a holistic Port Hills Management Plan that focuses on ESC but also cultural values, biodiversity, recreation, healthy waterways, economic values. Work with Ngā Rūnanga, Te Kakahu Kahukura, key community groups and agencies.</p> <p>Identifying sources of erosion and identifying solutions and spending budget. CCC ESC Budget Whakaraupō and Port Hills and project to identify sources. ECan rainy day inventory. Keep in touch with Paul Dickson, Matt Jackson, Olivia Hughes, Nathan Dougherty (refer slides, notes, 27 April workshop)</p> <p>Explore opportunities for a soil conservation programme on Banks Peninsula Ecological district (this includes all of Banks Peninsula and all of Port Hills). Refer notes 27 April workshop.</p> <p>Advocacy (refer notes from 27 April workshop)</p> <p>Advocate for ESC Toolbox to also include agriculture and forestry (refer notes 27 April workshop)</p> <p>How to keep enthusiasm (refer notes 27 April workshop)</p>	<p>Who: Annabelle, Mike (in collaboration with Gina, Trudi, Karen, other orgs/groups)</p> <p>How: follow up next steps for each initiative (see tasks, meet again to progress)</p> <p>When: TBC</p>

Advocate for national mechanisms to reduce urban contaminants at source, in particular copper and zinc from roofs, tyres and brake pads.	When ccc and ecan (and other councils) meet again with MfE staff to discuss further the rationale for MfE leaders adding this work to their staff work programmes, representatives of the ZC would like to be invited.	Who: Annabelle, Helen How: participate in mtg When: TBC
Support the Healthy Waterbodies Action Plan and advocate for a collaborative partnership for its development and implementation.	Attend meetings Provide feedback Find out what support Dr Belinda Margetts needs from ZC. Refer notes CWP small workshop 22 June 2023 where feedback was shared by several CWP partners. Advocate that CCC & ECan Governor-Governor meetings be re-established, as this action plan would be something useful for them to discuss together	Who: Mike, Annabelle How: See tasks When: TBC
Advocate to Councils, Te Whatu Ora and Te Mana Ora that they undertake faecal source tracking for waterways with high recreational use such as Otukaikino, Ōtākaro/Avon River (particularly Kerrs Reach to Estuary), and Ihutai/Avon-Heathcote Estuary. Advocate to these agencies that once faecal sources are identified, they take actions to reduce these and their recreational health risk.	As per action Advocacy LTP Advocacy HWAP	Who: Mike How: TBC When: TBC

Guidelines: CWMS Action Plan Budget, Christchurch West Melton Zone Committee –
8 June 2023

Purpose of this document:

Guidelines developed by the Christchurch West Melton Zone Committee to fulfil the Committee's desire to have greater rigour in their processes in relation to the Canterbury Water Management Strategy Action Plan Budget, as well as the processes utilised by their Zone Facilitator.

The document provides guidance to the Committee and the Zone Facilitator when promoting the budget, requesting applications, assessing applications and communicating reporting requirements to recipients.

It is not a document that is intended to be shared externally. Any promotion content, application form, email content, checklists and guidance for applicants would be separately developed/updated with effective and simple communication for end-users in mind.

The Zone Facilitator has shared it with Murray Griffin and Cameron Smith (CWMS Manager) and they have not requested any changes.

The Zone Committee adopted these guidelines in May 2023 for their Committee and for the Zone Committee Facilitator when administering the CWMS Action Plan Budget.

The Committee and Zone Facilitator will review these guidelines early in 2024-2025 financial year and decide if they have been useful or not, and make any changes required.

Contents:

1. Background
2. Criteria
3. Three tiers
4. Three Tiers: Application requirements
5. Three tiers: Reporting requirements
6. Promotion methods

(1) Background

The purpose of the CWMS Action Plan Budget is:

- To allow Zone Committees to **focus on implementing their action plan and leverage other funding opportunities to achieve the CWMS priorities.**

The funding is administered, distributed, and monitored by Environment Canterbury.

Key details of the projects being recommend by Zone Committees will be given to Cameron Smith, CWMS Manager, Environment Canterbury via Dynamics 365 grants database and email for a decision whether to approve, or not approve.

There is still the expectation that some money, volunteer hours, and/or in-kind contribution is made by Committee members or recipients, but 33% is not required as was with Immediate Steps. The CWMS Action Plan Budget is a seed funding or leverage for partnering and collaboration.

It is important the Committee continues to be strategic and proactive about seeking out opportunities to utilise the budget to implement their action plan, not only funding projects that they more passively receive applications for, based on their promotion of the budget.

(2) **Criteria**

- alignment with Committee's action plan
- the significance of the problem or opportunity
- expected impact of the project
- the extent to which the community are likely to be engaged
- value for money
- feasible, realistic, ready to start
- project management, including leadership and financial oversight

An upper limit of \$15,000 for a community group is set for a financial year, when the budget is for coordination/facilitation/administration of their group or for their coordination/facilitation/administration of that group's multiple projects.

Committee initiatives or applications to the Committee for greater than one year are welcomed, however only the first financial year can be confirmed and committed to via a grant agreement/other agreement. Funding after that year can only be "in principle" and is subject to change based on the Committee and ECan making changes.

The following projects are *unable* to be funded:

- if they are required by a consent or a plan (e.g. LWRP or National Environmental Standards)
- if they generate personal or commercial profits or compensate individuals, including Environment Canterbury staff, Zone Committee members, and their immediate relatives (discretion can be given under certain circumstances).

(3) **Three tiers**

There are three tiers of funding with correspondingly more rigorous requirements in terms of:

- Zone Committee effort to consider the project

- Which Environment Canterbury grant agreement template is used
- Reporting requirements

The three tiers:

- **Tier 1:** When projects are **\$15,000 or less** (ex GST) [equivalent to an amount less than \$17,250 Incl GST if any] – Environment Canterbury has a grant agreement template that must be used for this value range
- **Tier 2:** When projects are **between \$15,001 and \$50,000** (ex GST) [equivalent to an amount less than \$57,500 Incl GST if any] – Environment Canterbury has a grant agreement template that must be used for this value range
- **Tier 3:** When projects are greater than **\$50,001** (ex GST) – the same grant agreement template is used for Tier 2, however the Zone Facilitator must book a meeting with the Environment Canterbury legal team to go over it in case they want to add more requirements.

(4) Three Tiers: application requirements

The amount of information and detail we (the Committee and Zone Facilitator) would like applicants to provide is in proportion to the amount of funding they are requesting.

Tier 1

- brief description of their project and what they will be doing
- who's involved
- expected impact of project
- how the project fulfils the criteria
- a simple budget

Tier 2

- description of their project and what they will be doing
- who's involved
- expected impact of project
- how the project fulfils the criteria
- a budget

Tier 3

- detailed description of their project and what they will be doing
- who's involved
- expected impact of project
- how the project fulfils the criteria
- a detailed budget

Where required by the Committee or the Zone Facilitator, the Zone Facilitator can request expert advice to assist the Committee to assess the application.

(5) Three tiers: reporting requirements

Reports for all tiers expected to cover:

- Who was involved (e.g. partners, number of volunteers or participants) (if relevant)
- Activities carried out
- Impact it will make/has made
- How the funding was spent
- Provide photos of the project, including before and after picture. If the photos include individuals who can be identified, their permission must have been received.

Tier 1:

- Brief mid project update report e.g. half page
- Brief completion report e.g. half page
- Presentation to the Zone Committee if Committee would like this and it's appropriate (either during project or after completion, as appropriate)

Tier 2:

- The recipient must give a presentation to the committee before committee recommends allocations, so that committee can ask questions of the recipient.
- Detailed mid project update report e.g. one page
- Detailed completion report e.g. one page
- Presentation to the Zone Committee after project complete

Tier 3:

- The recipient must give a presentation to the committee before committee recommends allocations, so that committee can ask questions of the recipient.
- Detailed mid project update report e.g. 3 pages minimum
- Detailed completion report e.g. 3 pages minimum
- Presentation to the Zone Committee after project complete

(6) Promotion

Most of the promotion will be carried out after 1 July, once the budget amount has been confirmed by ECan Council. Some earlier promotion is okay, with a note that it is subject to the outcome of the Environment Canterbury Annual Plan process.

Zone Facilitator to develop/update application form, text for use in promotion, documentation for communicating the criteria, application and reporting requirements. Zone Facilitator to seek communications feedback on drafts.

Promotion methods suggested by Committee:

All of these are subject to the agreement of those organisations involved.

- Via Committee members strategically and proactively seeking out opportunities to utilise the budget to implement their action plan
- Via Committee members identifying how they'd like to spend the budget to implement their action plan
- Verbally at Community Waterways Partnership hui
- Via email or website via Community Waterways Partnership (administered by CCC)
- Via newsletter, email or website of Christchurch Envirohub Trust
- Via newsletter or email of Networking for the Environment (administered by ECan)
- Via CCC webpage on funding
- Via ECan webpage on funding
- Via other communication methods suggested by ECan communications staff, such as targeted social media

Karakia Whakamutunga

Karakia Whakamutunga

Closing Prayer

Unuhia, unuhia Unuhia ki te uru tapu nui Kia wātea, kia māmā te ngākau, te tīnana, te wairua i te ara tangata Koia rā e Rongo, whakairia ake ki runga Kia tina! TINA! Hui ē! TĀIKI Ē!	<i>English translation</i> Draw on, draw on, Draw on the supreme sacredness To clear, to free the heart, the body and the spirit of mankind Rongo, suspended high above us (in ‘heaven’) Draw together! Affirm!
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Karakia mō te kai

Prayers for food

Nau mai e ngā hua O te wao O te ngakina O te wai tai O te wai Māori Nā Tāne Nā Rongo Nā Tangaroa Nā Maru Ko Ranginui e tū iho nei Ko Papatūānuku e takoto nei Tūturu whakamaui ki a tina Tina, haumi ē, hui ē Tāiki ē E Rongo, e Rongo Hōmai ngā tipu Hei whakakī i te tīnana Hei oranga Au eke, au eke Hui ē, tāiki ē!	<i>English translation</i> Welcome the gifts of food From the sacred forests From the cultivated gardens From the sea From the fresh water The food of Tāne Of Rongo Of Tangaroa Of Maru I acknowledge Ranginui above me Papatūānuku who lies beneath me Let this be my commitment to all Draw together Affirm! Rongo, Rongo Give us the foods, with which to fill the body, and have health That I may ascend Affirm!
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