



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 28 September 2023Time:6pmVenue:Environment Canterbury, Wharekotuia Tuam Street		ia Room, 200	
Membershi Chairperson Members	embership nairperson Annabelle Hasselman - Community Repr		e ity Council anterbury
	Committee Advisor	Zone Facilitator	25 September 2023 Principal Advisor

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 Tel: 941 8304 **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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2.	Presentation on shallow groundwater effects by Dr Helen Rutter
	The time allocated for this briefing is 40 minutes
3.	Early Long Term Plan input to Councils6
	The time allocated for this topic is approximately 25 minutes
4.	Update on process for Stormwater Superhero Awards 20236
	The time allocated for this topic is approximately 10 minutes
5.	CWMS Action Plan Budget 2023-20247
	The time allocated for this topic is approximately 40 minutes
6.	Opportunity for Committee members to work together on tasks and report back on liaison with key community groups and organisations
	The time allocated for this topic is 20 minutes

Karakia Whakamutunga





Karakia Tīmatanga

Opening Prayer

Whakataka te hau ki te uru	English translation
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 an apology had been received from Mike Patchett.



2. Christchurch West Melton Zone Committee

Reference Te Tohutoro:23/1562987Presenter(s) Te Kaipāhō:Shelley WasChallan Was

Shelley Washington, Zone Facilitator – Shelley.Washington@ecan.govt.nz

1. Detail Te Whakamahuki

Timing	This briefing is expected to last for 2.5 hours		
Purpose / Origin of Briefing	 To gain a greater understanding of shallow groundwater effects. To agree on 3-5 key priorities that will form the basis of early input to the Long Term Plans of councils, if the Committee wishes to provide input. To be updated on the process for the Stormwater Superhero Awards 2023. Be provided with a brief overview of applications received for the CWMS Action Plan Budget in this zone 2023-2024. Identify the applications the Committee would like to invite a presentation on, from the applicant at the Committee 's October workshop. Opportunity for Zone Committee members to work together on: Committee project ideas – work together and with Zone Facilitator to fill in remainder of key aspects of application form for CWMS Action Plan Budget; and the tasks they have identified to work on to help them implement the actions in their action plan; and report back from members who have been liaising with key community groups and organisations in the catchments they selected. 		
2.	 Presentation on shallow groundwater effects by Helen Rutter This presentation is intended to provide the Committee with a basic understanding of this topic, that focuses on a more specific aspect of the water system of the zone. During 2022 the Committee had a presentation about the broader topic of the groundwater and surface water system in the zone by Andrew Raj (ECan) and Helen Rutter (Zone Committee). This presentation relates most directly to the following action in the action plan (and indirectly to other actions): 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. 		

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	Key waterway focused community groups have also been invited to attend this presentation.			
	Helen Rutter is a community member on the Zone Committee.			
	The key expertise Helen brings to the Zone Committee is her understanding of groundwater. In her professional capacity, Helen is a Principal Groundwater Hydrologist at Aqualinc. Aqualinc is a water and land management consultancy. They also undertake independent applied scientific research for clients.			
	Early Long Term Plan input to Councils			
	If the Committee chooses to do so, it can provide early input to the Long Term Plans of Christchurch City Council, Selwyn District and Environment Canterbury that are currently in the early stages of development. This can be in the form of a letter.			
3.	It is recommended that early input by Zone Committees:			
	Focuses on 3-5 priorities			
	That these are prioritised in order of importance			
	Be reasonably specific, with a concise rationale			
	Be realistic and strategic			
	Update on process for Stormwater Superhero Awards 2023			
4.	The sub-group (Annabelle Hasselman, Cailin Richardson-Hall, Brynlea Stocks and Mike Patchett) will provide an update on the remainder of the process for the Stormwater Superhero Awards 2023.			
	Mike Patchet has sent his apologies for this workshop as he is currently overse however he will continue to be involved in the awards process once he returns mid October.			
	CWMS Action Plan Budget 2023-2024	1		
	Overview of applications received			
5.	The Zone Facilitator will provide an overview of applications received from external parties.			
J.	The Committee invited applications during August and September (closed 15 September). These can come from community groups, Rūnanga, landowners, businesses and organisations.			
	Discuss which applications the Committee would like to invite a presentation on from the applicant at the October workshop.			





The Zone Facilitator can invite presentations from applicants who have applied for more than \$15,000 at the Committee's October workshop, if the Committee would like this. This is so there is an opportunity for the Committee to ask questions in a workshop setting, before making recemmondations at a formal meeting in November.
The Zone Facilitator can also invite any other applicant to come and discuss their application with the Zone Committee so there is opportunity for the Committee to ask questions in a workshop setting, before making recemmondations at a formal meeting in November.
Committee project ideas
At the Committee's July and August workshops, members present identified ideas for how Committee may recommend allocation of the CWMS Action Plan Budget to help deliver these actions and tasks.
Zone Facilitator will attempt to fill in application form for as many of these projects as possible and bring these to workshop and/or email to the Zone Committee member lead for each.
Committee members may then like to work further on these at the workshop
Ideas the committee members shared in July and August (with updates):
 Supporting Stormwater Superhero trailer facilitation by Christchurch Envirohub \$8K - \$10K - Mike
 Signage/interpretation panel on the Ōpāwaho in collaboration with CCC visitor experience team. Estimate \$5K. – Cailin & Brynlea
 Erosion & Sediment Control - Sharing Practical Knowledge Project. Estimate \$10K contribution – Annabelle
 Kathleen Gallagher Seed Funding for Film the plight of 6 urban rivers in NZ. Estimate \$5K. The Opāwaho River would be one featured in the documentary – Annabelle
Stormwater Superhero Campaign. Estimate \$5K- Annabelle
Nitrate Testing estimate \$2K - Helen
Groundwater Field Trip estimate \$1K - Helen
 Low Copper Brake Pad engagement project (to assist Envirohub with Stormwater trailer and this key message locally/regionally) with mechanics, in collaboration with Lincoln University, University of Canterbury, Zone Delivery and Community Waterways Partnership \$5-\$10K. Annabelle & Shelley
Behaviour Change Training for Community Groups estimate \$1.2K per community group member – Annabelle & Shelley



	 School Plantings estimate \$6K – Clare
	Stormwater Superhero Awards ceremony - Annabelle. Estimate no need for budget if like last year. If big ceremony at CCC then perhaps CCC can pay or ZC budget about \$2K.
	Opportunity for Zone Committee members to work together on:
	 the tasks they have identified to work on to help them implement the actions in their action plan.
	 report back from members who have been liaising with key community groups and organistions in the catchments they selected
	The updated action plan is here: <u>Christchurch West Melton Water Zone Committee</u> <u>Action Plan 2021-2024 Environment Canterbury (ecan.govt.nz)</u>
6.	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:
	 Ōtākaro/Avon – Helen Rutter, Mike Patchett
	Ōtukaikino – Mike Patchett
	
	Te Ihutai/Avon-Heathcote Estuary – Arapata Reuben
	 Pūharakekenui/Styx – Mike Patchett
	"Hovering" – Oscar Bloom

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
А	Guidlines CWMS Action Plan Budget CWM 8 June 2023	23/1315867	9
В	Updated action plan tasks and members living document 24 August 2023	23/1315865	14

Signatories Ngā Kaiwaitohu

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



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.

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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) <u>Three tiers</u>

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.



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.

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Attachment A





- 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





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	Possible tasks/roles	Who, how and when
Mahi tahi – partnership and engagement		
Engage with the Community Waterways Partnership and help it to thrive and grow. Support	Impact: the partnership is thriving and growing Attend meetings	Who: Annabelle, Mike, Oscar How: participate, leadership
initiatives that are part of the Partnership.	Support projects (such as with budget) that align e.g. litter focus to start with, sediment after that	When: as required
	Input to process Promotion, budget, leadership, participate	
Engage with community groups to understand their challenges and	Needs: \$ and leverage, advocating for their issues being heard and recognised	Who: • Ōtākaro/Avon – Helen
needs, and support their initiatives.	Invite them to meetings that are of interest to them and invite them to present	 Otakalo/Avon – Helen Rutter, Mike Patchett Ōtukaikino – Mike Patchett
	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	





	Catchments to understand their challenges and needs and find out what initiatives the Committee could support.	 Te Ihutai/Avon-Heathcote Estuary – Arapata Reuben Pūharakekenui/Styx – Mike Patchett "Hovering" – Oscar Bloom 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. When: TBC
Carry out a Stormwater Superhero awareness campaign and Awards programme, and provide financial support for the facilitation of the Stormwater Superhero trailer.	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. Carry out stormwater superhero awards Provide budget contribution to the facilitation of the stormwater superhero trailer	Who: Brynlea, Cailin, Annabelle, Mike How: see tasks When: TBC
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.	Support OHRN springs project further 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? Piezometers? Signs/interpretation panels along river about values and actions Posters in libraries and public toilets near river. E.g. poster of water cycle	Who: Helen (OHRN springs), Brynlea, Cailin (signage/interpretation panels) How: TBC When: TBC





For discussion July: 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.	 ECan groundwater team has physical models. Ecan probably already has some excellent graphics. Aqualinc (where Helen works) has a small model. If Committee wants this action, they can decide if fits under this Pou or He Whenua ora. Establish this. Sub-group figures out tasks and progresses. 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. 	Who: Arapata, Tyla, (Taumutu Rūnanga), Te Hapu o Ngāti Wheke rep, Greg Brynes, Mark, Phil, Annabelle. 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. When: TBC
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.	Meet with Morag and Diane – they are both keen to meet 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. Advocate for support through LTP (provide input via letter)	Who: Annabelle, Mike, Helen How: see tasks When: TBC





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.	 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) 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. 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) 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. Advocate for ESC Toolbox to also include agriculture and forestry (refer notes 27 April workshop) How to keep enthusiasm (refer notes 27 April workshop) 	Who: Annabelle, Mike (in collaboration with Gina, Trudi, Karen, other orgs/groups) How: follow up next steps for each initiative (see tasks, meet again to progress) When: TBC

Heathcote Estuary. Advocate to these agencies that once faecal sources are identified, they take actions to reduce these and their

recreational health risk.





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-	As per action Advocacy LTP Advocacy HWAP	Who: Mike How: TBC When: TBC





Karakia Whakamutunga Karakia Whakamutunga Closing Prayer

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

Karakia mō te kai Pravers for food

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