

**MINUTES OF A MEETING OF THE
GREATER CHRISTCHURCH URBAN DEVELOPMENT STRATEGY
IMPLEMENTATION COMMITTEE (UDSIC)**

**Held in Committee Room 1, 53 Hereford Street, Christchurch
on Friday 17 April 2015 commencing at 10.39am**

PRESENT:

Urban Development Strategy (UDS)
Bill Wasley (Independent Chair)

Christchurch City Council
Councillors Phil Clearwater and Paul Lonsdale

Environment Canterbury
Commissioners Peter Skelton and Rex Williams

Selwyn District Council
Mayor Kelvin Coe, Councillors Malcolm Lyall and Mark Alexander

Waimakariri District Council
Mayor David Ayers, Councillors Jim Gerard and Neville Atkinson

Te Rūnanga o Ngāi Tahu
Elizabeth Cunningham and Sir Mark Solomon

New Zealand Transport Agency (observer)
Jim Harland

Canterbury Earthquake Recovery Authority (observer)
John Ombler

APOLOGIES: Apologies for absence were **received** and accepted from Mayor Lianne Dalziel and Dame Margaret Bazley (Environment Canterbury).

The meeting was opened at 10.39am and immediately adjourned until 11.15am.

1. DECLARATION OF INTEREST

Elizabeth Cunningham (Te Rūnanga o Ngāi Tahu) declared an interest in the Transition Advisory Board which was included in the discussion of item 4.

2. DEPUTATIONS BY APPOINTMENT

Nil.

3. CONFIRMATION OF PREVIOUS MINUTES

The Committee **agreed** to receive the minutes of the previous meeting of 13 February 2015.

*Moved: Elizabeth Cunningham
Seconded: Malcolm Lyall*

4. PROPOSED REVISED TERMS OF REFERENCE FOR UDSIC TO ACCOMMODATE THE TRANSFER OF FUNCTIONS FROM THE RECOVERY STRATEGY ADVISORY COMMITTEE

The Committee considered a report proposing amendments to the current UDSIC Terms of Reference to accommodate the transfer of functions from the Recovery Strategy Advisory Committee (RSAC) as proposed at the RSAC meeting on 13 February 2015. Ratification will be sought at the respective meetings of strategic partners during April and May, with the intention that the new arrangements are in place for the June UDSIC meeting. Once all partners have ratified the new Terms of Reference, the RSAC would go out of existence. This would mean that the final meeting of RSAC would be held in May.

STAFF RECOMMENDATION

That the Committee:

- 4.1 Endorse the Recovery Strategy Advisory Committee (RSAC) resolution to transfer the functions of the RSAC to the Urban Development Strategy Implementation Committee (UDSIC).
- 4.2 Endorse the proposed revised Terms of Reference for the Urban Development Strategy Implementation Committee (UDSIC), as outlined in attachments 2 and 3 in order to accommodate this transfer of functions, and
- 4.3 Recommend that the strategic partners ratify these revised Terms of Reference at their respective meetings during April and May 2015.
- 4.4 Note that further changes to the UDSIC Terms of Reference are likely to be proposed over the short to medium term as transition discussions culminate in relation to future delivery arrangements and associated governance and stakeholder forums.

COMMITTEE RECOMMENDATION

The Committee **agreed** to adopt the staff recommendation with the amendments listed under 4.2 and addition of 4.5.

- 4.1 Endorses the Recovery Strategy Advisory Committee (RSAC) resolution to transfer the functions of the RSAC to the Urban Development Strategy Implementation Committee (UDSIC).
- 4.2 Endorses the proposed revised Terms of Reference for the Urban Development Strategy Implementation Committee (UDSIC), as outlined in attachments 2 and 3 in order to accommodate this transfer of functions, subject to the following further amendments:
 - **Meeting frequency be amended to monthly not bi-monthly**
 - **Second bullet point of the purpose to read: promoting integration with the recovery strategy for Greater Christchurch, associated recovery plans and programmes, including the implementation of the land use recovery plan and natural environment recovery programme.**
- 4.3 Recommends that the strategic partners ratify these revised Terms of Reference at their respective meetings during April and May 2015.
- 4.4 Notes that further changes to the UDSIC Terms of Reference are likely to be proposed over the short to medium term as transition discussions culminate in relation to future delivery arrangements and associated governance and stakeholder forums.
- 4.5 **Expand the number of observers to three; with the third observer being the Chief Executive of the CDHB.**

Moved: Rex Williams

Seconded: Phil Clearwater

* UDS partners in respect of this matter are the Christchurch City Council, Selwyn District Council, Waimakariri District Council, Environment Canterbury, Te Rūnanga o Ngāi Tahu and New Zealand Transport Agency.

5. REPORT CARD: IMPLEMENTATION OF ACTIONS WITHIN THE UDS ACTION PLAN (2010)

The Committee considered the draft implementation summary or 'report card' in relation to the actions contained within the UDS Action Plan (2010) adopted in August 2010.

STAFF AND COMMITTEE RECOMMENDATION

The Committee **agreed** to:

- 5.1 Provide feedback on the UDS Action Plan draft Report Card ahead of its finalisation and public release.
- 5.2 Note that a UDS refresher workshop will be held in lieu of a formal meeting of the Committee in May.
- 5.3 Note that a greater Christchurch bus tour is being arranged for members of the Committee for a date to be advised.

Moved: Malcolm Lyall

Seconded: Kelvin Coe

The meeting concluded at 11.55am.

Colour Key Attachment 2, proposed amendments

- Yellow** : Changes made to improve clarity of document
- Green** : Changes made to adequately transfer the functions of RSAC to the UDSIC
- Blue** : Changes made to address LGAA2014

Existing UDSIC Terms of Reference

Urban Development Strategy Implementation Committee (UDSIC) (as agreed by UDSIC in September 2013)

1. Purpose

A joint committee of the Christchurch City Council, Waimakariri District Council, Selwyn District Council and Canterbury Regional Council, with representation from tangata whenua and other agencies, established to oversee implementation of the Greater Christchurch Urban Development Strategy (UDS) and ensure integration within earthquake recovery activity and related strategies and plans, including:

- Providing clear and united leadership in delivering the UDS vision and principles
- Promoting integration with earthquake recovery plans and programmes and ensuring the implementation of the Land Use Recovery Plan (LURP) and Natural Environment Recovery Programme (NERP)
- Supporting the delivery of aligned tangata whenua objectives as outlined in Ngāi Tahu 2025 and the Mahaanui Iwi Management Plan 2013

A formal joint committee pursuant to the Local Government Act 2002, (Section 30 Schedule 7). This Committee is not discharged at the point of the next election period (in line with clause 30 (7) of schedule 7).

2. Membership

Three representatives each as appointed by the partner territorial and regional authorities and Te Rūnanga o Ngāi Tahu, including their respective Mayors, Regional Council Chair and Kaiwhakahaere.

The Chief Executive of the Canterbury Earthquake Recovery Authority (CERA) and the Regional Director of the New Zealand Transport Agency (NZTA) as observers with speaking rights but in a non-voting capacity.

An Independent Chair (non-elected member), appointed by the Committee.

The standing voting membership be limited to 16 members (including Independent Chair), but with the power to co-opt up to a maximum of two additional non-voting members where required to ensure effective implementation.

3. Meeting Frequency

Bi-monthly, or as necessary and determined by the Independent Chair.

* UDS partners in respect of this matter are the Christchurch City Council, Selwyn District Council, Waimakariri District Council, Environment Canterbury, Te Rūnanga o Ngāi Tahu and New Zealand Transport Agency.

4. Delegations

The UDS Implementation Committee is delegated authority in accordance with the following functions in support of its overall purpose:

General

- Overseeing implementation of the UDS, LURP and NERP and associated documents, such as the Greater Christchurch Transport Statement
- Ensuring organisational systems and resources support implementation
- Monitoring and reporting progress against actions and milestones
- Managing any risks identified in implementation
- Identifying and resolving any implementation inconsistencies arising from partner consultation processes
- Facilitating consultation and establishing forums as necessary to support implementation and review
- Periodically reviewing and recommending any adjustments to the UDS, LURP and NERP

Specific

- Selecting and appointing an Independent Chair and Deputy Chair
- Taking responsibility for implementing any actions specifically allocated to the Committee
- Implementing a Memorandum of Understanding, as adopted by the Committee for each triennial period, to provide maintain partnership relationships and provide for the resolution of any conflict
- Advocate for statements of intent of council owned companies to be aligned to implementation of the UDS, LURP and NERP where appropriate.
- Champion integration and implementation through partner strategies, programmes, plans and policy instruments (including the Regional Policy Statement, Regional and District Plans, Long Term Plans (LTPs), Annual Plans, transport programmes and triennial agreements) and through partnerships with other sectors such as health, education and business.
- Establish protocols to ensure that implementation, where necessary, is consistent, collaborative and/or coordinated to achieve optimal outcomes.
- Making submissions, as appropriate, on Government proposals and other initiatives relevant to the implementation of the UDS, LURP and NERP

Proposed amendments to UDSIC Terms of Reference

Urban Development Strategy Implementation Committee (UDSIC) Terms of Reference (2015)

Colour Key:

Yellow: Changes made to improve clarity of document

Green: Changes made to adequately transfer the functions of RSAC to the UDSIC

Blue: Changes made to address LGAA2014

1. Purpose

The UDSIC is a joint committee within the meaning of the Local Government Act 2002. In 2015 it absorbed additional functions from the former Recovery Strategy Advisory Committee established by the Canterbury Earthquake Recovery Authority in 2012.

Local authority members are Christchurch City Council, Waimakariri District Council, Selwyn District Council and Canterbury Regional Council. The joint committee has additional public body representation from tangata whenua and other agencies. It has been established to oversee implementation of the Greater Christchurch Urban Development Strategy (UDS), provide advice to the Minister for Canterbury Earthquake Recovery and ensure integration between earthquake recovery activity and longer term urban development activity, including:

- Providing clear and united leadership in delivering the UDS vision and principles;
- Promoting integration with the Recovery Strategy for Greater Christchurch, associated recovery plans and programmes and ensuring the implementation of the Land Use Recovery Plan (LURP) and Natural Environment Recovery Programme (NERP); and,
- Supporting the delivery of aligned tangata whenua objectives as outlined in Ngāi Tahu 2025 and the Mahaanui Iwi Management Plan 2013.

The Committee is a formal joint committee pursuant to the Local Government Act 2002, (Schedule 7, Section 30). The Local Authorities have resolved that the Committee is not discharged at the point of the next election period (in line with clause 30 (7) of schedule 7).

2. Membership

The local authorities and Te Rūnanga o Ngāi Tahu shall each appoint up to three representatives, including their respective Mayors, Chair and Kaiwhakahaere.

The Chief Executive of the Canterbury Earthquake Recovery Authority (CERA) and the Regional Director of the New Zealand Transport Agency (NZTA) attend as observers and have speaking rights but in a non-voting capacity.

* UDS partners in respect of this matter are the Christchurch City Council, Selwyn District Council, Waimakariri District Council, Environment Canterbury, Te Rūnanga o Ngāi Tahu and New Zealand Transport Agency.

There shall be an Independent Chair (non-elected member), appointed by the Committee, who has speaking rights and voting capacity.

The standing voting membership is limited to 16 members (including the Independent Chair), but with the power to co-opt up to a maximum of two additional non-voting members where required to ensure effective implementation.

The Committee shall also appoint a Deputy Chair, who shall be elected at the commencement of each triennium, and who shall be a member of the Committee.

In accordance with Section 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Committee shall be eight voting members.

Other representatives of voting and non-voting organisations are permitted to attend meetings of the Committee; however attendance at any public excluded session shall only be permitted with the prior approval of the Chair. Likewise, speaking rights of other representatives at Committee meetings (whether in public session or not) shall only be granted with the prior approval of the Chair.

3. Meeting Frequency

Bi-monthly, or as necessary and determined by the Independent Chair.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987.

4. Committee Delegations

The UDS Implementation Committee is delegated the following functions in support of its overall purpose:

General

- Overseeing implementation of the UDS and recovery documents, including the LURP, NERP and associated documents, such as the Greater Christchurch Transport Statement
- Advising the Minister for Canterbury Earthquake Recovery and the Canterbury Earthquake Recovery Authority on the development and implementation of the Recovery Strategy and any associated matters, including programmes, plans, projects, systems, processes and resources led by CERA or any other central government agency for the purposes of the recovery of greater Christchurch (as defined in the Canterbury Earthquake Recovery Act 2011)
- Ensuring the integration between the UDS and any of the foregoing matters
 - Ensuring organisational systems and resources support implementation
 - Monitoring and reporting progress against actions and milestones
 - Managing any risks identified in implementation
 - Identifying and resolving any implementation inconsistencies arising from partner consultation processes
 - Facilitating consultation and establishing forums as necessary to support implementation and review
 - Periodically reviewing and recommending any adjustments to the UDS and recovery documents, including the LURP and NERP

* UDS partners in respect of this matter are the Christchurch City Council, Selwyn District Council, Waimakariri District Council, Environment Canterbury, Te Rūnanga o Ngāi Tahu and New Zealand Transport Agency.

Specific

- Selecting and appointing an Independent Chair and Deputy Chair
- Taking responsibility for implementing any actions specifically allocated to the Committee
- Implementing a Memorandum of Understanding, as adopted by the Committee for each triennial period, to provide **and** maintain partnership relationships and provide for the resolution of any conflict
- Advocate for statements of intent of council owned companies to be aligned to implementation of the UDS **and recovery documents, including the** LURP and NERP where appropriate.
- Champion integration and implementation through partner strategies, programmes, plans and policy instruments (including the Regional Policy Statement, Regional and District Plans, Long Term Plans (LTPs), Annual Plans, transport programmes and triennial agreements) and through partnerships with other sectors such as health, education and business.
- Establish protocols to ensure that implementation, where necessary, is consistent, collaborative and/or coordinated to achieve optimal outcomes.
- Making submissions, as appropriate, on Government proposals and other initiatives relevant to the implementation of the UDS **and recovery documents, including the** LURP and NERP

Proposed UDSIC Terms of Reference (clean version)

Urban Development Strategy Implementation Committee (UDSIC) Terms of Reference (2015)

1. Purpose

The UDSIC is a joint committee within the meaning of the Local Government Act 2002. In 2015 it absorbed additional functions from the former Recovery Strategy Advisory Committee established by the Canterbury Earthquake Recovery Authority in 2012.

Local authority members are Christchurch City Council, Waimakariri District Council, Selwyn District Council and Canterbury Regional Council. The joint committee has additional public body representation from tangata whenua and other agencies. It has been established to oversee implementation of the Greater Christchurch Urban Development Strategy (UDS), provide advice to the Minister for Canterbury Earthquake Recovery and ensure integration between earthquake recovery activity and longer term urban development activity, including:

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* UDS partners in respect of this matter are the Christchurch City Council, Selwyn District Council, Waimakariri District Council, Environment Canterbury, Te Rūnanga o Ngāi Tahu and New Zealand Transport Agency.

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- Establish protocols to ensure that implementation, where necessary, is consistent, collaborative and/or coordinated to achieve optimal outcomes.
- Making submissions, as appropriate, on Government proposals and other initiatives relevant to the implementation of the UDS and recovery documents, including the LURP and NERP.

* UDS partners in respect of this matter are the Christchurch City Council, Selwyn District Council, Waimakariri District Council, Environment Canterbury, Te Rūnanga o Ngāi Tahu and New Zealand Transport Agency.

UDS Memorandum of Agreement (reproduced from Appendix (iv) of the UDS)

Memorandum of Agreement – Urban Development Strategy Implementation

MEMORANDUM OF AGREEMENT

Establishing principles and approach to the implementation of the Greater Christchurch Urban Development Strategy (Environment Canterbury)

Section 1 Objective

The objective of this Agreement is to:

Establish the principles and approach to implementation, monitoring and review between the parties in order to facilitate co-operation, collaboration and co-ordination of growth management responsibilities in the Greater Christchurch area.



Section 2 General Principles

The parties to this Agreement:

2.1 SUPPORT

The aim of the Strategy to provide a comprehensive sub-regional framework for growth management to address a wide range of key sub-regional issues relative to economic, social, health, cultural, environmental and developmental objectives for the region.

2.2 RECOGNISE AND SUPPORT

The established voluntary, co-operative and co-ordinated approach to growth management in the area and that such an approach between regional and local government and relevant community sector groups be continued and fostered.

2.3 ENDORSE

The use the Strategy as the primary sustainable Strategy for the area and to be used by regional and local government and community sectors to co-operatively manage growth in the area. The Strategy is also to be promoted to central government and agencies as the basis for engagement and action in respect of the area.

2.4 RECOGNISE

That the Strategy provides a policy and planning framework which will guide growth management in the area over the next 35 years but within the context of a 50-year period.

2.5 COMMITMENT

To the implementation of approaches to the funding of growth related infrastructure that will utilise a number of funding mechanisms together with appropriate area and local funding mechanisms.

* UDS partners in respect of this matter are the Christchurch City Council, Selwyn District Council, Waimakariri District Council, Environment Canterbury, Te Rūnanga o Ngāi Tahu and New Zealand Transport Agency.

The parties to the Agreement also acknowledge:

2.6

The benefits of growth management planning and the need to share responsibility for such planning between the parties in consultation with key sector groups and in consultation with the community.

2.7

The Strategy Implementation Committee has been established to ensure that the approved recommendations and associated actions are taken up by each party both on an individual and collective basis as defined by the Strategy.

2.8

The Strategy plan provides for more effective strategic planning on a regional and sub-regional basis and will facilitate co-ordination between the parties in terms of infrastructure and service provision, public works, policy development, environmental management and general planning activities.

2.9

The matters contained in this agreement may be appropriately included in the 2007 Triennial agreement.

Section 3 Urban Development Strategy Approach

3.1

The parties to this Agreement will continue to support the implementation, monitoring and review of the Strategy.

3.2

All parties have a responsibility both collectively and individually to:

- Acknowledge the agreed outcomes of the Strategy process in the development and application of policy and programmes as they affect the area and commit to the implementation of outcomes as appropriate through statutory planning instruments and policy processes as well as capital works and service delivery programmes.
- Have regard to the objectives and principles contained in the Strategy in undertaking programmes and activities.
- Undertake co-operative and co-ordinated delivery of programmes
- Adopt a "no surprises approach" to implementing the Strategy.
- Act in accordance with the collaborative approach and contribute to the implementation of agreed Strategy outcomes.
- Promote a co-ordinated approach to growth management consistent with the agreed outcomes of the Strategy.
- Integrate social, health, economic, cultural and environmental management of their areas within a sub-regional context.
- Develop a sub-regional decision-making process amongst the parties to deal with matters of sub-regional significance which affect local communities.

Section 4 Implementation, Monitoring and Review

The parties to this agreement have:

- Endorsed the Strategy as the primary growth management Strategy for the area and each agency will have regard to in its planning, budgetary and programme activities, and infrastructure provision.
- Endorsed the Strategy as the basis for collaborative management of growth in the area by all local government in the area, Tangata Whenua, relevant community sector groups and government agencies.
- Committed to participate in the implementation, monitoring and review of the Strategy in accordance with the arrangements outlined in the approved Strategy.
- Initiated action to enable the implementation of the agreed principles and priority actions contained in the Strategy and associated implementation plan.
- Committed to not adopting policies or actions which are inconsistent with the outcomes sought by the Strategy, without them being first negotiated with the other partners.

The parties acknowledge the need for a mechanism to resolve conflicting points of view that may arise during the initial three year implementation period and a mechanism by which any member(s) of the UDS Implementation Committee may request its use to ensure that any matter or issue is given fair and reasonable consideration prior to formal consideration by the Committee.

For the purposes of conflict resolution the following procedures should apply:

- > Any member(s) of the UDSIC may feel that further discussion, evaluation or consideration is required prior to moving forward on a particular matter.
- > It is proposed that in such situations, any member(s) may request the referral of such matters for further review. It is noted that this mechanism is not for the purposes of creating any delay but solely to ensure matters have been given adequate consideration.
- > If any matter is referred for review, the review is to be undertaken by the UDS Implementation Adviser in conjunction with the Chairman and two UDSIC members. The review group is to include the member or at least one of the members, who requested that a matter be reviewed. The Chairman shall select the two members of the UDSIC who will participate in the review group having regard to the nature of the matter being reviewed. After consideration of the matter, the review group will report back to the UDSIC on the outcome.
- > Requests for reviews shall be made at any meeting of the UDSIC. The Chairman shall be the final arbiter of what matters are to be referred for review. Review requests must be accompanied by reasons.

- > Review requests are to be made without other committee members criticising the request. The ability to make such a request in a non-threatening environment is part of "this is the way we do our business" approach

Section 6 Interpretation

- > Local government means the Canterbury Regional Council, Christchurch City Council, Selwyn District Council and Waimakariri District Council.
- > Greater Christchurch area means that land within the administrative areas of the city and the districts (defined as the area) and includes that part of the administrative area of the Canterbury Regional Council as it relates to the city and districts.

Any questions of interpretation of this agreement are to be raised with the parties to the agreement and collectively resolved.

Section 5 Resolution of Conflicting Views in the UDS Implementation Committee

The parties agree to act in good faith in respect of implementing this agreement.

This agreement will run until the first review of the Strategy.

This agreement takes effect on the date it is signed by all parties.