

Otago Mayoral Forum

Friday 17 March 2023

9:00am-12:30pm, Harbour Room

Otago Regional Council, 70 Stafford St, Dunedin

Chair: Mayor Gary Kircher

Time	Item	Paper
9:00	1 Welcome Apologies – received from Sanchia Jacobs Agenda confirmation Minutes of the previous Otago Mayoral Forum on 9 December 2023	p. 3
9.05 [40’]	2 Triennial Agreement ratification process Forum communications Report back on councils’ ratification of the Otago Triennial Agreement. This item includes discussion on proposed Forum communications, including a possible website.	p. 6
9.45 [30’]	3 Regional Wellbeing Framework James Adams, Senior Strategic Analyst, and Andrea Howard, Manager Strategy (Acting), from Otago Regional Council, will introduce the Regional Wellbeing Framework. The Framework takes the broad concept of wellbeing from the Local Government Act and makes it local and specific. A working group comprising staff from Otago’s councils, MSD, Aukaha and TAMI has contributed to this work.	-
10.15	- Break	
10.30 [60’]	4 Regional Public Service Commissioner Steph Voight Otago’s Regional Public Service Commissioner Steph Voight will join the Forum for the first time since her permanent appointment. This is an opportunity to establish ongoing connection between the Mayoral Forum and Ms Voight, who coordinates Otago’s central government presence and facilitates the Regional Leadership Group.	p. 9

11.30 [30']	5	<p>Shared priorities</p> <p>The attached note outlines ongoing council collaborations in Otago, including future priorities. This is an introduction to these areas for new members, and an opportunity to consider where and how the Forum can influence and provide support.</p>	p. 12
12.00 [30']	6	<p>General Business and wrap up</p> <ul style="list-style-type: none"> - Forum actions and communications - Agenda items for the next Regional Leadership Group hui - General business as arising 	-
12.30	-	<p>Close</p> <p><i>Lunch to follow</i></p>	

Minutes of a meeting of the Otago Mayoral Forum
held on Friday 9 December at 9.00am
in the Council Chamber and via Zoom



Membership

Mayor Tim Cadogan	Central Otago District Council
Mayor Bryan Cadogan	Clutha District Council
Mayor Jules Radich	Dunedin City Council
Cr Gretchen Robertson	Otago Regional Council
Mayor Glyn Lewers	Queenstown Lakes District Council
Mayor Gary Kircher	Waitaki District Council

Chief Executive Sanchia Jacobs	Central Otago District Council
Chief Executive Steve Hill	Clutha District Council
Chief Executive Sandy Graham	Dunedin City Council
Chief Executive Pim Borren	Otago Regional Council
Chief Executive Mike Theelen	Queenstown Lakes District Council
Chief Executive Alex Parmley	Waitaki District Council

In attendance

Robert West	Dunedin City Council
Andrea Howard	Otago Regional Council
Marianna Brook, Principal Advisor, Mayoral Forum Secretariat	
Kelly Taylor Covey, Executive Assistant, Otago Regional Council	

1. WELCOME

Alex Parmley chaired the initial proceedings of the meeting.

1.1 Apologies

An apology was received from Sandy Graham.

It was moved:

That the apology be accepted.

Moved: Mayor B Cadogan

Seconded: Mayor Kircher

CARRIED

1.2 Agenda confirmation

The agenda was confirmed with no changes.

1.3 Minutes confirmation

It was moved:

That the minutes of the Otago Mayoral Forum meeting held on 1 July 2022 be confirmed as a true and correct record, with one minor amendment.

Moved: Mayor T Cadogan
Seconded: Cr Robertson
CARRIED

2. SELECTING A CHAIRPERSON

A paper from Marianna Brook outlined the process for selection of the Chair for the Otago Mayoral Forum. It was agreed to employ a first past the post voting method, and employ a coin toss in the event of a tie.

Mayor Tim Cadogan nominated Mayor Gary Kircher as Chair, and Mayor Bryan Cadogan seconded the nomination. No further nominations were received.

Mayor Kircher then took over as chair of the meeting, noting that he was appreciative of the vote of confidence.

3. TRIENNIAL AGREEMENT

The Otago Local Authorities Triennial Agreement 2023-25 is the foundation document for the Forum and related cross-council arrangements in Otago. The Forum reviewed a draft Agreement for councils' ratification in 2023 and provided feedback.

Sanchia Jacobs noted that Triennial Agreement lays out how the Forum operates as a group, and these settings can be adjusted to achieve the Forum's objectives. It was suggested that advancing the relationship between the Forum and iwi should be a priority. Mayor Kircher expressed interest in talking to Edward Ellison to get his feedback on what kind of relationship Otago Rūnaka want to have with the Otago Southland and Mayoral Forums. It was suggested that this issue be discussed at the meeting on 7th February. There followed general discussion on where each Council stood with their respective relationships with iwi.

It was agreed that paragraph 19 of the Agreement should be amended to include "or delegate" in the case that a Mayor or Deputy Mayor is unable to attend a Forum meeting.

Resolution

That the Otago Mayoral Forum:

- a. **Agree to refer the (amended) Triennial Agreement to councils for ratification prior to 1 March 2023.***

Moved: Mayor Radich
Seconded: Mayor B Cadogan
CARRIED

4. 2023 FORUM SCHEDULE

The proposed schedule for Mayoral Forum meeting dates for 2023 was presented for discussion and adoption. Mayor B Cadogan advised the LGNZ Zone meeting on 27th and 28th February won't be happening and indicated that it could move to April 3rd and 4th instead. [This meeting is now scheduled for April 20-21.]

Resolution

That the Otago Mayoral Forum:

- a. **Adopts** the Otago Mayoral Forum schedule for 2023.

Moved: Mayor B Cadogan

Seconded: Mayor Lewers

CARRIED

5. DISCUSSION: LETTERS TO THE INCOMING FORUM

Marianna presented two letters to the Forum, one from the previous Forum Chair and the other from the CE Forum Chair, to be used as a starting point for a discussion on the Forum's roles and priorities for the coming year.

Mayor Kircher noted there were some good suggestions and opportunities in there. He noted the opportunity to use the dinners to have informal discussions was worth doing and said that would also like to take the opportunity to extend the invitation to some of the ministers that the Forum works with. Sanchia Jacobs noted it would be good for the Chair to write some introductory letters to various ministers following this meeting and inviting them to the subsequent meetings. Mayor Kircher noted he thought it would also be wise to make more use of Marianna's skills.

Alex Parmley updated on where the Mayoral Forum was currently at and work that had previously been undertaken, for the benefit of the new members. It was agreed that these areas of work continue to be ones that the Forum collaborate on as much as possible.

6. GENERAL BUSINESS

There was discussion about whether a Deputy Chair needed to be elected now, to cover absences of the Chair. It was agreed that the Chair could instead ask members to step up on a case-by-case basis.

Mike Theelen noted that he not found recent Regional Leadership Group (RLG) meetings of relevance, and suggested that the Forum think about how mayors engage with those groups. There was general discussion about how much value came from that group. Marianna Brook advised that as part of the RLG's recent review, she met with the secretariat to see what we could do to make those links more functional. One suggestion is that the RLG be scheduled one month after each Mayoral Forum meeting so that if the Forum had anything to raise with the RLG, it could. There was also the possibility of changing the Forum meeting structures to include an agenda item specifically seeking items to take to RLG. It was agreed it would be good to have something to bring to the RLG discussions.

The meeting closed at 11.02am, with Te Rōpū Taiao Otago to follow.



Chair Gary Kircher

17 March 2023

Date

Date: 17 March 2023

Drafted by: Marianna Brook, Principal Advisor, Mayoral Forum Secretariat

Otago Local Authorities Triennial Agreement 2023-25: ratification and follow up

Purpose

1. This paper confirms councils' ratification of the Otago Local Authorities Triennial Agreement 2023-25 and seeks decisions on two consequent matters.

Why is this at the Forum?

2. The Triennial Agreement is the foundation document for the Forum and other cross-council arrangements in Otago.

Recommendations

3. It is recommended that the Otago Mayoral Forum:
 - a. **Note** that Otago's six councils have approved the Otago Local Authorities Triennial Agreement 2023-25;
 - b. **Note** that multiple councils have indicated that they would like to see more communication and transparency from the Forum;
 - c. **Agree** to establish a Forum website to provide information about the Forum and its role;
 - d. **Agree** that the Forum's website include full agendas and minutes from meetings unless redactions are required in accordance with the Local Government Official Information and Meetings Act 1987;
 - e. **Note** that Dunedin City Council (DCC) has asked the Forum to consider two changes to the Triennial Agreement, as outlined in this note; and
 - f. **Agree** to either
 - i. **retain** the current wording and for the Forum chair to write to DCC to acknowledge their comments, referencing any decisions regarding Forum communications, **OR**
 - ii. **amend** the Triennial Agreement and refer the amended agreement to Otago's councils for ratification.

Note:
recommendations
e. and f. were
deferred to a later
meeting

Background

4. Section 15 of the Local Government Act 2002 (the Act) requires local authorities within a region to enter into a Triennial Agreement by 1 March following local body elections. A Triennial Agreement sets out how a region's councils will communicate, coordinate and collaborate for the benefit of their region.

5. The Otago Local Authorities Triennial Agreement 2023-25 was ratified by Otago's six councils as part of separate council meetings throughout February.
6. In discussions that accompanied their ratification of the agreement, multiple councils indicated that they would like to see more communication and transparency from the Forum.
7. Through a council resolution, DCC asked the Forum to consider two changes to the Agreement, relating to Forum members' roles with respect to their council and the relationship between the Forum and its member councils.

Forum communications

8. The Triennial Agreement states at clause 26: "Otago Mayoral Forum communications such as meeting summaries will be prepared, and it will be up to each local authority to choose how to use the materials according to their needs and processes."
9. In discussions on the Agreement, several councils asked whether a Forum website exists or could be created.
10. The potential benefits of a website include:
 - a. Better understanding of the Forum's role and activities,
 - b. Improved access to information on the Forum's activities, increasing their reach and effectiveness, and
 - c. Greater transparency and therefore trust in the Forum and its activities.
11. A simple website could include an introduction to the Forum and its role, member photographs, a copy of the Triennial Agreement and a 'landing page' for each meeting summarising key discussions and linking to a copy of the agenda pack.
12. Confirmed minutes can form part of the final agenda pack for each subsequent meeting. It is proposed that content is redacted only in accordance with the Local Government Official Information and Meetings Act 1987.
13. A Forum website is expected to cost \$5,000-10,000 up front, with minimal ongoing costs. These costs can be met by the Forum's discretionary budget administered by the secretariat.
14. A decision is sought today to proceed with a website, to be approved before it goes live by round robin email prior to the next Forum meeting.

DCC resolution

15. On Tuesday 28 February, DCC approved the Triennial Agreement and, following discussion, recorded a formal resolution as follows:

Notes that it has signed on the understanding that:

- i) Members of the Otago Mayoral Forum speak in their own right, rather than as representatives of their Councils; and
- ii) The Otago Mayoral Forum does not have the power to legally bind DCC to any act or decision, unless that act or decision has been agreed to by decision of that Council; and
- iii) The Dunedin City Council will seek to have the Triennial Agreement 2023-2025 amended as soon as possible so that the above two points are explicitly recorded in the agreement.

16. Part i) of the resolution is understood to reflect concern that Forum members may be seen to speak on behalf of their fellow councillors. However, at clause 18 the agreement focuses on a Mayor's (and, by extension, the regional council chair's) individual role as an elected representative and leader of their community.
17. Bringing together leaders from across the region is a core purpose of the Forum but does not override or replace councils' leadership of their respective district, city, or area of responsibility.
18. Additionally, the suggested text, that members "speak in their own right, rather than as representatives of their Councils," has two possible interpretations: "as an individual" or "in their role as mayors/leaders". Retaining the existing text avoids this potential confusion.
19. Part ii) of the resolution focusses more directly on whether the Forum has the power to bind member councils. In this regard, the existing Triennial Agreement states at clause 19: "The Otago Mayoral Forum can provide this leadership without impinging on the right for each of Otago's local authorities to decide policy, agree resourcing and govern its own area as appropriate." Therefore, the agreement focusses on leadership and does not suggest (explicitly or implicitly) that each Mayor, or the Forum collectively, can bind any council.
20. The proposed Forum website may go some way to clarifying the issues raised by the DCC as it will show what is discussed at Forum meetings, how the Forum conducts its business, and the nature of its decisions. This can be communicated to DCC in a written response.

Next steps

21. Subject to recommendations c and d, the Forum secretariat will arrange for a Forum website to be developed prior to the next Forum meeting, seeking approval before it is made live by round robin email among Forum members.
22. Subject to recommendation f, **either** the Forum chair will write to DCC to acknowledge their comments and provide reassurance in line with the discussion above, referencing any decisions regarding a Forum website; **or** arrangements will be made to circulate the amended Triennial Agreement to Otago's councils for ratification.

Date: 17 March 2023

Drafted by: Marianna Brook, Principal Advisor, Mayoral Forum Secretariat

Otago Local Authorities Triennial Agreement 2023-25: ratification and follow up – addendum to earlier paper

Purpose

- 1. This paper provides context and proposed wording for a change to the Otago Local Authorities Triennial Agreement 2023-25, to be discussed as item 2.

Recommendations - revised

- 2. It is recommended that the Otago Mayoral Forum:
 - e. **Note** that Dunedin City Council (DCC) has asked the Forum to consider a change to the Triennial Agreement; and
 - f. **Agree** to either
 - i. **retain** the current wording and for the Forum chair to write to DCC to acknowledge their comments, referencing any decisions regarding Forum communications

Note:
 recommendations
 e. and f. were
 deferred to a later
 meeting

OR

- ii. **amend** the Triennial Agreement as follows and refer the amended agreement to Otago’s councils for ratification

18. Each Mayor, through election and under the Local Government Act 2002, has ~~is provided with~~ a mandate to ~~represent and~~ provide leadership on the things that matter to their communities and areas. The Otago Mayoral Forum connects these mandates to provide collective leadership on issues that matter across Otago.

OR

- iii. **amend** the Triennial Agreement as above, but elect *not* to refer the amended agreement for ratification, on the basis that the change has a minor effect on the nature and content of the agreement.

Proposed amendment

- 3. Recommendation f.ii. reflects information received following circulation of the papers for today’s Forum. Sandy Graham, Chief Executive of the Dunedin City Council (DCC), has provided further detail on the specific change sought by that Council.
- 4. Ms Graham has requested that the words “represent and” removed from clause 18 of the agreement. This deletion addresses the concern in part i) of DCC’s resolution.

5. Ms Graham has advised that, read alongside existing clause 19, this change is also sufficient to satisfy part ii) of the resolution.

Proposed process

6. Recommendation f.iii. is a pragmatic extension to f.ii, for the Forum's consideration.
7. At clause 39, the Agreement states: "A triennial agreement may be varied by agreement between all the local authorities within the region". However, there is no guidance in the Agreement, nor precedent, for the relatively minor change proposed in the above recommendations.
8. Should the Forum agree to amend the Agreement per the recommendation, members are invited to form a judgment as to whether the proposed change requires ratification by member councils.
9. If a decision is reached to adopt recommendation f.iii and not require ratification, the Triennial Agreement can be amended at today's meeting before being signed by Mayors and the Otago Regional Council Chair on behalf of their local authorities.

Date: 17 March 2023

Drafted by: Marianna Brook, Principal Advisor, Mayoral Forum Secretariat

Introduction to regional collaboration in Otago

Purpose

1. This paper summarises ongoing and upcoming collaboration among Otago's councils.

Why is this at the Forum?

2. Under the terms of the Triennial Agreement, it is part of the Forum's role to receive and consider advice on opportunities for regional collaboration.

Recommendations

3. It is recommended that the Otago Mayoral Forum:
 - a. **Note** the activity outlined in this note; and
 - b. **Consider** where the Forum may be able to support regional initiatives and/or make connections to city/district objectives and priorities.

Background

4. Under the Otago Local Authorities Triennial Agreement 2023-25, Otago's councils have ratified the following statements in support of collaboration across Otago's local authorities: "The Parties recognise that working together can bring efficiencies, including through reduced duplication of effort and practical solutions such as shared services and facilities. The Parties acknowledge that collaboration on issues and opportunities can generate value to the districts and communities of Otago that would otherwise not be achieved by the parties working alone." (clause 10)
5. Further, clause 21 of the Agreement reads: "The Otago Mayoral Forum shall receive and consider advice from the Otago Chief Executives Forum on strategic issues and opportunities for collaboration."
6. At its most recent meeting on February 20, the CE Forum requested that the Mayoral Forum be provided with an introduction to current collaborative activity, including some opportunities raised at the meeting for future consideration.

Decision-making

7. There are no formal decisions sought from the Mayoral Forum in relation to these issues. The Forum can, however, provide general oversight to ensure that regional opportunities are pursued effectively and regional issues addressed in a coordinated manner. In all instances, collaborative activity is intended to be a complement to and support for district/city-level objectives, and not to detract from these.
8. In the future, the Mayoral Forum could be asked to form a judgment as to whether a collaborative activity warrants specific communications to and/or formal decisions from member councils.

Collaborative activity underway

9. The following tables summarise collaborative activity underway in the areas of economic development, waste minimisation and management, climate change, three waters, and regional wellbeing.

Economic development	
Background	In 2018, economic development agencies across Otago saw an opportunity to work together to share knowledge, ideas and resources for the greater benefit of communities across the Otago region. The Otago Regional Economic Development (ORED) Working Group was subsequently formed.
Who	The ORED Working Group is comprised of the economic development managers from each Otago district (Dunedin, Clutha, Waitaki, Central Otago and Queenstown Lakes), and representatives from Otago Regional Council. Meetings are also attended by MBIE-based staff of the Otago Regional Skills Leadership Group (RLSG). The group is supported by a contracted economic advisor based in the region.
What	ORED meets regularly to share knowledge, insights and project ideas. In addition to the relationships mentioned above, the group has well-established relationships with regional, national and international economic development stakeholders, including businesses, Government agencies – primarily MBIE/Kānoa – and international organisations.
Current focus	ORED's engagement with Kānoa and the Otago RSLG is ongoing. The group's current project activity is built around four priority areas: Collaboration, Learn Otago, Lifetime Value, and Food Otago. Under collaboration, the group is learning and promulgating a tool for addressing complex issues through structured collaboration, called Strategic Doing. Under Lifetime Value – a concept focusing on the long-term value of visitors to our region – ORED members are progressing research to help quantify the potential for Otago tourism operators to 'cross-sell' to exporters and other businesses.

Waste minimisation and management	
Background	Early in 2020, the Otago Mayoral Forum identified collaboration on waste minimisation and management as one of two key priorities for the triennium. The Forum commissioned analysis from Eunomia Research and Consulting to better understand the opportunities to improve the region's approach to waste planning, policy, services and investment, and respond to stronger central government policy requirements.
Who	A working group of waste staff from across Otago's councils are progressing this work and sharing more widely through the Southland Otago Waste Network.
What	The analysis commissioned by the Forum identified sufficient overlap and opportunity to prompt the development of a regional Waste Assessment. A requirement of the Waste Minimisation Act 2008, the purpose of the Waste Assessment is to provide the necessary background information on existing services, infrastructure and demand to

	enable a territorial authority to determine its waste minimisation and management priorities and activities in its Waste Minimisation and Management Plan (WMMP). The move to a regional Waste Assessment has reduced upfront costs for councils and is helping to define further opportunities to work together to minimise and manage waste.
Current focus	Efforts to identify regional opportunities also require detailed consideration of how they can be delivered. The group is currently developing a proposal to employ a regional coordinator to assist the group to scope, prioritise and deliver regional projects. In the longer term, this resource will help to align councils' strategic and investment planning across the region and assist Otago's councils to respond to changes to central government policy direction and investment priorities.

Climate change	
Background	The Otago Climate Officers' Group (OCOG) is a newly-established working group to support ongoing regional climate change efforts. Previously, Otago's councils have engaged on specific projects, including Otago Climate Change Risk Assessment and Otago Greenhouse Gas Emission Inventory, both completed in 2021.
Who	OCOG draws its members from all six Otago councils, with the convenor based at Otago Regional Council.
What	The group has been established to: <ul style="list-style-type: none"> • Enable councils to share information on climate change • Provide a platform for collaboration between councils on climate change adaptation and mitigation • Inform the development of any regional climate initiatives such as a regional greenhouse gas inventory, regional climate strategy and regional climate change risk assessments
Current focus	OCOG has commissioned an updated greenhouse gas inventory for the region. The revised inventory will include scenario modelling to better understand what will be required for Otago to meet existing carbon reduction targets. The group is also scoping a regional carbon sequestration study. Both of these activities are intended to feed into a regional climate change strategy for Otago.

Three waters	
Background	In the previous triennium, the Otago Mayoral Forum helped to progress Otago and Southland's collective response to the Three Waters Reform Programme. This included securing funding from DIA for a voluntary investigation into options for Three Waters management in Otago and Southland, and subsequently establishing the Otago Southland Three Waters Office, with Matt Russell as interim Programme Director and the CE and Mayoral Forums overseeing proceedings.

	The Three Waters Office commissioned detailed region- and district/city-level analyses from Morrison Low and facilitated presentations to all ten member-Councils, before disbanding in mid-2021.
Who	The Otago Southland Three Waters Director position was re-established in July 2022 and is now held by Julie Muir, supported by a dedicated business analyst.
What	The Three Waters Director is a key liaison for Otago and Southland councils and the Department of Internal Affairs National Transition Unit (NTU). She also manages an operational work programme to transition Otago and Southland Councils' three waters services into Entity D.
Current focus	<p>January was focused on preparing background information to support individual councils to prepare their submissions on the Water Services Legislation Bill.</p> <p>The Three Waters Director is currently assembling a regional view of upcoming construction tenders. The purpose of this activity is to retain contractor capacity in the region by providing visibility across work in three waters across Otago and Southland to 30 June 2024, and ensuring there is adequate work ready to commence after 1 July 2024.</p> <p>The Director is also producing a regional three-waters summary. This will provide information for governance and operational leaders in Entity D to support ongoing investment in communities across Otago and Southland. The summary will also be available to inform discussions should the reform objectives change.</p> <p>Depending on how the reforms progress over the coming months, the Otago Mayoral Forum may be called on to provide a shared voice on representation in the new South Island entity.</p>

Regional wellbeing framework	
Background	Local Government's purpose under the Local Government Act (LGA) includes promoting "the social, economic, environmental, and cultural well-being of communities in the present and for the future". To manage wellbeing well, we need a way to measure it. The Regional Wellbeing Framework is being developed to measure wellbeing outcomes in Otago.
Who	ORC staff have led the draft Framework's development with advice from an expert consultant and from an Otago wellbeing working group comprising staff from Otago's councils, MSD, Aukaha and TAMI. A larger advisory group including people from various communities of interest has provided input on the content of the outcomes.
What	The draft Regional Wellbeing Framework takes the broad concept of wellbeing from the LGA and makes it local and specific, facilitating measurement of wellbeing outcomes. The Wellbeing Framework addresses wellbeing as a whole – not just within councils' sphere of interest. This provides context to our activities, as anything councils

	do may have positive or negative spill over into other areas of wellbeing. Fully addressing wellbeing issues will require agencies across the sector and across Otago to work together. The Framework can help with setting and prioritising strategy and activities. It is intended to be a living document that evolves as we learn more about wellbeing in Otago.
Current focus	Staff have received a report on the draft framework including an initial set of possible indicators for measuring the outcomes. On behalf of the working group, ORC is currently seeking data services to source the data for those indicators. This will underpin a final report for 30 June. ORC will manage public consultation on the draft report in the second half of 2023.

Signalled collaborative activity

10. Otago’s Chief Executives agreed at their most recent Forum to initiate collaborative work on resource management reform, as described below.

Resource management reform	
Background	The Government’s resource management reforms will change not only the system of planning, but also how we work together as councils.
Who	As currently envisaged, the new resource management system will have a significant impact on a range of council activities, including planning, legal, infrastructure and organisational leadership. Who will be involved in a regional response to the reforms is still to be determined.
What	Council staff meet regularly to share information about the reforms. Recently, the Otago CE Forum has signalled the need for a cross-council discussion on how the new resource management system will come together in our region, and, more specifically how we as a region should start to work towards a new Regional Spatial Strategy.
Current focus	A terms of reference for the above work is under consideration and will be brought to a future meeting of the Otago CE Forum.

Next steps

11. No decisions are sought from the Forum today.
12. Members are invited to consider where the Forum may be able to support the work described and/or make connections to city/district objectives and priorities.