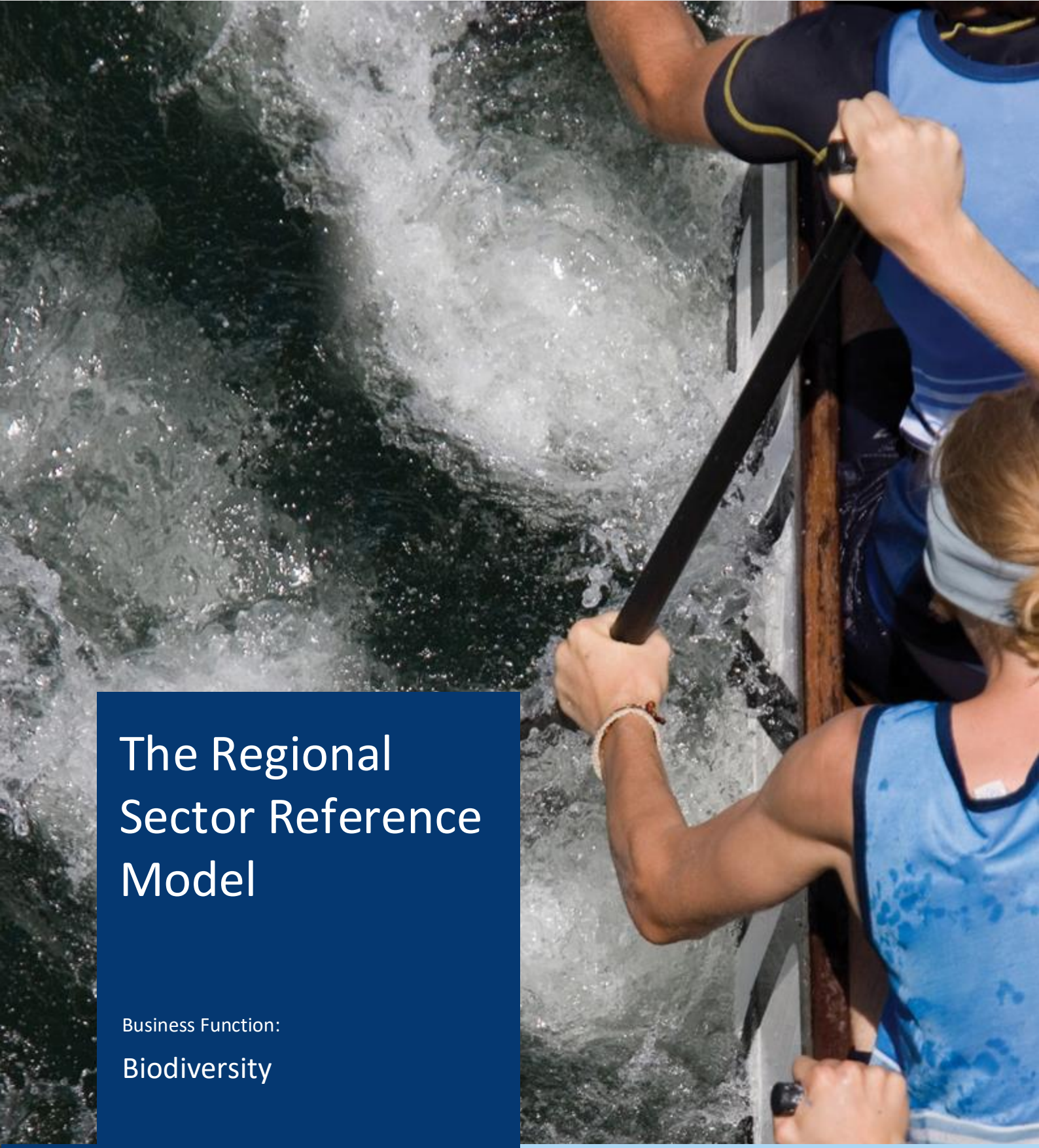

The Regional Sector Reference Model

Business Function:

Biodiversity

RSHL

Council
Collaboration
Into Action

This document is part of the Regional Sector Reference Model. It should be read in conjunction with document 1. Context and Framework.

Version: RSHL-1540269799-652 v1.0
Publication date: May 2021

Document Control

The following documents make up the Regional Sector Reference Model. Current document versions are listed below.

Document Name	Document ID	Version
1. Context and Framework	RSHL-1540269799-521	v1.0
2. Community Engagement – The Customer	RSHL-1540269799-518	v1.0
3. Community Engagement – Provision of Information	RSHL-1540269799-517	v1.0
4. Environmental Stewardship – Farm, Land and Catchment Management	RSHL-1540269799-527	v1.0
5. Environmental Stewardship – Environmental Monitoring	RSHL-1540269799-649	v1.0
6. Environmental Stewardship – Selected Land Use Sites	RSHL-1540269799-654	v1.0
7. Environmental Stewardship – Biodiversity	RSHL-1540269799-652	v1.0
8. Environmental Stewardship – Grants	RSHL-1540269799-656	v1.0
9. Regulatory – Consents, Permits and Authorisations	RSHL-1540269799-669	v1.0
10. Regulatory – Compliance Monitoring	RSHL-1540269799-668	v1.0
11. Regulatory – Biosecurity	RSHL-1540269799-664	v1.0
12. Regulatory – Incidents	RSHL-1540269799-658	v1.0
13. Regulatory – Enforcement	RSHL-1540269799-660	v1.0

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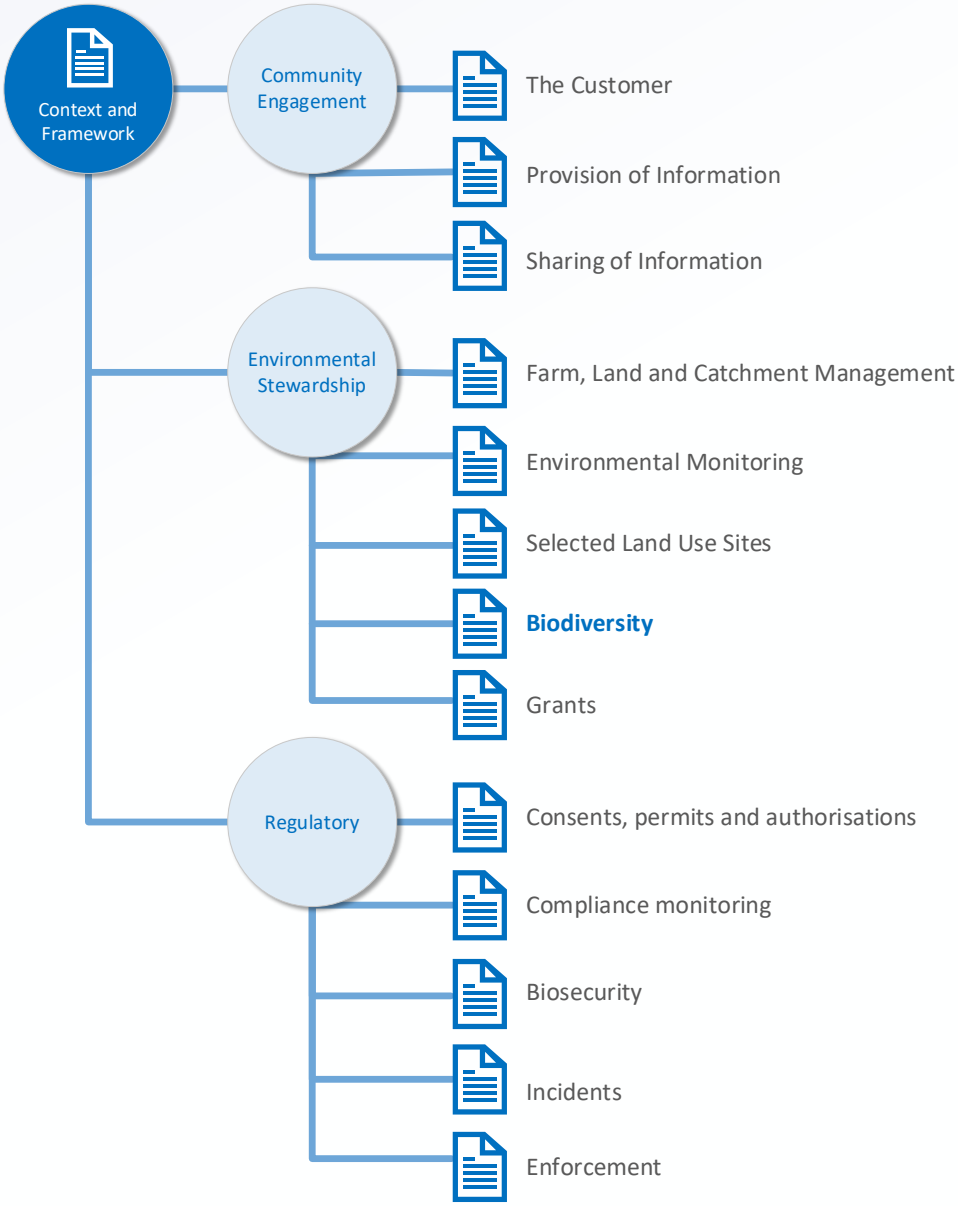
The reference model

The Regional Sector Reference Model aims to provide regional council consistent good practice processes, enabling councils to benchmark themselves and measure the degree to which good practice is being achieved.

This document makes up part of the Regional Sector Reference Model. The process and activity diagrams seen within this document were developed through a series of workshops under a collaborative approach by 11 regional councils. User story IDs are shown in grey – please contact RSHL if you require further detail.

The Regional Sector Reference Model structure



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> Place Plan (Edit)

> Place Plan (Link)

> Managed Work Initiate (Programme of work)

> Managed Work Planning (Create project)

> Managed Work Planning (Create activity)

> Managed Work Planning (Link activity)

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> Managed Work Execute (Link assessment record)

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> Managed Work Execute (Data assessment)

> Managed Work Execute (Spatial representation)

> Location (Create)

> Location (Link)

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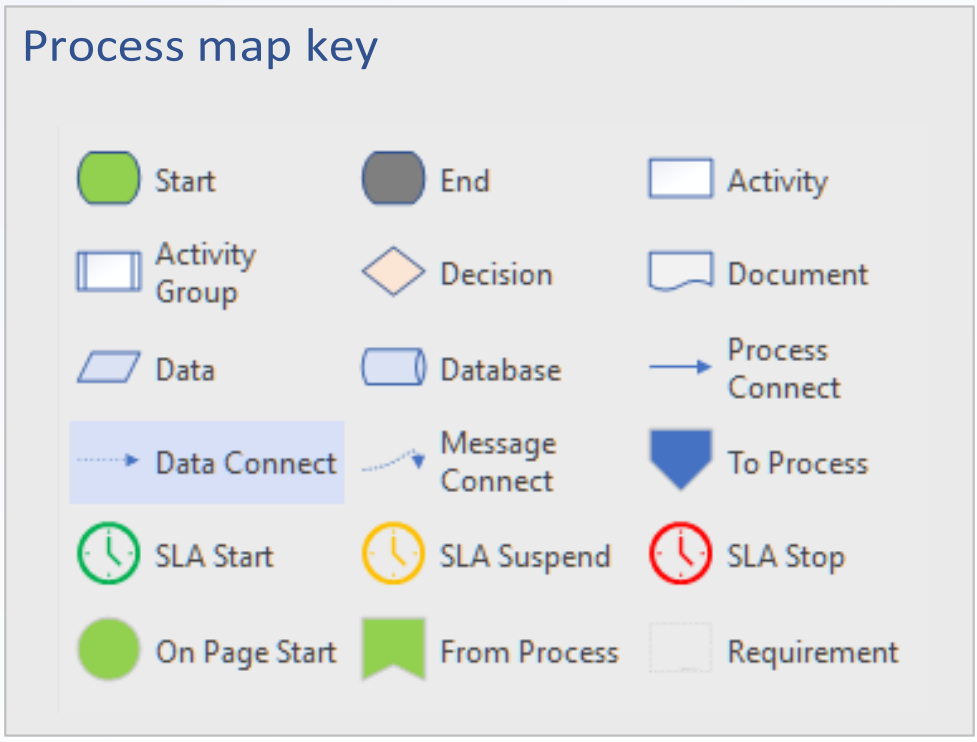
Process map key

Please use the key below to understand the process maps and their meaning.



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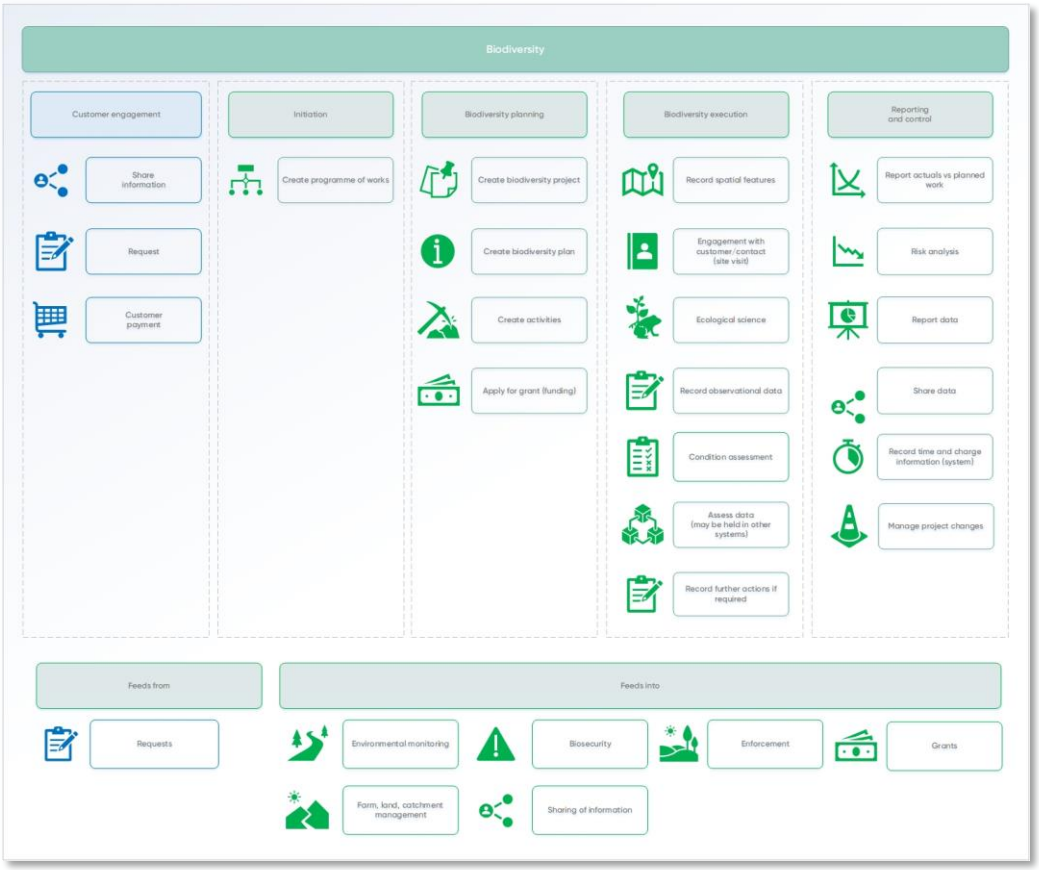
Environmental Stewardship

Environmental stewardship responsibility areas encompass work programmes across the following workstreams: biodiversity, farm, land and catchment management, environmental monitoring, selected land use sites (contaminated land) and the management of grant applications.

The environmental stewardship responsibility areas introduce the Place Plan terminology. A Place Plan is a concept that enables regional councils to maintain a record of information about something they want to manage. An example of a Place Plan could be a farm, an operational area for biosecurity control, a pest plant infestation, a contaminated land site or a structure that is to be assessed for fish passage. A Place Plan will hold relevant information (both spatial and forms based) by record type and link to the relevant regional plans, policies, and objectives.

Biodiversity

Biodiversity activities promote the identification, restoration, and enhancement of significant biodiversity within the region. This requires engagement with several customers, including individuals, landowners, funding providers and volunteer and community groups. Biodiversity project initiation requires the ability to create projects to manage specific biodiversity work programmes. Biodiversity planning involves the creation of Place Plans and activities to efficiently manage funding and resources, while biodiversity execution involves undertaking activities from fencing through to ecological science. Reporting and control allows councils to manage biodiversity risk, and report on programme and policy effectiveness.



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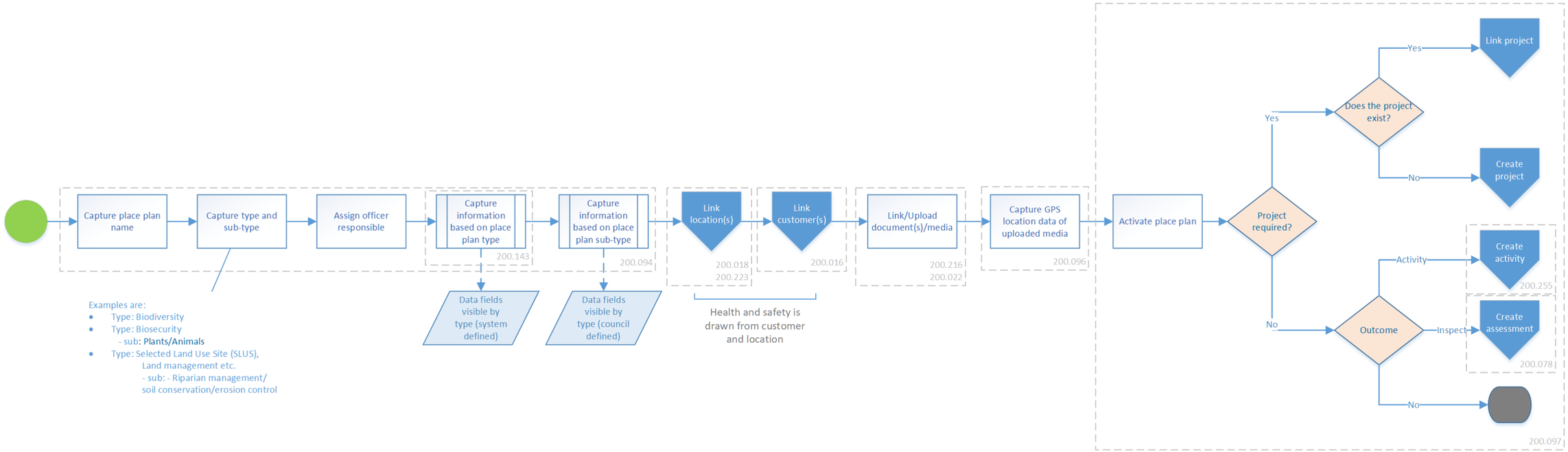
Place Plan (create)

Place plan - create

Create

General User (based on process source)



Notes

Management of: Farm management plan
Process functions:
- Farm information (location, land use classes, H&S, photos, maps, property owner/contact - if applicable, etc.)
- Project management - What (monitoring), when (scheduling), where (site), why, resources (labour and equipment)
- Channel = mobile
- Integration to other systems (GIS)
- Data gather/Data validation

Links to FEP -> Area of land under FEP etc.

Management of: Biosecurity
Process functions:
- Biosecurity (location, land use classes, H&S, photos, maps, property owner/contact - if applicable, etc.)
- Project management - What (monitoring), when (scheduling), where (site), why, resources (labour and equipment)
- Channel = mobile
- Integration to other systems (GIS)
- Data gather/Data validation

Links to FEP -> Area of land under FEP etc.

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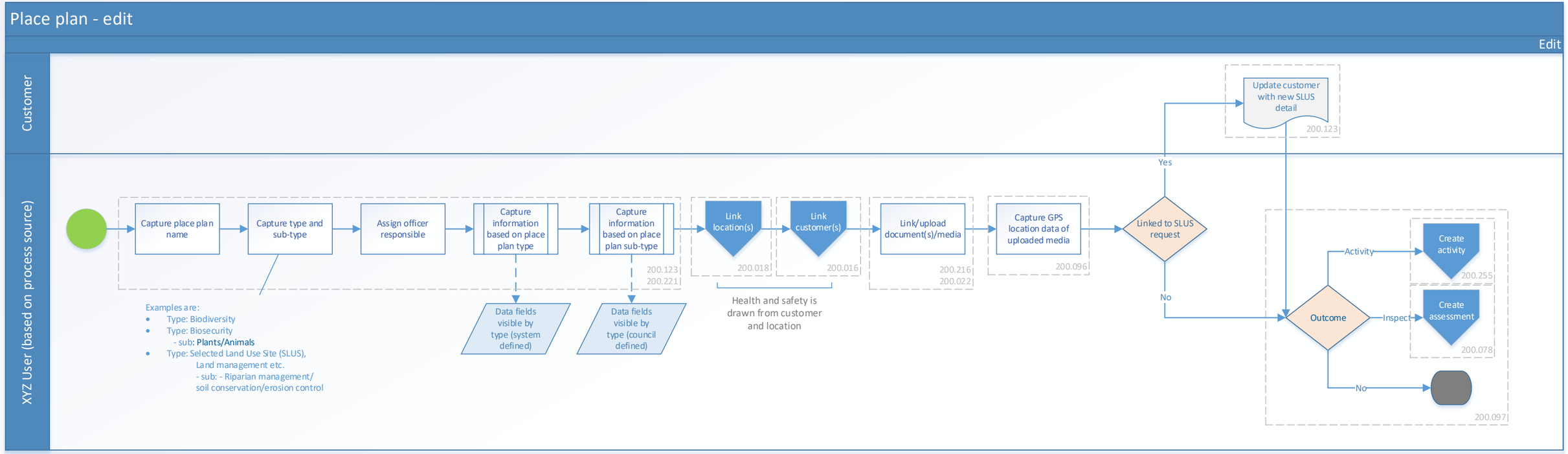
Place Plan (edit)



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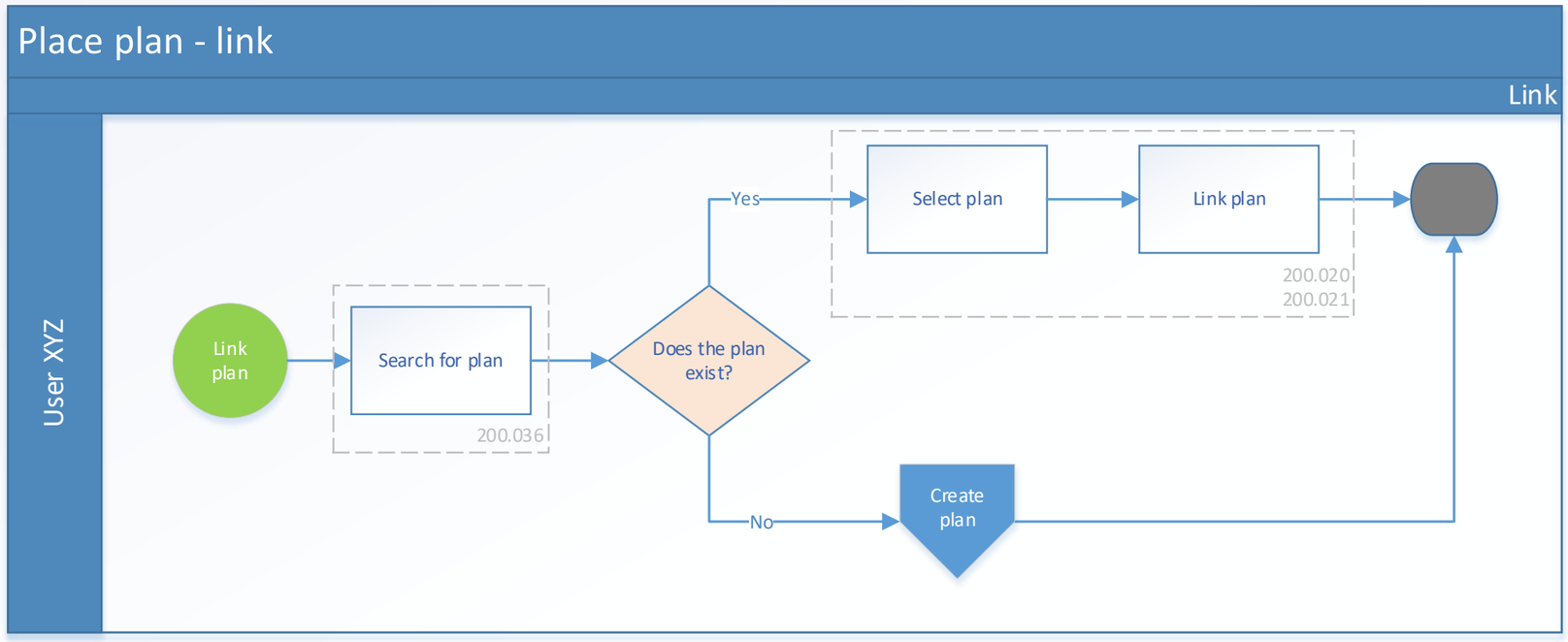
Place Plan (link)



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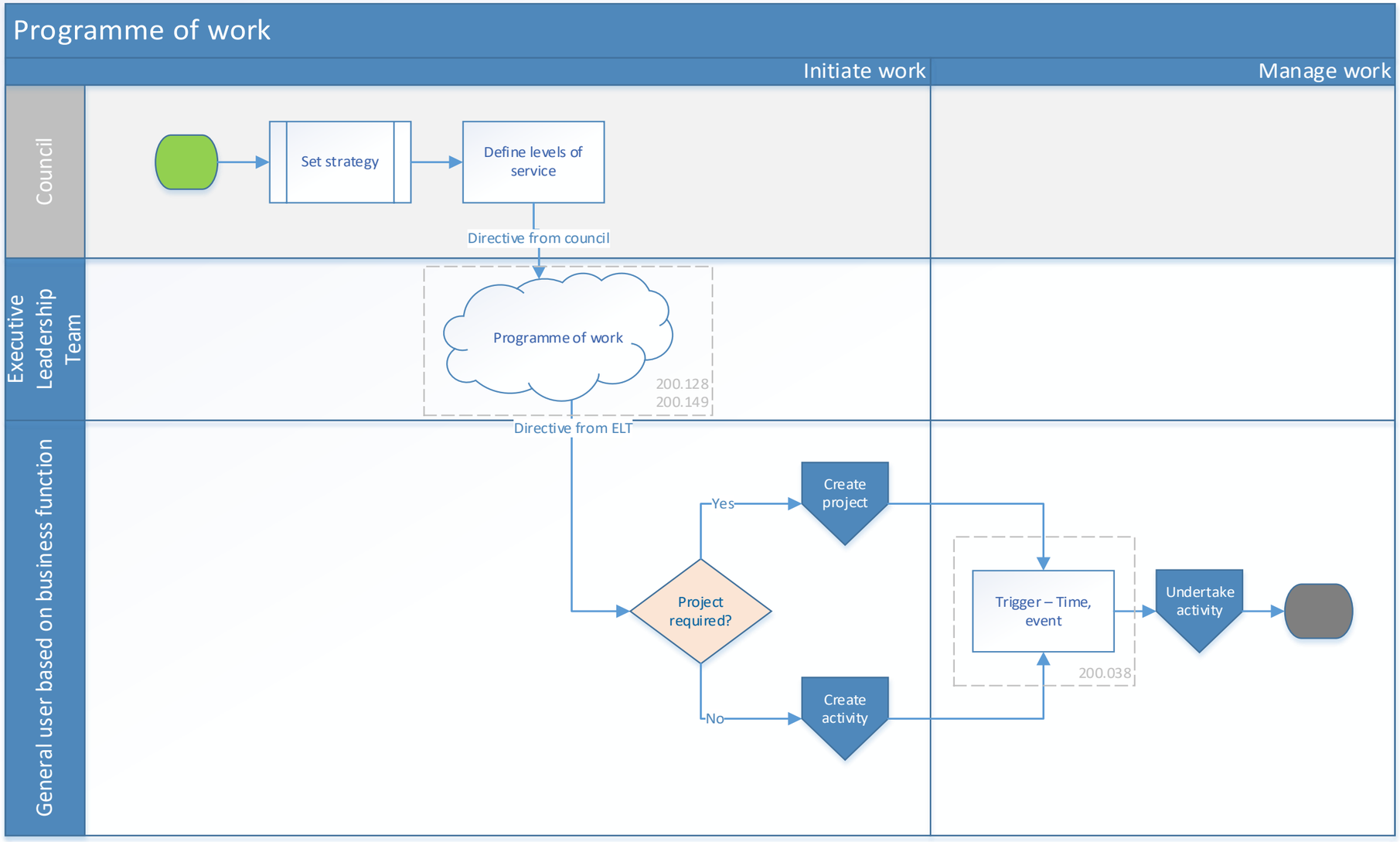
Initiate (programme of work)



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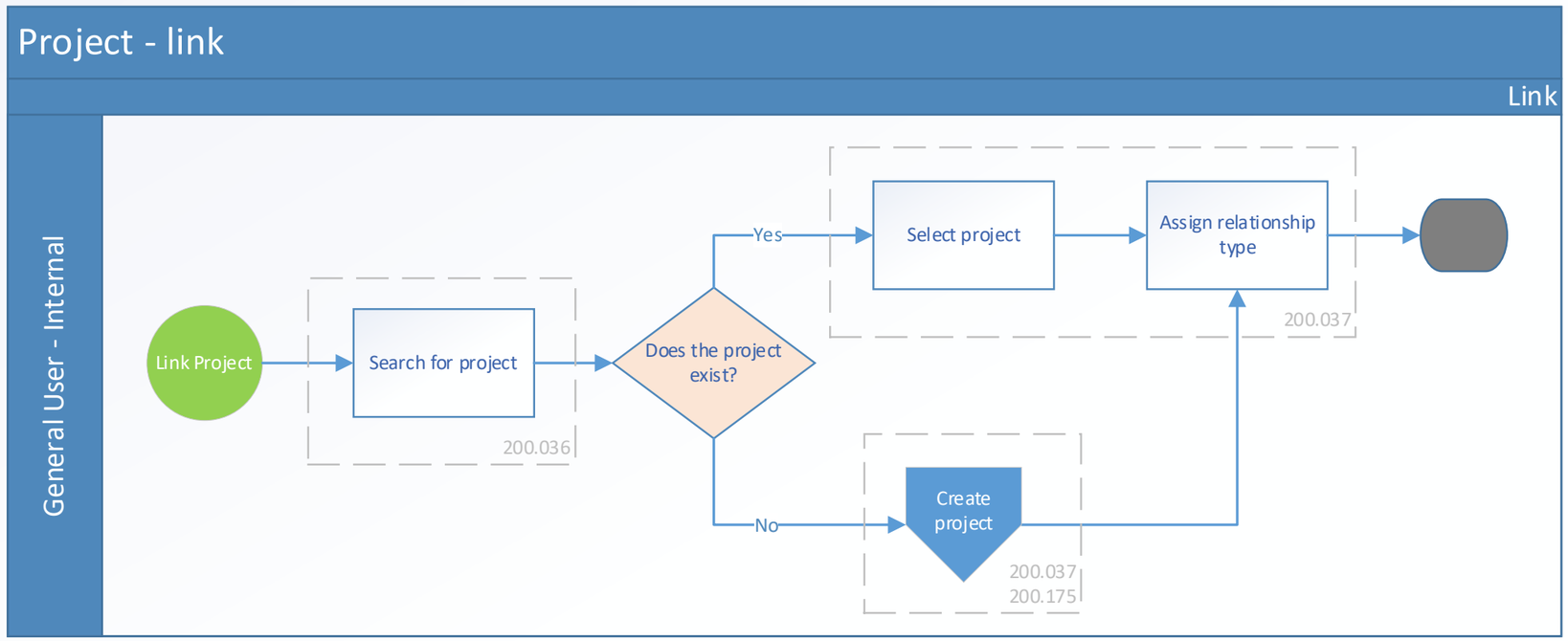
Planning (link project)



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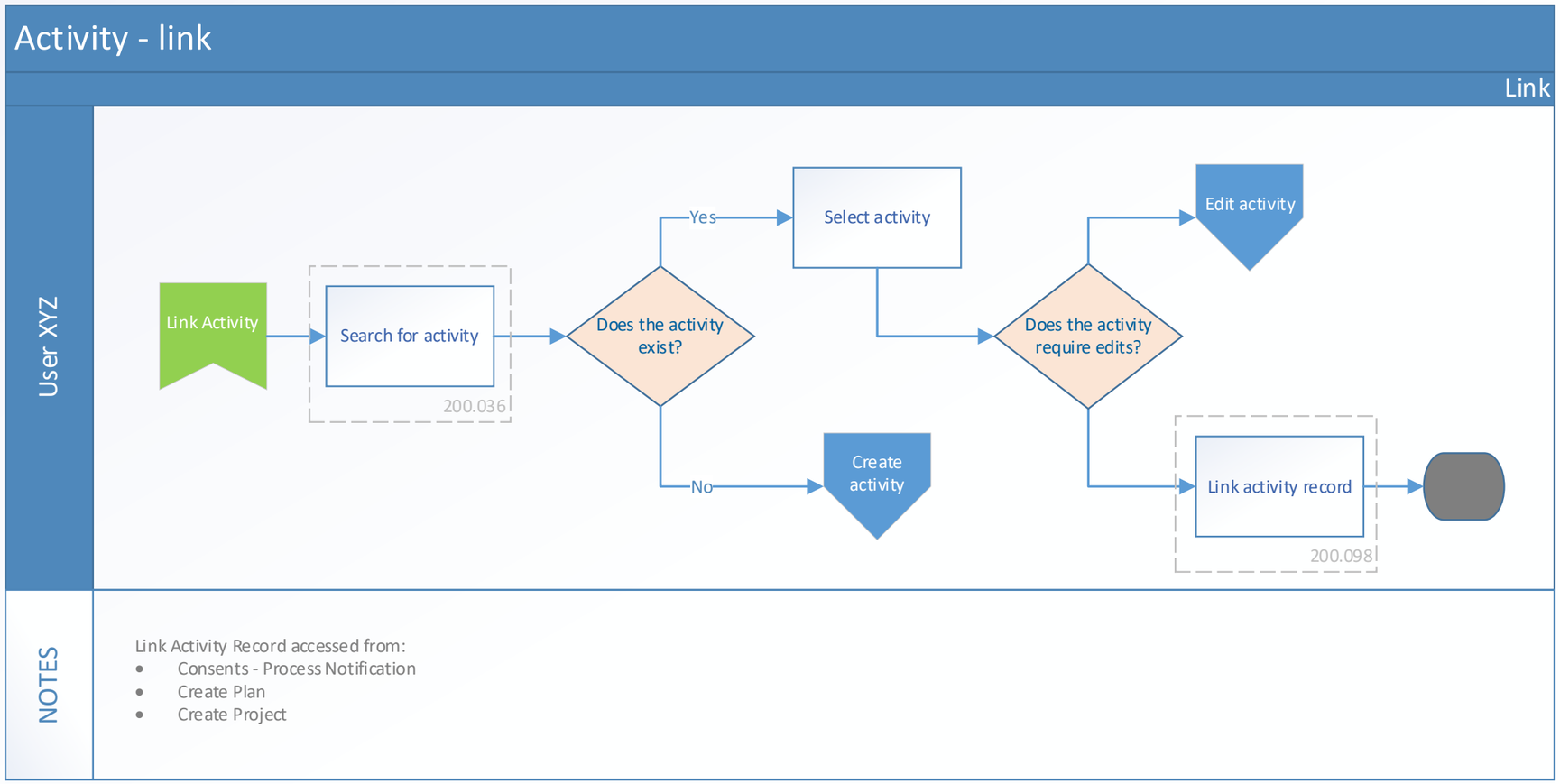
Planning (link activity)



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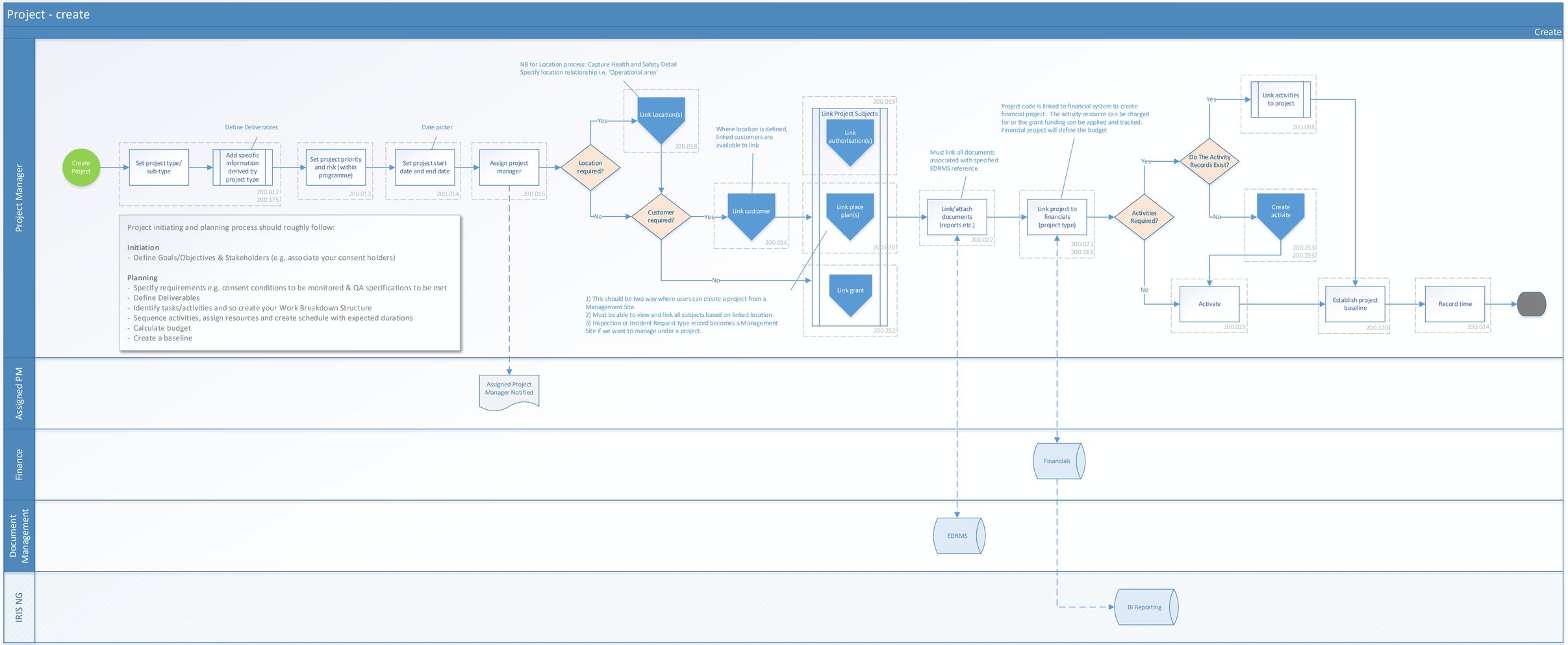
Planning (Create project)



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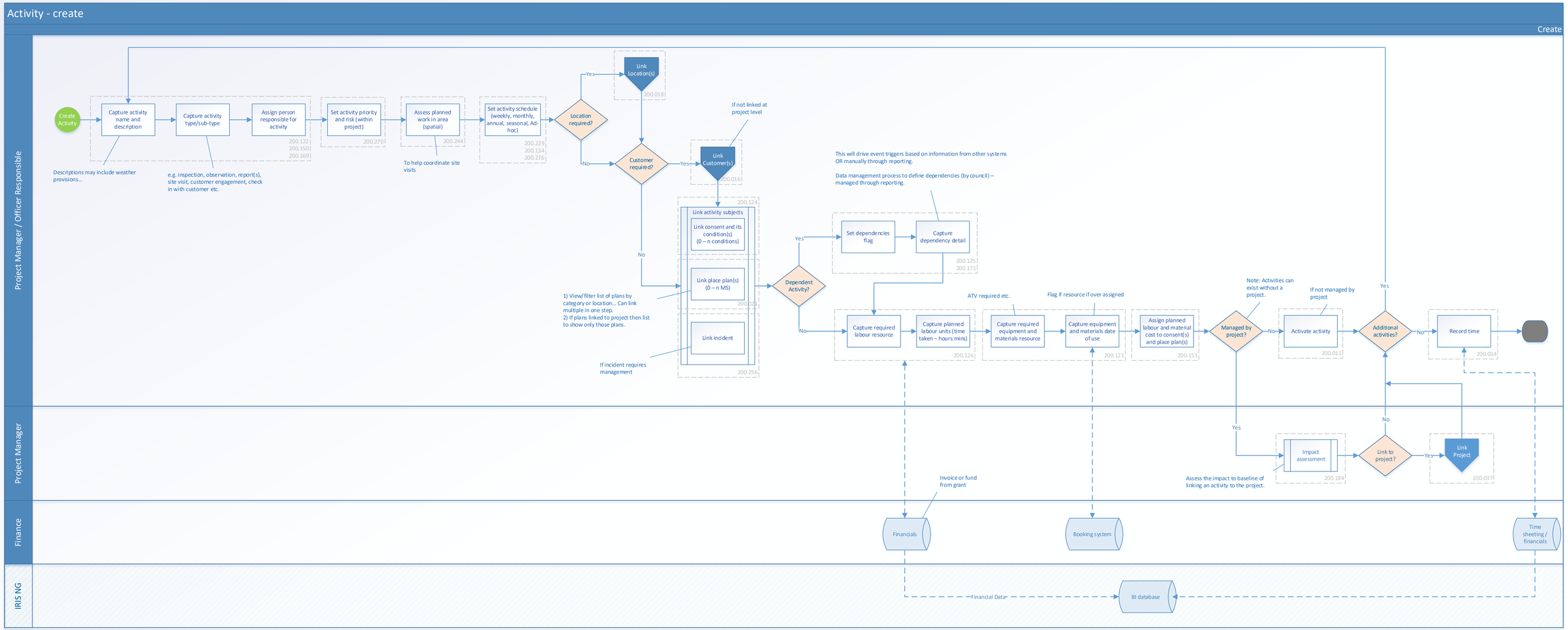
Planning (Create activity)



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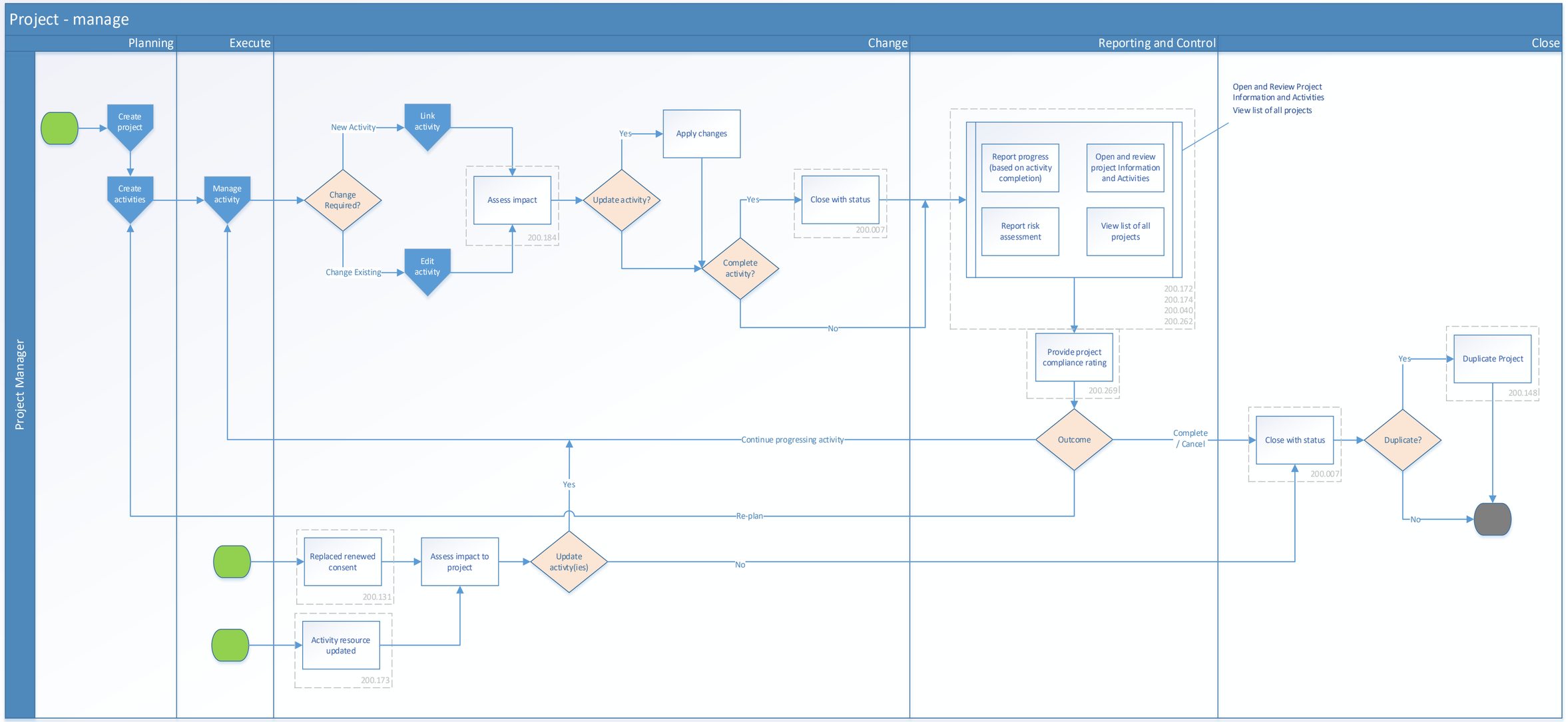
Execute (Manage project)



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Execute (Manage activity)

Activity - manage

Manage

Customer

Capture Information
Data type
Compliance Data
Compliance Data Assessment
Report, Media
Share Information With Council
200.075
200.077
Data Validation Fail Notification
200.137
Receive Inspection Notice (print or e-mail)

Officer Responsible (Based on Source)

Data Not Validated
Automated data validation based on pre-defined conditions (where possible)
User alerted if data is not compliant to condition
Automated Data Validation
200.137
Outcome
Data Validated
Create Activity / Compliance data assessment
Time, Event, Data Notification(s)
200.038
200.136
200.145
Trigger may be exception from activity not receiving data by schedule date i.e. customer has not met timeline to supply info.
Activity ID referenced?
Yes
No
Existing Activity?
Yes
Locate Activity
200.036
No
Create activity(s)
Yes
Open Activity From notification
200.008
Customer Engagement Required?
Yes
Capture customer engagement actions
200.200
200.024
No
Steps for engage with customer workflow:
1) Officer contacts the land owner/consent holder
2) Records that attempt whether successful or not.
Assessment Type
Office Based
Data assessment
Data assessment type - Manual
Field Based
Field assessment
Outcome
No sample taken
Actions here on could be done in field
Data assessment type - Automatic
Compliance data assessment
Where There is scientific data integration
Compliance activity?
Yes
No
Further actions?
Yes
No
Provide compliance rating
200.141
Rate conditions based on observational data and leave others that require data assessment pending sample/other assessment. Rate consent
Enforcement required?
Yes
No
Enforce
Relevant compliance monitoring data should be linked to the enforcement record
Based on Activity Type Workflow to determine next steps based on action taken
Specify action type
Assign action to officer
Assign date (from – to)
New activity required?
200.142
Yes
No
Create activity(s)
New activities created from here should be pre-populated with relevant data/info from this process.. Including links to this activity (customer, location, subject).
Generate and share inspection notice
200.080
200.081
200.188
Specify actual resources used (labour, equipment)
200.159
200.138
Includes activities to be invoice OR Activities to be funded
Record time
200.034
Link to financials
Ad-hoc charging?
Yes
No
Invoice Inspection (ad-hoc)
200.071
200.074

Other Systems

Information Presented

GIS

External Database(s)/ Services (GIS)
Sample data flagged 'received'

Finance

Invoice or fund with grant
Finance

Notes

1) Engagement with customer - Site visit, phone, e-mail, face-to-face in council.
2) Record observational data - specific data gathered based on plan, project and/or activity type.
3) Sample location may be specified by activity or subject location or by user.
4) Storage and retrieval of sample data results may require integration to various systems used to hold this data.
5) Share data through BI and/or reporting (shared via multiple channels).

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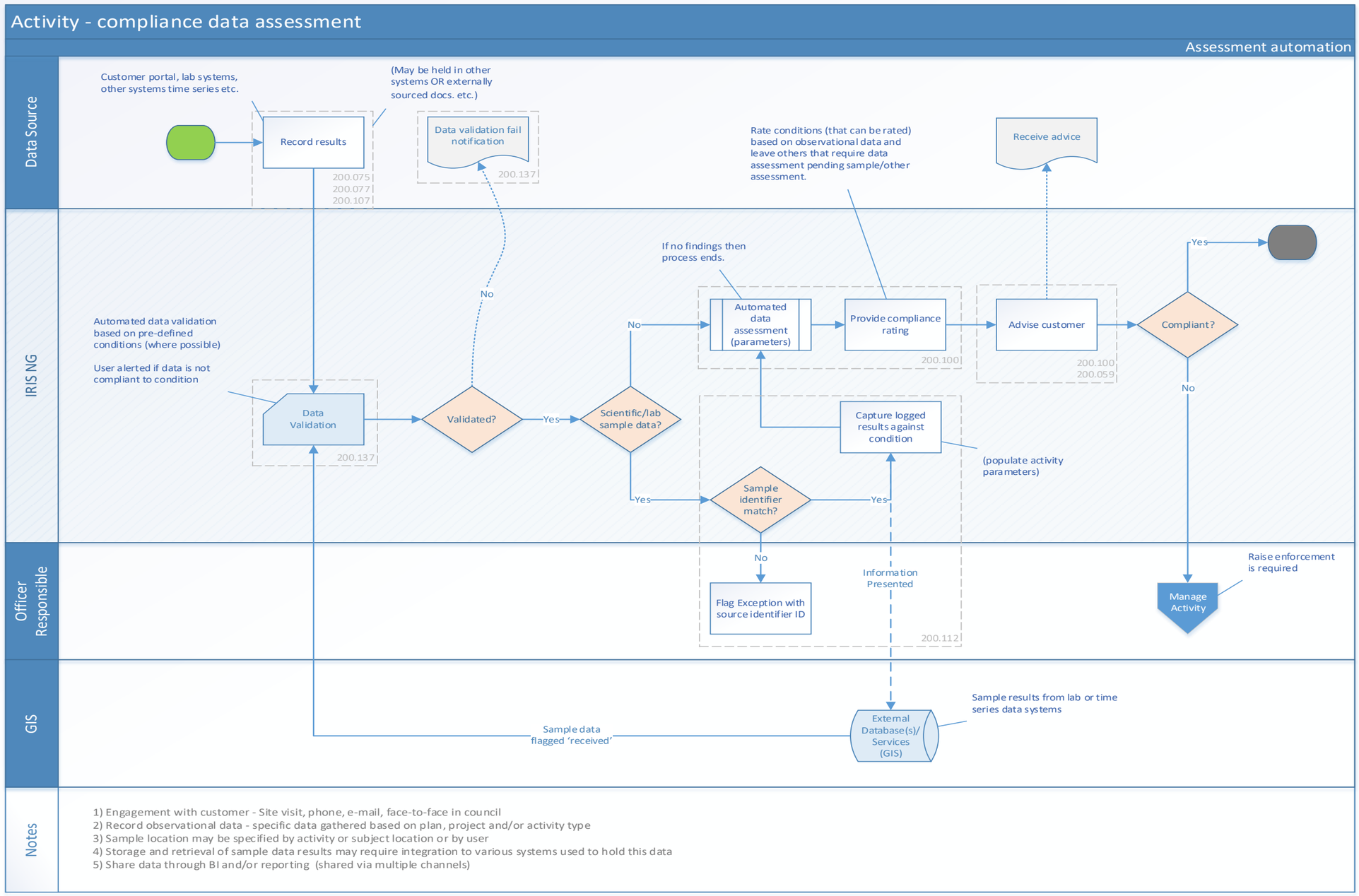
Execute (Compliance assessment automation)



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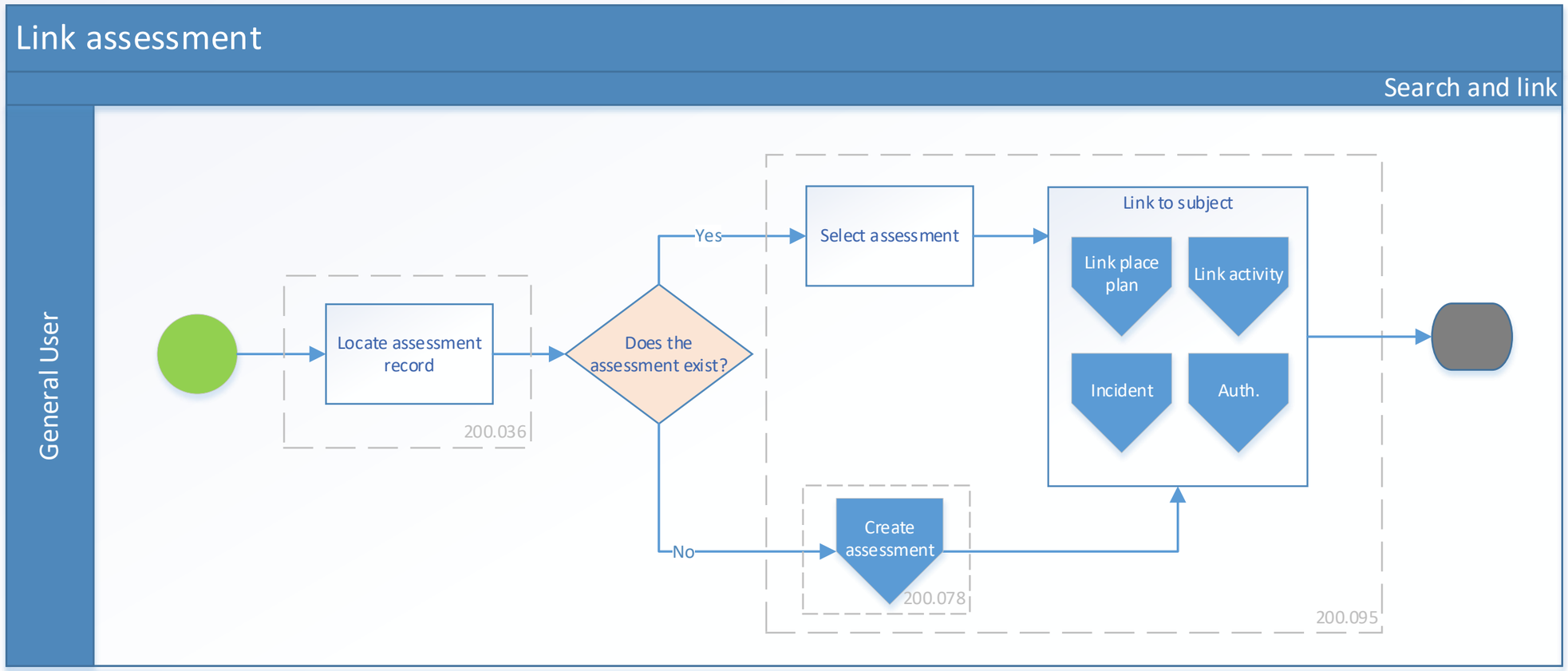
Execute (Link assessment record)



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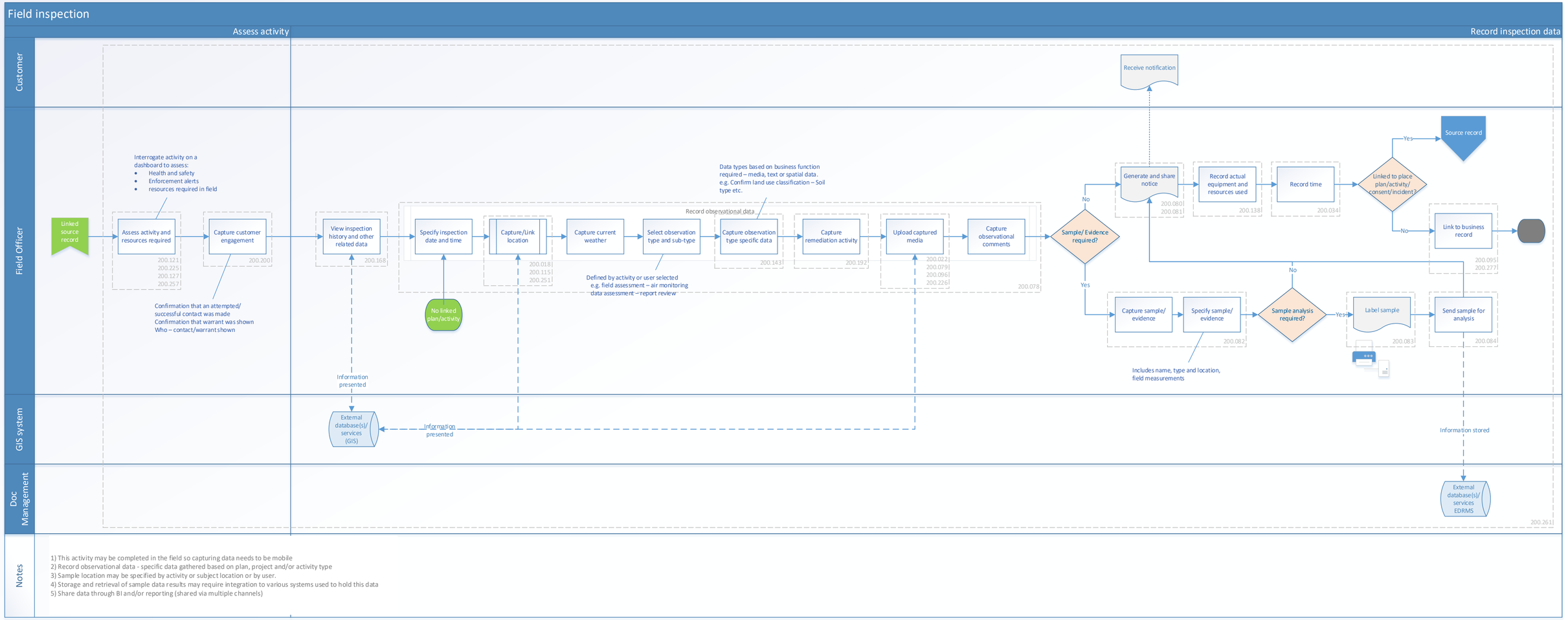
Execute (Filed assessment)



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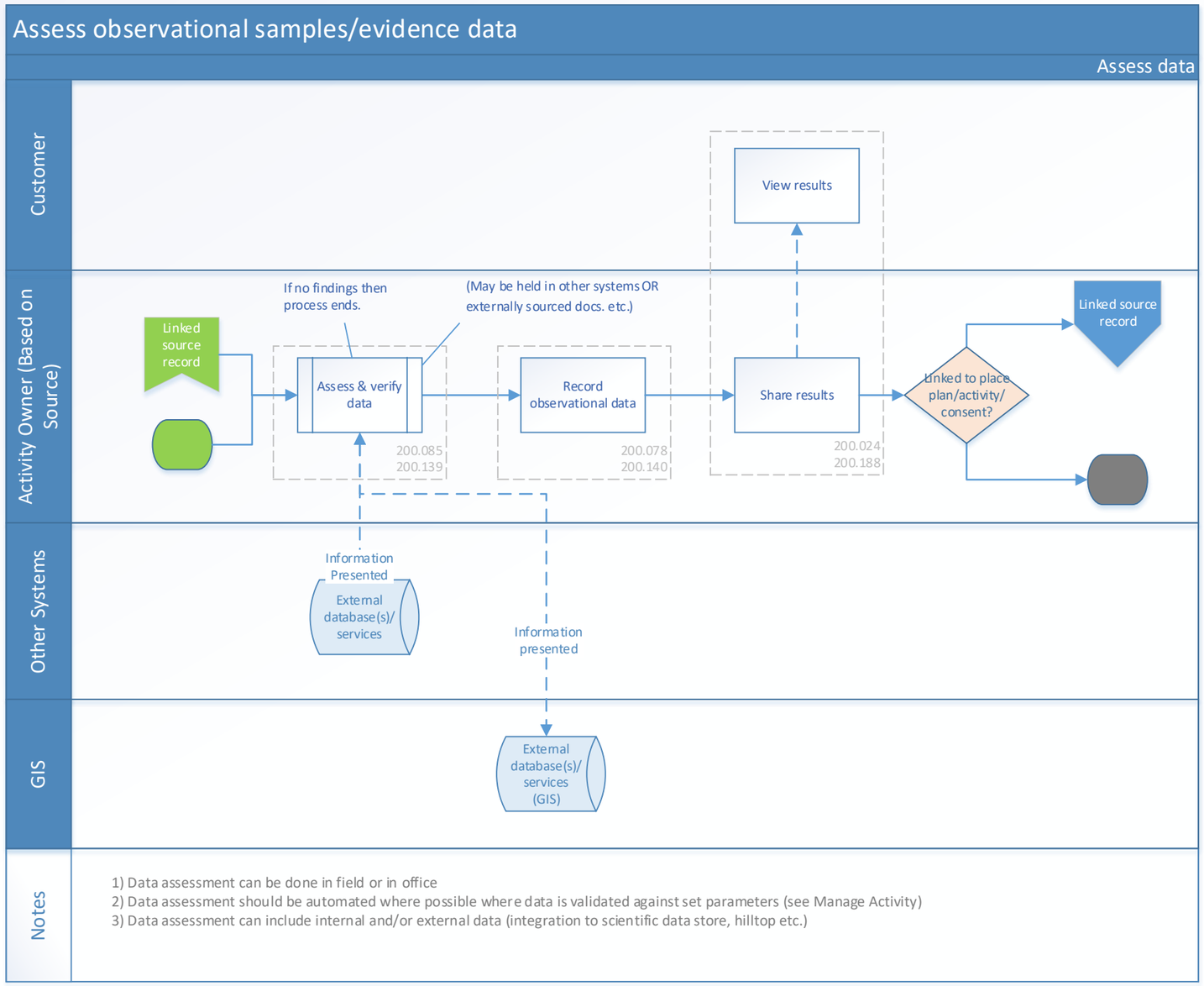
Execute (Data assessment)



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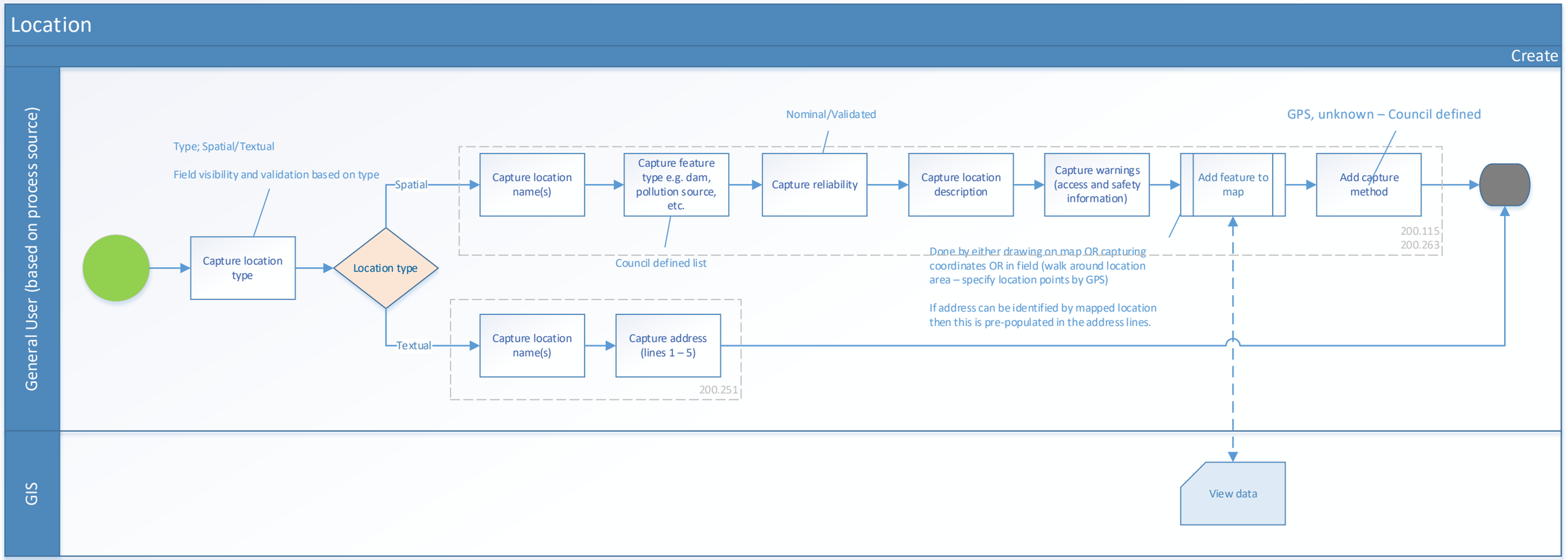
Location (create)



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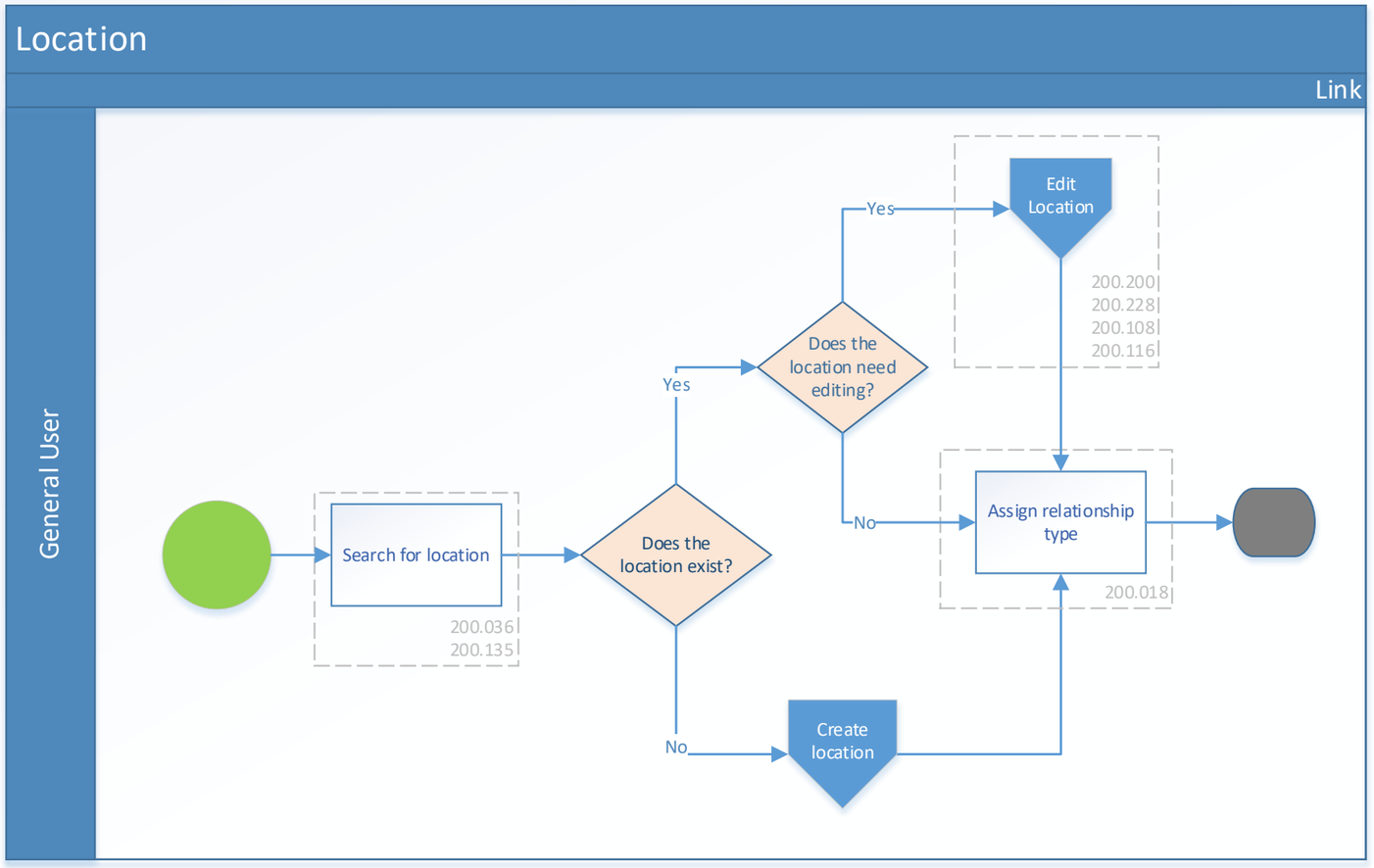
Location (link)



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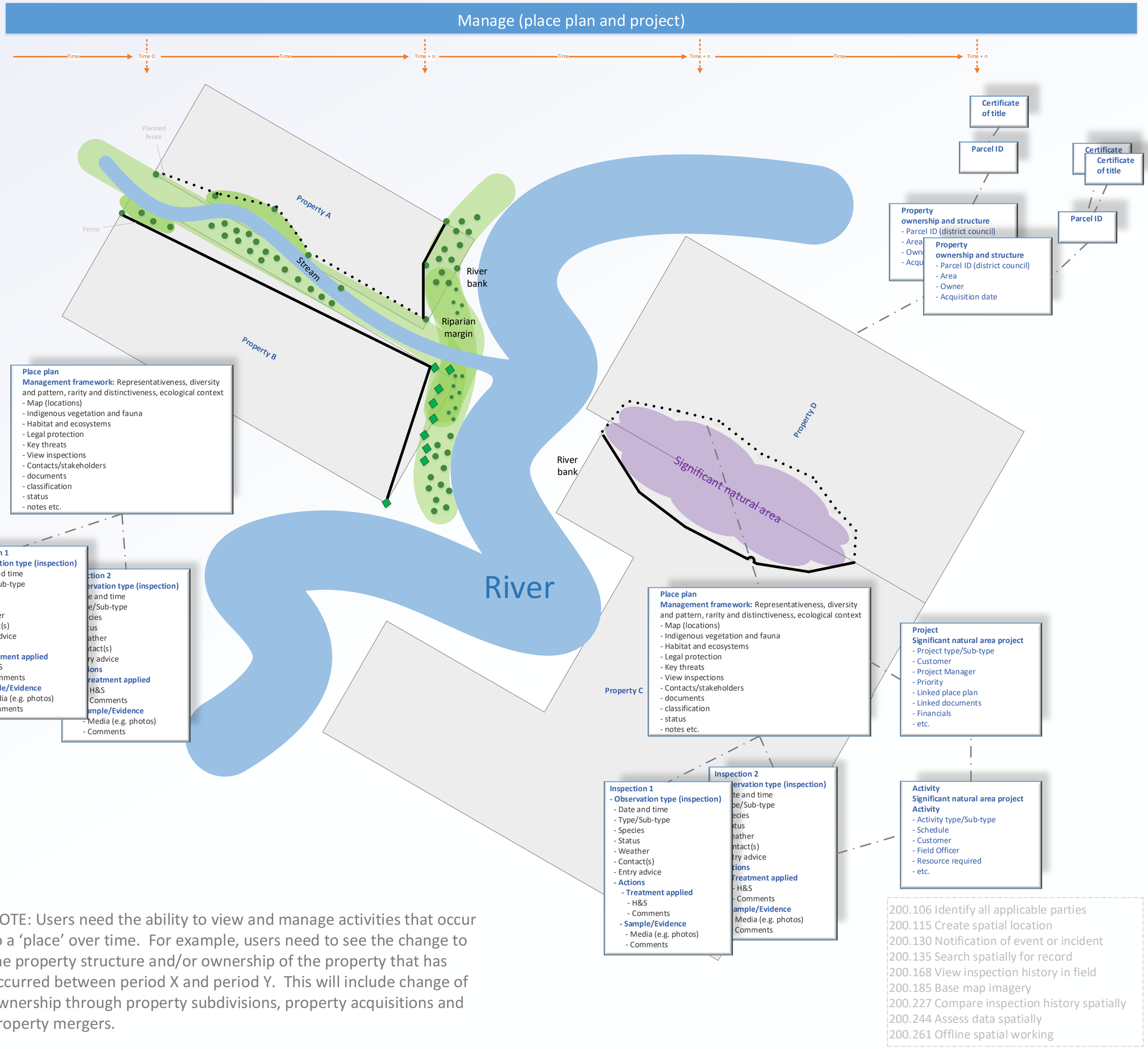
Execute (Data assessment)



NOTE: Users need the ability to view and manage activities that occur to a 'place' over time. For example, users need to see the change to the property structure and/or ownership of the property that has occurred between period X and period Y. This will include change of ownership through property subdivisions, property acquisitions and property mergers.

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Council
Collaboration
Into Action

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