

Our Reference: A1060613

25 March 2024



**The Members
Waimatuku Catchment Liaison
Committee**

Notice of Meeting

The **Annual General Meeting of the Waimatuku Catchment Liaison Committee** will be held on **Thursday, 4 April 2024** at the **Waimatuku Hall, Waimatuku at 9.00 am**. The meeting will be followed by morning tea.

Agenda

1. Welcome
2. Apologies
3. Terms of Reference (attached)
4. Minutes of meeting of ... (attached)
5. Chairs Report
6. Matters arising
7. Appointment of Committee and membership
8. Financial report – 2023/24 and proposed 2024/25 (attached)
9. Catchment report
10. General

Colin Hitchcock
Chairman

Enclosed for your information:

1. Terms of Reference *Page 3*
2. Minutes of the 24 February 2023 Waimatuku Catchment Liaison
Committee meeting *Page 6*
3. Financial report *Page 9*
4. List of members *Page 11*

Terms of Reference

Waimatuku Catchment Liaison Committee

Reporting to

The Community

The Regional Services Committee, Southland Regional Council (or "the Council")

Objective

To be a connection between the catchment community, its rating district and the Council to effectively manage the catchment's natural resources, and assist the Council to maintain better communications.

Catchment Liaison Committees role:

1. be an advisory group that provides a leadership role in integrated catchment management, developing and supporting projects with agreed principles and structures through which competing interests in natural resources can be discussed.

Areas of opportunity are in: water quality and quantity, soil health, river management, land drainage, land management that affects water and flood planning;

2. report to the Council on project initiatives and budgets for projects and maintenance works, including advice on the financial overview of budgets and reserves;
3. make recommendations on behalf of the community to maintain and improve the state and management of the catchment and its environment, with any decisions resting with the Regional Council in terms of its statutory obligations;
4. provide advice to the Council on behalf of the rating district for the annual work programme for these projects, including long-term work programmes, maintenance works, river and flood planning and special projects;
5. provide advice to the Council on the development of any plan or strategy in their catchment;
6. reflect the opinion of the whole catchment, complaints or other matters relating to individual ratepayers must be redirected to the Council.

Standard operating Procedures (16/09/2020)

Membership

Public membership is limited to ratepayers including lessees (or their representative) who own land within the Catchment. Membership of Industry, Non-Government-Organisations and Government organisations that do not own land in the catchment is limited to scope of work.

A Sub-Committee or Technical Advisory group may be appointed at the AGM to deal with specific matters and feedback on financial expenditure when required.

The larger membership and the Sub-Committee/Technical advisory group have the ability to co-opt and are generally open to any ratepayer.

Representation from interest groups and industry groups where appropriate.

Environment Southland will appoint its own representative with the agreement from the committee.

Appointment process

Nominations are to be sought at the Annual General Meeting.

Key considerations will be ensuring Committee interest and geographic balance to enable productive dialogue to occur.

Each committee member reflects the interests of a wider group within the community and preferably have the skills, experience and knowledge to relay information between the (catchment name) committee and different sectors within the community.

Governance

Chairperson

The group will select a Chair and/or Co-Chairs from amongst its members. The Chair will ensure a fair and equitable group process and be responsible for fostering an atmosphere of respect, open mindedness and group learning.

Quorum

A quorum shall include the Chair or Deputy Chair and a total of at least 3 normal committee members. The size of each quorum can change at an Annual General Meeting, on November 1 2020 the following applies: *Aparima Catchment Liaison Committee – 6; Oreti Catchment Liaison Committee – 4; Mataura Catchment Liaison Committee – 3; Makarewa Catchment Liaison Committee – 3; Te Anau Catchment Liaison Committee – 3; Waiau Catchment Liaison Committee – 5; Waimatuku Catchment Liaison Committee – 3; Waituna Catchment Liaison Committee - 3*

Meeting Frequency

Meet with the relevant Environment Southland staff and/or Councillors when necessary with one Annual General Meeting and workshops and additional meetings as required.

The Chair and/or Co-Chairs will represent their committee at combined liaison meetings and workshops.

Collaborative Decision-making

A credible commitment to the collaborative decision making process by the individuals and organisations involved is required. Decisions will be based on majority voting but consensus should be sought where possible, with the Chair/Co Chairs holding a casting vote.

Principles of Participation

All members of the committee agree to participate in the following ways:

- contributions are made without prejudice – i.e. nothing said within the group may be used in subsequent planning or legal processes except for any recommendations or agreements reached by the group;
- members to show respect for others views and avoid promoting discord within the group;
- any public statements by the group are to be agreed by the group and made through an agreed spokesperson;

- members of the group are expected to support decisions and recommendations reached by consensus by the group in subsequent public discussions;
- the Chair is responsible for fostering the principles of participation and is expected to be respected as a leader in their role.

**Minutes of the Waimatuku Catchment Liaison
Committee Annual General Meeting, held at
Waimatuku Hall, Waimatuku
Friday 24 February 2023, at 2.00 pm.**



Present: Mr C Hitchcock (chair)
Mr G McGregor
Mr G McGregor
Mr E Templeton
Mr K Kennedy
Mr A Fraser
Mr M Smith

In Attendance: Mr G Saunders (MPI)
Cr P McDonald (Environment Southland)
Cr L Ludlow (Environment Southland)
Mr R Beal (Environment Southland)
Mrs E Lawton (Environment Southland)
Mrs N Bulling (Environment Southland)
Ms S Gray (Environment Southland)
Mr C King (Work Supervisor)
Mr D Connor (Team Leader, Catchment)
Ms M Geldenhuys (Personal Assistant – Minutes)
Mrs M Wass (Personal Assistant)

1 Welcome and Chairman's Report (*Haere mai*)

The Chairman welcomed all attending the meeting.

2 Apologies (*Nga Pa Pouri*)

Resolved:

Moved Mr M Smith, seconded Mr E Templeton, that apologies for absence be recorded on behalf of Mr Z Moss, Mr A Strang, Chairman N Horrell and Cr J McPhail.

Carried

3 Terms of Reference

Mr E Templeton wanted to ensure that former long serving ratepayers were not excluded from being part of the Waimatuku Group under the Terms of Reference. He noted that the TOR limit membership to ratepayers, but the group wished to ensure that membership was wider than this. It would also ensure a quorum could be obtained

at meetings. It was noted, however, that the meetings are public meetings; that members of the community/public are entitled to attend and speak at the meetings.

4 Confirmation of Minutes of Meeting of 24 May 2022

Resolved:

Moved Mr A Fraser, seconded Mr K Kennedy, that the minutes of the Waimatuku Catchment Liaison Committee Annual General Meeting held on 24 May 2022 be confirmed as a true and accurate record.

Carried

5 Matters Arising

There were no matters arising out of the minutes raised for discussion.

6 Appointment of Committee and membership

It was noted that the appointment of the Chairman of the Waimatuku Catchment Liaison Committee was biannual and would be on the agenda for the 2024 AGM.

Resolved:

Moved Mr E Templeton, seconded Mr A Fraser that Waimatuku Catchment Liaison Committee comprise of the members present, those who had recorded apologies, and those who are listed on the mailing list that was circulated with the agenda of the meeting.

Carried

7 Financial Report – 2022/23 and proposed 2023/2024

Mr Connor presented the financial report to the meeting. Due to contractor, machine hire and chemical costs increasing, he asked the committee to consider a 5% rate increase.

Resolved:

Moved Mr E Templeton, seconded Mr M Smith that Waimatuku Catchment Liaison Committee agree to increase the Catchment Operations rate by 5% and approve the draft 2023/24 Works Programme and Budget for the Waimatuku Catchment Rating District 2023/24.

Carried

8 Catchment Report

Mr King advised the committee that the five year clean had been completed and that a majority of the work had included willow maintenance and removal to prevent erosion along the stream. He also noted the progress around beach openings on the Tunamau and the removal of gravel build-ups on the corners at the railway bridge.

9 General

Stop Banks update: Mr Connor updated the meeting in relation to stop bank matters. He stressed the importance of controlled grazing and vegetation removal along the stop banks and elaborated on the defect priority system.

Environmental Challenges facing Murihiku Southland: Although this matter was an agenda item, no discussion occurred on this subject.

10 Termination

As there was no further business, the meeting closed at 2:40pm.

Draft Budget Waimatuku Catchment Rating District 2024/25
(Compiled by David Connor, Team Leader Catchment)

During the 2022-23 financial year, an inspection was undertaken followed by a mechanical clean throughout the Waimatuku catchment. This is part of a five yearly cycle where funds accumulate in order to be able to make any required interventions. The expenditure is highlighted under Channel Maintenance in the table below as over budget \$30,457. There has been some work undertaken in 2023-24 (current year) following a service request. The work included willow removal on the Lower Waimatuku.

In the current budget (2023-24) we have funds \$42,057 accumulating and no further programmed work.

The Aparima catchment experienced the largest flow in September of 2023, since the stopbanks were constructed in the 1980's. While it was a busy time on the Aparima fixing damage, the Waimatuku catchment has come through relatively unscathed or at least we haven't observed too much damage or received many service requests.

The draft budget costs for the 2024/25 year are highlighted in the table below.

All sums exclude GST

| | | 2022/23 Budget | 2022/23 Actual | 2023/24 Current Budget | 2024/25 Draft Budget |
|--------------------------|-----------------------------|-------------------|-------------------|------------------------------|----------------------------|
| | | \$ | \$ | \$ | \$ |
| Revenue | Rates - General | 8,407 | 10,218 | 8,171 | 4,620 |
| | Rates - Separate | 59,277 | 59,332 | 62,604 | 41,579 |
| | Investment Income Allocated | 2,000 | 1,834 | 2,640 | 1,056 |
| | Other External Income | - | 4,180 | - | - |
| Income total | | 69,684 | 75,564 | 73,415 | 47,255 |
| Expenditure | Channel Maintenance | 38,234 | 68,691 | 42,057 | 47,255 |
| | Transfer to Aparima | 9,213 | 9,213 | 9,213 | - |
| | Support Costs | 22,237 | 28,459 | 22,145 | - |
| Expenditure total | | 69,684 | 106,363 | 73,415 | 47,255 |
| Net Movement | | - | 30,799 | - | - |

| | |
|--|-----------------|
| Carry-Forwards | |
| Opening Balance at 1 July 2022 | \$66,008 |
| Net movement as above | \$30,799 |
| Closing Balance 30 June 2023 | \$35,209 |
| 2024/25 Funding | |
| Income from Interest | \$1,056 |
| Income from General Rates | \$4,620 |
| Income from Separate Rates | \$41,579 |
| Total Budgeted Funding 24/25 | \$47,255 |
| (2023/24 Separate Rates \$62,604) | |
| Disaster Reserve | |
| Balance Disaster Reserves at 30 June 2023 | \$61,947 |
| Estimated interest received | \$1,858 |
| Forecast Disaster Reserve at 30 June 2024 | \$63,805 |

**Waimatuku Catchment Liaison Committee List of Members
at 5 September 2023**

| Name |
|--|
| Colin Hitchcock, Chair, Waimatuku Liaison Committee |
| Alan Fraser, Deputy Chair |
| Graham Allison |
| Les J & C M Cowan |
| John Dowdle |
| Ken Kennedy |
| M J McGimpsey |
| Clarke McKenzie |
| Ross McKenzie |
| Richard Millar |
| Terry O'Meara |
| Ruth Prankerd |
| Michael Smith |
| Alister Strang |
| Tony Strang |
| Matthew Strang |
| Euan Templeton |
| Fiona Young |