

Our Reference: A1060619

10 April 2024

**The Members  
Waiiau Catchment Liaison  
Committee**



***Notice of Meeting***

The **Annual General Meeting of the Waiiau Catchment Liaison Committee** will be held on **Monday, 15 April 2024** at the **Waiiau Town & Country Club, Tuatapere at 1.30 pm**. A light lunch will be provided from **1.00 pm**.

**Agenda**

1. Welcome
2. Apologies
3. Confirmation of Minutes of the 27 February 2023 meeting (attached)
4. Chair/co-Chair report
5. Matters arising
6. Appointment of Committee and Membership
7. Financial report – 2023/24 and proposed 2024/25 (attached)
8. Catchment report
9. General Business:
  - Update on mediation with Meridian – Paul Marshall
  - Update on Terms of Reference for Waiiau Catchment Liaison Committee – Ella Lawson
  - Discussion on the need for targeted control of willows – Paul Pollard
  - Update on Tuatapere Domain stop bank and vegetation clearing under highway bridges – Paul Pollard
  - Consider the catchment budgets for the coming 24/25 year and the need for rate increases to cover inflation

- Discussion on extra funds required for fencing budget and if the meeting agrees move the following motions:
  - i. Moved Andrew Lord, seconded Bruce Howden that the Waia Catchment Liaison Committee direct the Environment Southland Waiau Catchment Manger te release such unbudgeted monies is necessary from the Special Projects Fund to replace berm fencing washed away by flooding, where stock have potential access to the river.
  - ii. That the annual transfer from the Disaster Reserve of around \$66,800 be redirected to the works budget this.

*Meeting to close at 2:45pm*

**LTP 2024-2034 / Rates Review Consultation Meeting** starting at 3pm

1. Showcasing the Catchment presentation – Catchment Integration Team
2. Presentation on the Infrastructure Strategy 2024-54 by Paul Hulse
3. Presentation on the LTP 2024-34 by Tanea Hawkins which includes the proposed changes to how rates are gathered by Environment. Question time.

After the meeting Environment Southland staff will be available to discuss matters of interest. There will be a focus on providing information relating to the Long-Term Plan 2024-34.

Paul Marshall and Peter Baker  
**Co-Chairs**

Enclosed for your information:

- |   |                |
|---|----------------|
| 1. Terms of Reference   | <i>Page 3</i>  |
| 2. Minutes of 27 February 2023 meeting of the Waiau Catchment Liaison Committee | <i>Page 6</i>  |
| 3. Financial report   | <i>Page 11</i> |
| 4. List of members  | <i>Page 15</i> |

# Terms of Reference

## Waiau 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 Waiau Catchment Liaison 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 three normal committee members. The size of each quorum can change at an Annual General Meeting. At 1 November 2020 the following applied:

*Waiau Catchment Liaison Committee quorum - 5*

#### *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.

NB: Request from CO-Chair P Baker that amendments be made at Item 7 – change to resolution to read “that the proposed budget be approved”. Changes to Item 8, but not specified. These to be requested formally through the next AGM.

**Minutes of the Waiau Catchment Liaison Committee  
Annual General Meeting, held at the Waiau Town &  
Country Club, 41 King Street, Tuatapere, on  
Monday 27 February 2023, at 2.00 pm.**



<b>Present:</b>	Mr P Marshall	(Waiau) <i>Co-Chair</i>
	Mr P Baker	(Waiau) <i>Co-Chair</i>
	Mr A Feierabend	(Waiau)
	Mr K Sutherland	(Waiau)
	Mr T O'Brien	(Waiau)
	Ms L Bennett	(Waiau)
	Mr B Howden	(Waiau)
	Mr R Greer	(Waiau)
	Ms N Legg	(Waiau)
	Ms E Whooley	(Waiau)
	Mr G Saunders	(Waiau)
	Mr A Lord	(Waiau)
	Ms L Greber	(Waiau)
	Ms J Boparai	(Waiau)
<b>In Attendance:</b>	Mr H Cuthbert	(Meridian Energy Ltd)
	Mr R Hodson	(Waiau Trust)
	Chairman N Horrell	(Environment Southland)
	Cr P McDonald	(Environment Southland)
	Cr P Evans	(Environment Southland)
	Cr M Rodway	(Environment Southland)
	Mr R Beal	(Catchment Operations Manager)
	Mr P Pollard	(Team Leader, Catchment)
	Ms E Lawton	(Team Leader, Catchment Integration)
	Ms J Agate	(Land Sustainability Officer)
	Mrs E Kini	(Personal Assistant – Minutes)

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

Mr P Marshall welcomed the attendees to the meeting and spoke to his Chairman's Report, a copy of which has been retained on file (A887142).

**Resolved:**

**Moved Mr Marshall, seconded Cr McDonald, that the Committee note the Chairman's report.**

**Carried**

**2 Apologies (Nga Pa Pouri)**

*Resolved:*

**Moved Mr Lord, seconded Mr Sutherland, that apologies be recorded on behalf of Mr G Bell, Mr J Hennessy and Mr S Hopcroft.**

**Carried**

**3 Terms of Reference**

To be discussed under General Business.

**4 Confirmation of Minutes of Meeting of 14 June 2022**

*Resolved:*

**Moved Mr Baker, seconded Mr Sutherland, that the minutes of the Waiau Catchment Liaison Committee Annual General Meeting held on 14 June 2022 be confirmed as a true and accurate record.**

**Carried**

**5 Matters Arising**

There were no matters arising from the Minutes.

**6 Appointment of Committee and membership**

Mr Beal assumed the Chair. Mr Beal called for nominations for the position of Chair or Co-Chairs of the Waiau Catchment Liaison Committee.

*Resolved:*

**Moved Ms Legg, seconded Chairman Horrell that Mr P Baker be elected to the position of Co- Chair of the Waiau Catchment Liaison Committee.**

**Carried**

*Resolved:*

**Moved Mr Lord, seconded Chairman Horrell that Mr P Marshall be elected to the position of Co- Chair of the Waiau Catchment Liaison Committee.**

**Carried**

Mr Marshall then assumed the Chair role for the remainder of the meeting, and called for nominations for the Steering Committee.

***Nominations:***

**Moved Mr Baker, seconded Cr Evans that Ms Legg be nominated as a member of the Steering Committee.**

**Moved Mr Baker, seconded Cr Evans that Mr Lord be nominated as a member of the Steering Committee.**

**Moved Mr Baker, seconded Mr Lord that Mr Hopcroft be nominated as a member of the Steering Committee.**

**Moved Mr Baker, seconded Cr Evans that Mr Howden be nominated as a member of the Steering Committee.**

***Resolved:***

**Moved Mr Baker, seconded Cr Evans, that nominations be closed, and that those nominated be appointed as members of the Steering Committee.**

**Carried**

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

Mr Pollard spoke to the Draft Budget for the 2023/24 year presentation slides, and the Draft Budget as circulated in the agenda, noting the following:

- proposed rate rise for entire catchment of 5%, last year's increase was 6%.
- herbicide costs increased by 42%.

***Resolved:***

**Moved Mr P Baker, second Mr P Marshall that the proposed budget be approved and draft budget costs increase by 5%.**

**Carried**

## **8 Catchment Report**

Mr P Pollard the presented Catchment report and talked to his PowerPoint slides, the report is available on file, noting the following:

- needing to conduct LIDAR survey to obtain a better understanding of what gravel is there, and provide information for resource consents for future extraction. LIDAR survey costs are high and would be required prior to a resource consent application.



- trial by Wrays Bush Concrete and Department of Conservation at the Wrays Bush Bridge site yielding encouraging results with regards to gravel and maintaining habitat.
- meeting to be held with Department of Conservation, Fish & Game, Liaison Committee, Environment Southland and Waiiau Trust on how to address erosion issues, and improve river management. Extend invitation to Meridian Energy Ltd.
- trial occurring at Whitestone in conjunction with Department of Conservation and Fish & Game in relation to gravel management is working well.
- after lengthy discussion regarding ownership of flood bank asset in the Tuatapere township, it was proposed that Environment Southland lead an initiative to resolve this with the community stakeholders, including Southland District Council, Department of Conservation and Land Information New Zealand.
- discussion occurred regarding the tree removal, currently work in progress, at the Clifden Suspension bridge.

**Resolved:**

**Moved Mr A Lord, seconded Cr P Evans that Environment Southland take a leadership position and call a meeting of all community stakeholders to resolve the ownership and ongoing maintenance questions in relation to the Tuatapere township stopbanks.**

**Carried**

Mr R Beal provided a PowerPoint presentation on the Future Climate Change Predictions and spoke to his slides. A copy of the presentation slides are available on file, noting the following:

- Presentation of 3 areas of work in progress:
  - o Rates Review
  - o Infrastructure Strategy review – a 30 year document.
  - o Committee feedback relating to what does the Committee want to be included in the Infrastructure Strategy for the next 30 years.
- Climate Change data was presented in relation to increased rainfall predictions and impacts on rivers and floodbanks.
- Asked the Catchment Liaison Committee to commence thinking about planning for the future assets for consultation in the LTP, consultation documents to be completed by February/March 2024.

**8 General**

**Terms of Reference:** Mr Marshall spoke to the Terms of Reference for the committee - noting the following:

- the first Terms of Reference were set up in 1979. This Committee was established in 1996 after the signing of the Waiiau Agreement. The Terms of reference were inherited by the Committee;
- in 2020 a new Terms of Reference were generated with some consultation, however the concerns of the Waiiau Catchment were not considered.

- the Catchment Co-Chair has met with Environment Southland and sought to define a revised Terms of Reference that will recognise what the Committee does. This will involve the Steering Committee and Co-Chairs and Environment Southland staff.
- it is envisaged there be a revised version for the next Annual General Meeting to consider and potentially ratify.

***Environmental Challenges facing Murihiku Southland:*** Ms Lawton and Ms Agate talked to this presentation (a copy of the presentation has been kept on file). The presentation:

- provided an overview of the Catchment Integration team - who they are and what they do including:
  - o riparian planting advice – what and how to plant.
  - o pilot for Freshwater Farm Plans
  - o EnviroSchools
  - o pollution and forestry education and compliance.
  - o working with Federated Farmers regarding winter grazing
  - o land management advice and information
  - o forestry
  - o planting plans similar to riparian plans, more sheltering plants
  - o assistance with Environmental Farm plans
  - o projects include Intensive Winter Grazing, working with partners and communities
  - o Southland Riparian Planting Project – working with Catchment Operations team
- Key Waiau Projects:
  - o Waiau E Class Riparian Fencing Fund
  - o Home Creek Restoration Project
  - o Hill Country Erosion Fund

Discussion occurred regarding aligning all the plans or requirements of the different Government entities that farmers currently have to complete and manage.

## 9 Termination

As there was no further business, the meeting was closed at 2.32 pm.

1. **Waiau River**

The 30 June 2023 balance is \$1,287,974 which is \$81,371 lower than the previous year's balance.

Berm fence work involving maintenance and repair of the existing fence and construction of new sections of fence is an ongoing commitment. Works programmed for the 2023/24 year included control of noxious plants and maintenance of the berm fence and establishment of riparian fencing. The riparian fencing project has continued to be popular with landowners who have undertaken fencing projects on their properties within the catchment and the programme is underway. A similar amount of work is envisaged for the 2024/25 year.

Aerial and ground-based spraying of the riverbed to control vegetation that may impede the free passage of flood flows will be carried out from the Waiau Mouth to the Mararoa Weir. The estimated area to be sprayed is 300 hectares.

Development of a 10-year plan to address erosion and other issues at several locations on the lower to mid-reaches of the main river has stalled. This needs to be discussed as problems such as uncontrolled willow growth on the river banks will eventually develop into a situation that affects the whole catchment and a program to address this should be started as soon as possible. The erosion sites identified after the 2019 & 2020 flood events don't appear to have gotten a lot worse after last September's flood but there remains no ability to address problem sites or even maintain the works that were repaired following the 2019 event other than to dip into reserve funds.

The Bluecliffs river erosion continues to be an ongoing issue for staff. Efforts to open a cut to the sea directly in line with the river have been unsuccessful with recent high tides throwing too much material back into the cut and preventing the river from establishing a permanent channel. It is worth noting that the costs associated with the monitoring and physical works aren't coming out of Waiau Rating District funds.

***Effect of inflation on works***

Catchment rate increases have been kept to a minimum for some time. However, staff would advise increasing river works operational budgets that will be directly affected by increasing machinery hire costs such as channel maintenance, tree planting and structure maintenance. This will allow work to continue at the same level it has been, or allow for some building of reserves.

2. **Orawia River**

Programmed willow maintenance and erosion control works. This catchment would benefit from an increase in rates to offset inflationary cost increases.

3. **Sharpridge Stream**

Programmed willow maintenance, planting and erosion control.

4. **Lilburn Stream**

Programmed willow maintenance and tree planting.

5. **Wairaki River**

Programmed willow maintenance, planting and erosion control.

6. **Fenham Stream**

Programmed willow control.

7. **Boundary Creek**  
Programmed willow control.

The draft budget for 2024/25 is set out below:

*All sums exclude GST*

<b>River Works</b>		<b>2022/23 Budget</b>	<b>2022/23 Actual</b>	<b>2023/24 Current Budget</b>	<b>2024/25 Draft Budget</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Revenue	Rates - Separate	705	705	705	621
	Local Contributions Received	325,000	378,030	356,436	376,040
	Investment Income Allocated	16,500	165	655	(218)
	Insurance Recoveries	-	1,425	-	-
Income total		<b>342,205</b>	<b>380,324</b>	<b>357,796</b>	<b>376,443</b>
Expenditure	Fairway Spraying	131,334	186,797	152,000	171,174
	River Works	-	2,674	-	-
	Channel Maintenance	-	5,522	-	-
	Fence Maintenance	80,737	93,929	86,000	90,730
	Cost of Works Miscellaneous	45,000	29,714	47,700	55,356
	Floodwarning	13,495	13,500	13,495	-
	Support Costs	53,718	53,906	60,030	-
Expenditure total		<b>324,284</b>	<b>386,042</b>	<b>359,225</b>	<b>317,260</b>
Transfer to (from) Reserves		-	17,922	(1,429)	59,183
<b>Net Movement</b>		<b>17,921</b>	<b>23,640</b>	<b>-</b>	<b>-</b>

<b>Land Drainage</b>		<b>2022/23 Budget</b>	<b>2022/23 Actual</b>	<b>2023/24 Current Budget</b>	<b>2024/25 Draft Budget</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Revenue	Rates - General	-	-	-	-
	Rates - Separate	67,751	67,704	71,020	68,361
	Local Contributions Received	68,276	85,776	71,633	69,066
	Investment Income Allocated	33,500	47,489	53,836	38,856
Income total		<b>169,527</b>	<b>200,969</b>	<b>196,489</b>	<b>176,283</b>
Expenditure	Channel Maintenance	207,674	221,032	215,956	242,643
	Cost of Works Miscellaneous	-	26,306	-	-
	Contribution to Science Estuaries	25,000	25,000	26,750	-
	Support Costs	28,652	26,412	29,793	-
Expenditure total		<b>261,326</b>	<b>298,750</b>	<b>272,499</b>	<b>242,643</b>
Transfer to (from) Reserves		-	(66,800)	-	-
Use of Surplus		-	25,000	26,750	66,360
<b>Net Movement</b>		<b>91,799</b>	<b>5,981</b>	<b>49,260</b>	<b>-</b>

<b>Carry-Forwards</b>	
Opening Balance at 1 July 2022	\$1,342,594
Net movement as above	\$29,621
Use of accumulated surplus	\$25,000
<b>Closing Balance 30 June 2023</b>	<b>\$1,287,974</b>
<b>2024/25 Funding</b>	
Local Contribution (Meridian)	\$445,106
Use of accumulated surplus	\$66,360
Income from Interest	\$38,638
Income from Separate Rates	\$68,982
<b>Total Budgeted Funding 24/25</b>	<b>\$486,366</b>
(2023/24 Separate Rates \$71,725)	
<b>2024/25 Disaster Reserve</b>	
Balance Disaster Reserves at 30 June 2023	\$1,471,868
Plus contributions 2023/24	\$59,183
Estimated interest received	\$44,156
Transfer from reserve to Waiau Special Projects	\$66,800
<b>Forecast Disaster Reserve at 30 June 2024</b>	<b>\$1,508,407</b>
<b>Waiau Special Projects</b>	
Balance Waiau Special Projects at 30 June 2023	\$930,263
Plus contributions 2023/24	\$66,800
Estimated interest received	\$27,908
Estimated expenditure	\$26,750
<b>Forecast Balance at 30 June 2024</b>	<b>\$998,221</b>

**Waiau Catchment Liaison Committee  
at 7 September 2023**

<b>Name</b>
Peter Baker and Paul Marshall, <b>Co-Chairs, Waiau Catchment Liaison Committee</b>
Rosanne Allen
Linsey Bennett
Bevan Collie
Charlie Copeland
Quintin Erskine
Andrew Feierabend
Peter Fowle
Richard Greer
Alan Harris
James Hennessy
Garry Hopcroft
Anne Horrell
Peter Horrell
Bruce Howden
Chis Howden
John Knowler
Rohan Knowler
Nessa Legg
Ray Lindsay
Andrew Lord
Chris McIntosh
John Minty
Thomas O'Brien
Nathan Parris
R & T Slee
Kevin Sutherland
Jim & Shirley Whyte