

Our Reference: A1060621

5 April 2024



**The Members  
Waituna Catchment Liaison  
Committee**

### ***Notice of Meeting***

The **Annual General Meeting of the Waituna Catchment Liaison Committee** will be held on **Tuesday, 23 April, 2024** at the **Gorge Road Clay Target Club, 13 Waituna Lagoon Road, Kapuka South, at 1.00 pm**. The meeting will conclude with a small afternoon tea.

## **Agenda**

1. Welcome
2. Apologies
3. Terms of Reference (attached)
4. Minutes of meeting of 14 February 2023 (attached)
5. Matters arising
6. Chairs Report
7. Appointment of Committee and membership
8. Catchment report
9. Financial report – 2023/24 and proposed 2024/25 (attached)
10. General Business
  - a. Long-term Plan 2024-34
    - i. Infrastructure Strategy 2024-54
    - ii. Proposed Rates Review
    - iii. Other matters
    - iv. Consultation information
  - b. Showcasing the catchment - *Presentation by ES Catchment Integration*

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.

Ewen Pirie and Carl McCrostie  
**Co-Chairs**

Enclosed for your information:

1. Terms of Reference *(Page 3)*
2. Minutes of 14 February 2023 Waituna Catchment Liaison Committee meeting *(Page 6)*
3. Financial report *(Page 11)*
4. List of members *(Page 14)*

## Terms of Reference

Waituna 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 Waituna Catchment Liaison Committee  
Annual General Meeting, held at Oteramika Hall, Cnr  
Waituna Road and Kapuka North Road on  
Friday, 17 February 2023, at 11.00 am.**

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<b>Present:</b>	Mr E Pirie	(Waituna) (Co-Chair)
	Mr C McCrostie	(Waituna) (Co-Chair)
	Mr R Botting	(Waituna)
	Mr R McCrostie	(Waituna)
	Ms J McCrostie	(Waituna)
	Ms K Robertson	(Waituna)
	Mr M van Rossum	(Waituna)
	Mr J Ballantine	(Waituna)
	Mr L Ballantine	(Waituna)
	Mr W van Rossum	(Waituna)
	Mr T Tatham (Jnr)	(Waituna)
	Ms G Munro	(Waituna)
	Mr R Munro	(Waituna)
	Ms J Crack	(Waituna)
	Mr D Crack	(Waituna)
	Mr T Fogarty	(Waituna)
<b>In Attendance:</b>	Mr C Duncan	(Fonterra)
	Mr Z Moss	(Fish & Game)
	Cr J McPhail	(Environment Southland)
	Cr J Pemberton	(Environment Southland)
	Cr P McDonald	(Environment Southland)
	Ms F Young	(Catchment Integration Manager)
	Mr C Smith	(Team Leader, Catchment Integration)
	Mrs T Hawkins	(Chief Financial Officer)
	Mr D Connor	(Team Leader, Catchment)
	Mr C King	(Works Supervisor)
	Ms S Gray	(River Engineer Officer, Catchment)
	Mrs E Kini	(Personal Assistant – Minutes)
	Ms M Geldenhuys	(Personal Assistant)

**1 Welcome (*Haere mai*)**

Co-Chair Mr Pirie welcomed attendees to the meeting and provided the following Co-Chair Report:

- Bank stabilisation work not carried out to date.
- Advised Cain Duncan will provide update on Sediment Ponds.
- Stakeholders rarely attend these meeting, some of whom are absent today.

**Environment Southland** is the brand name  
of Southland Regional Council

- Lagoon consent is not a concern of this meeting. Application has been made to Department of Conservation to facilitate opening of lagoon to sea. Received a reply 14 December 2022 that it is in progress, no action to date.

Co-Chair Mr McCrostie provided the following Co-Chair Report:

- Attended the November 2022 Liaison Committee Chairs meeting, which included an operational session on finance, insurance and Southland's stopbank network.
- This was followed by a strategy session to see how Liaison Committees and stakeholders could work together. Still waiting for an outcome of this exercise.
- Liaison Committee Chairs asked what was going well and not so well, advised that the relationship with Catchment Operations (C King) is going well, however the obstruction from other external stakeholders and the impacts relating to farmers and committee members regarding addressing erosion repair, bank stabilisation and sediment issues were not going as well.
- Advised Iwi's preference is not using rock erosion repair, due to cultural protocols.

**Resolved by Consensus:**

**That the Co-Chairmen's reports be noted.**

**Carried**

## **2 Apologies (Nga Pa Pouri)**

**Resolved by Consensus:**

**Apologies be recorded on behalf of Chairman N Horrell, Mr B Pirie, Mr L McCallum, Cr L Ludlow, Mr P Hulse, Mr R Beal and Mr N Perham.**

**Carried**

## **3 Terms of Reference**

Cr McPhail clarified that the Terms of Reference, circulated with the agenda, are provided for the information of those attending and can be read prior to the meeting but are not be an agenda item.

## **4 Confirmation of Minutes of Meeting of 23 September 2022**

**Resolved by Consensus:**

**That the minutes of the Annual General Meeting of the Waituna Liaison Committee Meeting held on 23 September 2022 be taken as read and be accepted as a true and accurate record.**

**Carried**

## 5 Confirmation of Record of Meeting of 20 May 2022

***Resolved by Consensus:***

**That the Record of Meeting of the Waituna Catchment Liaison Committee held on 20 May 2022 be taken as read and be accepted as a true and accurate record.**

**Carried**

## 6 Matters Arising

Cr McDonald asked if additional Committee Members had been added throughout the year and was advised that no additional Committee Members joined.

## 7 Appointment of Committee and Membership

Mr Connor called for nominations for the position of the Co-Chair of the Waituna Catchment Liaison Committee.

***Resolved:***

**Moved Mr Ballantine, seconded Ms Munro that Mr E Pirie and Mr C McCrostie be elected to the positions of Co-Chairmen of the Waituna Catchment Liaison Committee.**

**Carried**

The Co-Chair, Mr E Pirie, called for nominations for the positions of Committee Members of Waituna Catchment Liaison Committee.

***Resolved:***

**Moved Mr R McCrostie, seconded Mr M van Rossum that the Waituna Catchment Liaison Committee comprise of the following Mr L Ballantine, Mr R Botting, Mr B McKenzie, Mr B Pirie and Mrs G Munro, and that the Committee have the authority to co-op other members in the future.**

**Carried**

***Resolved:***

**Moved Mr Ballantine and seconded Mr R Botting that Cr J Pemberton be included as a member of the Catchment Liaison Committee.**

**Carried**



## 8 Financial Report – 2021/22 and proposed 2022/2023

Mrs T Hawkins spoke to the Draft Budget for the 2023/24 year presentation slides, as circulated in the agenda, which included:

- recommendation to the committee to agree to a 6% increase, clarifying the increase is on the A, B and C rates.
- Clarification of incorrect coding to direct and support costs last financial year, will be coded correctly moving forward.

**Resolved:**

**Moved Mr R McCrostie and seconded Mr R Munro that the Financial Report 2022/23 be noted and the proposed 2023/24 budget increase be 6% as discussed. To also include an Integrated Catchment Plan.**

**Carried**

## 9 Catchment Report

Mr D Conner presented the Catchment Report and talked to the presentation slides (which Mr Connor acknowledged had been presented before) including:

- Work Program 2022-23 updating on bank stabilisation work, commencing in March 2023.
- Mechanically cleaning out three Tributaries (Jordan, Maher, and Armstrong).
- Drainage Maintenance with potentially \$50,000.00 worth of work to complete plus additional fish recovery of \$12,000.00 with a budget of \$41,000.00.
- Prioritisation is required on where work is carried out and when. This is being managed by Mr Connor and Mr King.
- Direct Cost increases impacting budget including a 10 -13% increase in Contractors rates, and spraying/herbicide costs have increased by 40%.
- Discussion regarding Fish and Game contribution financially to fish recovery.

Discussion from the floor included:

- Background on the property displayed in the slide presentation, raised the issue of miscommunication between the different stakeholders.
- Recent consultation and communication with Z Moss from Fish & Game.
- Z Moss recommended a whole catchment plan between all stakeholders, so issues can be managed collaboratively.
- Integrated Catchment Plan implementation including Iwi's agreement.
- Cleaning occurring more regularly to reduce cleaning time.

C Duncan provided an update on Sediment Ponds for the Waituna Tributary, which construction is to be completed by April 2023. The discussion focused on maintenance matters.

## 10 General

### **Environmental Challenges facing Murihiku Southland**

Mr C Smith and Mrs F Young talked to the presentation slides (a copy of the presentation will be kept on file) including:

- Work carried out by the Catchment Integration Team, specifically in the Waituna Catchment.
- Bank stabilisation work, including clarification on rock not being used in specific areas.
- Draft proposal for a Catchment Erosion Plan, Waituna being the pilot which includes
- How land owners want to be involved/communicated to and working with Liaison Committee's moving forward effectively.
- Cr P McDonald has replaced L McCallum on the Whakamana te Waituna Trust.
- Recommendation of a Terms of Engagement on how to work together, commence mending relationships including with the Wkamana te Waituna Trust, Department of Conservation, Fish & Game and Iwi.
- Motivated to have engaged farmers/landowners working together with Environment Southland and stakeholders.

### **Other**

Discussion occurred re the Lagoon opening Consent. Co-Chair Pirie advised this was not the correct forum for this discussion as it is not part of this Committee's brief. Mr Pirie provided a brief update, advising Iwi, Department of Conservation and Environment Southland have not met to discuss at this point in time.

## 11 Termination

As there was no further business, the meeting was closed at 12.56 pm.

### **Works Summary 2022/23**

#### **Land drainage**

Work in the Waituna rating district for 2022-23 involved the inspection Of the Jordan and Maher Tribs following service requests. It was determined after inspection that mechanical cleaning should be undertaken in some parts of the tribs, until the budget was exhausted. Note following the work not all the Maher and Jordan sections were completed due to budget constraints.

#### **Bank stabilisation**

Following a meeting with the Waituna Liaison Committee on the properties of Ray and Carl McCrostie work was undertaken at selected bank eroding sites. Noting previous conversations with Stakeholder groups that they were keen to see a different approach trialled which was agreed to by McCrostie's. The approach involved not using rock for edge protection, inside bend aggradation was to be removed and eroding/overhanging bank stabilised and re-grassed. During the work it was noted that some of the material from the inside bends was able to be used to recontour a batter to help stabilise the eroding outside bend banks. Sediment and weed build-ups were also removed from the substrate in these areas where required. While adding protection to valuable farmland and helping to reduce sediment being transported into the sensitive receiving environment, the work also in line with the concept of giving the river more room to be a river. There were some concerns noted with this approach such as not rocking corners, which may erode in future flood events particularly as inside bends aggrade. Note this approach was less expensive with money being able to be carried over in the bank stabilisation rate for the next years work.

### **Works Summary 2023-24**

#### **Land drainage**

Following requests for service from landowners and subsequent inspection by Catchment Ops staff was large accumulations of matted weed and sediment were noted The Armstrong was mechanically cleaned. The remaining sections of the Maher and Jordan tribs have been completed. A section of the main channel of the Waituna stream has been inspected and is being mechanically cleaned due to sediment and weed accumulation until the budget is exhausted. A dedicated Fish recovery person is employed when mechanical intervention is occurring.

#### **Bank stabilisation**

It was determined through local knowledge and subsequent inspection that the McSwag property has a significant amount of river corridor and some large areas of bank degradation. The Waituna Liaison Committee met on site and agreed to have bank stabilisation work underta on this property during the 2023-24 year. Initiatives such as giving the river more space to meander, removing bank sediment that had eroded onto the substrate and re-establishing eroding banks and removal of sediment on inside bends, moving fences back were discussed and agreed upon. ES staff met with McSwag property owners who were keen to carry this work on at their own expensive (60K) after the budget was exhausted. There is still likely to be work to do in this area, but this is an amazing contribution to the project and they should be commended for this.

### Waituna Lagoon Opening

While not part of our usual activities in Waituna, Catchment Operations were asked to open the Waituna Lagoon at short notice under Emergency powers due to ecological concerns. A plan was put together with local input from Ewan Pirie, Works Supervisor Craig King and other ES staff. Ewan Pirie deserves a special mention for his extensive local knowledge and input into the work Plan design. Councillor Pemberton was also on hand and very supportive throughout the process. The work plan was also peer reviewed by retired Catchment Engineer Joe Chisholm who has extensive local and national knowledge on sea/river openings. Note also that the opening was undertaken at a different location (the fence) and when the lagoon was considerably lower (1.4m) and was subsequently successful in helping in reducing the effects of nutrients.

Note in the Waituna budget (2023-24) General expenses costs of \$11,002 for the opening are to be transferred from Waituna lease reserves in the future.

### ***Effect of inflation on works***

Catchment rate increases had been kept to a minimum for some time. Inflation is continuing, putting pressure on all costs, particularly the land drainage budget. We are again recommending an increase to the works budget to allow our service delivery to keep up with requests for service/maintenance expectations.

#### ***All sums exclude GST***

		<b>2022/23</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
		<b>Budget</b>	<b>Actual</b>	<b>Current</b>	<b>Draft</b>
		<b>\$</b>	<b>\$</b>	<b>Budget</b>	<b>Budget</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Revenue	Rates - General	9,807	8,919	10,633	9,174
	Rates - Separate	88,259	88,281	95,423	82,562
	Investment Income Allocated	300	1,621	1,597	1,486
Income total		<b>98,366</b>	<b>98,820</b>	<b>107,653</b>	<b>93,222</b>
Expenditure	Channel Maintenance	37,523	41,804	41,275	46,376
	Bank Reconstruction Mtce	39,148	8,663	41,693	46,845
	Support Costs	24,348	38,722	24,686	-
Expenditure total		<b>101,019</b>	<b>89,188</b>	<b>107,654</b>	<b>93,221</b>
<b>Net Movement</b>		<b>2,653</b>	<b>9,632</b>	<b>1</b>	<b>1</b>

<b>Carry-Forwards</b>	
Opening Balance at 1 July 2022	\$39,912
Net movement as above	\$9,632
<b>Closing Balance 30 June 2023</b>	<b>\$49,544</b>
<b>Estimated 2023/24 movement</b>	
Income from General Rates	\$10,633
Income from Separate Rates	\$95,423
Income from Interest	\$1,597
Expenditure	\$107,654
<b>Estimated Closing Balance 30 June 2024</b>	<b>\$49,543</b>
<b>Lease Area Reserves</b>	
Lease Area Balance as at 30 June 2023	\$64,431
<b>2024/25 Funding</b>	
Contribution	
Income from Interest	\$1,486
Income from General Rates	\$9,174
Income from Separate Rates	\$82,562
<b>Total Budgeted Funding 24/25</b>	<b>\$93,222</b>
(2023/24 Separate Rates \$95,423)	

**Waituna Catchment Liaison Committee List of Members  
at 13 January 2023**

<b>Name</b>
Ewen Pirie and Carl McCrostie, <b>Co-Chairs, Waituna Liaison Committee</b>
Mr Lindsay Ballantine
Mr Rex Botting
Lloyd J McCallum
Ray McCrostie
Blair McKenzie
Gay Munro
Bevan Pirie