

Our Reference: A1060608

19 March 2024



**The Members  
Aparima Catchment Liaison  
Committee**

***Notice of Meeting***

The **Annual General Meeting of the Aparima Catchment Liaison Committee** will be held on **Tuesday, 26 March 2024** in the **Southland District Council & District Library, Otautau.**

A light lunch will be provided from 1.00pm, meeting starts at **1.30pm.**

**Agenda**

1. Welcome
2. Apologies
3. Terms of Reference (attached)
4. Minutes of meeting of 24 February 2023 (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 Business
  - Long -Term Plan 2024-34
    - Infrastructure Strategy 2024-54 – Randal Beal
    - Proposed Rates Review – Tanea Hawkins
    - Other matters
      - CLC Terms of Reference
    - Consultation information
  - Showcasing the catchment, presentation by Catchment Integration.
    - ACE – Aparima Catchment Group Update
11. Meeting close.

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.

Grant McGregor  
**Chair**

Enclosed for your information:

1. Terms of Reference *(Page 3)*
2. Minutes of meeting 24 February 2023 of the Aparima Catchment Liaison Committee *(Page 6)*
3. Financial report *(Page 10)*
4. List of members *(Page 12)*

## Appendix 1: Terms of Reference

Catchment Liaison Committee (Aparima 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.

**Appendix 2: Minutes of the Aparima Catchment Liaison  
Committee Annual General Meeting, held at SDC  
Council & District Library, 176 Main Street, Otautau  
Friday, 24 February 2023, at 9.30 am.**

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<b>Present:</b>	Mr G McGregor	(Chair)
	Mr A Brown	
	Mr E Mathieson	
	Mr G Saunders	
	Mr H Boyd	
	Mr G Kidd	
	Mr J Ingram	
	Ms L Shaw	
	Mr E Mabonga	
	Mr L Baird	
	Mr C Lawry	
	Mr D Fraser	
	Mr A De Wolde	
	Mr M Beattie	
<b>In Attendance:</b>	Ms R Halder	(Thriving Southland)
	Ms B Aitken	(Thriving Southland)
	Cr P McDonald	(Environment Southland)
	Cr L Ludlow	(Environment Southland)
	Cr P Evans	(Environment Southland)
	Mr R Beal	(Environment Southland)
	Mr D Connor	(Environment Southland)
	Mr C King	(Environment Southland)
	Miss S Gray	(Environment Southland)
	Ms E Lawton	(Environment Southland)
	Ms N Bulling	(Environment Southland)
	Ms J Lloyd	(Environment Southland)
	Mrs M Wass	(Personal Assistant – Minutes)
	Ms M Geldenhuys	(Personal Assistant)

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

The Chairman welcomed all attending the meeting. Mr G McGregor read his Chairman's report, a copy of which has been retained on file (A885466).

## 2 Apologies (*Nga Pa Pouri*)

***Resolved:***

Moved Mr G McGregor, seconded Mr J Ingram, that apologies were recorded on behalf of Mr Z Moss (Fish and Game), Mr J McKenzie, Mr H Ryan, Mr F Drummond, Mr W Egan, Mr J Hayward, Mr A Simpson, Mr P Turner, Mr J White, Mr S Wills and Mr D Wohlers.

Carried

## 3 Terms of Reference

No comments were made on the terms of reference.

## 4 Confirmation of Minutes of Meeting of 24 May 2022

***Resolved:***

Moved Mr G McGregor, seconded Mr M Beattie, that the minutes of the Aparima Catchment Liaison Committee Annual General Meeting held on 24 May 2022 be confirmed as a true and accurate record.

Carried

## 5 Matters Arising

No matters arising.

## 6 Appointment of Committee and membership

At this time Mr Connor assumed the chair and called for nominations for the Chairman of the Aparima Catchment Liaison Committee.

***Resolved:***

Moved Mr P Taylor, seconded Mr M Beattie, that Mr Grant McGregor be elected to the position of Chairman of the Aparima Catchment Liaison Committee.

Carried

Mr McGregor assumed the Chair.

***Resolved:***

Moved Mr G McGregor, seconded Mr M Beattie that those present, together with all those who had lodged apologies for the meeting, and those on the mailing list, should constitute the members of the Aparima Catchment Liaison Committee.

Carried

## 7 Catchment and Financial Report – 2022/23 and proposed 2023/24

Mr Connor provided a detailed presentation (which would be retained of file) that included the 2022/23 and 2023/24 work maintenance programmes and the financial report. He highlighted the following:

- the Linz spraying areas and hectares covered;
- the replacement of the second woodstave culvert during the 22/23 period and the replacement of the third culvert during the upcoming 23/24 period;
- stopbank defects and the priority system;
- willow layering in Avondale and Otautau stream willow removal
- Anderson beach channel debris removal and rock work;
- Vegetation spraying, concentrating on vegetation build up and re-growth.

It was noted that due to rising contractor (10-13%) and product prices (40%), despite a proposed rate increase of 6% this would not be sufficient to keep up with the work required.

Ms Lloyd gave a brief overview of the budgets to date and explained the correlation between asset valuations and increasing insurance costs.

### ***Resolved:***

**Moved Mr C Lawry, seconded Mr A De Wolde that the 2023/24 works budget for the Aparima Catchment Liaison Committee be approved and the catchment operations rate be increased by 6%.**

**Carried**

### **Potential Bylaw Changes**

Mr Connor explained the potential bylaw changes and clarified the following:

- removal of vegetation and lower stock numbers on the banks would allow for re-fencing of the stop bank to further protect the structural integrity;
- all land owners should consider a stop bank plan when coming into wintering. This could include grazing options and ideas for better practice;
- informational flyers had been beneficial to some landowners and staff would continue to improve communication methods.

Mr Beal presented on the future of climate change and flood events. He elaborated on the meaning behind the data and how assets would need to be future proofed to lessen the risk of flood events. It was noted that it would be an expensive task but if planning was started early the cost could be spread more evenly over generations. A discussion took place on what the committee would like to see happen with their assets and the following was noted:

- there is a need to invest in data for medium and long-term solutions;
- managed retreat, adapting the land for 'living with a flood' and better evacuation zones would be good starting points for future proofing.



## 8 Catchment Report

Ms Lawton explained the Catchment Integration Teams role and gave a detailed presentation that included their key projects (Crack Willow Project on the Pourakino, Baleage Wrap Recycling and MfE Freshwater Farm Plan Pilot). She also introduced Nicola Bulling as the key liaison person for the Aparima catchment.

## 8 General

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

A presentation was available on this, if interested contact the Catchment Integration Team.

### **Other Business**

It was noted that a large area was being missed during gorse spraying in the Hamilton burn and McKenzie covenant. Gorse had been spreading to neighbouring areas and attempts to maintain had come at significant cost with little to no progress being made. Staff advised they would look into the matter.

Concerns were raised over an influx of Canadian geese in the upper Aparima as well as near Lake George. They had been destructive to water ways and vegetation and Staff advised they would discuss the matter with the Biosecurity Team. It was also noted that the catchment groups who were having similar issues could come together and form a petition to Environment Southland that could be included in the Long Term Plan.

### **Thriving Southland**

Ms Rachael Halder spoke to the committee and explained the role of Thriving Southland throughout the multiple catchment groups within the Aparima FMU. She noted that if land owners had any projects in mind, they could contact Thriving Southland for assistance and possible funding.

## 9 Termination

As there was no further business, the meeting was closed at 11:55 am.

**Appendix 3: Draft Budget Aparima Catchment Rating District  
2024/25  
(Compiled by David Connor, Team Leader Catchment)**

2023-24

The Aparima catchment received the largest flood event during September 21<sup>st</sup> -24<sup>th</sup> 2023, since the construction of the stopbanks in 1988. The flow at Dunrobin recorded 303 cumecs (23-year return period) with the worst effected area being the Upper Aparima which recorded 102mm of rainfall in a 24 hour period. The Hamilton Burn flow was estimated at 294 cumecs (92 year return period). This resulted in damage to stopbanks, overtopping, bank erosion and dislodged/damaged willows. A significant stopbank breach (140m) occurred in the Avondale area. Under emergency works a cut was made to realign the river away from the stopbank in order to be able to re-build the and stabilise the situation for future events. The cost of this work was \$60,000 for the work with retrospective resource consent costs to be added at the writing of this report.

The Otautau Stream flood fairway and the bridge at Otautau were assessed as a concern in a future flood event. As part of flood protection for the town the bridge needs to be sandbagged due to the bridge height being lower than the stopbanks. There has been a gradual but notable accumulation of rank matted grass and associated sediment in the flood fairway above, around and below the bridge. It was estimated by an engineer that this build-up could be reducing the overall flood capacity in this area by up to 30%. It had been noted that during the 1980's flood, water flowed over the bridge and subsequently flooded the town. A decision was made in consultation with the Aparima Liaison committee that the reduced flood capacity needs to be addressed immediately. Work was immediately undertaken that involved mulching the rank grass, removing accumulated sediment, levelling the site, then re-sowing with a lower profile more binding grass species.

Following the September 2023 flood, the overall volume of work needed to be undertaken by Works Supervisor Craig King and contractors was considerably greater than a normal year. Due to the increased costs needed to address post flood works, a request for additional funding from the Aparima reserves of \$100,000 was approved by the Aparima Liaison Committee and Council.

In addition, an engineering opinion stated that the Otautau banks and Otautau stream flood fairway should be inspected and mowed regularly as part of the floodway maintenance program. The costs of mowing aren't part of the current budget and are estimated to be approximately \$20,000 with up to 4 times annually. The recommendation is that a budget for this considered, set up and approved. Environment Southland is still working with Southland District Council on a plan to remove trees from the SDC land on the stopbanks in Otautau. Obviously, these sections of banks can't be mowed until the trees are removed.

2022-23

Work program actual budget costs during 2022-23 were generally close to budget. Of note the structure maintenance budget was under spent due to the planned replacement of a large woodstave culvert not being undertaken. This work has now been completed in the 2023-24 year.

The draft budget budgets for the 2024/25 year are shown in the tables on the following pages for your consideration.

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 - General	117,987	115,122	131,981	-
	Rates - Separate	315,696	316,293	338,079	306,606
	Local Contributions Received	-	40,928	-	-
	Investment Income Allocated	6,000	20,089	20,515	17,881
<b>Income total</b>		<b>439,683</b>	<b>492,433</b>	<b>490,575</b>	<b>324,487</b>
Expenditure	Cost of Works Insurance	7,874	11,914	15,395	15,825
	Fairway Spraying	109,139	116,437	120,053	126,600
	River Works	150,081	145,345	165,089	174,075
	Channel Maintenance	-	3,740	-	-
	Structure Maintenance	60,000	15,721	64,200	-
	General Expenses	-	1	-	-
	Stopbank Inspections	-	231	7,571	7,987
	Depreciation Expense	2,600	-	2,600	-
	Transfer from Waimatuku Drainage District	9,213	9,213	9,213	-
	Floodwarning	31,640	31,644	31,640	-
	Support Costs	87,563	93,455	93,240	-
<b>Expenditure total</b>		<b>439,684</b>	<b>409,276</b>	<b>490,575</b>	<b>324,487</b>
<b>Net Movement</b>		<b>1</b>	<b>83,157</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	7,416	4,217	7,952	5,981
	Rates - Separate	62,547	62,666	65,199	53,832
	Investment Income Allocated	4,200	6,331	6,369	5,708
	Other External Income	-	7,972	-	-
<b>Income total</b>		<b>74,163</b>	<b>81,186</b>	<b>79,520</b>	<b>65,521</b>
Expenditure	Solicitors Fees	-	10,040	-	-
	Channel Maintenance	53,014	19,249	58,315	65,521
	Cost of Works Miscellaneous	-	3,750	-	-
	General Expenses	-	770	-	-
	Support Costs	21,149	16,338	21,199	-
<b>Expenditure total</b>		<b>74,163</b>	<b>50,146</b>	<b>79,514</b>	<b>65,521</b>
<b>Net Movement</b>		<b>-</b>	<b>31,040</b>	<b>6</b>	<b>-</b>

**Appendix 4: Aparima Catchment Liaison Committee List of Members  
at 29 May 2023**

<b>Name</b>
Grant McGregor - <b>Chair, Aparima River Liaison Committee</b>
L J & D C Baird
Michael Beattie
Howard & H R Boyd
Allan Brown
Albert de Wolde
Grant Dickson
Fraser Drummond
Dave Edge
William Egan
Robert Flett
Doug Fraser
John (David) Gray
Peter Gutsell
John Haywood
Geoff Kidd
Colin Lawry
Graeme Lynch
Edwin Mabonga
Ewen Mathieson
Clarke McKenzie & Fiona Young
Jim McKenzie
Tony Miles
Josie Reid
Hamish Ryan
Lisa Shaw
Alistair Simpson
Paul Turner
Peter Turner
Frank van Miltenburg
John White
Scott Wills
David Wohlers

<b>Carry-Forwards</b>	
Opening Balance at 1 July 2022	\$672,088
Net movement as above	\$114,197
<b>Closing Balance 30 June 2023</b>	<b>\$786,285</b>
<b>2024/25 Funding</b>	
Contribution from Waimatuku	-
Income from Interest	\$23,589
Income from General Rates	\$5,981
Income from Separate Rates	\$360,438
<b>Total Budgeted Funding 24/25</b>	<b>\$390,008</b>
(2023/24 Separate Rates \$403,278)	
<b>Lease Area Reserve</b>	
Aparima Lease Area Balance as at 30 June 2023	\$40,247
<b>Disaster Reserve</b>	
Balance Disaster Reserves at 30 June 2023	\$645,536
Estimated interest received	\$19,366
<b>Forecast Disaster Reserve at 30 June 2024</b>	<b>\$664,902</b>
LINZ biosecurity funding contribution to the Aparima River	\$TBC