



Notice is hereby given that a Meeting of the Matuku Water Supply Subcommittee will be held on:

**Date:** Monday, 9 December 2019  
**Time:** 3pm  
**Meeting Room:** Mr H Ryan, Staff Quarters, Mossburn/Wreys  
**Venue:** Bush Road, R D 2, Lumsden

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## Matuku Water Supply Subcommittee Agenda OPEN

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### MEMBERSHIP

**Chairperson** Howard Boyd

**Members** Helen Boyd  
Hamish Ryan  
Mike Ryan  
David Thomas  
Liz Thomas  
Peter Turner  
Councillor John Douglas

### IN ATTENDANCE

**Committee Advisor/Customer Support Partner** Rose Knowles  
**Manager Water & Waste Operations** Bill Witham

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[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.



**Terms of Reference – Water Supply Subcommittees– Te Anau Basin, Five Rivers, Matuku**

<b>TYPE OF COMMITTEE</b>	Subcommittee
<b>SUBORDINATE TO</b>	Fiordland and Northern Community Board
<b>LEGISLATIVE BASIS</b>	Subcommittees delegated powers by Council as per schedule 7, clause 32, LGA 2002.
<b>MEMBERSHIP</b>	<p><b>Te Anau Basin Water Supply Subcommittee (Fiordland Community Board)</b></p> <p>The total membership of the Te Anau Basin Water Supply Subcommittee will be nine. Membership of the subcommittee shall be determined by an election at a triennial public meeting.</p> <p>The subcommittee representation shall comprise:</p> <ul style="list-style-type: none"> <li>• a water supply consumer from each of the following areas: <ul style="list-style-type: none"> <li>- Duncraigen</li> <li>- Homestead</li> <li>- Kakapo</li> <li>- Mt York</li> <li>- Princhester</li> <li>- Ramparts</li> <li>- Takitimu</li> </ul> </li> <li>• two representatives appointed by Landcorp.</li> </ul> <p><b>Matuku Water Supply Subcommittee (Northern Community Board)</b></p> <p>The total membership of the Matuku Water Supply Subcommittee will be six plus a councillor.</p> <p>The chairperson shall be elected by the vote of the subcommittee.</p> <p><b>Five Rivers Water Supply Subcommittee (Northern Community Board)</b></p> <p>The total membership of the Five Rivers Water Supply Subcommittee will be six members plus a councillor.</p> <p>The chairperson shall be elected by the vote of the subcommittee.</p>
<b>QUORUM</b>	<p>Te Anau Basin Water Supply Subcommittee – 5</p> <p>Matuku Water Supply Subcommittee – 4</p> <p>Five Rivers Water Supply Subcommittee – 4</p>
<b>FREQUENCY OF MEETINGS</b>	<p><b>Te Anau Basin Water Supply Subcommittee</b></p> <p>Three meetings per annum or as required.</p> <p><b>Matuku Water Supply and Five Rivers Water Supply Subcommittee</b></p> <p>One meeting per annum or as required.</p>
<b>SCOPE OF ACTIVITIES</b>	The activity of Southland District Council’s Water Supply Subcommittees is framed by Council policies and plans. The responsibilities of these water supply subcommittees include:

	<ul style="list-style-type: none"> <li>• providing feedback to Council officers on relevant plans and strategies (including asset management plans)</li> <li>• receiving operational and financial reports</li> <li>• community engagement and representing community views to Council.</li> </ul>
<p><b>DELEGATIONS</b></p>	<p><b>Power to Act</b></p> <p>The Te Anau Basin, Matuku and Five Rivers Water Supply Subcommittees shall have the following delegated powers and be accountable to the relevant community board for the exercising of these powers:</p> <ul style="list-style-type: none"> <li>(a) power to recommend the annual budget relating to the relevant water supply scheme</li> <li>(b) power to approve expenditure outside Council's authorised officer levels but within the budget of the water supply schemes. All decisions to approve expenditure outside Council's authorised officer levels must be made by way of a resolution at a meeting of the water supply subcommittees. Any such decisions must be reflected in the minutes of the meeting</li> <li>(c) power to approve new connections to the relevant water supply scheme</li> <li>(d) power to approve expenditure outside of the relevant annual budget for emergency works</li> <li>(e) policies relating to water schemes.</li> </ul> <p>In addition to the power to approve expenditure outside of the relevant annual budget for emergency works, this committee can also recommend unbudgeted expenditure to the relevant Community Board and Council for approval.</p>

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**1 Apologies**

At the close of the agenda no apologies had been received.

**2 Leave of absence**

At the close of the agenda no requests for leave of absence had been received.

**3 Conflict of Interest**

Committee Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

**4 Public Forum**

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

**5 Extraordinary/Urgent Items**

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
  - (i) that item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."

**6 Confirmation of Minutes**

6.1 Meeting minutes of Matuku Water Supply Subcommittee, 14 November 2018



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## Matuku Water Supply Subcommittee

### OPEN MINUTES

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Minutes of a meeting of Matuku Water Supply Subcommittee held in the Mr H Boyd's Residence, Dunrobin Valley Road, Lumsden on Wednesday, 14 November 2018 at 3pm.

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#### PRESENT

<b>Chairperson</b>	Howard Boyd
<b>Members</b>	Hamish Ryan Mike Ryan Liz Thomas Peter Turner Councillor John Douglas

#### APOLOGIES

Helen Boyd  
David Thomas

#### IN ATTENDANCE

Committee advisor	Rose Knowles
Operations Manager – Water & Waste Services	Bill Witham

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**1 Apologies**

Apologies for non-attendance were lodged by Members Helen Boyd and David Thomas.

Moved Member H Ryan, seconded M Ryan **and resolved:**

**That the Matuku Water Supply Subcommittee accept the apologies lodged by Members Helen Boyd and David Thomas.**

**2 Leave of absence**

There were no requests for leave of absence.

**3 Conflict of Interest**

There were no conflicts of interest declared.

**4 Public Forum**

There was no public forum.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**6 Confirmation of Minutes**

**Resolution**

Moved Member M Ryan, seconded Member H Boyd **and resolved:**

**That the Matuku Water Supply Subcommittee confirms the minutes of the meeting held on 17 October 2017 as a true and correct record of the meeting.**

**Reports**

**7.1 Financial Report for the year ended 30 June 2018**

**Record No: R/18/7/17854**

Operations Manager, Water & Waste Services Bill Witham was in attendance for this item.

Mr Witham advised that the financial report for the year ended 30 June 2018 were the financial result for the Matuku business units for the 2017/2018 financial year.

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**Resolution**

Moved Member M Ryan, seconded Member Turner **and resolved:**

**That the Matuku Water Supply Subcommittee:**

- a) **Receives the report titled “Financial Report for the year ended 30 June 2018” dated 2 November 2018.**

**7.2 Direction-setting for Annual Plan 2019/2020**

**Record No: R/18/10/24747**

Operations Manager Water & Waste Services, Mr B Witham was in attendance for this item.

Mr Witham advised that the purpose of the report was to confirm the direction determined for the 2<sup>nd</sup> year of the 2018/2028 Long Term Plan.

The report also provided an overview of the forecasted projects and services for the Matuku Water Supply Subcommittee in 2019/2020. It includes no variations from what was anticipated in year two of the Long Term Plan 2018-2028.

Members discussed and requested quotes for fish screens to go on the water intake for the condition that Environment Southland have placed on the consent.

Moved Member H Ryan, seconded Member Turner **and resolved:**

**That the budgets for the year commencing 1 July 2019 not be adopted pending the outcome of a meeting with Environment Southland and staff from Water & Waste Services regarding the condition on the water consent for the installation of fish screens.**

Water & Waste services will provide quotes and organise a meeting with Environment Southland within the next two weeks.

**Resolution**

Moved Member Turner, seconded Member Thomas **and resolved:**

**That the Matuku Water Supply Subcommittee:**

- a) **Receives the report titled “Direction-setting for Annual Plan 2019/2020” dated 5 November 2018.**
- b) **Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**

- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
  
- d) **Notes that any extraordinary projects for the local area have been included in the 2019/2020 Annual Plan, as identified through Council process in the project plan for extraordinary projects/activities/events project template completed by 21 September 2018.**
  
- e) **Budgets for the year commencing 1 July 2019 not be adopted for inclusion in the Council's Draft 2019/2020 Annual Plan pending the outcome of a meeting with Environment Southland and staff from Water & Waste Services regarding the condition on the water consent for the installation of fish screens.**

The meeting concluded at 4pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE MATUKU WATER SUPPLY SUBCOMMITTEE HELD ON 14 NOVEMBER 2018.

**DATE:**.....

**CHAIRPERSON:**.....

**CHIEF EXECUTIVE:**.....



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## Direction-setting for Annual Plan 2020/2021

**Record No:** R/19/11/26470

**Author:** Chantelle Subritzky, Corporate Performance Lead

**Approved by:** Rex Capil, Group Manager Community and Futures

Decision

Recommendation

Information

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### Purpose

- 1 The purpose of this report is to confirm the direction determined for the third year of the Long Term Plan 2018-2028.
- 2 This report provides an overview of the forecasted projects and services for the Matuku Water Supply Subcommittee in 2020/2021. It includes any variations from what was anticipated in year three of the Long Term Plan 2018-2028 (“LTP”).

### Executive Summary

- 3 The purpose of Local Government is to enable local decision-making and to promote the social, economic, environmental and cultural well-being of communities in the present and in the future.
- 4 The Annual Plan process ensures that planned community initiatives, projects and rates align with the LTP overall strategic vision. Where extraordinary projects or changes to the level of service are needed outside of the LTP process, the Annual Plan provides an opportunity to raise these to ensure the on-going needs of the community are met.
- 5 The Matuku Water Supply Subcommittee has identified no variances for year three of the LTP 2018-2028.
- 6 The direction-setting provided by the Matuku Water Supply Subcommittee, including any variances, may be incorporated into Council’s draft Annual Plan for 2020/2021. Where there are significant changes from the LTP, public consultation is proposed to take place in March/April 2020 so that the community and wider District stakeholders have an opportunity to give feedback on any changes proposed.
- 7 The final Annual Plan, including changes made as a result of consultation, will be adopted by Council in June 2020 and will be used to set rates for the year beginning 1 July 2020.
- 8 This report outlines two options for consideration by the subcommittee; to accept the direction as proposed in the report, or to make amendments to the direction proposed.

**1 Recommendation**

**That the Matuku Water Supply Subcommittee:**

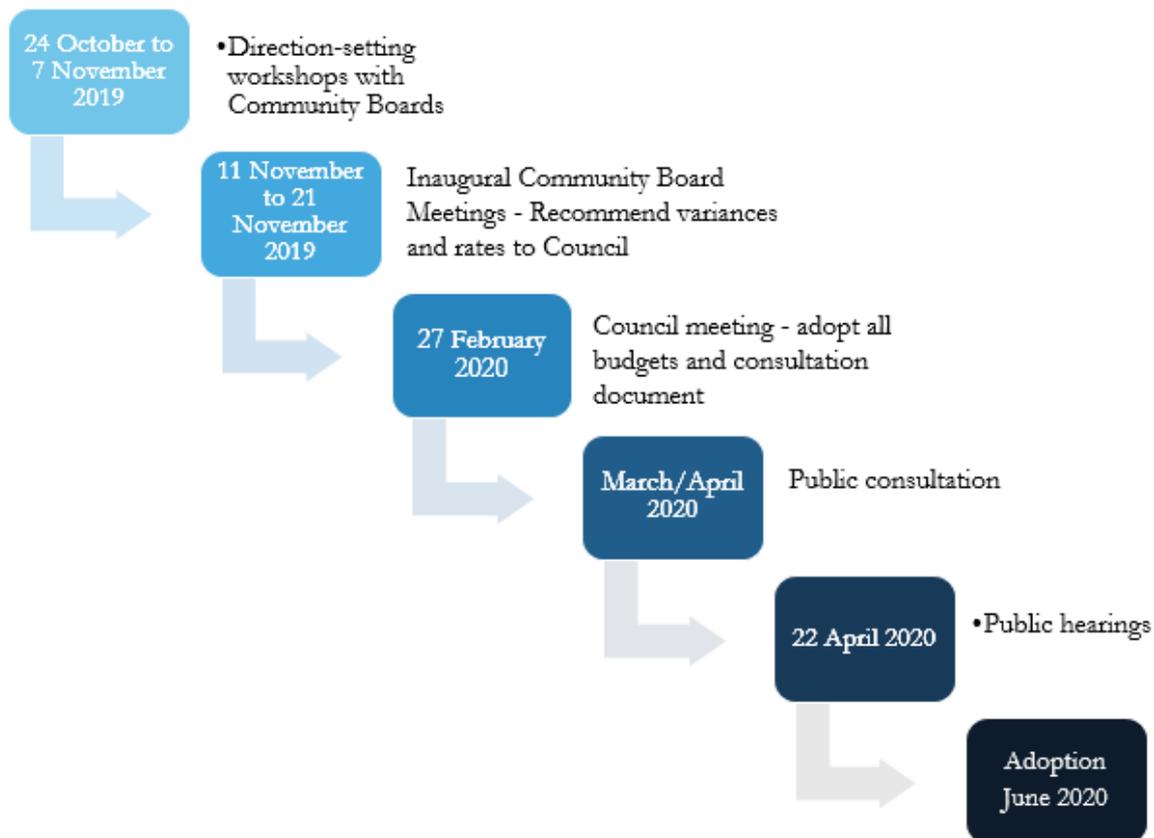
- a) Receives the report titled “Direction-setting for Annual Plan 2020/2021”**
- b) Determines that this matter or decision be recognised not significant in terms of Section 76 of the Local Government Act 2002.**
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) Recommends that the budgets for the year commencing 1 July 2020 be adopted for inclusion in Council’s Draft 2020/2021 Annual Plan (subject to any amendments made at this meeting).**
- e) Recommends to Council the setting of the following rates and charges (including GST) for the year commencing 1 July 2020 based on the approved budgets in (d) above.**

<b><u>Rate Description</u></b>	<b><u>Rate (GST Incl)</u></b>
Matuku Rural Water - Full Charge (1.00)	\$34,635

**Background**

- 9 The Annual Plan process ensures that planned community initiatives, projects and rates align with the Long Term Plan 2018-2028 (LTP 2018-2028) strategic vision. The LTP 2018-2028 community outcomes for Southland District are:
  - proud, connected communities that have an attractive and affordable lifestyle
  - resilient communities that leave a legacy for tomorrow.
- 10 The purpose of this report is to confirm the direction determined for the third year of the LTP 2018-2028
- 11 There are occasions where extraordinary projects or changes to the level of service may be needed outside of the LTP process. The Annual Plan is an opportunity to raise these variances to ensure that the on-going needs of the community are being met.
- 12 The draft budgets for the Matuku Water Supply Subcommittee for 2020/2021 have been based on forecasted information from year three of the Long Term Plan 2018-2028, and updated for any known and anticipated changes.

**Overview of the process:**



**Issues**

- 13 Other than the variances noted in the cost and funding section of this report, there are no significant changes from what was originally included in year three of the LTP.

**New Project Process**

- 14 Council identified the need to improve the way that projects were delivered, which includes a more stringent requirement for scoping prior to project approval.
- 15 Subcommittees can recommend new projects in the November 2019 direction-setting meetings. The entire work programme for District and local projects will then be considered by staff and Council to ensure that there is adequate resource to deliver the work and that the projects are aligned with the strategic framework.
- 16 Subcommittees also have the opportunity to raise new projects at the LTP 2021-2031 direction-setting workshops from February to June 2020. If these projects are approved by Council in June 2021, then they will be delivered in the following financial years.
- 17 Changes to projects from what was planned for year three of the Long Term Plan are detailed in the costs and funding section of this report.

**Representation Review – New Structure and Community Board Coverage**

- 18 Council has undertaken a community governance review project over the past four years. One of the outcomes of this community governance review culminated in the Local Government Commission providing a determination on the community board structure for 2019-2022 as part of the representation review process. There are now nine community boards across the District and they are responsible for all the townships, villages and rural areas within their boundaries. The change will mean that the community boards must now undertake direction-setting for larger geographic areas and wider community interests than previous Annual Plans.

### **Factors to Consider**

#### **Legal and Statutory Requirements**

- 19 The Annual Plan 2020/2021 is a requirement of the Local Government Act 2002 and is also closely aligned with the Local Government (2002) Rating Act.

#### **Community Views**

- 20 Any significant issues affecting local communities may be included in the official consultation document which will be publicly available. This consultation is expected to occur in March/April 2020 and the public will have the opportunity to attend hearings if they wish to present their submission to Council.

#### **Overall Impact on Rates**

- 21 The changes noted above have the potential impact on the council's rates as follows:

<b>Rate Type</b>	<b>Basis of Rate</b>	<b>Budget 2019/2020 (Incl GST)</b>	<b>Proposed 2020/2021 (Incl GST)</b>	<b>Change \$</b>
Matuku Rural Water - Full Charge (1.00)	Unit Charge	\$288.11	\$314.86	\$26.75

- 22 Consideration should be given to if all or some of the additional costs or projects could be funded from reserves or loans.

#### **Assumptions Made in Preparing the Budgets**

- 23 All assumptions that were made when preparing the LTP 2018-2028 have been applied in these budgets including the interest rate on borrowings. The interest rate applicable to community borrowings has been held consistent with the 2018-2028 LTP at 4.65%. This interest rate is based on the average BNZ three year fixed interest rate at the time of setting the LTP 2018-2028 assumptions.
- 24 Interest on community reserves (monies held on reserve by the community for various purposes) has been calculated at 3.29% on the average of these balances at year end, and is consistent with the LTP 2018-2028
- 25 Inflation rates have also been kept consistent with BERL rates adopted in the LTP 2018-2028.

**Policy Implications**

26 There are no policy implications in the direction setting for the Annual Plan 2020/2021.

**Analysis**

**Options Considered**

27 There are two options to be considered in this report:

- option 1 is to accept the direction as proposed in the report
- option 2 is to make amendments to the direction proposed in the report.

**Analysis of Options**

**Option 1 – Accept the direction as proposed in the report**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• ensures that Council has all recommendations from the subcommittee prior to determining whether formal consultation on the Annual Plan will be required. This decision needs to be made by February 2020</li><li>• the cost and associated funding for preparing and consulting on the 2020/2021 Annual Plan are included in the organisation's approved operational budgets.</li></ul>	<ul style="list-style-type: none"><li>• any variations from the subcommittee regarding the Annual Plan will not be able to be incorporated. Subcommittees are still able to submit on the Annual Plan consultation.</li></ul>

**Option 2 – Accept the direction as proposed in the report with minor variations recommended to the Annual Plan**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• allows for any further amendments that staff may not have factored in</li><li>• initiatives or projects from the community that have been recommended in the report can be scoped by staff. These projects can be included in the Annual Plan, subject to approval by Council.</li></ul>	<ul style="list-style-type: none"><li>• rates recalculations may be higher than identified in the LTP</li><li>• Council resourcing has been allocated based on the 2018-2028 LTP, and a prioritization of resourcing will be required if outside capacity</li><li>• There may not be sufficient time for staff to adequately scope new initiatives and projects for inclusion in the Annual Plan.</li></ul>

**Assessment of Significance**

28 The contents of this report is not deemed significant under the Significance and Engagement Policy.

### **Recommended Option**

29 Staff recommend Option 1, accept the direction as proposed in the report.

### **Next Steps**

30 The recommendations passed in this report will be summarised in Council's Draft 2020/2021 Annual Plan. If there are significant or materially different variances from the LTP, these will be included in a consultation document and released for consultation in March/April 2020.

31 The final Annual Plan including changes made as a result of consultation, will be adopted by Council in June 2020.

32 This report has the following appendices:

- Appendix 1: This section is broken into rate types and includes a list of business units that make up the rate type and financial summary statement which shows the expenditure and income and rates calculation.
- Appendix 2: A list of reserves with the forecasted opening balance and projected closing balance.
- Appendix 3: A list of existing loans and those proposed to be uplifted in 2020/2021.

## Matuku Water Supply Subcommittee

9 December 2019

### Appendix 1:

<b>Matuku Rural Water Supply Financial Summary</b>			
	<b>Actuals</b>	<b>Budget</b>	<b>Forecast</b>
	<b>2018/2019</b>	<b>2019/2020</b>	<b>2020/2021</b>
Operating Expenditure	(31,309)	(32,125)	(33,005)
Capital Expenditure	(14,968)	(20,000)	-
Loans Repaid	(578)	(606)	(1,644)
Non Cash Expenditure	4,566	4,207	3,320
<b>Total Expenditure</b>	<b>(42,289)</b>	<b>(48,524)</b>	<b>(31,329)</b>
<i>Less Funding</i>			
Loans Raised	9,152	12,000	-
Net Reserve Movements	5,906	8,953	1,200
Other Income	108	12	12
<b>Total Funding</b>	<b>15,166</b>	<b>20,965</b>	<b>1,212</b>
<b>Total Rates Required</b>	<b>27,123</b>	<b>27,559</b>	<b>30,117</b>
GST	4,068	4,134	4,518
<b>Rate (including GST)</b>	<b>31,191</b>	<b>31,693</b>	<b>34,635</b>
<b>\$ Increase/(Decrease)</b>		501	2,942
<b>% Increase/(Decrease)</b>		1.61%	9.28%

<b>Matuku Rural Water Supply Rates Calculation</b>			
<b>Rate Type</b>	<b>Basis of Rate</b>	<b>Actuals</b>	<b>Budget</b>
		<b>2018/2019</b>	<b>2019/2020</b>
Matuku Rural Water - Full Charge (1.00)	Unit Charge	283.55	288.11
			314.86

## Matuku Water Supply Subcommittee

9 December 2019

### Appendix 2:

Matuku Rural Water Supply Reserve Report			
	Opening Balance 1/07/2019	Forecast Budget 30/06/2020	Closing Balance 30/06/2021
<b>Local Reserve</b>			
Te Anau Rural WS General	2,224	295	307
<b>Total Local Reserve</b>	<b>2,224</b>	<b>295</b>	<b>307</b>

### Appendix 3:

Matuku Rural Water Supply Loan Report				
Description	Term Left as at 30/6/2021	Balance 30/6/2019	Forecast Balance 30/6/2020	Forecast Balance 30/6/2021
Water Supply Matuku	7	5,606	5,000	4,702
Install flowmeter and new intake pump	8	11,968	11,005	3,939

### Attachments

There are no attachments for this report.