

## Communications Committee 20190612 Attachments

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Minutes of a meeting of the  
Communications Committee held in the  
Council Chamber at Philip Laing House,  
144 Rattray Street, Dunedin on  
Wednesday 1 May 2019 commencing at 2PM

**Membership**

Cr Michael Deaker	<i>(Chairperson)</i>
Cr Carmen Hope	<i>(Deputy Chairperson)</i>
Cr Graeme Bell	
Cr Doug Brown	
Cr Trevor Kempton	
Cr Michael Laws	
Cr Ella Lawton	
Cr Sam Neill	
Cr Andrew Noone	
Cr Gretchen Robertson	
Cr Bryan Scott	
Cr Stephen Woodhead	

**Welcome**

Cr Deaker welcomed Councillors, members of the public and staff to the meeting.

## 1. APOLOGIES

No apologies were noted.

## 2. LEAVE OF ABSENCE

The leaves of absence for Cr Woodhead, Cr Kempton and Cr Noone were noted.

## 3. ATTENDANCE

Sarah Gardner (Chief Executive)  
Nick Donnelly (General Manager Corporate Services and CFO)  
Gavin Palmer (General Manager Operations)  
Sally Giddens (General Manager People, Culture and Communications)  
Andrew Newman (Acting General Manager Policy, Science and Strategy)  
Liz Spector (Committee Secretary)

## 4. CONFIRMATION OF AGENDA

The agenda was confirmed as tabled.

## 5. CONFLICT OF INTEREST

No conflicts of interest were advised.

## 6. PUBLIC FORUM

No public forum was held.

## 7. PRESENTATIONS

No presentations were conducted.

## 8. CONFIRMATION OF MINUTES

### Resolution

*That the minutes of the meeting held on 20 March 2019 be received and confirmed as a true and accurate record.*

Moved: Cr Brown  
Seconded: Cr Lawton  
CARRIED

## 9. ACTIONS

### Status report on the resolutions of the Communications Committee

10.1 ECO Fund Applications – January 2019	31/01/2019	1) <b>Receives</b> this report. 2) <b>Approves</b> the funding recommendations of the ECO Fund decision panel for the following applications to a value of	COMPLETE
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		<p><i>\$73,666 as per attached summary sheet of projects:</i></p> <p><b><i>Applications under \$5,000</i></b></p> <p><b><i>Applications over \$5,000</i></b></p>	
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## 10. MATTERS FOR COUNCIL DECISION

### 10.1. ECO Fund - Decision Panel

#### Resolution

*That the Council approves:*

- 1) *The nomination of Cr Bell, Cr Kempton and Cr Woodhead to the decision panel for Round 3.*
- 2) *That Lisa Gloag, Manager Communications and Engagement, contacts the selected Councillors to start the process for Round 3.*

Moved: Cr Deaker

Seconded: Cr Robertson

**CARRIED**

## 11. MATTERS FOR NOTING

### 11.1. General Manager's Report on Progress

General Manager of People, Culture and Communications Sally Giddens along with Rebecca Borland, Team Leader Communications and Engagement addressed the Committee about engagement activity between 14 March and 17 April. Ms Giddens said the team was focusing on three strategic priorities - internal comms, customer services, and stakeholder engagement. She stated a key output will be creation of a master calendar of communications and engagement activities for improved visibility and planning. CE Sarah Gardner said creation of such a master calendar would facilitate engagement and will be shared with the wider organisation, including ELT and the Councillors. Communications Channels Manager Eleanor Ross said her team were investigating potential tools to develop this master calendar. Councillor Deaker said he appreciated management's focus on financial discipline as well and felt it a critical part of the future focus.

Councillor Deaker mentioned the Enviroschools program and the good work related to sustainability and biodiversity going on in local schools. He also reported on a recent meeting with a Dunedin secondary student who would like to see an ORC Youth Council set up. Cr Deaker thought this idea was worth pursuing and that information on the ECan Youth Council should be sought. Councillor Robertson agreed and said a youth council would be a good idea. Ms Giddens said she would make contact with ECan to gather information about their Youth Council.

Councillor Deaker also noted the increase in social media engagement numbers over the past year. Councillor Scott asked that the Communications team review indexing to improve search

functionality on the ORC website. He said he found it challenging to find specific information on the website. There was no further discussion and Councillor Deaker asked for a motion.

**Resolution**

*That the Council:*

- 1) *Receives this report.*

Moved: Cr Hope

Seconded: Cr Deaker

**CARRIED**

**12. NOTICES OF MOTION**

No Notices of Motion were advised.

**13. CLOSURE**

The meeting was declared closed at 02:43 pm.

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Chairperson

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Date

# ecofund

*Environment. Community. Otago.  
Te Ao Turoa. Hapori. Ōtākou.*

## ECO Fund reporting form

Please complete and return to:  
Otago Regional Council, Private Bag 1954, Dunedin 9054, Attention: Sian Sutton

*We love to see photos of your work! If you have any you would like to share please email them to us at [ecofund@orc.govt.nz](mailto:ecofund@orc.govt.nz).*

Our Reference: A1139709

Project name:	Clutha Water Project (renamed by the farmers to be <b>Otago South River Care Group</b> )
Applicant name:	Linda Moore
Grant amount:	\$9,667 x 3
Project start date:	14 October 2018
Project finish date:	30 June 2020
Total number of volunteers:	220
Total volunteer hours:	3,290

### Conditions

First year of funding to be awarded in three payments with the need to report before next payment is received.

### How did you acknowledge the funding received from ORC?

All material and presentations and meetings associated with the project recognise the ORC ECO fund logo recognising and acknowledging the support of the ORC – this was used during the period 1 January to 30 April 2019 as follows:

- Otago South River Care Newsletter (copy attached)
- New web page: <https://www.cluthanz.com/otago-south-river-care/>
- Establishment of the Facebook page

## Financial Summary

As detailed in your application to Otago Regional Council (ORC), the budgeted total cost of the project was \$379,906

### Milestone 2: Establish Farmer Groups

Please complete the following expenditure table, and outline if you spent more or less on your project than originally budgeted in your application to the ECO Fund.

***Please attach supporting receipts/invoices (attached)***

Description of expense <i>Please list each item, the budgeted cost and the actual cost (not including volunteer/in kind contributions)</i>	Budgeted \$ (GST exclusive)	Actual \$ (GST exclusive)
<b>1 January to 30 April 2019:</b>		
Social Media/print	3,460	Included in Admin cost below
Key Farmer and Catchment meetings	7,080	1,120
Newsletter	2,710	Included in Admin cost below
Discharge Tests	11,180	15,610
In-stream Testing	4,180	0
Facilitation	7,920	7,920
Admin/reporting	6,666	13,060
Accounts & IT Costs	470	691
Proposal Development	500	0
<b>Total:</b>	<b>40,086</b>	<b>38,401</b>

If you spent more than had originally been budgeted, please list additional sources of income and the amount received from each source.

Income source	\$ Amount

*Please attach supporting receipts/invoices.*

## Outcomes summary

Please answer the following questions about your project. If you have developed a full report please attach this and ensure the questions below are answered throughout.

## What you set out to achieve?

Please use as much space as needed

To set up farmer led catchment groups throughout the Clutha District that will determine the individual groups specific projects and funding requirements for the future commencing in 2019/2020.

This stage of the project was about identifying farmers to lead each of the catchment groups (Waiwera, Owaka, Lawrence, Tokomairiro, Lake Tuakitoto and Clutha South) that have been established; developing an action plan; carrying out water testing and developing platforms for the sharing of information.

Farmers have renamed the project: Otago South River Care

## How did you do it?

Please use as much space as needed

- In Stream Testing: Farmers have identified 24 sites to give a good geographical coverage of the catchment areas (first testing round completed – 27 March 2019)
- Discharge Testing:
  - 5 rounds have been completed (December, January, February, March, April)
  - Tests being undertaken by Eco Dynamic Solutions Ltd (private non-certified service) and Citilab
- Education – engagement with schools:
  - Tokomairiro High School: Plant propagation and planting programme for Salmond Creek
  - The Catlins Area School: Planting day
- Field Day: Waiwera South Catchment Group held a field day on 25 March (Discussion topics: river health, discharge testing results, good management practice, willow control and erosion management, what lives in the waterway)
- Waiwera South Catchment Group also received funding from the Eco Fund to support their project plan for silt fencing trail to reduce soil in waterways
- Website page developed as part of cluthanz.com: <https://www.cluthanz.com/otago-south-river-care/>
- Otago South River Care Facebook page is active
- Each catchment area is updating the database of farmers
- Otago South River Care Autumn Newsletter published (copy attached)



### Timeframes the outcomes were achieved in

Please use as much space as needed

Discharge Testing: January – February – March – April 2019

In-stream Testing: 27 March 2019

Otago South River Care: Autumn Newsletter published March 2019

Waiwera South Field Day: 25 March 2019

Otago South River Care Web page set up February 2019

School Programmes set up March/April 2019

### How did you measure the success of your outcome?

Please use as much space as needed

- Catchment groups established and farmer leaders identified
- Catchment group meetings to develop their individual plans
- Farmer participation in water testing programme
- Communication engagement platforms established
- Successful field day held at Waiwera and further field days planned
- Interest and engagement with the district schools in learning about our water ways and ways in which they can support the project

### What are the ongoing benefits of this project?

Please use as much space as needed

Ongoing benefits:

- Farmer-led discussions and the development of individual catchment action plans
- Communication on activities with and involving communities
- Good Management Practice fact sheet
- Telling the story and delivering key messages

*Please ensure you sign this form before sending it back to Otago Regional Council.  
We look forward to sharing the results of your project.*