



**Far North  
District Council**



# **AGENDA**

## **Te Hiku Community Board Meeting**

**Tuesday, 16 April 2019**

**Time: 10:00 AM**  
**Location: Coopers Beach Bowling Club**  
**234 State Highway 10**

**Membership:**

Chairperson Adele Gardner  
Member Lawrie Atkinson  
Member Bronwyn Bauer-Hunt  
Member Melanie Dalziel  
Member Awhina Murupaenga  
Member Nuū Ward  
Cr Felicity Foy

**The Local Government Act 2002 states the role of a Community Board is to:-**

- (a) Represent, and act as an advocate for, the interests of its community;
- (b) Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board;
- (c) Maintain an overview of services provided by the territorial authority within the community;
- (d) Prepare an annual submission to the territorial authority for expenditure within the community;
- (e) Communicate with community organisations and special interest groups within the community;
- (f) Undertake any other responsibilities that are delegated to it by the territorial authority

**Council Delegations to Community Boards - January 2013**

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated storm water systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

**Exclusions:** *From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.*

Set local priorities for minor capital works in accordance with existing strategies,

1. Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.
5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.
6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan, and make recommendations to the Council.

7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centers.
8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
  - a. Control of Use of Public Spaces – Dispensations on signs
  - b. Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
  - c. Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
  - d. Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
  - e. Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
18. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
19. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

### **Terms of Reference**

In fulfilling its role and giving effect to its delegations, Community Boards are expected to:

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Maori.

5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
  - a) Holding a Community forum prior to Board meetings
  - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

### **Protocols**

In supporting Community Boards to fulfil their role, the Council will:

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards I to assess the 'State of the Wards & District' to establish spending priorities.
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
  - a. the disposal and purchase of land
  - b. proposals to acquire or dispose of reserves
  - c. representation reviews
  - d. development of new maritime facilities
  - e. community development plans and structure plans
  - f. removal and protection of trees
  - g. local economic development initiatives
  - h. changes to the Resource Management Plan
4. Organise and host quarterly meetings between Boards, the CEO and senior management staff.
5. Prepare an induction/familiarisation process targeting new members in particular early in the term.
6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects.
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information.

**TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS**

<b>Name</b>	<b>Responsibility (i.e. Chairperson etc.)</b>	<b>Declaration of Interests</b>	<b>Nature of Potential Interest</b>	<b>Member's Proposed Management Plan</b>
Adele Gardner	N/A - FNDC Honorarium			
	The Far North 20/20, ICT Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitaia Branch	Trustee/Committee Member		
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			
Partner of Adele Gardner	N/A as Retired			
Bronwyn Hunt	CBEC		Director	Stand aside from any discussion held
	Independent Hearings Commissioner			Continue to be available as a commissioner with the exception of any within the Te Hiku area.
	Te Rarawa Anga Mua	Senior member of TRAM and technical advisor to PSGE for Te Runanga o Te Rarawa		Remove oneself from discussion and any decision making
	Principle Advisor Policy, Strategy and Service Delivery	Te Hiku Beach Governance Board		Continue to provide technical advice to the board, no decision making authority with respect to the board
	Northland Conversation Board Member			
	Reconnecting Northland (Chair)			
	Para Kore (member)		Para Kore holds a waste minimisation contract with FNDC.	Remove oneself from discussion and any decision making.
	Te Ahu Charitable Trust (member)		Council is a tenant of the Te Ahu Facility	
	R Tucker Thompson Sail Training Trust		Trust leases a building and mooring currently operated by Far North Holdings	Abide by the trust document, remove oneself from discussion and any decision making.

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Far North Regional Museum Trust (chair)		Museum located and operated by FNDC, Advisory and responsibility of trust is with the collections.	Abide by the MOU (May 2017)
	Was employed between 1995-2010 as a senior manager within Council. There are staff who are still with FNDC that once reported to me. Don't think there's a conflict but would like it noted.			
Awhina Murupaenga	No form received			
Melanie Dalziel	No form received			
Nuu Ward	No form received			
Lawrie Atkinson	No form received			
Felicity Foy	Director - Northland Planning & Development	I am the director of a planning and development consultancy that is based in the Far North and have two employees.		<p>I will abstain from any debate and voting on proposed plan change items for the Far North District Plan.</p> <p>I will declare a conflict of interest with any planning matters that relate to resource consent processing, and the management of the resource consents planning team.</p> <p>I will not enter into any contracts with Council for over \$25,000 per year. I have previously contracted to Council to process resource consents as consultant planner.</p>
	Flick Trustee Ltd	I am the director of this company that is the company trustee of Flick Family Trust that owns properties on Weber Place and Allen Bell Drive.		

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Elbury Holdings Limited	This company is directed by my parents Fiona and Kevin King.	This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/Puckey Road/Bell Road, the Awanui Straight, Tahuna Road/Allen Bell Drive.	
	Foy Farms partnership	Owner and partner in Foy Farms - a farm in three titles on Church Road, Kaingaroa		
	Foy Farms Rentals	Owner and rental manager of Foy Farms Rentals for 6 dwellings on Church Road, Kaingaroa and 1 dwelling at 64 Allen Bell Drive, Kaitaia, and one property at 96 North Road, Kaitaia		
	King Family Trust	This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
Partner Felicity Foy	Employed by Justaplumber Taipa			
	Friends with some FNDC employees			



**Far North District Council**  
**Te Hiku Community Board Meeting**  
**will be held at the Coopers Beach Bowling Club, 234 State Highway 10**  
**on:**  
**Tuesday 16 April 2019 at 10:00 AM**

---

## Order Of Business

<b>1</b>	<b>Apologies and conflicts of Interest .....</b>	<b>11</b>
<b>2</b>	<b>Public Forum.....</b>	<b>11</b>
<b>3</b>	<b>Speakers.....</b>	<b>11</b>
<b>4</b>	<b>Deputations.....</b>	<b>11</b>
<b>5</b>	<b>Confirmation of Previous Minutes.....</b>	<b>12</b>
	5.1 Confirmation of Previous Minutes.....	12
<b>6</b>	<b>Infrastructure and Asset Management Group .....</b>	<b>21</b>
	6.1 Road Naming - Stewart Road, Peria .....	21
	6.2 Road Naming - Amelie Place, Coopers Beach .....	26
	6.3 Kaitaia Drainage Area 18/19 Programme Update.....	31
	6.4 Kaitaia Drainage Area 19/20 Programme .....	40
	6.5 Kaitaia Drainage Area 20/21 Programme .....	46
	6.6 Waiharara and Kaikino Drainage Areas 18/19 Programme Update .....	52
	6.7 Waiharara and Kaikino Drainage Areas 19/20 Programme .....	59
	6.8 Waiharara and Kaikino Drainage Areas 20/21 Programme .....	64
	6.9 Motutangi Drainage Area 18/19 Programme Update .....	68
	6.10 Motutangi Drainage Area 19/20 Programme .....	78
	6.11 Motutangi Drainage Area 20/21 Programme .....	82
<b>7</b>	<b>Corporate Services Group .....</b>	<b>86</b>
	7.1 Te Hiku Statement of Community Fund Account as at 28 February 2019.....	86
	7.2 Funding Application - Far North Palliative and Cancer Care Charitable Trust.....	89
	7.3 Funding Application - Volunteering Northland .....	99
<b>8</b>	<b>Meeting Close .....</b>	<b>109</b>



## **1 APOLOGIES AND CONFLICTS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Community Board and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Team Leader Governance Support (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

## **2 PUBLIC FORUM**

### **3 SPEAKERS**

10:30 am Representative from Far North Palliative and Cancer Care Charitable Trust

10:35 am Representative from Volunteering Northland

### **4 DEPUTATIONS**

No requests for deputations were received at the time of the Agenda going to print.

## 5 CONFIRMATION OF PREVIOUS MINUTES

### 5.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A2395645

**Author:** Melissa Wood, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

The minutes are attached to allow the Te Hiku Community Board to confirm that the minutes are a true and correct record of the previous meeting.

#### RECOMMENDATION

**That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 5 March 2019 be confirmed as a true and correct record.**

#### 1) BACKGROUND

Local Government Act 2002 Schedule 7 Section 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

#### 2) DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

The Te Hiku Community Board Standing Orders Section 27.3 states that no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness".

#### Reason for the recommendation

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meeting.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision.

#### ATTACHMENTS

1. Te Hiku Community Board - Unconfirmed Minutes 5 March 2019 - A2378317 [↓](#) 

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Not applicable.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a Community Board report
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	None
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Not applicable.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF FAR NORTH DISTRICT COUNCIL  
TE HIKU COMMUNITY BOARD MEETING  
HELD AT TE AHU, CNR MATTHEWS AVE AND SOUTH ROAD, KAITAIA  
ON TUESDAY, 5 MARCH 2019 AT 10:00 AM**

**PRESENT:** Chairperson Adele Gardner, Member Lawrie Atkinson, Member Bronwyn Bauer-Hunt, Member Melanie Dalziel, Member Awhina Murupaenga, Member Nuū Ward, Cr Felicity Foy (10:05 am)

**STAFF PRESENT:** Melissa Wood - Meeting Administrator, Aya Morris - Community Development Advisor, Glenn Rainham - Manager Alliances, Jaco Cronje - Project Manager Footpath & Cycleways, Bill Hutchinson - Team Leader Civil Defence, Rob Koop - Financial Services

## **1 APOLOGIES AND CONFLICTS OF INTEREST**

There were no apologies or declarations of interest

## **2 PUBLIC FORUM**

Gerard Boekel, resident of Kaitaia spoke to the Board about the possibility of creating a natural burial ground on the site of the old Kaitaia Community Forest on Norman Senn Avenue

Glenn Rainham - FNDC Manager Alliances introduced Sarah Boniface - Civil Defence Emergency Management officer based in Kaitaia (NRC)

## **3 SPEAKERS**

Tony Banks, representative from NZ Offshore Powerboat Association spoke in regard to their funding application agenda item 8.5 refers. Further documentation was provided to the Board

Claire Gordon, representative from Be Free Inc spoke in regard to their funding application agenda item 8.6 refers

Wendy Sporle, representative from Awhina Hoiho Charitable Trust spoke in regard to their funding application agenda item 8.7 refers

## **4 DEPUTATIONS**

There were no deputations

## **5 PUBLIC FORUM (CONTINUED)**

Daniel Thomson representative of the Mangonui Waterfront Working Group spoke to the Board about the urgent need for a footpath in the Mangonui Commercial Area.

## **6 CONFIRMATION OF PREVIOUS MINUTES**

### **6.1 CONFIRMATION OF PREVIOUS MINUTES**

#### **RESOLUTION 2019/1**

Moved: Chairperson Adele Gardner  
Seconded: Member Bronwyn Bauer-Hunt

**That the Te Hiku Community Board agrees that the minutes of the meeting of the Te Hiku Community Board held 12 December 2018 be confirmed as a true and correct record.**

**CARRIED**

## 7 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

### 7.1 TE HIKU NEW FOOTPATHS PROGRAMME 2018/2019

#### MOTION

Moved: Chairperson Adele Gardner  
Seconded: Member Bronwyn Bauer-Hunt

That the Te Hiku Community Board agrees to the revised 2018/2019 footpath programme as follows:

- Kaitaia: Arnold Rae park to ticket gate
- Kaitaia: Pukepoto Road
- Kaitaia: North Park Drive to Whangatane Drive - Design in 2018/2019, Construction 2019/2020
- Kaitaia: Donald Road to Hillcrest Road
- Kaitaia: Dominion Road
- Kaitaia: SH1 Matthews Avenue
- Ahipara: Foreshore Road toilets to Panorama Lane - Design in 2018/2019, Construction 2019/2020
- Kaitaia: A&P to Te Ahu - Design in 2018/2019, Construction 2019/2020

#### AMENDMENT

Moved: Cr Felicity Foy  
Seconded: Member Awhina Murupaenga

That the Te Hiku Community Board agrees to the revised 2018/2019 footpath programme as follows:

- a)
- i) Kaitaia: Arnold Rae park to ticket gate
  - ii) Kaitaia: Pukepoto Road
  - iii) Kaitaia: North Park Drive to Whangatane Drive - Design in 2018/2019, Construction 2019/2020  
Kaitaia: Donald Road to Hillcrest Road
  - iv) Ahipara: Foreshore Road toilets to Panorama Lane - Design in 2018/2019, Construction 2019/2020
- b) and the balance of funds to be allocated to a shared 2.2m wide footpath through Centennial Park

**CARRIED**

Against - Member Hunt requested her vote against the motion be recorded

The amendment became the substantive motion

#### RESOLUTION 2019/2

Moved: Cr Felicity Foy  
Seconded: Member Awhina Murupaenga

**That the Te Hiku Community Board agrees to the revised 2018/2019 footpath programme as follows:**

- a)
- i) **Kaitaia: Arnold Rae park to ticket gate**
  - ii) **Kaitaia: Pukepoto Road**
  - iii) **Kaitaia: North Park Drive to Whangatane Drive - Design in 2018/2019, Construction 2019/2020**  
**Kaitaia: Donald Road to Hillcrest Road**
  - iv) **Ahipara: Foreshore Road toilets to Panorama Lane - Design in 2018/2019, Construction 2019/2020**
- b) **and the balance of funds to be allocated to a shared 2.2m wide footpath through Centennial Park**

**CARRIED**

Against - Member Hunt requested her vote against the motion be recorded

The meeting was adjourned from 11:39 am to 11:52 am.

## **8 DISTRICT SERVICES GROUP**

### **8.1 COMMUNITY AND CUSTOMER SERVICES DEPARTMENT INFORMATION REPORT 1 JULY - 31 DECEMBER 2018**

#### **RESOLUTION 2019/3**

Moved: Member Awhina Murupaenga

Seconded: Member Lawrie Atkinson

**That the Te Hiku Community Board receive the report Community and Customer Services Department Information Report 1 July - 31 December 2018.**

**CARRIED**

**9 CORPORATE SERVICES GROUP****9.1 LEASE 8 MELBA STREET KAITAIA TO NGA WAWATA BI-LINGUAL EARLY CHILDHOOD CENTRE LIMITED****MOTION**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Cr Felicity Foy

That the Te Hiku Community Board recommends that Council grants Nga Wawata Bi-Lingual Early Childhood Centre Limited a further 2 x 3 year right of renewal of the lease on the premises located at 8 Melba Street in Kaitaia from 1 July 2021 taking the final expiry date out to 30 June 2027.

**AMENDMENT**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Chairperson Adele Gardner

That

- a) the Te Hiku Community Board recommends that Council grants Nga Wawata Bi-Lingual Early Childhood Centre Limited a further 2 x 3 year right of renewal of the lease on the premises located at 8 Melba Street in Kaitaia from 1 July 2021 taking the final expiry date out to 30 June 2027
- b) Council staff investigate the feasibility of disposing of this Council asset

**CARRIED**

**RESOLUTION 2019/4**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Chairperson Adele Gardner

**That**

- a) **the Te Hiku Community Board recommends that Council grants Nga Wawata Bi-Lingual Early Childhood Centre Limited a further 2 x 3 year right of renewal of the lease on the premises located at 8 Melba Street in Kaitaia from 1 July 2021 taking the final expiry date out to 30 June 2027**
- b) **Council staff investigate the feasibility of disposing of this Council asset**

**CARRIED**

**9.2 CHAIRPERSON AND MEMBER REPORTS****RESOLUTION 2019/5**

Moved: Chairperson Adele Gardner

Seconded: Member Melanie Dalziel

**That the Te Hiku Community Board note the reports from the Chairperson, and Members Dalziel, Bauer-Hunt, Atkinson, and Ward.**

**CARRIED**

At 12:37 p.m., Cr Felicity Foy left the meeting. At 12:40 p.m., Cr Felicity Foy returned to the meeting.

**9.3 FUNDING PROJECT REPORTS****RESOLUTION 2019/6**

Moved: Chairperson Adele Gardner

Seconded: Member Melanie Dalziel

**That the Te Hiku Community Board notes the following project report forms from:**

- a) Kaitaia Golf Club**
- b) Kaitaia War Memorial Restoration Group**
- c) Tokerau Beach Boys**
- d) Tokerau Beach-Whatuwhiwhi Residents & Ratepayers Association**

**CARRIED**

The meeting was adjourned from 1:11 pm to 1:40 pm.

**9.4 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 JANUARY 2019****RESOLUTION 2019/7**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Chairperson Adele Gardner

**That the Te Hiku Community Board receives the report Te Hiku Statement of Community Fund Account as at 31 January 2019.**

**CARRIED**

**9.5 APPLICATION FOR FUNDING - NZ OFFSHORE POWERBOAT ASSOCIATION INC****MOTION**

Moved: Member Melanie Dalziel

Seconded: Member Bronwyn Bauer-Hunt

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$7,414 (plus GST if applicable) to be paid from the Board's Community Fund account to NZ Offshore Powerboat Association for costs toward the 2019 Doubtless Bay race day event, to support the following Community Outcomes:

- i. Proud vibrant communities

**AMENDMENT**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Melanie Dalziel

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$3,000 (plus GST if applicable) to be paid from the Board's Community Fund account to NZ Offshore Powerboat Association for costs toward the 2019 Doubtless Bay race day event, to support the following Community Outcomes:

- i. Proud vibrant communities

**CARRIED**

The amendment became the substantive motion

**RESOLUTION 2019/8**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Melanie Dalziel

**That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$3,000 (plus GST if applicable) to be paid from the Board's Community Fund account to NZ Offshore Powerboat Association for costs toward the 2019 Doubtless Bay race day event, to support the following Community Outcomes:**

- i. Proud vibrant communities

**CARRIED****9.6 APPLICATION FOR FUNDING - BE FREE INC****MOTION**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Awhina Murupaenga

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$4,353 (plus GST if applicable) to be paid from the Board's Community Fund account to Be Free Incorporated for costs towards the 2019 Be Free Event in Mangonui, to support the following Community Outcomes:

- i) Proud, vibrant communities
- ii) Liveable communities that are healthy, safe, connected and sustainable

**AMENDMENT**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Awhina Murupaenga

That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$1,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Be Free Incorporated for costs towards the 2019 Be Free Event in Mangonui, to support the following Community Outcomes:

- i) Proud, vibrant communities
- ii) Liveable communities that are healthy, safe, connected and sustainable

The amendment became the substantive motion

**RESOLUTION 2019/9**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Awhina Murupaenga

**That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$1,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Be Free Incorporated for costs towards the 2019 Be Free Event in Mangonui, to support the following Community Outcomes:**

- i) Proud, vibrant communities
- ii) Liveable communities that are healthy, safe, connected and sustainable

**CARRIED**

**9.7 APPLICATION FOR FUNDING - AWHINA HOIHO CHARITABLE TRUST**

**RESOLUTION 2019/10**

Moved: Member Bronwyn Bauer-Hunt

Seconded: Member Awhina Murupaenga

**That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$2,978 (plus GST if applicable) to be paid from the Board's Community Fund account to Awhina Hoiho Charitable Trust for costs toward operational expenses to support the following Community Outcomes:**

- i) Proud vibrant communities**
- ii) Liveable communities that are healthy, safe, connected and sustainable**

**CARRIED**

**9.8 TE HIKU STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2018**

**COMMITTEE RESOLUTION 2019/11**

Moved: Chairperson Adele Gardner

Seconded: Member Bronwyn Bauer-Hunt

**That the Te Hiku Community Board receives the report Te Hiku Statement of Financial Performance Activities by Ward for the period ending 31 December 2018.**

**CARRIED**

**10 MEETING CLOSE**

**The Meeting closed at 2:10 pm.**

**The minutes of this meeting were confirmed at the Te Hiku Community Board Meeting held on 16 April 2019.**

.....  
**CHAIRPERSON**

## 6 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

### 6.1 ROAD NAMING - STEWART ROAD, PERIA

**File Number:** A2349206

**Author:** Selina Topia, Roding Support Officer

**Authoriser:** Andy Finch, General Manager - Infrastructure and Asset Management

#### PURPOSE OF THE REPORT

To seek approval from the Te Hiku Community Board to officially name a public paper road.

#### EXECUTIVE SUMMARY

Council has received a Road Naming application to name a public paper road addressed at 5 Peria Road, Peria. Community Boards have delegated authority to name public paper roads.

#### RECOMMENDATION

**That the Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a public paper road, Stewart Road, addressed at 5 Peria Road, Peria as per map (A2411563).**

#### 1) BACKGROUND

Michele Stewart has advised that this is a public paper road addressed at 5 Peria Road, Peria. Community Boards have delegated authority to name public paper roads.

The road was locally called Gardiner Road when the Gardiner family owned the land. It was later referred to as Taaffe Road to reflect the new owners, the Taaffe family. The Stewart family have owned the property for over 20 years and because no other residents use the road or will be affected by the name change, the request has been made to reflect the Stewart family history.

Although it is a public road, it is used infrequently and is inaccessible without a 4WD vehicle.

The current road name Taaffe Road also causes confusion for deliveries and pickups as it shares the same name as Taaffe Street in Kaitaia, and is not easily recognisable as a road.

#### 2) DISCUSSION AND OPTIONS

Their suggestions are as follows:

- |            |      |
|------------|------|
| 1. Stewart | Road |
|------------|------|

The Roding team has no objections.

#### Reason for the recommendation

The road name recommended in this report is not a duplicate of any other road names in the District, therefore meeting the criteria set down in the Council's Road Naming and Property Numbering Policy and the Australian/New Zealand Addressing Standard - AS/NZS 4819.2011.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications to Council. The costs for road signage and installation will be met by the property owner.

## ATTACHMENTS

1. **Map - Document - A2411563** [↓](#) 
2. **Schedule - Document - A2363391** [↓](#) 

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is the naming of a public paper road and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Not applicable
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The applicant is the only property on this road
State the financial implications and where budgetary provisions have been made to support this decision.	Costs associated with the erection of road name signs will be met by the applicant
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report



Te Hiku Community Board Road Naming Schedule (Public Road) – 16 April 2019						
Peria						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a public road addressed at 5 Peria Road, Peria	First Preference	Stewart Rd	1	The road was originally named Gardiner Road when the Gardiner family owned the land. It was later referred to as Taaffe Road to reflect the new owners, the Taaffe family. The Stewart family have owned the property for over 20 years and because no other residents use the road or will be affected by the name change, the request has been made to reflect the Stewart family history. Although it is a public road, it is used infrequently and is inaccessible without a 4WD vehicle.	Complies with the Council Road Naming Policy and the NZ/ Australia Standard for Rural and Urban addressing	Stewart Rd
	Second Preference		0	as above		
	Third Preference		0	as above		

## 6.2 ROAD NAMING - AMELIE PLACE, COOPERS BEACH

**File Number:** A2414626

**Author:** Selina Topia, Roding Support Officer

**Authoriser:** Andy Finch, General Manager - Infrastructure and Asset Management

### PURPOSE OF THE REPORT

To seek approval from the Te Hiku Community Board to officially name a private right-of-way.

### EXECUTIVE SUMMARY

Council has received a Road Naming application to name a private right-of-way addressed between 17 and 19 Vidar Way, Coopers Beach. Community Boards have delegated authority to name private roads.

### RECOMMENDATION

**That the Te Hiku Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private right-of-way addressed between 17 and 19 Vidar Way, Coopers Beach, Amelie Place, as per maps (A2414511, and A2414611).**

### 1) BACKGROUND

Mr Jack Sutton of Kauri Grove Ltd has advised that this is a private right-of-way created by a subdivision addressed between 17 and 19 Vidar Way, Coopers Beach. Community Boards have delegated authority to name private right-of-ways.

The background for the name is given below and also as per the Road Naming application attached (A2414579).

Their suggestions are as follows:

1. Amelie Place – first one year old to walk the road

### 2) DISCUSSION AND OPTIONS

The Roding team has no objections.

#### Reason for the recommendation

The road names recommended in this report are not duplicates of any other road names in the District, therefore meeting the criteria set down in the Council's Road Naming and Property Numbering Policy and the Australian/New Zealand Addressing Standard - AS/NZS 4819.2011.

### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications to Council. The costs for road signage and installation will be met by the developer.

### ATTACHMENTS

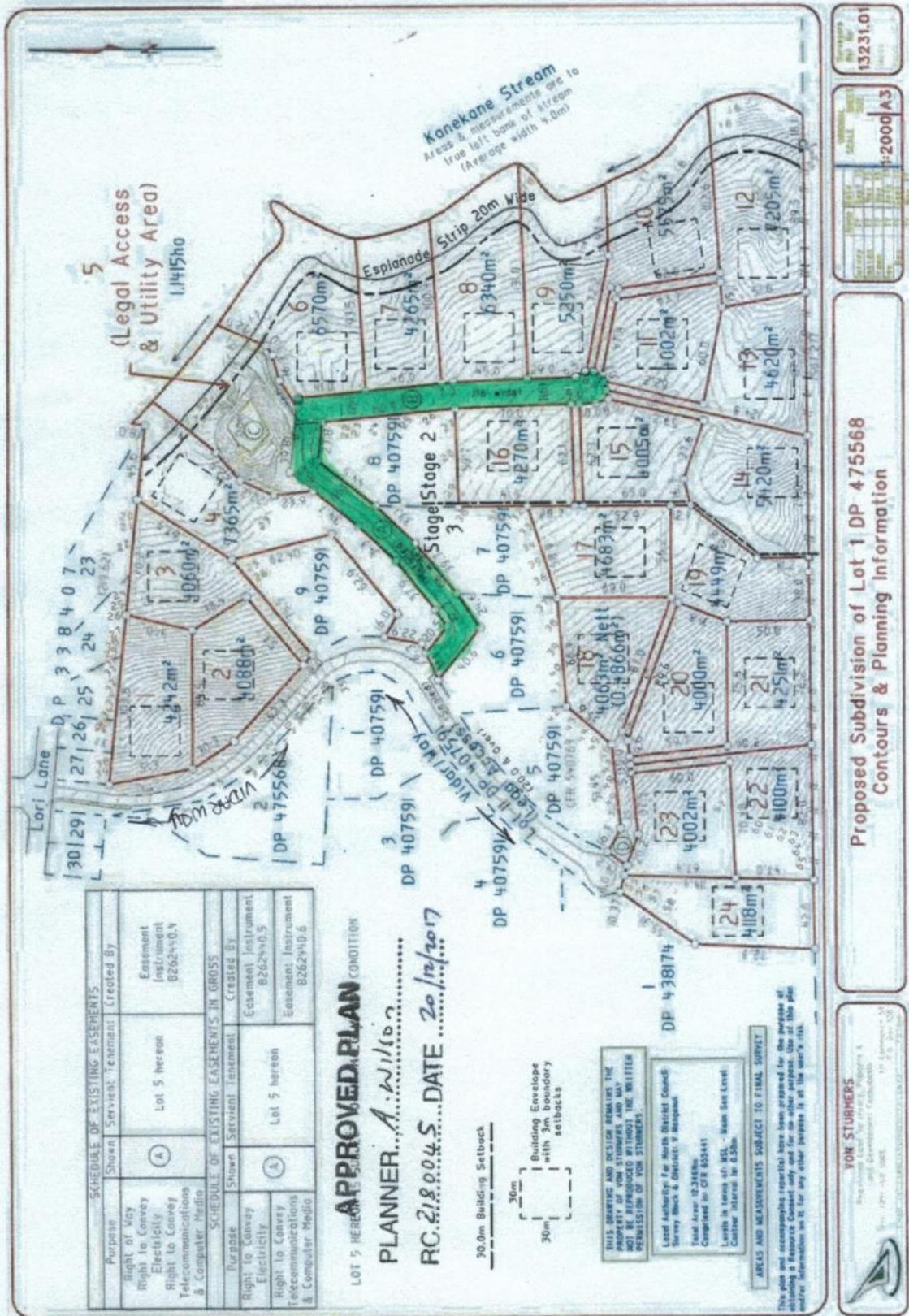
1. Road Naming Map 1 - Document no - A2414511 [↓](#) 
2. Road Naming Map 2 - Document no - A2414611 [↓](#) 
3. Road Naming Schedule - Document no - A2414621 [↓](#) 

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This is the naming of a private right-of-way and is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Road Naming and Property Numbering Policy #2125 and Australia/New Zealand Urban and Rural Addressing Standards 4819.2011.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	No district wide relevance and the Community Board have the delegated authority to approve road names.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Not applicable
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	There are currently no property owners as this is a new subdivision
State the financial implications and where budgetary provisions have been made to support this decision.	Costs associated with the erection of road name signs will be met by the developer.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report





Te Hiku Community Board Road Naming Schedule (Public Road) – 16 April 2019						
Peria						
Location	Preference Status	Submitted Road Names	Number of Submitters	Background (provided by submitters)	Comments	Recommendation
Name a private right-of-way addressed between 17 and 19 Vidar Way, Coopers Beach	First Preference	Amelie Place	1	First one year old to walk the road	Complies with the Council Road Naming Policy and the NZ/ Australia Standard for Rural and Urban addressing	Amelie Place
	Second Preference		0	as above		
	Third Preference		0	as above		

**6.3 KAITAIA DRAINAGE AREA 18/19 PROGRAMME UPDATE****File Number: A2409676****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To notify the Te Hiku Community Board on the progress across all Drainage aspects; Planning, financing and physical works, for the financial year ending the 30<sup>th</sup> of June 2019.

**EXECUTIVE SUMMARY**

As the 2018/19 summer has begun, several points on the approved work programme have been completed or are in progress. With a combination of spraying, cleaning and access improvements being completed on behalf of the ratepayers, this will provide a progress report on the work and finances along with any new developments. To date a total of \$25,552 has been expended for the Kaitaia work programme.

The Kaitaia Drainage Area Committee met on 18 March 2019 and make the following recommendations to the Te Hiku Community Board.

**RECOMMENDATION****That the Te Hiku Community Board:**

- a) Approves the 2018/19 work programme
- b) Requests that the Council insures and maintains the drone
- c) Requests that staff attend a drone training course
- d) Requests that staff complete a work programme and submit it at the March 2020 meeting to show how the drone will be utilised
- e) Requests that staff check with the Northland Regional Council and investigate the use of other chemicals to target problem weeds and report back at the September 2019 meeting
- f) Requests that the actual length and sprayed length of the drain are added as separate columns to the spraying programme / table
- g) Approves that the \$3,000 for invasive weed spraying contingency be reinstated into the 2018/19 work programme

**1) BACKGROUND**

The founding of the Kaitaia Drainage Area dates back to 1913 where the Kaitaia Land Drainage Act was adopted with the exception that a board of trustees was to be applied.

The Kaitaia Drainage Area Committee was formally re-established at the 22 February 2016 meeting of the Te Hiku Community Board. This was required under the Land Drainage Act, as part of formal procedures.

The work programme for the 2018/19 financial year was most recently approved at the 10<sup>th</sup> of September 2018 Committee meeting. Additionally it has been reviewed during earlier Committee meetings e.g. 22<sup>nd</sup> of March 2018, 11<sup>th</sup> of September 2017.

From the most recent Committee meeting, a resolution was made to:

“...approve partial funding, equal to 25% of the total cost, for the purchase of a drone including the necessary accessories, on the basis the remaining drainage Committees agree to an equal share of the total expense.”

As the other Drainage Area Committees also made this resolution, the drone share has been included as a new item in the budget. It's also fair for the Far North District Council to pay a share so the original 25% has been reduced to 20% as it's now split into 5 equal portions.

In the following Te Hiku Community Board meeting in November 2018, the Kaitaia Drainage Area 18/19 Programme was amended, removing two items:

- Invasive weed spraying contingency - \$3,000.
- Access track improvements contingency - \$7,500.

These items have since been removed from the programme and financial totals corrected.

Update: The Kaitaia Drainage Area Committee discussed and agreed to request that the Te Hiku Community Board reinstate the \$3,000 invasive weed spraying contingency back into the to 2018/19 work programme.

## 2) DISCUSSION AND OPTIONS

Within the Kaitaia Area, there are several agreed points which require work. This section details the work currently programmed from September 2018 and what progress has been made.

In case of any additional changes, it is intended that the 2018/19 work programme is reviewed.

### 2.1 Work programme summary

Work is to be completed before 30 June 2019, with the spraying programme started late 2018:

<b><u>Kaitaia</u></b>	<b><i>Budgeted</i></b>	<b><i>Expended</i></b>
<b><u>Completed Work:</u></b>		
<b><i>Spraying of the Kaitaia drains (at time of writing)</i></b>	<b><i>\$53,531</i></b>	<b><i>\$25,342</i></b>
<b><i>Residual payment from Hoddles Drain cleaning</i></b>	<b><i>\$13,000</i></b>	<b><i>\$210</i></b>
<b><i>Total</i></b>	<b><i>\$66,531</i></b>	<b><i>\$25,552</i></b>
<b><u>Remaining Work &amp; Allowances:</u></b>		
<b><i>Status report on the drains (In progress)</i></b>	<b><i>\$1,200</i></b>	
<b><i>Spraying of the Kaitaia drains (In progress)</i></b>	<b><i>\$28,189</i></b>	
<b><i>Machine Cleaning Contingency</i></b>	<b><i>\$12,790</i></b>	
<b><i>20% share of a drone for drain surveillance (Approved in Sept Meeting)</i></b>	<b><i>\$664</i></b>	
<b><i>Invasive weed spraying contingency</i></b>	<b><i>\$3,000</i></b>	
<b><i>Contingency allowance</i></b>	<b><i>\$3,000</i></b>	
<b><i>Total</i></b>	<b><i>\$48,843</i></b>	

## 2.2 General maintenance within work programme

### Spraying

Spraying of the Kaitaia drains were completed during January and February 2019. At the time of writing, all the drains had been sprayed but only part of the cost expended. This gives a current total of \$25,342 and a remaining budget of \$28,189.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise the below may be appropriate:

More effective sprays are available but require additional consent. Usually the consent is specific to the type of spray concerned and the area for treatment. We need to apply considerable forethought before using these sprays as it can affect crop growth for some distance downstream.

The \$3,000 invasive weed spraying contingency has been budgeted for cases which may require the additional spraying.

The completed spray programme has been separated out into compartments and individual drains. Spray programme follows:

#### Waipapakauri Compartment

Waipapakauri Outfall	4,400 m	\$2,200.00
Paparore Bank Drain	4,000 m	\$2,000.00
Waipapakauri Bank	2,159 m	\$1,079.50
Thodes	350 m	\$175.00
Yates	945 m	\$472.50
West	684 m	\$342.00
Sandhills	7,502 m	\$3,751.00
Birds Boundary	1,521 m	\$760.50
Government drain	3,012 m	\$1,506.00
Waimanone - Walkers	4,221 m	\$2,110.50
Spains Drain	1,620 m	\$810.00
Spains Road Drain	1,480 m	\$740.00
<b>Totals</b>	<b>33,414 m</b>	<b>\$16,707.00</b>

#### Lower Awanui Compartment

Prices Bank (Unahi)	2,615 m	\$1,307.50
McMillans - Tupes	6,840 m	\$3,420.00
Factory Bend - Michies	6,035 m	\$3,017.50
Gills	2,008 m	\$1,004.00
Kumi Road	1,006 m	\$503.00
H Subritzky's	1,127 m	\$563.50
<b>Totals</b>	<b>19,631 m</b>	<b>\$9,815.50</b>

#### Puckeys Outfall Compartment

Puckeys Outfall	484 m	\$242.00
Foleys	450 m	\$250.00

Lisle	1,710 m	\$855.00
Wireless	1,800 m	\$900.00
Bells Road	2,012 m	\$1006.00
<b>Totals</b>	<b>6,456 m</b>	<b>\$3,228.00</b>

**Pukepoto Outfall Compartment**

Pukepoto Outfall	5,828 m	\$2,914.00
W Masters C	1,300 m	\$650.00
Campbells	684 m	\$342.00
L Masters W	1,000 m	\$500.00
L Masters C	1,400 m	\$700.00
School	1,500 m	\$750.00
Reynolds (West Bank)	2,213 m	\$1,106.50
Maori	1,800 m	\$900.00
Pukepoto Creek	800 m	\$400.00
Houstons (West Bank)	2,213 m	\$1,106.50
Parkers	1,813 m	\$906.50
Reids West	1,115 m	\$557.50
<b>Totals</b>	<b>21,666 m</b>	<b>\$10,833.00</b>

**Whangatane Compartment**

Texifros	785 m	\$392.50
Maimaru	1,127 m	\$563.50
Oinu Stream	1,650 m	\$825.00
Pairatahi Bank	2,716 m	\$1,358.00
<b>Totals</b>	<b>6,278 m</b>	<b>\$3,139.00</b>

**Kaitaia Compartment**

Lewis Junction - Boundary	443 m	\$221.50
Lewis Junction - Road	333 m	\$166.50
Church Gully	2,865 m	\$1,432.50
Mathews Outfall	3,425 m	\$1,712.50
Hanlons	322 m	\$161.00
<b>Totals</b>	<b>7,388 m</b>	<b>\$3,694.00</b>

**Tangonge Compartment**

Reids East	1,507 m	\$753.50
Hoddles	867 m	\$433.50
Millers	2,615 m	\$1307.50
McKenzies	634 m	\$317.00

Sharps	402 m	\$201.00
Lewis & Crown Land	1,851 m	\$925.50
<b>Totals</b>	<b>7,876 m</b>	<b>\$3,938.00</b>

### Wairoa Compartment

Berghans	1,005 m	\$502.50
Wairoa Stream	2,543 m	\$1,271.50
Blairs	805 m	\$402.50
<b>Totals</b>	<b>4,353 m</b>	<b>\$2,176.50</b>

### Machine cleaning

Over the 2017/18 year, the Kaitaia Area has been investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require removal.

Due to the amount of issues identified in the 2018 Drain Status Report, a number of drains were selected for cleaning in the most recent Committee meeting in September 2018. The cleaning will then be completed under the \$13,000 budget currently allocated for 2018/19.

The drains selected for cleaning are listed below:

- **Spains Drain** – Thick mats of floating rush.
- **Church Gully Drain** – Very thick oxygen weed along the whole drain.
- **Awanui Drain (Urban Stormwater)** – Very thick weed near the cemetery along with siltation on Steven Jurlina's property.
- **Houstons Drain** – The outlet of the drain is blocked with thick weed.
- **Reids East Drain** – Thick weed and silt.

There has also been \$210 expended for the remainder of the Hoddles Drain cleaning which was completed in March 2018. It was agreed in the September meeting that even though the incorrect process was taken and cleaning was completed without approval, the cleaning was however justified.

### Accessibility issues & maintenance

Due to the amount of issues identified in the 2018 Drain Status Report, a number of issues were selected for action during the most recent Committee meeting in September 2018. It is intended that the Committee discusses progress on these items and whether they are still valid.

The drain, its status and action proposed are listed below:

- **Church Gully Drain** – Very wet entry, rough and overgrown track at some points. Near the recycling centre is also full of rubbish. No fencing when in farmland. **Action from last meeting:** Access to be reinstated.
- **Spains Drain** – Leylandii trees planted along one side blocking digger farm access to the drain. **Action from last meeting:** Contact land owner for tree removal.
- **Pukepoto Outfall** – Drain crossing to be reinstated for access, on Dave Van Bysterbelt's property. **Action from last meeting:** Mike Masters to continue discussions and Far North District Council to write a letter Dave Van Bysterbelt.

- **Lisle Drain** – Requires fencing on the opposite side of the King’s property. **Action from last meeting:** Fencing completed.
- **Birds Drain** – Row of trees along one side of the drain. **Action from last meeting:** Private drain, stop spraying.
- **Wireless Drain** – Very rough access track along farmland. **Action from last meeting:** Check the access and fencing needed at the top end of the drain.
- **Mcmillans to Tupes Drain** – Fencing across the track on Shalders Farm. **Action from last meeting:** Mike Masters to contact.
- **Factory Bend** – Michies – Fencing without gates near the drain causing time delays. **Action from last meeting:** Mike Masters to investigate.
- **Pairatahi Bank Drain** – Parts of the access track is overgrown, other side of the drain has no gates along the drain resulting in time delays. **Action from last meeting:** Mulching to be completed. Joe King to talk to farm owners about completing the work needed on the drain
- **Maimaru Drain** – Parts of the access track was sprayed as it is overgrown. Middle of the drain was not sprayed as the property owner did not allow access. **Action from last meeting:** Mulching to be completed and land owner contacted.
- **Waimanone to Walkers Drain** – Overgrown access track through Brian Dean and Shalders properties. Could not access through Dean’s property. **Action from last meeting:** Check with George / contact land owners.
- **Sankeys No. 2** – In direct route to the drain. **Action from last meeting:** Possibly a private drain, spraying is only completed upon request.
- **Birds Boundary Drain** – Row of trees along one side of the drain. **Action from last meeting:** Check the tree location.
- **Yates Drain** – Fencing without gates and drains without culverts near the drain causing time delays. **Action from last meeting:** Contact the land owner.
- **West’s Drain** – Access track on one side is too rough to drive, the other has no gates along the drain which causes time delays. **Action from last meeting:** Contact the land owner and check the access.

In addition to maintenance of the drains, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

In the Te Hiku Community Board meeting of November 2018, the board motioned that another notice be sent to remind property owners of their obligations. This will be sent out in autumn 2019.

## 2.4 Kaitaia Drainage Area management plan

There have been some minor changes made to the Management Plans in line with what was agreed upon in March 2017. The Management Plans were then approved by the Te Hiku Community Board in May 2017.

The next step is to have the approved Management Plans reviewed by the Northland Regional Council. This is required under section 27.2 Rules for Drainage and River Control Activities - Controlled Activities, of the Regional Water and Soil Plan for Northland.

## 2.5 Drainage area mapping

Late 2017, Council began using GIS (Geographic Information System) or mapping tools to log the location of the Drainage Area Drains electronically. The aim of this project is to put together a relatively accurate database of the drain width, depth, grade and location. Once gathered, the information will be added as a new layer in the Far North District Council's online maps which are available to the public.

To date the entire Kaikino Drainage Area has been mapped although it is not yet available online.

The other Drainage Areas, Waiharara, Kaitaia and Motutangi, are planned for mapping when we have the available staff.

Additionally, Council has done some research on the cost of purchasing a drone for Drainage Area monitoring. Our recommended drone, the DJI Phantom 4 Pro Drone costs \$2,499 and has a range of ~5km (may vary depending on terrain) and a battery life of 30 minutes. Additional items for the drone are listed below:

Spare batteries - \$320 each

Memory card - \$60

Carry bag - \$120

As mentioned in Section 1, a new budget item of \$664, roughly equal to 20% of the cost, has been added to each area's programme for the purchase of the drone.

## 2.6 Drainage Area Requests for Service (RFS) Summary

In the last 6 months, there has been one RFS received regarding the Kaitaia Drainage Area. Please find a summary of the request below:

On the 16<sup>th</sup> of November 2018 the rates department received a phone call from Mr Gerard Ponsonby. In the phone call he expressed his concerns about the Kaitaia Drainage Area rate being applied to his account and why this is required.

After not receiving a satisfactory answer, Mr Ponsonby contacted the mayor and asked for a written explanation. This was then logged as RFS 3936020 and assigned to several members of the finance and rates department for action.

A response letter has since been finalised and sent to Mr Ponsonby on the 19<sup>th</sup> of February 2019.

### Reason for the recommendation

To ensure that the Te Hiku Community Board are up to date on current work progress and expenditure. Also to enable the Committee's requested amendments to the report and work programme.

## 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2018/19 financial year is as follows:

<b>Kaitaia</b>	<b>Budget</b>
2017-18 Residual funds (reserve funds available)	\$41,926

2018 Opening Balance (rated income)	\$70,000
2018-19 Expenditure to date	\$25,552
2018-19 Remaining Expenditure	\$48,843
<b>2018-19 Closing Reserve Balance</b>	<b>\$37,531</b>

**ATTACHMENTS****Nil**

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks a recommendation from the Committee to the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Ngai Takoto Iwi is included in the development of the management plan for the districts drainage areas. Other iwi such as Te Raroa and Ngati Kuri are also present and may be affected.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

## 6.4 KAITAIA DRAINAGE AREA 19/20 PROGRAMME

**File Number:** A2412678

**Author:** Troy Smith, Assistant Engineer

**Authoriser:** Andy Finch, General Manager - Infrastructure and Asset Management

### PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2019/20 financial year.

### EXECUTIVE SUMMARY

Over the 2019/20 financial year, the Far North District Council wishes to complete a selection of drainage area works. The work includes spraying and cleaning of the drains. It is recommended a budget of \$70,731 is allocated to cover the required and potential work for Kaitaia.

The Kaitaia Drainage Area Committee met on 18 March 2018 and makes the following recommendation to the Te Hiku Community Board.

### RECOMMENDATION

**That the Te Hiku Community Board:**

- a) **Approve the reviewed 2019/20 work programme**
- b) **Approve that \$3,000 for invasive weed spraying be reinstated into the 2019/20 work programme**

### 1) BACKGROUND

The founding of the Kaitaia Drainage Area dates back to 1913 where the Kaitaia Land Drainage Act was adopted with the exception that a board of trustees was to be applied.

The Kaitaia Drainage Area Committee was formally re-established at the 22 February 2016 meeting of the Te Hiku Community Board. This was required under the Land Drainage Act, as part of formal procedures.

During the Te Hiku Community Board meeting in November 2018, the Kaitaia Drainage Area 19/20 Programme was amended, removing two items:

- Invasive weed spraying contingency - \$3,000.
- Access track improvements contingency - \$7,500.

These items have since been removed from the programme and financial totals corrected.

Update: The Kaitaia Drainage Area Committee discussed and agreed to request that the Te Hiku Community Board reinstate the \$3,000 invasive weed spraying contingency back into the 2019/20 work programme.

The works programme for the 2019/20 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2017/18 and 2018/19 are completed as planned.

### 2) DISCUSSION AND OPTIONS

Within the Kaitaia Area, there are several points which require work. The items detailed in the below work programme have been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware of other work that is required and today's meeting provides an opportunity to adjust the work programme.

## 2.1 Proposed work programme summary

Work is to be completed before 30 June 2020, with the spraying programme to start during late 2019:

### **Kaitaia**

<b><i>Spraying of the Kaitaia drains (breakdown in section 2.2)</i></b>	<b>\$53,531</b>
<b><i>Status report on the drains</i></b>	<b>\$1,200</b>
<b><i>Machine cleaning contingency</i></b>	<b>\$13,000</b>
<b><i>Invasive weed spraying</i></b>	<b>\$3,000</b>
<b><i>General contingency</i></b>	<b>\$3,000</b>
<b><i>Total</i></b>	<b>\$73,731</b>

## 2.2 General maintenance within the work programme

### **Spraying**

Spraying of the Kaitaia Area is to be completed during late spring / early summer 2019/20. If additional spraying is required, this will be funded from a contingency.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise the below may be appropriate:

More effective sprays are available but require additional consent. Usually the consent is specific to the type of spray concerned and the area for treatment. We need to apply considerable forethought before using these sprays as it can affect crop growth for some distance downstream.

The \$3,000 invasive weed spraying contingency has been budgeted for cases which may require the additional spraying.

The spray programme has been separated out into compartments and individual drains. Spray programme follows:

### **Waipapakauri Compartment**

Waipapakauri Outfall	4,400 m	\$2,200.00
Paparore Bank Drain	4,000 m	\$2,000.00
Waipapakauri Bank	2,159 m	\$1,079.50
Thodes	350 m	\$175.00
Yates	945 m	\$472.50
West	684 m	\$342.00
Sandhills	7,502 m	\$3,751.00
Birds Boundary	1,521 m	\$760.50
Government drain	3,012 m	\$1,506.00
Waimanone - Walkers	4,221 m	\$2,110.50
Spains Drain	1,620 m	\$810.00
Spains Road Drain	1,480 m	\$740.00
<b>Totals</b>	<b>33,414 m</b>	<b>\$16,707.00</b>

**Lower Awanui Compartment**

Prices Bank (Unahi)	2,615 m	\$1,307.50
McMillans - Tupes	6,840 m	\$3,420.00
Factory Bend - Michies	6,035 m	\$3,017.50
Gills	2,008 m	\$1,004.00
Kumi Road	1,006 m	\$503.00
H Subritzky's	1,127 m	\$563.50
<b>Totals</b>	<b>19,631 m</b>	<b>\$9,815.50</b>

**Puckeys Outfall Compartment**

Puckeys Outfall	484 m	\$242.00
Foleys	450 m	\$250.00
Lisle	1,710 m	\$855.00
Wireless	1,800 m	\$900.00
Bells Road	2,012 m	\$1006.00
<b>Totals</b>	<b>6,456 m</b>	<b>\$3,228.00</b>

**Pukepoto Outfall Compartment**

Pukepoto Outfall	5,828 m	\$2,914.00
W Masters C	1,300 m	\$650.00
Campbells	684 m	\$342.00
L Masters W	1,000 m	\$500.00
L Masters C	1,400 m	\$700.00
School	1,500 m	\$750.00
Reynolds (West Bank)	2,213 m	\$1,106.50
Maori	1,800 m	\$900.00
Pukepoto Creek	800 m	\$400.00
Houstons (West Bank)	2,213 m	\$1,106.50
Parkers	1,813 m	\$906.50
Reids West	1,115 m	\$557.50
<b>Totals</b>	<b>21,666 m</b>	<b>\$10,833.00</b>

**Whangatane Compartment**

Texifros	785 m	\$392.50
Maimaru	1,127 m	\$563.50
Oinu Stream	1,650 m	\$825.00
Pairatahi Bank	2,716 m	\$1,358.00
<b>Totals</b>	<b>6,278 m</b>	<b>\$3,139.00</b>

**Kaitaia Compartment**

Lewis Junction - Boundary	443 m	\$221.50
Lewis Junction - Road	333 m	\$166.50
Church Gully	2,865 m	\$1,432.50
Mathews Outfall	3,425 m	\$1,712.50
Hanlons	322 m	\$161.00
<b>Totals</b>	<b>7,388 m</b>	<b>\$3,694.00</b>

**Tangonge Compartment**

Reids East	1,507 m	\$753.50
Hoddles	867 m	\$433.50
Millers	2,615 m	\$1307.50
McKenzies	634 m	\$317.00
Sharps	402 m	\$201.00
Lewis & Crown Land	1,851 m	\$925.50
<b>Totals</b>	<b>7,876 m</b>	<b>\$3,938.00</b>

**Wairoa Compartment**

Berghans	1,005 m	\$502.50
Wairoa Stream	2,543 m	\$1,271.50
Blairs	805 m	\$402.50
<b>Totals</b>	<b>4,353 m</b>	<b>\$2,176.50</b>

**Machine cleaning**

Over the 2018/19 year, the Kaitaia Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require removal.

Due to the amount of issues identified in the 2018 & 2019 Drain Status Reports, it is recommended that the Committee discuss a potential 2019/20 cleaning programme. This will then be decided upon at the next Committee meeting in September 2019.

An allowance of \$13,000 is currently allocated for 2019/20.

**Accessibility issues & maintenance**

Due to the amount of issues identified in the 2018 & 2019 Drain Status Reports, it may be prudent for the Committee to discuss an action plan in order to resolve these.

The spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Bylaw.

#### **Reason for the recommendation**

To confirm the expected works and their associated costs. With the work programme to be completed by 30 June 2020.

### **3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

A summary of the expected 2019/20 financial year is as follows:

<b>Kaitaia</b>	<b>Budget</b>
2018-19 Residual funds (reserve funds available)	\$37,531
2019 Opening Balance (rated income)	\$70,000
2019-20 Proposed Expenditure	\$73,731
<b>2019-20 Closing Reserve Balance</b>	<b>\$33,800</b>

#### **ATTACHMENTS**

**Nil**

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks a recommendation from the Committee to the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Ngai Takoto Iwi is included in the development of the management plan for the districts drainage areas. Other iwi such as Te Raroa and Ngati Kuri are also present and may be affected.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

## 6.5 KAITAIA DRAINAGE AREA 20/21 PROGRAMME

**File Number:** A2414064

**Author:** Troy Smith, Assistant Engineer

**Authoriser:** Andy Finch, General Manager - Infrastructure and Asset Management

### PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2020/21 financial year.

### EXECUTIVE SUMMARY

Over the 2020/21 financial year, the Far North District Council wishes to complete a selection of drainage area works. The work includes spraying and cleaning of the drains. It is recommended a budget of \$70,731 is allocated to cover the required and potential work for Kaitaia.

The Kaitaia Drainage Area Committee met on 18 March 2018 and make the following recommendations to the Te Hiku Community Board.

### RECOMMENDATION

**That the Te Hiku Community Board:**

- a) **Approve the reviewed 2020/21 work programme**
- b) **Approve that \$3,000 for invasive weed spraying be reinstated into the 2020/21 work programme**

### 1) BACKGROUND

The founding of the Kaitaia Drainage Area dates back to 1913 where the Kaitaia Land Drainage Act was adopted with the exception that a board of trustees was to be applied.

The Kaitaia Drainage Area Committee was formally re-established at the 22 February 2016 meeting of the Te Hiku Community Board. This was required under the Land Drainage Act, as part of formal procedures.

During the Te Hiku Community Board meeting in November 2018, the Kaitaia Drainage Area 18/19 & 19/20 Programme was amended, removing two items:

- Alligator weed spraying contingency - \$3,000.
- Access track improvements contingency - \$7,500.

As these items were removed from the earlier reports, the 2020/21 programme will not include these either.

Update: The Kaitaia Drainage Area Committee discussed and agreed to request that the Te Hiku Community Board reinstate the \$3,000 invasive weed spraying contingency back into the 2020/21 work programme.

The works programme for the 2020/21 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2018/19 and 2019/20 are completed as planned.

### 2) DISCUSSION AND OPTIONS

Within the Kaitaia Area, there are several areas which require work. The items detailed in the below work programmes have been determined by staff based on information from the spraying

contactor and other sources. However, the Committee may be aware of other work that is required and today's meeting provides an opportunity to adjust the work programme.

Further review of the programme must be done during the following Drainage Area Committee Meeting held in September 2019 and over the next financial year. This is due to the highly estimated nature of the work programme.

## 2.1 Proposed work programme summary

Work is to be completed before 30 June 2021, with the spraying programme to start during late 2020:

### Kaitaia

<b><i>Spraying of the Kaitaia drains (breakdown in section 2.2)</i></b>	<b>\$53,531</b>
<b><i>Status report on the drains</i></b>	<b>\$1,200</b>
<b><i>Machine cleaning contingency</i></b>	<b>\$13,000</b>
<b><i>Invasive weed spraying</i></b>	<b>\$3,000</b>
<b><i>General contingency</i></b>	<b>\$3,000</b>
<b><i>Total</i></b>	<b>\$73,731</b>

## 2.2 General maintenance within the work programme

### Spraying

Spraying of the Kaitaia Area is to be completed during late spring / early summer 2020/21. If additional spraying is required, this will be funded from a contingency.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise the below may be appropriate:

More effective sprays are available but require additional consent. Usually the consent is specific to the type of spray concerned and the area for treatment. We need to apply considerable forethought before using these sprays as it can affect crop growth for some distance downstream.

The \$3,000 invasive weed spraying contingency has been budgeted for cases which may require the additional spraying.

The spray programme has been separated out into compartments and individual drains. Spray programme follows:

### Waipapakaurai Compartment

Waipapakauri Outfall	4,400 m	\$2,200.00
Paparore Bank Drain	4,000 m	\$2,000.00
Waipapakauri Bank	2,159 m	\$1,079.50
Thodes	350 m	\$175.00
Yates	945 m	\$472.50
West	684 m	\$342.00
Sandhills	7,502 m	\$3,751.00
Birds Boundary	1,521 m	\$760.50
Government drain	3,012 m	\$1,506.00

Waimanone - Walkers	4,221 m	\$2,110.50
Spains Drain	1,620 m	\$810.00
Spains Road Drain	1,480 m	\$740.00
<b>Totals</b>	<b>33,414 m</b>	<b>\$16,707.00</b>

**Lower Awanui Compartment**

Prices Bank (Unahi)	2,615 m	\$1,307.50
McMillans - Tupes	6,840 m	\$3,420.00
Factory Bend - Michies	6,035 m	\$3,017.50
Gills	2,008 m	\$1,004.00
Kumi Road	1,006 m	\$503.00
H Subritzky's	1,127 m	\$563.50
<b>Totals</b>	<b>19,631 m</b>	<b>\$9,815.50</b>

**Puckeys Outfall Compartment**

Puckeys Outfall	484 m	\$242.00
Foleys	450 m	\$250.00
Lisle	1,710 m	\$855.00
Wireless	1,800 m	\$900.00
Bells Road	2,012 m	\$1006.00
<b>Totals</b>	<b>6,456 m</b>	<b>\$3,228.00</b>

**Pukepoto Outfall Compartment**

Pukepoto Outfall	5,828 m	\$2,914.00
W Masters C	1,300 m	\$650.00
Campbells	684 m	\$342.00
L Masters W	1,000 m	\$500.00
L Masters C	1,400 m	\$700.00
School	1,500 m	\$750.00
Reynolds (West Bank)	2,213 m	\$1,106.50
Maori	1,800 m	\$900.00
Pukepoto Creek	800 m	\$400.00
Houstons (West Bank)	2,213 m	\$1,106.50
Parkers	1,813 m	\$906.50
Reids West	1,115 m	\$557.50
<b>Totals</b>	<b>21,666 m</b>	<b>\$10,833.00</b>

**Whangatane Compartment**

Texifros	785 m	\$392.50
Maimaru	1,127 m	\$563.50

Oinu Stream	1,650 m	\$825.00
Pairatahi Bank	2,716 m	\$1,358.00
<b>Totals</b>	<b>6,278 m</b>	<b>\$3,139.00</b>

### Kaitaia Compartment

Lewis Junction - Boundary	443 m	\$221.50
Lewis Junction - Road	333 m	\$166.50
Church Gully	2,865 m	\$1,432.50
Mathews Outfall	3,425 m	\$1,712.50
Hanlons	322 m	\$161.00
<b>Totals</b>	<b>7,388 m</b>	<b>\$3,694.00</b>

### Tangonge Compartment

Reids East	1,507 m	\$753.50
Hoddles	867 m	\$433.50
Millers	2,615 m	\$1307.50
McKenzies	634 m	\$317.00
Sharps	402 m	\$201.00
Lewis & Crown Land	1,851 m	\$925.50
<b>Totals</b>	<b>7,876 m</b>	<b>\$3,938.00</b>

### Wairoa Compartment

Berghans	1,005 m	\$502.50
Wairoa Stream	2,543 m	\$1,271.50
Blairs	805 m	\$402.50
<b>Totals</b>	<b>4,353 m</b>	<b>\$2,176.50</b>

### Machine cleaning

Over the 2019/20 year, the Kaitaia Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require removal.

An allowance of \$13,000 is currently allocated for 2020/21 and it's recommended that a cleaning programme for the year is decided upon in the September 2020 Committee meeting.

### Accessibility issues & maintenance

The spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Bylaw.

#### **Reason for the recommendation**

To confirm the expected works and their associated costs. With the work programme to be completed by 30 June 2021.

### **3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

A summary of the expected 2020/21 financial year is as follows:

<b>Kaitaia</b>	<b>Budget</b>
2019-20 Residual funds (reserve funds available)	\$33,800
2020 Opening Balance (rated income)	\$70,000
2020-21 Proposed Expenditure	\$73,731
<b>2020-21 Closing Reserve Balance</b>	<b>\$30,069</b>

#### **ATTACHMENTS**

**Nil**

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks a recommendation from the Committee to the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Ngai Takoto Iwi is included in the development of the management plan for the districts drainage areas. Other iwi such as Te Raroa and Ngati Kuri are also present and may be affected.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

**6.6 WAIHARARA AND KAIKINO DRAINAGE AREAS 18/19 PROGRAMME UPDATE****File Number: A2414367****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To notify the Te Hiku Community Board on the progress across all Drainage aspects; Planning, financing and physical works, for the financial year ending the 30<sup>th</sup> of June 2019.

**EXECUTIVE SUMMARY**

As the 2018/19 summer has begun, several tasks on the approved work programme have been completed or are in progress. With a combination of spraying, cleaning and access improvements being completed on behalf of the ratepayers, this will provide a progress report on the work and finances along with any new developments. To date a total of \$3,885 has been spent in the Waiharara Area and \$15,385 in the Kaikino Area.

The Waiharara and Kaikino Drainage Areas Committee met on 18 March 2019 and make the following recommendations to the Te Hiku Community Board.

**RECOMMENDATION**

**That the Te Hiku Community Board:**

- a) Approves the 2018/19 work programme
- b) Requests that the Council insures and maintains the drone
- c) Requests that staff attend a drone training course
- d) Requests that staff complete a work programme and submit it at the March 2020 meeting to show how the drone will be utilised
- e) Approves that the installation of an access way at John Matijevich's be deferred to the 19/20 work programme.
- f) Approves that the formation of an access track and installation of 3 crossings to provide access to the downstream section of the Hobson Drain be deferred to the 19/20 work programme.
- g) Requests that staff contact Honeytree Farms and inspect that the following private work has been completed at the owners cost:
  - i) Installation of the supplied culvert
  - ii) Shift the windbreak to allow the digger to access the drain
  - iii) Removal of the bund at the bridge access so that vehicles can get to the neighbouring property
  - iv) Removal of the sandbags in the drain
  - v) Widen and tidy the access track to make it easier near the southern boundary where they have just finished re-profiling land for the avocado farm

**1) BACKGROUND**

The Waiharara and Kaikino Drainage Areas Committee was formally re-established at the 26<sup>th</sup> of February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

The work programme for the 2018/19 financial year was most recently approved at the 10<sup>th</sup> of September 2018 Committee meeting. Additionally it has been reviewed during several earlier Committee meetings on 22<sup>nd</sup> of March 2018 and 11<sup>th</sup> of September 2017.

From the most recent Committee meeting, a resolution was made to:

“...approve partial funding, equal to 25% of the total cost, for the purchase of a drone including the necessary accessories, on the basis the remaining drainage Committees agree to an equal share of the total expense.”

As the other Drainage Area Committees also made this resolution, the drone share has been included as a new item in the budget. It also seemed reasonable for the Far North District Council to pay a share so the original 25% has been reduced to 20% as it's now split into 5 equal portions.

## 2) DISCUSSION AND OPTIONS

Across both the Waiharara and Kaikino Areas, there are several agreed points which require work. This section details the work currently programmed from September 2018 and what progress has been made.

### 2.1 Work programme summary

Work is to be completed before 30 June 2019, with the spraying programme started late 2018:

<u><b>Waiharara</b></u>	<b>Budgeted</b>	<b>Expended</b>
<u><b>Completed Work:</b></u>		
<b><i>Spraying of drains during late Spring / early Summer (Additional spray of the outlet below the bridge)</i></b>	<b><i>\$4,410</i></b>	<b><i>\$3,885</i></b>
<b><i>Total</i></b>	<b><i>\$4,410</i></b>	<b><i>\$3,885</i></b>
<u><b>Remaining Work &amp; Allowances:</b></u>		
<b><i>Additional spray of the Okohine Stream outlet below the bridge</i></b>	<b><i>\$525</i></b>	
<b><i>Machine cleaning of the Tunnel Traverse drain (In progress)</i></b>	<b><i>\$1,500</i></b>	
<b><i>20% share of a drone for drain surveillance (Approved in Sept Meeting)</i></b>	<b><i>\$664</i></b>	
<b><i>Okohine Stream access improvements – Honeytree Farms (In progress)</i></b>	<b><i>\$2,112</i></b>	
<b><i>Machine cleaning contingency</i></b>	<b><i>\$3,500</i></b>	
<b><i>Contingency allowance</i></b>	<b><i>\$888</i></b>	
<b><i>Total</i></b>	<b><i>\$9,189</i></b>	
<u><b>Kaikino</b></u>	<b>Budgeted</b>	<b>Expended</b>
<u><b>Completed Work:</b></u>		
<b><i>Bamboo mulching 10 meters from the Kaikino Drain</i></b>	<b><i>\$700</i></b>	<b><i>\$4,946</i></b>

**embankment adjacent to the Heath Road bridge**

<b>Access track maintenance (used to supplement Bamboo mulching)</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>Supply &amp; install ~7 culverts, gates and strainers along Milich's and Gumdigger's to provide a direct access track to the Kaikino Drain</b>	<b>\$2,413</b>	<b>\$10,393</b>
<b>Contingency allowance (used to supplement Kaikino drain access track)</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>Total</b>	<b>\$6,113</b>	<b>\$15,339</b>

**Remaining Work & Allowances:**

<b>Spraying of drains during late Spring / early Summer (In progress)</b>	<b>\$3,875</b>
<b>Install an access track, gate and strainers at Ujdur's (Deferred)</b>	<b>\$1,500</b>
<b>Form an access track and install ~3 crossings to provide access to the downstream section of the Hobson Drain (Deferred)</b>	<b>\$2,000</b>
<b>Removal of the invasive weed from the Hobson Drain may be required if weed growth proves detrimental</b>	<b>\$1,500</b>
<b>20% share of a drone for drain surveillance (Approved in Sept Meeting)</b>	<b>\$664</b>
<b>Machine cleaning contingency</b>	<b>\$1,000</b>
<b>Total</b>	<b>\$7,039</b>

**2.2 Projects within work programme****Hobson Extension Drain access crossing near Ujdur's (Deferred)**

This will enable access for spraying of the upmost section of the Hobson Extension Drain. This crossing will require a gate, strainer posts and track material to be installed. An allowance of \$1,500 has been programmed for the crossing. This has currently been put on hold due to unexpected costs with the Kaikino Drain project.

**Kaikino Drain access track**

Continuing from access improvements along the Milich's property and exploratory mulching in the 2017/18 work programme, further access improvements have been made.

This is in the form of 7 new crossings along the back of the Milich's and Gumdigger's properties, with the aim of making maintenance much more efficient and cost effective for the area.

The project has cost \$9,225 this financial year which has exceeded the approved budget of \$2,413. This includes purchasing several culverts, fencing supplies, and fill material, along with the cost of machine usage and labour.

**Hobson Drain (downstream of Paparore Road) access track (Deferred)**

In past Committee meetings it was agreed that the section of drain downstream of Paparore Road, requires machine cleaning. Unfortunately there is very little access to this section of drain which has delayed cleaning and spraying.

In 2016 and 2017 there were plans of installing a new access track along the Hobson Drain, downstream of Paparore Road but so far no work has been completed. To start the new access track, there are approximately 2 new access culverts required to reach the drain bank and then another crossing along the track. These 3 culverts will cost \$1,563 but due to unexpected costs with the Kaikino Drain project, this has been deferred.

Once the 2 initial culverts are installed, further work will be investigated to ensure we can restore full access to the lower section and are able to maintain it. This will be proposed for the 19/20 work programme.

**Okohine Stream access crossing near Honeytree Farms**

As discussed at the previous Committee meeting on the 10<sup>th</sup> of September 2018, this will enable better access for spraying of the mid section of the Okohine Stream. The crossing only requires one, 1 meter diameter culvert. The culvert has been purchased at a cost of \$2,112 and is awaiting installation.

**2.3 General maintenance within work programme****Spraying**

Spraying of the Waiharara Area was completed in November at a cost of \$3,885. The additional spray of the outlet below the bridge is yet to be completed.

The Kaikino Area suffered a few delays due to wind conditions but has been completed in February. Any additional spraying will be included as a contingency.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise the below may be appropriate:

More effective sprays are available but require additional consent. Usually the consent is specific to the type of spray concerned and the area for treatment. We need to apply considerable forethought before using these sprays as it can affect crop growth for some distance downstream.

**Machine cleaning**

Over the 2017/18 year, the Waiharara and Kaikino Areas have been investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require removal.

The Waiharara Drainage Area will now be 2 years since the last major clean, as the area was last cleaned in 16/17. A large allowance of \$5,000 has been included in order to cover all cleaning, if it is required as estimated. A portion of this (\$1,500) has been set aside for cleaning of the Tunnel Traverse drain.

The Kaikino Drainage Area does not have any scheduled cleaning. A contingency of \$1,000 has been included which will be available for any machine cleaning required.

Please note the downstream section of the Hobson Drain requires cleaning. The committee members have advised that the ground is dry enough to enable digger access for drain cleaning. The \$1,500 allowance will then remain in this year's budget.

**Accessibility issues & maintenance**

Once formed, the 2 new access tracks along the Kaikino Drain and lower Hobson Drain will need yearly mulching in order to keep the track in good condition. This has been estimated to cost \$1,000.

In addition to maintenance of the new tracks, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

#### **2.4 Waiharara and Kaikino Drainage Area management plans**

There have been some minor changes made to the Management Plans in line with what was agreed upon in March 2017. The Management Plans were then approved by the Te Hiku Community Board in May 2017.

The next step is to have the approved Management Plans reviewed by the Northland Regional Council. This is required under section 27.2 Rules for Drainage and River Control Activities - Controlled Activities, of the Regional Water and Soil Plan for Northland.

#### **2.5 Drainage area mapping**

Late 2017, Council began using GIS (Geographic Information System) or mapping tools to log the location of the Drainage Area Drains electronically. The aim of this project is to put together a relatively accurate database of the drain width, depth, grade and location. Once gathered, the information will be added as a new layer in the Far North District Council's online maps which are available to the public.

To date the entire Kaikino Drainage Area has been mapped although it is not yet available online.

The other Drainage Areas, Waiharara, Kaitaia and Motutangi, are planned for mapping when we have the available staff.

Additionally, Council has done some research on the cost of purchasing a drone for Drainage Area monitoring. Our recommended drone, the DJI Phantom 4 Pro Drone costs \$2,499 and has a range of ~5km (may vary depending on terrain) and a battery life of 30 minutes. Additional items for the drone are listed below:

Spare batteries - \$320 each

Memory card - \$60

Carry bag - \$120

As mentioned in Section 1, a new budget item of \$664, roughly equal to 20% of the cost, has been added to each area's programme for the purchase of the drone.

#### **2.6 Drainage Area Requests for Service (RFS) Summary**

There have been no RFS's received for the Waiharara and Kaikino Drainage Areas in the last 6 months.

#### **Reason for the recommendation**

To ensure that the Te Hiku Community Board are up to date on current work progress and expenditure. Also to enable the Committee's requested amendments to the report and work programme.

**3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

A summary of the expected 2018/19 financial year is as follows:

<b>Waiharara</b>	<b>Budget</b>
2017-18 Residual funds (reserve funds available)	\$16,627
2018 Opening Balance (rated income)	\$10,000
2018-19 Expenditure to date	\$3,885
2018-19 Remaining Expenditure	\$9,189
<b>2018-19 Closing Reserve Balance</b>	<b>\$13,553</b>
<b>Kaikino</b>	<b>Budget</b>
2017-18 Residual funds (reserve funds available)	\$19,297
2018 Opening Balance (rated income)	\$8,000
2018-19 Expenditure to date	\$15,339
2018-19 Remaining Expenditure	\$7,039
<b>2018-19 Closing Reserve Balance</b>	<b>\$4,919</b>

**ATTACHMENTS**

Nil

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks a recommendation from the Committee to the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Ngai Takoto Iwi is included in the development of the management plan for the districts drainage areas.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

**6.7 WAIHARARA AND KAIKINO DRAINAGE AREAS 19/20 PROGRAMME****File Number: A2414397****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2019/20 financial year.

**EXECUTIVE SUMMARY**

Over the 2019/20 financial year, the Far North District Council wishes to complete a selection of drainage area works. The work includes spraying, cleaning and access maintenance of the drains. It is recommended a budget of \$11,410 is allocated to cover the required and potential work for Waiharara and a budget of \$13,875 for Kaikino.

The Waiharara and Kaikino Drainage Areas Committee met on 18 March 2019 and make the following recommendations to the Te Hiku Community Board.

**RECOMMENDATION**

**That the Te Hiku Community Board:**

- a) Approves the 2019/20 work programme
- b) Approves that the rates for the Kaikino Drainage Area be increased from \$8,000 to \$9,000 for one year and revised for the 2020/21 rating year

**1) BACKGROUND**

The Waiharara and Kaikino Drainage Areas Committee was formally re-established at the 26 February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

The works programme for the 2019/20 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2018/19 is completed as planned.

**2) DISCUSSION AND OPTIONS**

Across both the Waiharara and Kaikino Areas, there are several areas which require work. The items detailed in the below work programmes have been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware of other work that is required and today's meeting provides an opportunity to adjust the work programme.

The Waiharara Drainage Area programme is similar to the 2018/19 programme, but the Kaikino budget and proposed work programme has a number of changes from the 2018/19 programme, and requires the Committee's attention.

**2.1 Proposed work programme summary**

Work is to be completed before 30 June 2020, with the spraying programme to start during late 2019:

**Waiharara**

***Spraying of drains during late Spring / early Summer***

***\$4,410***

***(Additional spray of the outlet below the bridge)***

<b><i>Machine cleaning allowance</i></b>	<b><i>\$5,000</i></b>
<b><i>Contingency allowance</i></b>	<b><i>\$2,000</i></b>
<b><i>Total</i></b>	<b><i>\$11,410</i></b>

**Kaikino**

<b><i>Spraying of drains during late Spring / early Summer</i></b>	<b><i>\$3,875</i></b>
<b><i>Complete new crossings along Milich's and Gumdigger's to provide a direct access track to the Kaikino Drain</i></b>	<b><i>\$2,000</i></b>
<b><i>Form an access track and install ~3 crossings to provide access to the downstream section of the Hobson Drain</i></b>	<b><i>\$3,500</i></b>
<b><i>Install an access track, gate and strainers at Ujdur's</i></b>	<b><i>\$1,500</i></b>
<b><i>Machine cleaning allowance</i></b>	<b><i>\$2,000</i></b>
<b><i>Contingency allowance</i></b>	<b><i>\$1,000</i></b>
<b><i>Total</i></b>	<b><i>\$13,875</i></b>

**2.2 Proposed projects within work programme****Hobson Extension Drain access crossing near Ujdur's**

This will enable access for spraying of the upmost section of the Hobson Extension Drain. This crossing will require a gate, strainer posts and track material to be installed. An allowance of \$1,500 has been programmed for the crossing.

**Kaikino Drain access track**

Continuing from the installation of 7 new crossings along the Milich's and Gumdigger's properties in the 2018/19 work programme; some finishing touches are required.

We're currently awaiting a quote for the work required which is expected to be approximately \$2,000.

After completion the new track will offer much needed access for the spraying contractors, cutting down the time taken for spraying.

**Hobson Drain (downstream of Paparore Road) access track**

In 2016 and 2017 there were plans of installing a new access track along the Hobson Drain, downstream of Paparore Road. In 2018/19 some of the required culverts were purchased but due to unexpected costs elsewhere, the installation was put on hold.

As before, to start the new access track, there are approximately 2 new access culverts required to reach the drain bank and then another crossing along the track. These 3 culverts will cost \$1,563.

Once the 2 initial culverts are installed, further work will be investigated to ensure we can restore full access to the lower section and are able to maintain it.

A budget of \$3,500 is proposed in the work programme for purchase of supplies and installation of the 3 new crossings.

## 2.3 General maintenance within the work programme

### Spraying

Spraying of the Waiharara and Kaikino Areas is to be completed during late spring / early summer 2019. Any additional spraying will be included as a contingency.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise the below may be appropriate:

More effective sprays are available but require additional consent. Usually the consent is specific to the type of spray concerned and the area for treatment. We need to apply considerable forethought before using these sprays as it can affect crop growth for some distance downstream.

### Machine cleaning

Over the 2018/19 year, the Waiharara and Kaikino Areas shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require removal. The inspections from this year's spray are positive and indicate there isn't a need for cleaning. Below is a review of what's been completed recently.

The Waiharara Drainage Area will now be 3 years since the last major clean, as the area was last cleaned in 16/17. A large allowance of \$5,000 has been included in order to cover cleaning, if it is required as estimated. This is slightly lower than what was previously approved as the drains are still in good condition.

The Tunnel Traverse drain in Waiharara is programmed for cleaning in the 2018/19 work programme.

The Kaikino Drainage Area does not have any scheduled cleaning. An allowance of \$2,000 has been included which will be available for any machine cleaning required.

Note the downstream section of the Hobson Drain is programmed for cleaning in the 2018/19 work programme.

### Accessibility issues & maintenance

Once formed, the 2 new access tracks formed along the Kaikino drain and lower Hobson drain will need yearly mulching in order to keep the track in good condition. This has been estimated to cost \$1,000.

In addition to maintenance of the new tracks, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Bylaw.

**Reason for the recommendation**

To confirm the expected works and their associated costs. With the work programme to be completed by 30 June 2020.

**3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

A summary of the expected 2019/20 financial year is as follows:

<b>Waiharara</b>	<b>Budget</b>
2018-19 Residual funds (reserve funds available)	\$13,553
2019 Opening Balance (rated income)	\$10,000
2019-20 Proposed Expenditure	\$11,410
<b>2019-20 Closing Reserve Balance</b>	<b>\$12,143</b>

<b>Kaikino</b>	<b>Budget</b>
2018-19 Residual funds (reserve funds available)	\$4,919
2019 Opening Balance (rated income)	\$9,000
2019-20 Proposed Expenditure	\$13,875
<b>2019-20 Closing Reserve Balance</b>	<b>\$44</b>

**ATTACHMENTS**

Nil

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks a recommendation from the Committee to the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Ngai Takoto Iwi is included in the development of the management plan for the districts drainage areas.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

**6.8 WAIHARARA AND KAIKINO DRAINAGE AREAS 20/21 PROGRAMME****File Number: A2414478****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2020/21 financial year.

**EXECUTIVE SUMMARY**

Over the 2020/21 financial year, the Far North District Council wishes to complete a selection of drainage area works. The work includes spraying, cleaning and access maintenance of the drains. It is recommended a budget of \$11,410 is allocated to cover the required and potential work for Waiharara and a budget of \$7,875 for Kaikino.

The Waiharara and Kaikino Drainage Areas Committee met on 18 March 2019 and make the following recommendation to the Te Hiku Community Board.

**RECOMMENDATION**

**That the Te Hiku Community Board:**

- a) Approves the 2020/21 work programme**

**1) BACKGROUND**

The Waiharara and Kaikino Drainage Areas Committee was formally re-established at the 26 February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

The works programme for the 2020/21 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2018/19 and 2019/20 are completed as planned.

**2) DISCUSSION AND OPTIONS**

Across both the Waiharara and Kaikino Areas, there are several areas which require work. This section details the work currently programmed and it is intended that Committee review the 2020/21 work programme and adjust based on more recent information.

Further review of the programme must be done during the following Drainage Area Committee Meeting held in September 2019 and over the next financial year. This is due to the highly estimated nature of the work programme.

**2.1 Proposed work programme summary**

Work is to be completed before 30 June 2021, with the spraying programme to start during late 2020:

**Waiharara**

***Spraying of drains during late Spring / early Summer  
(Additional spray of the outlet below the bridge)*** **\$4,410**

***Machine cleaning allowance*** **\$5,000**

<b>Contingency allowance</b>	<b>\$2,000</b>
<b>Total</b>	<b>\$11,410</b>

**Kaikino**

<b>Spraying of drains during late Spring / early Summer</b>	<b>\$3,875</b>
<b>Machine cleaning allowance</b>	<b>\$2,000</b>
<b>Access track maintenance</b>	<b>\$1,000</b>
<b>Contingency allowance</b>	<b>\$1,000</b>
<b>Total</b>	<b>\$7,875</b>

**2.2 General maintenance within the work programme****Spraying**

Spraying of the Waiharara and Kaikino Areas is to be completed during late spring / early summer 2020. Any additional spraying will be included as a contingency.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise the below may be appropriate:

More effective sprays are available but require additional consent. Usually the consent is specific to the type of spray concerned and the area for treatment. We need to apply considerable forethought before using these sprays as it can affect crop growth for some distance downstream.

**Machine cleaning**

Over the 2019/20 year, the Waiharara and Kaikino Areas shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require removal. There is no planned cleaning scheduled, below is a review of what's been completed recently.

The Waiharara Drainage Area will now be 4 years since the last major clean, as the area was last cleaned in 16/17. A large allowance of \$5,000 has been included in order to cover cleaning, if it is required as estimated. This is slightly lower than what was previously approved as the drains are still in good condition.

The Tunnel Traverse drain in Waiharara is programmed for cleaning in the 2018/19 work programme.

The Kaikino Drainage Area has no programmed cleaning and has had little cleaning completed over the last 5 years. A contingency of \$2,000 has been included which will be available for any machine cleaning required.

Note the downstream section of the Hobson Drain is programmed for cleaning in the 2018/19 work programme.

**Accessibility issues & maintenance**

2 new access tracks to be formed along the Kaikino drain and lower Hobson drain will need yearly mulching in order to keep the track in good condition. This has been estimated to cost \$1,000.

In addition to maintenance of the new tracks, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Bylaw.

#### **Reason for the recommendation**

To confirm the expected works and their associated costs. With the work programme to be completed by 30 June 2021.

### **3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

A summary of the expected 2020/21 financial year is as follows:

<b>Waiharara</b>	<b>Budget</b>
2019-20 Residual funds (reserve funds available)	\$12,143
2020 Opening Balance (rated income)	\$9,000
2020-21 Proposed Expenditure	\$11,410
<b>2020-21 Closing Reserve Balance</b>	<b>\$9,733</b>
<b>Kaikino</b>	<b>Budget</b>
2019-20 Residual funds (reserve funds available)	\$44
2020 Opening Balance (rated income)	\$8,000
2020-21 Proposed Expenditure	\$7,875
<b>2020-21 Closing Reserve Balance</b>	<b>\$169</b>

#### **ATTACHMENTS**

**Nil**

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks a recommendation from the Committee to the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Ngai Takoto Iwi is included in the development of the management plan for the districts drainage areas.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

## 6.9 MOTUTANGI DRAINAGE AREA 18/19 PROGRAMME UPDATE

**File Number:** A2414556

**Author:** Troy Smith, Assistant Engineer

**Authoriser:** Andy Finch, General Manager - Infrastructure and Asset Management

### PURPOSE OF THE REPORT

To notify the Te Hiku Community Board on the progress across all Drainage aspects; Planning, financing and physical works, for the financial year ending the 30<sup>th</sup> of June 2019.

### EXECUTIVE SUMMARY

As the 2018/19 summer has begun, several tasks on the approved work programme have been completed or are in progress. With a combination of spraying, cleaning and access improvements being completed on behalf of the ratepayers, this will provide a progress report on the work and finances along with any new developments. To date a total of \$23,118 has been expended for the Motutangi work programme.

The Motutangi Drainage Area Committee met on 18 March 2019 and makes the following recommendation to the Te Hiku Community Board.

### RECOMMENDATION

**That the Te Hiku Community Board:**

- a) Approves the 2018/19 work programme

### 1) BACKGROUND

The Motutangi Drainage Area Committee was formally re-established at the 26<sup>th</sup> of February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

The work programme for the 2018/19 financial year was most recently approved at the 10<sup>th</sup> of September 2018 Committee meeting. Additionally it has been reviewed during earlier Committee meetings on 22<sup>nd</sup> of March 2018 and 11<sup>th</sup> of September 2017.

From the most recent Committee meeting, a resolution was made to:

“...approve partial funding, equal to 25% of the total cost, for the purchase of a drone including the necessary accessories, on the basis the remaining drainage Committees agree to an equal share of the total expense.”

As the other Drainage Area Committees also made this resolution, the drone share has been included as a new item in the budget. It also seemed reasonable for the Far North District Council to pay a share so the original 25% has been reduced to 20% as it's now split into 5 equal portions.

### 2) DISCUSSION AND OPTIONS

Within the Motutangi Area, there are several agreed points which require work. This section details the work currently programmed from September 2018 and what progress has been made.

In case of any additional changes, it is intended that the 2018/19 work programme is reviewed.

**2.1 Work programme summary**

Work is to be completed before 30 June 2019, with the spraying programme started late 2018:

<b><u>Motutangi</u></b>	<b><i>Budgeted</i></b>	<b><i>Expended</i></b>
<b><u>Completed Work:</u></b>		
<b><i>Spraying of Motutangi Stream, 10<sup>th</sup> to 13<sup>th</sup> September (primarily focused on spraying the West/far side)</i></b>	<b><i>\$1,300</i></b>	<b><i>\$1,300</i></b>
<b><i>Spraying of the Main Outfall drain through the Harvey property and to the DOC boundary, 10<sup>th</sup> to 13<sup>th</sup> September</i></b>	<b><i>\$1,000</i></b>	<b><i>\$550</i></b>
<b><i>Spraying of drains during late Spring / early Summer</i></b>	<b><i>\$7,096</i></b>	<b><i>\$6,035</i></b>
<b><i>Machine cleaning Spring</i></b>	<b><i>\$4,500</i></b>	<b><i>\$6,929</i></b>
<b><i>Access track maintenance (Mulching as directed)</i></b>	<b><i>\$2,000</i></b>	<b><i>\$6,741</i></b>
<b><i>Install a culvert, access track, gate and strainers at the Harvey/Harrington boundary on the Aspin Drain (In progress)</i></b>	<b><i>\$2,500</i></b>	<b><i>\$679</i></b>
<b><i>Install a gate and strainers at the Bryan/Blucher boundary on the Bryan Drain</i></b>	<b><i>\$500</i></b>	<b><i>\$884</i></b>
<b><i>Total</i></b>	<b><i>\$18,896</i></b>	<b><i>\$23,118</i></b>
<b><u>Remaining Work &amp; Allowances:</u></b>		
<b><i>Cleaning the inaccessible portion of the Aspin drain (500m) Note this is an estimate as will be at an hourly rate due to the uncertainty of the terrain</i></b>	<b><i>\$3,000</i></b>	
<b><i>Install a culvert, access track, gate and strainers at the Harvey/Bryan boundary on the Beazley Drain</i></b>	<b><i>\$2,500</i></b>	
<b><i>Install a culvert, access track, gate and strainers at the Harvey/Harrington boundary on the Aspin Drain (In progress)</i></b>	<b><i>\$1,821</i></b>	
<b><i>A culverted access track is required at Bede's property on the Selwyn Drain</i></b>	<b><i>\$3,000</i></b>	
<b><i>Department of Conservation Concession Agreement Fee (one off fee)</i></b>	<b><i>\$1,540</i></b>	
<b><i>20% share of a drone for drain surveillance (Approved in Sept Meeting)</i></b>	<b><i>\$664</i></b>	
<b><i>Contingency allowance</i></b>	<b><i>\$3,000</i></b>	
<b><i>Total</i></b>	<b><i>\$15,525</i></b>	

## **2.2 Projects within work programme**

### **Aspin Drain access crossing at the Harvey/Harrington boundary**

This will enable better access for maintenance of the Aspin Drain. This crossing will require a gate, strainer posts and culvert to be installed. An allowance of \$2,500 has been programmed and so far 1 culvert has been purchased at a cost of \$679. Another culvert is being purchased. The culverts will then be installed by the property owner.

### **Bryan Drain access crossing at the Bryan/Blucher boundary**

This crossing will enable better access for maintenance of the Bryan Drain. This crossing will require a gate, strainer posts and culvert to be installed. An allowance of \$500 was programmed but both culverts have been purchased at a cost of \$884. The culverts will now be installed by the property owner.

### **Deferred projects**

#### **Motutangi stream stockpile relocation**

The Motutangi Stream stockpile relocation area has to be positioned in accordance with the DOC agreement conditions. At present we are still consulting with DOC in order to reach a decision, more information on this can be found under section 2.4 Motutangi Drainage Area management plan.

Any dumpsites would be identified by the Department of Conservation (DOC) before works commenced.

For the time being this has been delayed further and put into Motutangi Drainage Area's 2019/2020 budget. An allowance of \$34,000 has been included.

## **2.3 General maintenance within work programme**

### **Spraying**

Spraying of the Motutangi drains was completed over October and November at a cost of \$7,885. The \$700 allowance for helicopter spraying of the Aspin Drain has been removed as a new access crossing is almost complete. There was also an allowance of \$750 for spraying of the Motutangi Stream access track which wasn't required.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise the below may be appropriate:

More effective sprays are available but require additional consent. Usually the consent is specific to the type of spray concerned and the area for treatment. We need to apply considerable forethought before using these sprays as it can affect crop growth for some distance downstream.

### **Machine cleaning**

The Motutangi stream outlet was cleaned in September with a medium reach digger from the drain intersection and downstream as required. This came to a cost of \$6,929 which is consistent last year's cost of \$6,998. After cleaning with a medium reach digger, the remainder of the channel was sprayed.

The long and hot summer this year is encouraging weed growth but at this stage the cleaning operation has been successful. As we move into late autumn, the drain conditions will be assessed again to identify if an additional clean and spray is required.

A contingency of \$3,000 has been budgeted in case an additional clean is required.

The Aspin Drain is also programmed for cleaning this year but is currently on hold until the new access crossing is installed. This also depends on how dry the access is. However, when suitable there is a budget of \$3,000 available.

During their inspection of the drains, the spraying contractors did not identify any further need for cleaning.

### **Accessibility issues & maintenance**

Exploratory mulching of the Motutangi Stream access track was completed at a cost of \$6,741.

The spraying contractor identified a need for access track widening along the 'Cut to Lands End' drain. There is minimal room for the spraying truck to drive through and at points can get quite dangerous. An allowance of \$2,000 was programmed for the access track widening but was not used for this due to other priorities, and this will now be included in the 19/20 programme.

In addition to maintenance of the drains, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

### **2.4 Motutangi Drainage Area management plan / DOC concession agreement**

We received a response from DOC on the 19<sup>th</sup> of December 2018 along with their further revised concession agreement.

On the 1<sup>st</sup> of February 2019, we replied to DOC with a meeting request in the hope that we could discuss any sticking points and come to an agreement. This would avoid more time spent revising the document and time in admin work. Unfortunately we hadn't received a reply from DOC.

On Tuesday the 19<sup>th</sup> of February we phoned DOC Kaitaia and were transferred to another officer. This led to a promising phone call and we're currently awaiting further response from them regarding a meeting.

For a summary of the consultation timeline between FNDC and DOC, please see Attachment 1 – "Motutangi Concession Agreement – DOC Consultation Summary".

Once the concession management plan is approved by the members, Council and DOC, the next step is to have the complete document reviewed by the Northland Regional Council. This is required under section 27.3 Rules for Drainage and River Control Activities - Discretionary Activities, of the Regional Water and Soil Plan for Northland.

### **2.5 Drainage area mapping**

Late 2017, Council began using GIS (Geographic Information System) or mapping tools to log the location of the Drainage Area Drains electronically. The aim of this project is to put together a relatively accurate database of the drain width, depth, grade and location. Once gathered, the information will be added as a new layer in the Far North District Council's online maps which are available to the public.

To date the entire Kaikino Drainage Area has been mapped although it is not yet available online.

The other Drainage Areas, Waiharara, Kaitaia and Motutangi, are planned for mapping when we have the available staff.

Additionally, Council has done some research on the cost of purchasing a drone for Drainage Area monitoring. Our recommended drone, the DJI Phantom 4 Pro Drone costs \$2,499 and has a range

of ~5km (may vary depending on terrain) and a battery life of 30 minutes. Additional items for the drone are listed below:

Spare batteries - \$320 each

Memory card - \$60

Carry bag - \$120

As mentioned in Section 1, a new budget item of \$664, roughly equal to 20% of the cost, has been added to each area's programme for the purchase of the drone.

## 2.6 Drainage Area Requests for Service (RFS) Summary

In the last 6 months, there has been one RFS received regarding the Motutangi Drainage Area. Please find a summary of the request below:

On the 5<sup>th</sup> of December 2018 the mayor received a letter from Mr Croydon Thompson. In the letter he expressed his concerns with sediment and debris discharging into the Houhora harbour as a result of the FNDC cleaning the Motutangi Stream. This was then logged as RFS 3925397 and assigned to the Alliances Manager Glenn Rainham to action.

Please see Attachment 2 for more information which is a cover letter from Mr Croydon Thompson.

### Reason for the recommendation

To ensure that the Te Hiku Community Board are up to date on current work progress and expenditure. Also to enable the Committee's requested amendments to the report and work programme.

## 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2018/19 financial year is as follows:

<b>Motutangi</b>	<b>Budget</b>
2017-18 Residual funds (reserve funds available)	\$43,711
2018 Opening Balance (rated income)	\$46,000
2018-19 Expenditure to date	\$23,118
2018-19 Remaining Expenditure	\$15,525
<b>2018-19 Closing Reserve Balance</b>	<b>\$51,068</b>

## ATTACHMENTS

1. **Motutangi Concession Agreement - DOC Consultation Summary - A2372396**  
2. **RFS3925397-MAY-ThompsonC-MotutangiStrmDrainageDist-Ltr - A2373285**  

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks a recommendation from the Committee to the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Ngai Takoto Iwi is included in the development of the management plan for the districts drainage areas. Other iwi in the area may also be affected such as Ngati Kuri.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

20/02/2019

**RE: Motutangi Concession Agreement – DOC Consultation Summary**

As requested by the chairperson of the Motutangi Drainage Area Committee, please find tabled below the most recent emails sent from Council to the Department of Conservation (DOC).

Sender	Date	Contents
<b>FNDC</b>	06/04/2018	Sending our latest amendments to DOC for comment
<b>FNDC</b>	20/07/2018	Request for DOC to provide an update on progress
<b>FNDC</b>	17/08/2018	Request for DOC to provide an update on progress
<b>DOC</b>	17/08/2018	Response advising an update will be given on the 22/08/2018
<b>FNDC</b>	28/09/2018	Request for DOC to provide an update on progress
<b>FNDC</b>	09/10/2018	Request for DOC to provide an update on progress
<b>FNDC</b>	24/10/2018	Request for DOC to provide an update on progress
<b>FNDC</b>	16/11/2018	Request for DOC to provide an update on progress
<b>DOC</b>	16/11/2018	Response advising of a final response by 23/11/2018
<b>DOC</b>	19/12/2018	Revised concession document received for us to consider
<b>FNDC</b>	01/02/2019	Request for meeting to discuss further changes
<b>FNDC</b>	07/02/2019	Request for a response
<b>FNDC</b>	19/02/2019	Transferred to DOC Hamilton – Sent revised document for their review

Upon receiving DOC's comments and revisions on the 19<sup>th</sup> of December 2018, FNDC staff would like to make further changes and discuss these with DOC directly as opposed to sending another revision back for assessment.

It appears DOC Hamilton had been asked to take over the assessment and this may prove to be a more fruitful arrangement. After sending the revised agreement to DOC Hamilton, we are currently awaiting feedback.

If you require any further information please do not hesitate to contact Council on 09 401 5200 or free-phone 0800 920 029.

Yours sincerely

Troy Smith  
**Graduate Engineer – 3 Waters**  
 Troy.smith@fndc.govt.nz

3608A Far North Road

Houhora Rd4

Kaitaia 0484

28<sup>th</sup> November 2018

FNDC ADMIN  
05 DEC 2018

Mr John Carter

Mayor

Far North District Council

Private Bag 752

Kaikohe 0440

Hello John

Re Motutangi Stream

Please find enclosed a selection of photos (taken by drone on 11 November 2018) of the last digger job on the Motutangi Stream, 20<sup>th</sup> Sept and 1st October. This is the 4<sup>th</sup> time this cleaning job has been undertaken by Wade Hogg. When he was on site I asked him did he have a set of specifications and a works order to do this and he said no, Paul Harvey had just asked him to carry out the work.

I told him that a requirement of the Far North District Council (FNDC) Document no: A 1839805 refers, page 9, is that a resource consent is required to be obtained to do this work. Information has been obtained from the Northern Regional Council (NRC) that the FNDC does not have a consent to remove soil/sand from the creek sides or bottom. Since Wade Hogg has been digging the stream, it's profile (cross section) would be looking something like this as he has a standard reach 12-ton digger.



The sediment, oxygen weed and nutrients pouring downstream into the Houhora harbour was unbelievable, he did say he had placed a capture net which he strung across the creek

at the coastal reserve, I went straight down and checked, and saw no evidence of a net in place or that there had been one at any stage.

John, my concern is if Paul Harvey is handing out the work and the contractor (Ron Fenwick) is advising council workers, there is a definite conflict of interest here. My question is if this is occurring why do we need Steven Little and Steven Smith, in their capacity in the FNDC. I would not be surprised if Paul Harvey and Ron Fenwick are authorising payments as well, where are the cross checks and accountability. Who is responsible for the spending of the ratepayers money?

If you read the letter dated sent to me by Andy Finch, it is obvious the people he mentions who checked the creek and if they said it was the best it had looked in years, he would believe it! Would it not have been a better option to get an impartial person to review the creek, not some one that stands to personally gain financially from his own recommendations to spray the stream. Is this not a conflict of interest, there is no evidence of impartiality and has a strong leaning to nepotism.

When are these lies and deceits going to STOP and your staff are held accountable for their actions or lack of?

Sometime over the 2<sup>nd</sup> or 3<sup>rd</sup> week of November 2018 some low class has sprayed the grass to approx. 20-30 m either side of my bridge eastern end. I wonder who that might be, and I wonder if either side of his culvert got sprayed to the same extent, maybe you could tell me if a works order was issued for this spray job? If so, can you please provide me with a copy of the works order issued by FNDC staff.

Since I border the creek approx. 1000m, I always know when Harvey or Campbell are cleaning drains as the Motutangi creek runs black with sediment, weed and obviously nutrients which the oxygen weed thrives on. Both these swamp properties are riddled with feeder drains, which then flows into the Houhora harbour.

Why is the FNDC years behind the rest of the country, regarding looking after the environment and streams, creeks, harbours etc?

If the wetlands, creek and Harbour were anywhere else, they would be protected. The lakes in Taupo, Rotorua etc and the vast majority of waterways both in the North and South Island are planted on both sides with Natives and let Mother nature do her job.

n.b. I am prepared to have a Hui with Andy Finch, Steven Little, Steven Smith and yourself if possible, at our place and show you first hand the abuse of this creek, its ecology and our environment.

I have made this offer on several occasions to Steven Little and at one stage he said he was coming to do a site visit approx. 18 months/2 years ago, and as of today's date I have not seen him.

I await your response as this matter will not just go away until some affirmative action is taken to address this blatant disregard for FNDC policy's and rules.

Your sincerely



Croydon Thompson

Please see attached summary which gives a very brief outline of my concerns

#### SUMMARY

1. The Motutangi was drained for pastoral farming, not cropping or arable (animals only)
2. No consent obtained to dig soil/sand from creek
3. No cost/benefit analysis carried out or R.O.I
4. No consultation with Ngati Kuri Iwi, I/A with LGNZ. Kaitiaki of the Houhora Harbour.
5. No representation from our Te Hiku Far North representative, as Lauri Atkinson pushed her aside and onto the Waiharara/Kaikino drainage committee, which he himself should have been on. Melanie is our duly elected member for the Far North, not Laurie. Where is the justification not to have our own representative on this committee?
6. No consultation with ratepayers
7. No drain fenced (Motutangi) on Paul Harveys farm. I flew over this drain on 20/9/18
8. No buffer between stream and watermelon on Harvey's property. I flew over on 17/10/18
9. No thought to the ecology and their environment e.g. native flora and fauna
10. No AGM for the Motutangi/Waiharara Drainage committee, Bob Campbell just rolled over the committee which contravenes FNDC own rules
11. No qualifications given for the following council workers when asked: Clarke, Smith, Finch and Little. Am I to assume they do not hold relevant qualifications for their positions?
12. No justification for explosive drainage rate, just to satisfy 2 dairy farmers, who knowingly brought the lowest lying swamp land in the area, then expect the rest of the ratepayers to pay for them to farm their low-lying swamps. See rates analysis for CJ & DM Thompson attached.
13. No consideration given to the petition handed to the FNDC which was signed by 28 of the 36 ratepayers in the Motutangi drainage area NOT wanting a drainage rate increase.
14. No mitigation or even trying to mitigate sediment leaching from feeder drains into secondary drains, then into the cut and onto the Motutangi by Harvey and Campbell.
15. No weed bucket used. Slots cut out in a digging bucket is not suitable. It needs a special one made, starting with a skeleton frame.

**6.10 MOTUTANGI DRAINAGE AREA 19/20 PROGRAMME****File Number: A2414568****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2019/20 financial year.

**EXECUTIVE SUMMARY**

Over the 2019/20 financial year, the Far North District Council wishes to complete a selection of drainage area works. The work includes spraying, cleaning and access maintenance of the drains. It is recommended a budget of \$67,537 is allocated to cover the required and potential work for Motutangi.

The Motutangi Drainage Area Committee met on 18 March 2019 and makes the following recommendation to the Te Hiku Community Board.

**RECOMMENDATION**

**That the Te Hiku Community Board:**

- a) Approves the 2019/20 work programme**

**1) BACKGROUND**

The Motutangi Drainage Area Committee was formally re-established at the 26 February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

The works programme for the 2019/20 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2017/18 and 2018/19 are completed as planned. It is also due to change in line with any additional work agreed upon in the DOC Concession Agreement.

**2) DISCUSSION AND OPTIONS**

Across the Motutangi Area, there are several points which require work. The items detailed in the below work programme have been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware of other work that is required and today's meeting provides an opportunity to adjust the work programme.

**2.1 Proposed work programme summary**

Work is to be completed before 30 June 2020, with the spraying programme to start during late 2019:

**Motutangi**

***Spraying of the drains during early spring and in the autumn if required*** **\$13,037**

***Machine cleaning of the Motutangi Stream in late spring*** **\$8,000**

***Machine cleaning of the Motutangi Stream in autumn*** **\$4,500**

<b><i>Machine cleaning allowance for other drains</i></b>	<b><i>\$2,500</i></b>
<b><i>The Motutangi Stream stockpile relocation programme</i></b>	<b><i>\$34,000</i></b>
<b><i>Access track maintenance</i></b>	<b><i>\$2,000</i></b>
<b><i>Northland Regional Council fee</i></b>	<b><i>\$500</i></b>
<b><i>Contingency allowance</i></b>	<b><i>\$3,000</i></b>
<b><i>Total</i></b>	<b><i>\$67,537</i></b>

## **2.2 Proposed projects within work programme**

### **Motutangi stream stockpile relocation**

The Motutangi Stream stockpile relocation area has to be positioned in accordance with the Department of Conservation (DOC) Concession conditions, when finalised.

Any dumpsites would be identified by DOC before works commenced.

An allowance of \$34,000 has been included in the proposed work programme.

## **2.3 General maintenance within the work programme**

### **Spraying**

Spraying of the Motutangi Area is to be completed during late spring / early summer 2019/20. If additional spraying is required in autumn, this will be funded from a contingency.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise the below may be appropriate:

More effective sprays are available but require additional consent. Usually the consent is specific to the type of spray concerned and the area for treatment. We need to apply considerable forethought before using these sprays as it can affect crop growth for some distance downstream.

### **Machine cleaning**

Over the 2018/19 year, the Motutangi Area has been investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which will require mechanical removal. Other than cleaning a section of the Motutangi stream, there is no further cleaning scheduled. Below is a review of what's been undertaken in the past.

The Motutangi stream has required 2 partial cleans a year. In the 2017/18 FY, both cleans were completed using a medium reach digger as this machine is quicker and therefore cheaper. To assist the effect of using a medium reach digger along the Motutangi Stream, the far bank was sprayed with an extended spray gun during a very low tide. A recent inspection has confirmed that this method provides good value.

The work programme's cleaning costs are based on this method.

The total length cleaned will vary depending on the weather conditions and growth.

A machine cleaning allowance of \$15,000 has been included in the 2019/20 year.

### **Accessibility issues & maintenance**

Access track maintenance is required along several drains, an allowance of \$2,000 has been programmed.

The spraying contractor identified the need for access track widening along the 'Cut to Lands End' drain. There is minimal room for the spraying truck to drive through and at points can get quite

dangerous. A budget of \$2,000 has been programmed for the access track widening in the 19/20 programme; this is to be completed early in the season before spraying is to begin.

In addition to maintenance of the new tracks, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Bylaw.

#### **Reason for the recommendation**

To confirm the expected works and their associated costs. With the work programme to be completed by 30 June 2020.

### **3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

A summary of the expected 2019/20 financial year is as follows:

<b>Motutangi</b>	<b>Budget</b>
2018-19 Residual funds (reserve funds available)	\$51,068
2019 Opening Balance (rated income)	\$34,000
2019-20 Proposed Expenditure	\$67,537
<b>2019-20 Closing Reserve Balance</b>	<b>\$17,531</b>

#### **ATTACHMENTS**

**Nil**

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks a recommendation from the Committee to the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Ngai Takoto Iwi is included in the development of the management plan for the districts drainage areas. Other iwi in the area may also be affected such as Ngati Kuri.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

**6.11 MOTUTANGI DRAINAGE AREA 20/21 PROGRAMME****File Number: A2414580****Author: Troy Smith, Assistant Engineer****Authoriser: Andy Finch, General Manager - Infrastructure and Asset Management****PURPOSE OF THE REPORT**

To provide the Te Hiku Community Board with an outline of the proposed works and costs for the 2020/21 financial year.

**EXECUTIVE SUMMARY**

Over the 2020/21 financial year, the Far North District Council wishes to complete a selection of drainage area works. The work includes spraying, cleaning and access maintenance of the drains. It is recommended a budget of \$33,537 is allocated to cover the required and potential work for Motutangi.

The Motutangi Drainage Area Committee met on 18 March 2019 and makes the following recommendation to the Te Hiku Community Board.

**RECOMMENDATION**

That the **Te Hiku Community Board:**

- a) Approves the 2020/21 work programme

**1) BACKGROUND**

The Motutangi Drainage Area Committee was formally established at the 26 February 2015 meeting of the group previously known as the Northern Advisory Drainage Committee.

The works programme for the 2020/21 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2018/19 and 2019/20 are completed as planned.

**2) DISCUSSION AND OPTIONS**

Within the Motutangi Area, there are several areas which require work. The items detailed in the below work programmes have been determined by staff based on information from the spraying contractor and other sources. However, the Committee may be aware of other work that is required and today's meeting provides an opportunity to adjust the work programme.

Further review of the programme must be done during the following Drainage Area Committee Meeting held in September 2019 and over the next financial year. This is due to the highly estimated nature of the work programme.

**2.1 Proposed work programme summary**

Work is to be completed before 30 June 2021, with the spraying programme to start during late 2020:

**Motutangi**

***Spraying of the drains during early spring and in the autumn if required*** **\$13,037**

***Machine cleaning of the Motutangi Stream in late spring*** **\$8,000**

<b><i>Machine cleaning of the Motutangi Stream in autumn</i></b>	<b><i>\$4,500</i></b>
<b><i>Machine cleaning allowance for other drains</i></b>	<b><i>\$2,500</i></b>
<b><i>Access track maintenance</i></b>	<b><i>\$2,000</i></b>
<b><i>Northland Regional Council fee</i></b>	<b><i>\$500</i></b>
<b><i>Contingency allowance</i></b>	<b><i>\$3,000</i></b>
<b><i>Total</i></b>	<b><i>\$33,537</i></b>

## **2.2 General maintenance within the work programme**

### **Spraying**

Spraying of the Motutangi Area is to be completed during late spring / early summer 2020/21. Any additional spraying will be included as a contingency.

If invasive weed is an issue, the current spray will have little effect on it. For serious cases machine cleaning may be required otherwise the below may be appropriate:

More effective sprays are available but require additional consent. Usually the consent is specific to the type of spray concerned and the area for treatment. We need to apply considerable forethought before using these sprays as it can affect crop growth for some distance downstream.

### **Machine cleaning**

Over the 2019/20 year, the Motutangi Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which may require mechanical removal. Other than cleaning a section of the Motutangi stream, there is no further cleaning scheduled. Below is a review of what's been undertaken in the past.

The Motutangi stream has required 2 partial cleans a year. In the 2017/18 FY, both cleans were completed using a medium reach digger as this machine is quicker and therefore cheaper. To assist the effect of using a medium reach digger along the Motutangi Stream, the far bank was sprayed with an extended spray gun during a very low tide. A recent inspection has confirmed that this method provides good value.

The work programme's cleaning costs are based on this method.

The total length cleaned will vary depending on the weather conditions and growth.

A machine cleaning allowance of \$15,000 has been included in the 2020/21 year.

### **Accessibility issues & maintenance**

Access track maintenance is required along several drains, an allowance of \$2,000 has been programmed.

In addition to maintenance of the drains, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009:

- i) Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii) Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- iii) Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- iv) Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice was sent in 2017 to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Bylaw.

#### **Reason for the recommendation**

To confirm the expected works and their associated costs. With the work programme to be completed by 30 June 2021.

### **3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

A summary of the expected 2020/21 financial year is as follows:

<b>Motutangi</b>	<b>Budget</b>
2019-20 Residual funds (reserve funds available)	\$17,531
2020 Opening Balance (rated income)	\$32,000
2020-21 Proposed Expenditure	\$33,537
<b>2020-21 Closing Reserve Balance</b>	<b>\$15,994</b>

#### **ATTACHMENTS**

**Nil**

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	A low to medium significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks a recommendation from the Committee to the Te Hiku Community Board.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Ngai Takoto Iwi is included in the development of the management plan for the districts drainage areas. Other iwi in the area may also be affected such as Ngati Kuri.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The purpose of the Committee is to liaise with persons likely to be affected.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are to be considered by the committee and budgetary provision is made.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report

## 7 CORPORATE SERVICES GROUP

### 7.1 TE HIKU STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 28 FEBRUARY 2019

**File Number:** A2402054

**Author:** Jolene Graham, Accounting Support Officer

**Authoriser:** Angie Thomas, Chief Financial Officer (Acting)

#### PURPOSE OF THE REPORT

The Community Fund account provides information on financial matters relating to the Te Hiku Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

#### RECOMMENDATION

**That the Te Hiku Community Board receives the report Te Hiku Statement of Community Fund Account as at 28 February 2019.**

#### BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available. In accordance with the Community Grant Policy, section 10, "*applications in excess of \$3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion*".

<b>Community Fund Account balance as at 01 July 2018</b>	<b>\$146,701.00</b>
• <b>Plus Grant refunded from He Whanaumarama Trust</b>	<b>\$3,000.00</b>
• <b>Less funds allocated towards Jaycee Park Project</b>	<b>\$52,800.00</b>
• <b>Less funds granted and uplifted to 28 February 2019</b>	<b>\$56,190.00</b>
• <b>Less funds not uplifted from 08 November 2018 Anzac Expenses</b>	<b>\$500.00</b>
<b>Community Fund Account balance as at 28 February 2019</b>	<b>\$40,211.00</b>

#### DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 28 February 2019 is **\$40,211.00**.

Recent amendments to the Community Grant Fund Policy allow the Community Board to allocate, by resolution, funding directly to key projects identified in their strategic plan to the maximum amount of \$20,000 in any financial year.

**FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

The Far North District Council has delegated the allocation of funds from the Te Hiku Community Fund account to the Te Hiku Community Board. The statement of the Community Fund account as at 28 February 2019 is attached.

**ATTACHMENTS**

1. **THCB Statement of Te Hiku Community Board Community Fund Account as at 28 February 2019 - Document Number - A2401852** [↓](#) 

**Far North District Council  
Te Hiku Community Board**

**Statement of the Community Fund Account as at 28 February 2019**

Allocation Grants & Donations Annual Budget 2018-19	113,368.00	
Community Board Placemaking Fund	33,333.00	
Grant refunded from He Whanaumarama Trust	3,000.00	
Allocate funds towards Jaycee Park Project (Children's Playground). \$33,300 from Community Board Placemaking Fund, \$19,500 from Local Community Grant Fund	<u>(52,800.00)</u>	96,901.00
<b>Less Expenditure 2018/19 (Funds Uplifted)</b>		
<b>Aug 18</b>		
Community Business and Environment Centre for Wastewise School programme	1,658.00	
No 64 Squadron Air Training Corp. Support Committee for costs for the 2018 Spirits Bay Tramp Programme	6,140.00	
<b>Oct 18</b>		
Mangonui Lions Club for the 2018 Mangonui Lions Fund Run and Walk event	311.00	
He Whanau Marama Charitable Trust for Shine on Kaitaia youth mural project	2,597.00	
Whatuwhiwhi & Tokerau Rate Payers Assoc. for costs toward the 2018 Seniors Christmas luncheon	900.00	
Kaitaia Golf Club for costs toward Fairway renovations and improvements	3,000.00	
Far North Avocado Trust for costs towards annual Kaitaia Christmas Carnival 2018/19	5,000.00	
Children's Autism Foundation for venue hire costs for their 2018 workshops and clinics	400.00	
<b>Nov 18</b>		
Te Ropu o Muriwhenua Incorporated for costs toward their wananga series	3,000.00	
Whakawhiti Ora Pai Community Health for Pukenui Clinic accessibility upgrade project	10,000.00	
<b>Jan 19</b>		
Doubtless Bay Promotions for rental costs for Doubtless Bay Information Centre	3,000.00	
Doubtless Bay Fishing Contest for Doubtless Bay Fish Contest and Auction 2019	5,000.00	
Epilepsy NZ for purchase of a field service vehicle	3,000.00	
Business and Professional Women Kaitaia for costs for publishing book '10 years of art 2 wear in Kaitaia'	4,000.00	
<b>Feb 19</b>		
Kaitaia Business Association for Christmas wreaths and flags for town decorations	2,184.00	
Kaitaia & Districts Agricultural and Pastoral Association for 2019 Kaitaia A&P Show	3,000.00	
Life Education Trust Far North for 2019 annual visits to Northland Schools	<u>3,000.00</u>	
		<u>56,190.00</u>
<b>Balance as at 28 February 2019</b>		<b><u>\$40,711.00</u></b>
<b>Less Commitments 2018/19 (Funds not yet uplifted)</b>		
<b>Meeting 08.11.18</b>		
Anzac Expenses - THCB Strategic Plan	<u>500.00</u>	<u>500.00</u>
<b>Balance 28 February 2019 Uncommitted/(Overcommitted)</b>		<b><u>\$40,211.00</u></b>

## 7.2 FUNDING APPLICATION - FAR NORTH PALLIATIVE AND CANCER CARE CHARITABLE TRUST

**File Number:** A2397651

**Author:** Melissa Wood, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Governance Support

### PURPOSE OF THE REPORT

To present the Community Board with the information on Far North and Palliative Cancer Care's application for a Community grant to assist members in determining whether to approve or decline the application.

### EXECUTIVE SUMMARY

- The Applicant seeks funding towards costs associated with their palliative care specialist for home visits, support and education.
- The Board has not funded the applicant previously

### RECOMMENDATION

**That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$4,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Far North Palliative and Cancer Care Charitable Trust for costs toward a palliative care specialist service, to support the following Community Outcomes:**

- Proud vibrant communities**
- Liveable communities that are healthy, safe, connected, and sustainable**

### 1) BACKGROUND

The purpose of Far North Palliative and Cancer Care is to provide free 24/7 nursing, social, emotional and spiritual support to terminally ill patients and their family during their end of life. The Palliative Care Specialist visits patients and families in their homes throughout their region.

### 2) DISCUSSION AND OPTIONS

#### **Preliminary assessment of the application:**

The applicant has not been previously funded by the Board.

This application is for 1% of annual costs.

#### **Option 1 Authorise the full amount requested**

Funding of 1% of the total project cost could be considered.

#### **Option 2 Authorise partial funding of the amount requested**

Partial funding of the amount requested could be considered.

**Option 1 is recommended by staff** as it complies with the Community Grant Policy.

#### **Reason for the recommendation**

This application has been checked by staff for completeness and complies with all conditions of the Community Grant Policy, Community Outcomes as stated in the 2018-28 LTP, and all provisions listed on the application form.

**3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.

**ATTACHMENTS**

1. **Funding Application - Far North Palliative and Cancer Care Charitable Trust - A2418886** [↓](#) 
2. **Schedule of Supporting Documentation - Far North Palliative and Cancer Care Charitable Trust - A2418840** [↓](#) 

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report is to the Te Hiku Community Board
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	No implications for Maori in relation to land and / or water
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

# Local Grant Application Form



## Instructions

Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) or to any Council service centre

The following **must** be submitted along with this application form:

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- A health and safety plan
- Your organisation's business plan (if applicable)
- If your event is taking place on Council land or road/s, evidence of permission to do so
- Signed declarations on pgs 5-6 of this form

## Applicant details

Organisation	Far North Palliative & Cancer Care Charitable Trust	Number of Members	
Postal Address	PO Box 690, KAITIATA	Post Code	0441
Physical Address	58A Matthews Ave, KAITIATA	Post Code	0410
Contact Person	Melissa Williams or Davina Reed	Position	Funding & Project Coordinator
Phone Number	09 408 0092 (office)	Mobile Number	021 108 3690
Email Address	funding@fnpac.org.nz or opsmanager@fnpac.org.nz		

Please briefly describe the purpose of the organisation.

To provide free 24/7 Palliative and Cancer Care Nursing, Social, Emotional, Spiritual support to terminally ill patients and their family during their end of life.

# Local Grant Application Form



## Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

- Te Hiku
- Kaikohe-Hokianga
- Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Palliative Care Specialist Service/Advice Date On going monthly visits

Location FNPACC Premises 58A Matthews Ave. KAITIAIA Time Once per month

Will there be a charge for the public to attend or participate in the project or event?  Yes  No

If so, how much?

Outline your activity and the services it will provide. Tell us:

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

Average patient load approximate 30-36 per month  
Palliative Care Specialist visits patients/families in their homes  
throughout FNPACC Far North catchment/region. This service  
is free to all terminally ill patients in FNPACC services.  
FNPACC pay for the services at an estimate of \$4,000.00 per annum.  
\* Attached - information regarding Dr Warwick Jones services.  
\* Cashflow Budget Year Ended 31st March 2018  
\* Performance Report Year Ended 31st March 2018  
\* Budget / Actual Comparison Year Ended 31st March 2018

## Local Grant Application Form



### Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the total amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

#### Please Note:

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	\$23,000.00	Nil
Advertising/Promotion	\$5,781.00	Nil
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)	\$7,261.00	Nil
Equipment Hire		
Equipment Purchase (describe)		
Utilities	\$19,607.00	Nil
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	\$2,315.00	Nil
Volunteer Expenses Reimbursement	\$234.00	Nil
Wages/Salary	\$362,340.00	Nil not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)	FNPACE Cost for Palliative Care Specialist for home visits, Support, education. 24/7 availability.	\$4,000.00 (Gst Incl)
<b>TOTALS</b>	<b>\$420,538</b>	<b>\$4,000.00 (Gst Incl)</b>

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

## Local Grant Application Form



### Financial Information

Is your organisation registered for GST?  Yes  No GST Number 54-997-973

How much money does your organisation currently have? \$623,134.00

How much of this money is already committed to specific purposes? \$534,232.00

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Volunteer & employee related costs	\$336,411.00
Costs related to providing Goods & Services	\$120,206.00
Hospice Shop	\$77,615.00
<b>TOTAL</b>	<b>\$534,232.00</b>

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
Nil	—	Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
Palliative Care Specialist	\$4,436.00	14/04/2016	Y / N
			Y / N
			Y / N
			Y / N

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0800 920 029

(version Sept 2018)  
A1859987

## Local Grant Application Form



### Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

### Applicant Declaration

*This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.*

On behalf of: (full name of organisation)

Far North Palliative and Cancer Care Community Hospice

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - A regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g. through a spreadsheet or journal entry
  - Regular financial reporting to every full meeting of the governing body

Signatory One

Signatory Two

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0600 920 029

(version Sept 2018)  
A1659867

Page 5

## Local Grant Application Form



### We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained in advance from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

### Signatory One

Name	<input type="text" value="ERIC SHACKLETON"/>	Position	<input type="text" value="CHAIRMAN"/>
Postal Address	<input type="text" value="FNPACC PO BOX 690, KAITAIA"/>	Post Code	<input type="text" value="0441"/>
Phone Number	<input type="text" value="09 408 0092"/>	Mobile Number	<input type="text" value="021 455 778"/>
Signature	<input type="text" value="Eric Shackleton"/>	Date	<input type="text" value="29/1/2019"/>

### Signatory Two

Name	<input type="text" value="Carlita Grand"/>	Position	<input type="text" value="Treasurer"/>
Postal Address	<input type="text" value="FNPACC PO BOX 690, KAITAIA"/>	Post Code	<input type="text" value="0441"/>
Phone Number	<input type="text" value="09 408 0092"/>	Mobile Number	<input type="text" value=""/>
Signature	<input type="text" value="Carlita Grand"/>	Date	<input type="text" value="29/1/2019"/>

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0800 920 029

(version Sept 2018)  
A1859967

**Schedule of Supporting Documentation****Far North Palliative and Cancer Care Charitable Trust**

The following supporting documentation has been provided in support of the funding application. It is emailed to members under separate cover but published on the Council website as part of the agenda.

<b>1</b>	<b>Information Brochure</b>
<b>2</b>	<b>Information – Palliative care specialist and eClinic</b>
<b>3</b>	<b>Board of Trustees resolution 29 Jan 2019</b>
<b>4</b>	<b>FNPCC Budget period ended 31 March 2018</b>
<b>5</b>	<b>FNPCC Performance Report 31 March 2018</b>
<b>6</b>	<b>Bank Account Statement 30 Dec 2018</b>
<b>7</b>	<b>Bank Deposit Slip</b>

### 7.3 FUNDING APPLICATION - VOLUNTEERING NORTHLAND

**File Number:** A2415748

**Author:** Melissa Wood, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

To present the Community Board with information on Volunteering Northland's application for a grant to assist members in determining whether to approve or decline the application.

#### EXECUTIVE SUMMARY

- The Applicant seeks funding towards their ongoing operational costs
- The Board has funded the applicant previously in the current triennium

#### RECOMMENDATION

**That the Te Hiku Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Volunteering Northland to assist with their annual operational costs, to support the following Community Outcomes:**

- Proud vibrant communities**
- Liveable communities that are healthy, safe, connected and sustainable**

#### 1) BACKGROUND

Volunteering Northland is one of 17 volunteer centres in New Zealand. It is a non-profit organisation providing a recruitment and referral service for volunteers, and facilitates and enhances volunteering in general. The volunteer centre supports and provides training for the volunteer coordinators, raising the level of professionalism as well as providing advice, advocacy and recognition for the volunteer.

#### 2) DISCUSSION AND OPTIONS

##### **Preliminary assessment of the application:**

This application has been checked by staff for completeness and complies with all conditions of the Community Grant Policy, Community Outcomes as stated in the LTP, and all provisions listed on the application form.

The applicant has received funding from the Board previously in 2017, a project report has been received.

Volunteering Northland has also applied to the Kaikohe-Hokianga Community Board, and the Bay of Islands-Whangaroa Community Board for grants of \$5,000.

The total costs listed on page 3 of the application form are future estimates based on their budget and previous financial year's income and expenditure, as provided for in their financial performance report for the year ended 31 July 2018 (refer to additional information). The amount requested is based on these estimates.

##### **Option 1 Authorise the full amount requested**

The applicant seeks a grant of \$5,000 - 2.8% of the total annual operating cost

**Option 2 Authorise partial funding of the amount requested**

Partial funding of the amount requested could be considered, to align with the Board's strategic direction on funding grant allocations.

Option 1 is recommended by staff as the application aligns with the community policy and community outcomes of the LTP and aligns with previous funding allocated.

**Reason for the recommendation**

This application has been checked by staff for completeness and complies with all conditions of the Community Grant Policy, Community Outcomes as stated in the 2018-28 LTP, and all provisions listed on the application form.

**3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.

**ATTACHMENTS**

1. **Funding Application - Volunteering Northland - A2415703** [↓](#) 
2. **Schedule of Supporting Documentation - Volunteering Northland - A2415707** [↓](#) 

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

<b>Compliance requirement</b>	<b>Staff assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report is to the Te Hiku Community Board
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	No implications for Maori in relation to land and / or water
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

## Local Grant Application Form



### Instructions

#### Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) or to any Council service centre

#### The following **must** be submitted along with this application form:

- Quotes (or evidence of costs) for all items listed as total costs on pg 3
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline
- A health and safety plan
- Your organisation's business plan (if applicable)
- If your event is taking place on Council land or road/s, evidence of permission to do so
- Signed declarations on pgs 5-6 of this form

### Applicant details

Organisation	Volunteering Northland	Number of Members	
Postal Address	Suite 11, 71 Bank Street, Whangarei	Post Code	0110
Physical Address	Suite 11, 71 Bank Street, Whangarei	Post Code	0110
Contact Person	Bart van der Meer	Position	Manager
Phone Number	09-9454984	Mobile Number	021-2390101
Email Address	mgr@volunteeringnorthland.nz		

#### Please briefly describe the purpose of the organisation.

Volunteer centre in Northland, recruitment and referral of volunteers. Promoting, celebrating, supporting and advocating for volunteering. Providing training and support for coordinators.

## Local Grant Application Form



### Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity  Date

Location  Time

Will there be a charge for the public to attend or participate in the project or event?       Yes       No

If so, how much?

Outline your activity and the services it will provide. Tell us:

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

Volunteering Northland, one of 17 volunteer centers in NZ, grows participation and inclusion by encouraging and assisting organisations who involve volunteers to advertise available opportunities for volunteers. Most volunteers do so because they were asked. Therefore it is essential to have a wide variety of options available, different arrangements, so all can find something that fits.

We support the volunteer leaders/coordinators, promote volunteering and provide advice, advocacy plus recognition for the volunteer. The centre provides opportunities for all who are looking to find their place in the community, to get connected, to contribute to a cause, to participate and give back to the community. Individuals, non-profits and the community as a whole benefit. Without volunteers many services would come to a standstill.

We work with 54 organisations in the Far North District and another 28 on a casual basis. We recently organised subsidised (80%) Professional Development training/workshops (First Aid, Governance, Communication) for paid and volunteer staff from non-profits. We advertise in the Northern Advocate and Northland Age weekly. We target the area using social media, promoted volunteering using our stall and at events/meetings for non-profits.

## Local Grant Application Form



### Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

*Total Cost* - provide the **total** amount of the estimated quoted cost against the appropriate item.

*Amount Requested* - provide (against the item) the amount the Board is being requested to contribute.

**Please Note:**

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	3,500	500
Advertising/Promotion	8,500	1,275
Facilitator/Professional Fees <sup>2</sup>	0	0
Administration (incl. stationery/copying)	1,350	200
Equipment Hire	0	0
Equipment Purchase (describe)	0	0
	-	-
Utilities	0	0
Hardware (e.g. cement, timber, nails, paint)	0	0
Consumable materials (craft supplies, books)	0	0
Refreshments	0	0
Travel/Mileage	2,500	375
Volunteer Expenses Reimbursement	300	50
Wages/Salary	101,500	not applicable
Volunteer Value (\$20/hr)	24,000	not applicable
Other (describe)	20,000	0
A. Workshops/Consultancy		
B. Staff training/Memberships/Accounting charges	3,350	500
C. Phone and Internet / Depreciation	14,000	2,100
<b>TOTALS</b>	<b>179,000</b>	<b>5,000</b>

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0800 920 029

(version Sept 2018)  
A1659967

## Local Grant Application Form



### Financial Information

Is your organisation registered for GST?  Yes  No GST Number

How much money does your organisation currently have?

Includes accounts receivable, payable and GST balance

How much of this money is already committed to specific purposes?

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Reserves	60,000
Towards the remaining of our current financial year Aug 2018-Jul 2019	57,477
<b>TOTAL</b>	<b>117,477</b>

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
In our current financial year we received:		Yes / Pending
Grants from WDC, DIA, COGS, Northland Foundation, Foundation North, Pub Charity	97,291	Yes / Pending
Contributions/consultancy	11,586	Yes / Pending
About to receive:		Yes / Pending
Lottery Grant Board (2019-2020)	25,000	Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
Developing service	17,500	30 May 2015	Y / N
Operating cost	3,000	3 Jul 2017	Y / N
Operating cost	1,200	5 Jul 2017	Y / N
Operating cost	1,500	6 Jul 2017	Y / N

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0800 920 029

(version Sept 2018)  
A1859967

Page 4

## Local Grant Application Form



### Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

### Applicant Declaration

*This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.*

**On behalf of: (full name of organisation)**

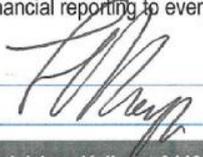
Volunteering Northland

**We, the undersigned, declare the following:**

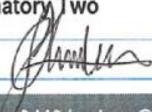
In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - A regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g. through a spreadsheet or journal entry
  - Regular financial reporting to every full meeting of the governing body

Signatory One



Signatory Two



www.fndc.govt.nz | Memorial Ave, Kaikōne 0440 | Private Bag 752, Kaikōne 0440 | ask.us@fndc.govt.nz | Phone 0800 920 029

(version Sept 2018)  
A1859967

Page 5

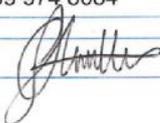
## Local Grant Application Form



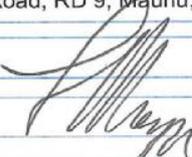
### We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

### Signatory One

Name	<input type="text" value="Chris Anderson"/>	Position	<input type="text" value="Trustee"/>
Postal Address	<input type="text" value="Puketotara Road, RD3, Glenbervie, Whangarei"/>	Post Code	<input type="text" value="0173"/>
Phone Number	<input type="text" value="09 974 8084"/>	Mobile Number	<input type="text" value="021 281 1200"/>
Signature		Date	<input type="text" value="7 March 2019"/>

### Signatory Two

Name	<input type="text" value="Fiona Morgan"/>	Position	<input type="text" value="Chairperson"/>
Postal Address	<input type="text" value="263 Cemetery Road, RD 9, Maunu, Whangarei"/>	Post Code	<input type="text" value="0179"/>
Phone Number	<input type="text" value="09 437 9162"/>	Mobile Number	<input type="text" value="0274 716 649"/>
Signature		Date	<input type="text" value="7 March 2019"/>

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | ask.us@fndc.govt.nz | Phone 0800 920 029

(version Sept 2018)  
A1859967

Page 6

**Schedule of Supporting Documentation****Volunteering Northland**

The following supporting documentation has been provided in support of the funding application. It is emailed to members under separate cover but published on the Council website as part of the agenda.

<b>1</b>	<b>Budget 2018-2021</b>
<b>2</b>	<b>Performance Report for Year ended 31 July 2018</b>
<b>3</b>	<b>Output recruitment and referral services date Jan 2014 to Dec 2018</b>

**8 MEETING CLOSE**