



**Far North
District Council**



AGENDA

Waiharara and Kaikino Drainage Area Committee Meeting

Monday, 2 September 2019

Time: 1:00 pm
Location: Kauri Room
Far North Reap
33 Puckey Ave
Kaitaia

Membership:

Chairperson Fiona King
Member Fred Petricevich
Member Joe Milich
Member Dean Radojkovich
Member Aaron Bainbridge
Member Adreinne Bartlett
Member Melanie Dalziel

Far North District Council
Waiharara and Kaikino Drainage Area Committee Meeting
will be held in the Kauri Room, Far North Reap, 33 Puckey Ave, Kaitaia
on:
Monday 2 September 2019 at 1:00 pm

Order Of Business

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1 APOLOGIES AND DECLARATIONS OF INTEREST

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Committee 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 SPEAKERS

There were no speakers scheduled at the time of the agenda going to print.

3 CONFIRMATION OF PREVIOUS MINUTES

3.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2623502

Author: Melissa Wood, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Governance Support

PURPOSE OF THE REPORT

The minutes of the previous Waiharara and Kaikino Drainage Area Committee meeting are attached to allow the Committee to confirm that the minutes are a true and correct record.

RECOMMENDATION

That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara and Kaikino Drainage Area Committee held 18 March 2019 are a true and correct record.

1) BACKGROUND

Local Government Act 2002 Schedule 7 Section 28A 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.

Far North District Council Standing Orders Section 27.3 states that no discussion shall arise on the substance of the minutes in any succeeding meeting, except as to their correctness.

Reason for the recommendation

The reason for the recommendation is to confirm the minutes are 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 as a result of this report.

ATTACHMENTS

1. **Waiharara and Kaikino Drainage Area Committee Unconfirmed Minutes 18 March 2019**
- A2407121 [↓](#) 

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.

| Compliance requirement | Staff assessment |
|---|---|
| State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy | 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. | Not applicable |
| 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 or the need for budgetary provision arising from this report. |
| Chief Financial Officer review. | The Chief Financial Officer has not reviewed this report |

**MINUTES OF FAR NORTH DISTRICT COUNCIL
WAIHARARA AND KAIKINO DRAINAGE AREA COMMITTEE MEETING
HELD AT THE BOARD ROOM, TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS, AVENUE,
KAITAIA
ON MONDAY, 18 MARCH 2019 AT 1.02 PM**

PRESENT: Chairperson Fiona King, Member Melanie Dalziel, Member Joe Milich, Member Dean Radojkovich, Member Aaron Bainbridge, Member Adreinne Bartlett

IN ATTENDANCE:

STAFF PRESENT: Steve Little (Team Leader – 3 Waters Operations), Steven Smith (Stormwater Engineer), Troy Smith (Graduate Engineer), Kim Hammond (Meetings Administrator)

1 APOLOGIES AND DECLARATIONS OF INTEREST

APOLOGY

RESOLUTION 2019/1

Moved: Chairperson Fiona King
Seconded: Member Aaron Bainbridge

That the apology received from Fred Petricevich be accepted and leave of absence granted and the apology from Dean Radojkovich for lateness be accepted.

CARRIED

2 SPEAKERS

Nil

3 CONFIRMATION OF PREVIOUS MINUTES

3.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 3.1 document number A2384127, pages 6 - 7 refers

RESOLUTION 2019/2

Moved: Member Joe Milich
Seconded: Member Aaron Bainbridge

That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara and Kaikino Drainage Area Committee held 10 September 2018 are a true and correct record.

CARRIED

4 REPORTS

4.1 WAIHARARA AND KAIKINO DRAINAGE AREAS 18/19 PROGRAMME UPDATE

Agenda item 4.1 document number A2360304, pages 11 - 17 refers

AMENDMENT

Moved: Member Dean Radojkovich

Seconded: Member Aaron Bainbridge

That the Waiharara and Kaikino Drainage Area Committee:

- a) note and review the 2018/19 work programme.
- b) recommend the reviewed 2018/19 work programme to the Te Hiku Community Board for approval.
- c) requests that the Far North District Council insures and maintains the drone that is to be purchased
- d) requests that required staff attend a drone training course at the cost of the Far North District Council
- e) requests that a work programme and drainage mapping be submitted at the March 2020 meeting for the use of the drone
- f) approves that the installation of a gate and strainers at John Metijevichs be deferred to the 19/20 work programme
- g) 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 deffered until the 19/20 Work Programme
- h) approves the defferal of the removal of weed from the Hobson Drain to the 19/20 work programme
- i) approves that staff contact and inspect that the following work has been completed on Honeytree Farms, as agreed with the owner at the owners cost
 - installation of the culvert that was supplied,
 - shift the wind break to allow the digger to access the drain,
 - removal of the bund at the bridge access so that vehicles can get to Deans,
 - removal of the sand bag in the drain,
 - widen the access and make access easier near the southern boundry where they have just finished re-profiling land for the avocado farm

RESOLUTION 2019/3

Moved: Member Dean Radojkovich

Seconded: Member Aaron Bainbridge

That the Waiharara and Kaikino Drainage Area Committee:

- a) note and review the 2018/19 work programme.
- b) recommend the reviewed 2018/19 work programme to the Te Hiku Community Board for approval.
- c) requests that the Far North District Council insures and maintains the drone that is to be purchased
- d) requests that required staff attend a drone training course at the cost of the Far North District Council

- e) requests that a work programme and drainage mapping be submitted at the March 2020 meeting for the use of the drone
- f) approves that the installation of a gate and strainers at John Metijevichs be deferred to the 19/20 work programme
- g) 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 until the 19/20 Work Programme
- h) approves the deferral of the removal of weed from the Hobson Drain to the 19/20 work programme
- i) approves that staff contact and inspect that the following work has been completed on Honeytree Farms, as agreed with the owner at the owners cost
- installation of the culvert that was supplied,
 - shift the wind break to allow the digger to access the drain,
 - removal of the bund at the bridge access so that vehicles can get to Deans,
 - removal of the sand bag in the drain,
 - widen the access and make access easier near the southern boundary where they have just finished re-profiling land for the avocado farm

CARRIED

4.2 WAIHARARA AND KAIKINO DRAINAGE AREAS 19/20 PROGRAMME

Agenda item 4.2 document number A2365390, pages 18 - 22 refers

RESOLUTION 2019/4

Moved: Member Melanie Dalziel

Seconded: Member Joe Milich

That Waiharara and Kaikino Drainage Area Committee:

- a) recommend the reviewed 2019/20 work programme to the Te Hiku Community Board for approval.
- b) recommends that the rates for the Kaikino Drainage Area be increased from \$8,000 to \$9,000 for one year and revised for the 2020/2021 rating year

CARRIED

4.3 WAIHARARA AND KAIKINO DRAINAGE AREAS 20/21 PROGRAMME

Agenda item 4.3 document number A2365432, pages 23 - 26 refers

COMMITTEE RESOLUTION 2019/5

Moved: Chairperson Fiona King

Seconded: Member Dean Radojkovich

That Waiharara and Kaikino Drainage Area Committee:

- a) recommend the reviewed 2020/21 work programme to the Te Hiku Community Board for approval.

CARRIED

5 MEETING CLOSE

The meeting closed at 2.13 pm.

The minutes of this meeting will be confirmed at the Waiharara and Kaikino Drainage Area Committee meeting held on 2 September 2019.

.....
CHAIRPERSON

4 REPORTS

4.1 WAIHARARA AND KAIKINO DRAINAGE AREAS 18/19 EXPENDITURE

File Number: A2598631

Author: Troy Smith, Assistant Engineer

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

PURPOSE OF THE REPORT

To provide the Waiharara and Kaikino Drainage Area Committee with expenditure details and the closing balance for the 2018/19 financial year.

EXECUTIVE SUMMARY

Over the 2018/19 financial year, the Far North District Council completed a selection of drainage area works. The work which included spraying, cleaning and access improvements of/for the drains, came to a total expense of \$5,997 for Waiharara and a total expense of \$19,165 for Kaikino. This is under what was initially budgeted / approved in the previous committee meetings, for Waiharara but over for Kaikino.

RECOMMENDATION

That the Waiharara and Kaikino Drainage Area Committee recommends the Te Hiku Community Board note the following financial summary for the past financial year 2018/19:

| Waiharara | Budget |
|--|-----------------|
| 2017-18 Residual funds (reserve funds available) | \$16,627 |
| 2018 Opening Balance (rated income) | \$9,997 |
| 2018-19 Expenditure | \$5,997 |
| Historic Correction (2012 overdraw) | \$721 |
| 2018-19 Closing Reserve Balance | \$19,906 |
| Kaikino | Budget |
| 2017-18 Residual funds (reserve funds available) | \$19,297 |
| 2018 Opening Balance (rated income) | \$8,003 |
| 2018-19 Expenditure | \$19,165 |
| 2018-19 Closing Reserve Balance | \$8,136 |

1) BACKGROUND

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

Prior to the formal establishment of the individual drainage area committees, there were meetings of the Northern Advisory Drainage Committee.

The works programme for the 2018/19 financial year was discussed at the previous Waiharara and Kaikino Drainage Areas Committee Meeting on 18 March 2019. Through various conversations

and onsite meetings with the spraying contractors, members of the public and Committee members, the list of required works had been put together.

2) DISCUSSION AND OPTIONS

Across both the Waiharara and Kaikino Areas, there are several points which had work completed. This section further explains the work completed, and any uncompleted work that has been transferred into the current financial years programme.

2.1 Work programme summary 18/19

The past work programme from Financial Year 2018/19 is included below. This has been divided into completed and uncompleted work. There is also a column showing the amount budgeted through previous meetings.

Unbudgeted work was also completed upon instruction from committee members (given it was authorised by 2 unaffected members and identified as urgent). Several of the unbudgeted works were authorised by the committee during the most recent meeting in March.

The uncompleted works were delayed for a variety of reasons, most commonly wet ground conditions or over commitments in other areas.

| <u>Waiharara</u> | <i>Budgeted</i> | <i>Expended</i> |
|--|------------------------|------------------------|
| <u>Completed Work:</u> | | |
| <i>Spraying of drains during late Spring / early Summer (Additional spray of the outlet below the bridge)</i> | <i>\$4,410</i> | <i>\$3,885</i> |
| <i>Okohine Stream access improvements – Honeytree Farms (In progress)</i> | <i>\$3,000</i> | <i>\$2,112</i> |
| <i>Total</i> | <i>\$6,522</i> | <i>\$5,997</i> |
| <u>Remaining Work & Allowances:</u> | | |
| <i>Additional spray of the Okohine Stream as required (Awaiting Invoice)</i> | <i>\$525</i> | <i>\$1,350</i> |
| <i>Machine cleaning of the Bilich Branch as required (Awaiting Invoice)</i> | <i>\$1,500</i> | <i>\$840</i> |
| <i>20% share of a drone for drain surveillance (Approved in Sept Meeting)</i> | <i>\$664</i> | |
| <i>Machine cleaning contingency</i> | <i>\$2,660</i> | |
| <i>Contingency allowance</i> | <i>\$888</i> | |
| <i>Total</i> | <i>\$5,577</i> | <i>\$2,190</i> |
| | | |
| <u>Kaikino</u> | <i>Budgeted</i> | <i>Expended</i> |
| <u>Completed Work:</u> | | |
| <i>Spraying of drains during late Spring / early Summer (In progress)</i> | <i>\$3,825</i> | <i>\$3,825</i> |

| | | |
|---|----------------|-----------------|
| Bamboo mulching 10 meters from the Kaikino Drain embankment adjacent to the Heath Road bridge | \$700 | \$4,946 |
| Access track maintenance (used to supplement Bamboo mulching) | \$1,000 | \$1,000 |
| Supply & install ~7 culverts, gates and strainers along Milich's and Gumdigger's to provide a direct access track to the Kaikino Drain | \$2,413 | \$10,393 |
| Contingency allowance (used to supplement Kaikino drain access track) | \$2,000 | \$2,000 |
| Total | \$9,933 | \$19,165 |

Remaining Work & Allowances:

| | |
|---|----------------|
| Install a culvert, access track, gate and strainers at John Matijevich's (Deferred) | \$1,500 |
| Form an access track and install ~3 crossings to provide access to the downstream section of the Hobson Drain (Deferred) | \$2,000 |
| Removal of the Alligator weed from the Hobson Drain may be required if weed growth proves detrimental (Deferred) | \$1,500 |
| 20% share of a drone for drain surveillance (Approved in Sept Meeting) | \$664 |
| Machine cleaning contingency | \$2,000 |
| Total | \$2,664 |

2.2 Current projects within the work programme

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 \$10,393 this financial year which has exceeded the approved budget of \$2,413 in consultation with a Committee member. This includes purchasing several culverts, fencing supplies, and fill material, along with the cost of machine usage and labour.

Okohine Stream access crossing near Honeytree Farms

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

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 spraying of the Okohine Stream has also been completed at a cost in the vicinity of \$1,350. We still are to receive the invoice.

The Kaikino Area suffered a few delays due to wind conditions but was completed in February. The total cost for the Kaikino spraying was \$3,825.

Machine cleaning

In the Waiharara Drainage Area there has been a relatively small amount of machine cleaning. For the year, the following drain has been cleaned:

- Bilich Branch – Cleaning as required along the drain. This was completed for \$840.

There was no machine cleaning completed for the Kaikino Drainage Area this year.

Accessibility issues & maintenance

In the Kaikino Drainage Area there has been one significant access issue which required work:

- Kaikino Drain – Entranceway and track overgrown with bamboo and requiring mulching and reinstatement. The access was reinstated at a cost of \$4,946.

There was no access maintenance completed for the Waiharara Drainage Area this year.

Reason for the recommendation

To ensure that the Waiharara and Kaikino Drainage Areas Committee are notified of the expenditure and closing balance for the year.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

| Waiharara | Budget |
|--|-----------------|
| 2017-18 Residual funds (reserve funds available) | \$16,627 |
| 2018 Opening Balance (rated income) | \$9,997 |
| 2018-19 Expenditure | \$5,997 |
| Historic Correction (2012 overdraw) | \$721 |
| 2018-19 Closing Reserve Balance | \$19,906 |
| | |
| Kaikino | Budget |
| 2017-18 Residual funds (reserve funds available) | \$19,297 |
| 2018 Opening Balance (rated income) | \$8,003 |
| 2018-19 Expenditure | \$19,165 |
| 2018-19 Closing Reserve Balance | \$8,136 |

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.

| Compliance requirement | Staff assessment |
|---|--|
| State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy | 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. Land Drainage Bylaw 2009 (Rev 2019). |
| 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 |

4.2 WAIHARARA AND KAIKINO DRAINAGE AREAS 19/20 PROGRAMME

File Number: A2598636

Author: Troy Smith, Assistant Engineer

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

PURPOSE OF THE REPORT

To provide the Waiharara and Kaikino Drainage Areas Committee 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 \$12,074 is allocated to cover the required and potential work for Waiharara and a budget of \$14,539 for Kaikino.

RECOMMENDATION

That the Waiharara and Kaikino Drainage Area Committee recommend the Te Hiku Community Board approve the Waiharara and Kaikino Drainage Area 2019/20 work programme.

1) BACKGROUND

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

Prior to the formal establishment of the individual drainage area committees, there were meetings of the Northern Advisory Drainage Committee.

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

\$4,410

| | |
|---|-----------------|
| 20% share of a drone for drain surveillance (Approved in Sept Meeting) | \$664 |
| Machine cleaning allowance | \$5,000 |
| Contingency allowance | \$2,000 |
| Total | \$12,074 |

Kaikino

| | |
|--|-----------------|
| Spraying of drains during late Spring / early Summer | \$3,875 |
| Complete new crossings along Milich's and Gumdigger's to provide a direct access track to the Kaikino Drain | \$2,000 |
| Form an access track and install ~3 crossings to provide access to the downstream section of the Hobson Drain | \$3,500 |
| Install a culvert, access track, gate and strainers at John Matijevich's | \$1,500 |
| 20% share of a drone for drain surveillance (Approved in Sept Meeting) | \$664 |
| Machine cleaning allowance | \$2,000 |
| Contingency allowance | \$1,000 |
| Total | \$14,539 |

2.2 Proposed projects within the work programme

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.

Hobson Extension Drain access crossing near John Matijevich'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 culvert to be installed. An allowance of \$1,500 has been programmed for the crossing.

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 a stronger spray with the approval below may be more practical:

An EPA "Permission for Use of Substances" & Northland Regional Council consent is required specific to the areas to be sprayed, for the correct type of spray. The spray used has to be applied with considerable forethought as it can affect crop growth, for some distance downstream.

Machine cleaning

Over the 2018/19 year, the Waiharara and Kaikino Areas were 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 last year's spray were 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 this cleaning.

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 if required.

Please note the downstream section of the Hobson Drain requires cleaning but is inaccessible until the access project is completed. If the project is completed as planned in the 19/20 work programme, the cleaning can then be undertaken using the allowance.

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 the Waiharara Drainage Area, the spraying contractor raised one concern:

- Okohine Stream – Along the Honey Tree Farm's property, the access track is full of gorse and requires spraying or removal.

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.

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.

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 spring 2019.

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 still to be mapped.

2.6 Drainage Area Requests for Service (RFS) Summary

In the last 6 months, there have been no new Request's for Service received regarding the Waiharara and Kaikino Drainage Areas.

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:

| Waiharara | Budget |
|--|-----------------|
| 2018-19 Residual funds (reserve funds available) | \$19,906 |
| 2019 Opening Balance (rated income) | \$10,000 |
| 2019-20 Proposed Expenditure | \$12,074 |
| 2019-20 Closing Reserve Balance | \$17,832 |

| Kaikino | Budget |
|--|---------------|
| 2018-19 Residual funds (reserve funds available) | \$8,136 |
| 2019 Opening Balance (rated income) | \$9,000 |
| 2019-20 Proposed Expenditure | \$14,539 |

2019-20 Closing Reserve Balance

\$2,597

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.

| Compliance requirement | Staff assessment |
|---|--|
| State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy | 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. Land Drainage Bylaw 2009 (Rev 2019). |
| 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. |

4.3 WAIHARARA AND KAIKINO DRAINAGE AREAS 20/21 PROGRAMME

File Number: A2598643

Author: Troy Smith, Assistant Engineer

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

PURPOSE OF THE REPORT

To advise and seek feedback from the Waiharara and Kaikino Drainage Areas Committee on 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. Currently there is a proposed budget of \$11,410 to cover the required and potential work for Waiharara and a budget of \$7,875 for Kaikino. The work programme and associated budget is up for discussion.

RECOMMENDATION

That the Waiharara and Kaikino Drainage Area Committee recommend the report "Waiharara and Kaikino Drainage Areas 20/21 Programme" be referred to the Te Hiku Community Board for information.

1) BACKGROUND

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

Prior to the formal establishment of the individual drainage area committees, there were meetings of 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 2019/20 is 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 March 2020 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**

| | |
|------------------------------|-----------------|
| Contingency allowance | \$2,000 |
| Total | \$11,410 |

Kaikino

| | |
|---|----------------|
| Spraying of drains during late Spring / early Summer | \$3,875 |
| Machine cleaning allowance (Hobson Drain outlet) | \$2,000 |
| Access track maintenance | \$1,000 |
| Contingency allowance | \$1,000 |
| Total | \$7,875 |

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 a stronger spray with the approval below may be more practical:

An EPA "Permission for Use of Substances" & Northland Regional Council consent is required specific to the areas to be sprayed, for the correct type of spray. The spray used has to be applied with considerable forethought 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 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.

The downstream section of the Hobson Drain (below Papatore Road) is programmed for cleaning in the 2019/20 work programme under the cleaning allowance.

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.

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.

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 spring 2019.

Reason for the recommendation

To discuss 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:

| Waiharara | Budget |
|--|-----------------|
| 2019-20 Residual funds (reserve funds available) | \$17,832 |
| 2020 Opening Balance (rated income) | \$9,000 |
| 2020-21 Proposed Expenditure | \$11,410 |
| 2020-21 Closing Reserve Balance | \$15,422 |
| | |
| Kaikino | Budget |
| 2019-20 Residual funds (reserve funds available) | \$2,597 |
| 2020 Opening Balance (rated income) | \$8,000 |
| 2020-21 Proposed Expenditure | \$7,875 |
| 2020-21 Closing Reserve Balance | \$2,722 |

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:

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 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
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| Compliance requirement | Staff assessment |
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| 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 |

5 MEETING CLOSE