



**Far North  
District Council**



**Te Kaunihera o Tai Tokerau ki te Raki**

# **AGENDA**

## **Waiharara and Kaikino Drainage Area Committee Meeting**

**Monday, 21 March 2022**

**Time: 1:00 pm**  
**Location: Conference Room - Te Ahu**  
**Cnr State Highway 1 and Mathews**  
**Avenue**  
**Kaitaia**

**Membership:**

Chairperson Fiona King - Chairperson  
Member Fred Petricevich  
Member Joe Milich  
Member Dean Radojkovich  
Member Aaron Bainbridge  
Member Adrienne Bartlett  
Membr Darren Axe



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**Far North District Council**  
**Waiharara and Kaikino Drainage Area Committee Meeting**  
**will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and**  
**Mathews Avenue, Kaitaia on:**  
**Monday 21 March 2022 at 1:00 pm**

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**Te Paeroa Mahi / Order of Business**

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**1 KARAKIA TIMATANGA – OPENING PRAYER****2 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / 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 Democracy 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.

**3 NGA KAIKORERO / SPEAKERS**

## 4 CONFIRMATION OF PREVIOUS MINUTES

### 4.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A3605224

**Author:** Marlema Baker, Democracy Advisor

**Authoriser:** Aisha Huriwai, Team Leader Democracy Services

#### TAKE PŪRONGO / 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.

#### TŪTOHUNGA / RECOMMENDATION

**That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara, and Kaikino Drainage Area Committee held 16 August 2021 are a true and correct record.**

#### 1) TĀHUHU KŌRERO / 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) MATAPAKI ME NGĀ KŌWHIRINGA / 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.

#### Take Tūtohunga / 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) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision as a result of this report.

#### ĀPITIHINGA / ATTACHMENTS

1. 2021-08-16 WKDC Minutes - A3335909  

**Hōtaka Take Ōkawa / 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>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / 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 a matter 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.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
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.	The Waiharara and Kaikino Drainage Area is of local relevance and a member of the Te Hiku Community Board sits on the committee to be able to provide the views of the Community Board to the Committee.
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.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
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 (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
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 TE AHU, CNR MATTHEWS AVE AND SOUTH ROAD, KAITAIA  
ON MONDAY, 16 AUGUST 2021 AT 1:00 PM**

**PRESENT:** Chairperson Fiona King, Member Fred Petricevich, Member Joe Milich, Member Dean Radojkovich, Member Aaron Bainbridge, Member Adreinne Bartlett, Member Darren Axe

**IN ATTENDANCE:** Councillor Mate Radich

**STAFF PRESENT:** Kim Hammond, Dolly Baker, Troy Smith, Glenn Rainham, Richard Jenkins

**1 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND DECLARATIONS OF INTEREST**

Nil

**2 SPEAKERS**

- Joanne Murry spoke to the committee in regards to the Hobson Extension drain. Joanne notified the committee that Fonterra required the drain boundary line to be fenced, however she could not due to her neighbours planting wattle on the boundary lines.
- Joe King spoke to the committee in regards to the Kaikino drains that has been blocked on and a letter received from Council.

**3 CONFIRMATION OF PREVIOUS MINUTES**

**3.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 4.1 document number A3325156, pages 6 – 10 refers.

**RESOLUTION 2021/1**

Moved: Chairperson Fiona King  
Seconded: Member Fred Petricevich

**That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara and Kaikino Drainage Area Committee held 03 November 2020 are a true and correct record.**

**CARRIED**

**4 REPORTS**

**4.1 WAIHARARA AND KAIKINO DRAINAGE AREAS 2020/2021 EXPENDITURE**

Agenda item 5.1 document number A3296237, pages 11 - 16 refers.

**RESOLUTION 2021/2**

Moved: Member Fred Petricevich  
Seconded: Member Adrienne Bartlett

**That the Waiharara and Kaikino Drainage Areas Committee recommends Te Hiku Community Board note the following financial summary for the past financial year 2020/2021:**



<b>Waiharara</b>	<b>Budget</b>
<b>2019-20 Residual funds (reserve funds available)</b>	<b>\$21,950</b>
<b>2020 Opening Balance (rated income)</b>	<b>\$9,000</b>
<b>2020-21 Expenditure</b>	<b>\$6,119</b>
<b>2020-21 Closing Reserve Balance</b>	<b>\$24,831</b>
<b>Kaikino</b>	<b>Budget</b>
<b>2019-20 Residual funds (reserve funds available)</b>	<b>\$12,873</b>
<b>2020 Opening Balance (rated income)</b>	<b>\$8,003</b>
<b>2020-21 Expenditure</b>	<b>\$4,263</b>
<b>2020-21 Closing Reserve Balance</b>	<b>\$16,614</b>
At 2:12 pm, Member Adreinne Bartlett left the meeting. At 2:14 pm, Member Adreinne Bartlett returned to the meeting.	
At 2:16 pm, Member Fred Petricevich left the meeting. At 2:18 pm, Member Fred Petricevich returned to the meeting.	
<b>CARRIED</b>	

#### 4.2 WAIHARARA AND KAIKINO DRAINAGE AREAS 2021/2022 PROGRAMME

Agenda item 5.2 document number A3296261, pages 17 - 22 refers.

##### RESOLUTION 2021/3

Moved: Chairperson Fiona King  
Seconded: Member Dean Radojkovich

**That the Waiharara and Kaikino Drainage Areas Committee recommends Te Hiku Community Board:**

- a) approve the Waiharara and Kaikino Drainage Area 2021/2022 work programme.
- b) Request that contractors spray takes place twice a year in late in spring (September/October) and late autumn (April/May).
- c) request that the budgets on page 20 and 21 be updated to reflects the request the full spraying of drains twice a year for the Waiharara drains.
- d) request staff to arrange a workshop with the Waiharara and Kaikino Drainage Area Committee in October 2021 or November 2021 to discuss the draft Waiharara and Kaikino Area Drainage Management Plan.
- e) request staff investigate extending of Hobson Drain.

**CARRIED**

#### 4.3 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/2023 PROGRAMME

Agenda item 5.3 document number A3296266, pages 23 - 27 refers.

##### RESOLUTION 2021/4

Moved: Chairperson Fiona King

Seconded: Member Dean Radojkovich

**That the Waiharara and Kaikino Drainage Areas Committee**

- a) recommends the “Waiharara and Kaikino Drainage Areas 22/23 Programme” be referred to Te Hiku Community Board as an information report.
- b) requests details of the Northland Regional Council and Far North District Council resource consents and process to add, change or alter drains connecting to FNDC County drains.

**CARRIED**

**5 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 3.10 pm.

The minutes of this meeting were confirmed at a future meeting of the Waiharara and Kaikino Drainage Area Committee.

.....  
**CHAIRPERSON**

## 5 REPORTS

### 5.1 WAIHARARA AND KAIKINO DRAINAGE AREAS 2021/2022 PROGRAMME UPDATE

**File Number:** A3570482

**Author:** Troy Smith, Assistant Engineer

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To notify the Waiharara and Kaikino Drainage Areas Committee of progress on all Drainage aspects; Planning, financing, and physical works, for the financial year ending the 30<sup>th</sup> of June 2022.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- As the 2021/2022 summer has begun, several points on the approved work programme have been completed or are in progress.
- The work programme includes spraying and cleaning of drains.
- There are significant budgetary changes required to meet projected costs. Deviations from the previously approved budget are highlighted in **red**.
- The work programme and associated budget is up for discussion, with the opportunity to make any late additions if required.

#### RECOMMENDATION

**That the Waiharara and Kaikino Drainage Areas Committee:**

- a) note and review the 2021/2022 work programme.**
- b) recommend the reviewed 2021/2022 work programme to Te Hiku Community Board for approval.**

#### 1) BACKGROUND

The Waiharara and Kaikino Drainage Areas Committee was formally established on the 26<sup>th</sup> of 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 work programme for the 2021/2022 financial year was most recently approved on the 16<sup>th</sup> of August 2021 Committee meeting. Additionally, it was reviewed during an earlier Committee meeting on the 3<sup>rd</sup> of November 2020.

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

- Request that the 'Additional Spray' budget items, to \$4,301 and \$4,043 respectively (full cost and not half as previously programmed).

These items have since been included into the programme and financial totals updated.

#### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Within the Waiharara and Kaikino Areas, there are several agreed points which require work. This section details the work currently programmed from August 2021 and what progress has been made.

There are significant budgetary changes required, which are described in section 2.1 and 2.2 of this report. These are associated with an increase in operational costs (Increased spraying rate etc.). It is intended that the 2021/2022 work programme is reviewed to include these changes.

## 2.1 Work programme summary

Work is to be completed before 30 June 2022, with the spraying programme started late 2021:

<b>Waiharara</b>	<b>Budgeted</b>	<b>Expended</b>
<b>Completed Work:</b>		
Cleaning of the Okohine Stream (Completed in 2020/2021, invoice received 2021/2022)	\$9,880	<b>\$17,995</b>
<b>Total</b>	<b>\$9,880</b>	<b>\$17,995</b>
<b>Remaining Work &amp; Allowances:</b>		
	<b>Budgeted</b>	<b>Revised</b>
Spraying of the Waiharara drains (late spring) (breakdown in section 2.3) (In progress)	\$4,301	<b>\$5,642</b>
Additional spraying of the Waiharara drains (late autumn)	\$4,301	<b>\$5,642</b>
Status report on the drains (In progress)	\$100	<b>\$111</b>
<b>Total (planned work)</b>	<b>\$8,701</b>	<b>\$11,395</b>
Machine Cleaning contingency	\$3,000	\$3,000
20% share of a drone for drain surveillance (To be removed)	\$664	<b>\$0</b>
General contingency	\$1,000	\$1,000
<b>Total (contingencies)</b>	<b>\$4,664</b>	<b>\$4,000</b>

<b>Kaikino</b>	<b>Budgeted</b>	<b>Expended</b>
<b>Completed Work:</b>		
<b>Total</b>	<b>\$0</b>	<b>\$0</b>
<b>Remaining Work &amp; Allowances:</b>		
	<b>Budgeted</b>	<b>Revised</b>
Spraying of the Kaikino drains (late spring) (breakdown in section 2.3) (In progress)	\$4,043	<b>\$5,303</b>
Additional spraying of the Kaikino drains (late autumn)	\$4,043	<b>\$5,303</b>
Status report on the drains (In progress)	\$100	<b>\$111</b>
Cleaning of the lower Hobson Drain	\$5,850	<b>\$6,494</b>
Complete new crossings along Milich's and Gumdigger's to provide a direct access track to the Kaikino Drain	\$2,000	<b>\$2,220</b>
Form the initial entranceway to the lower Hobson Drain access track	\$4,216	<b>\$4,680</b>
<b>Total (planned work)</b>	<b>\$20,252</b>	<b>\$24,111</b>
Machine Cleaning contingency	\$2,000	\$2,000

20% share of a drone for drain surveillance (To be removed)	\$664	\$0
General contingency	\$1,000	\$1,000
<b>Total (contingencies)</b>	<b>\$3,664</b>	<b>\$3,000</b>

## 2.2 Projects within work programme

### Kaikino Drain access track

Continuing from the installation of seven new crossings along the Milich's and Gumdigger's properties in the 2018/2019 work programme; some finishing touches are required.

The work is expected to be approximately \$2,220.

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 2018/2019 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 is approximately one new access culvert required to reach the drain bank and then another crossing along the track.

Once the initial entranceway is installed, further work will be investigated to ensure we can restore full access to the lower section and are able to maintain it. Due to budget constraints, this may not be practical for the 2021/2022 work programme, however, will be considered in future.

A budget of \$4,680 is proposed in the work programme for installation of the entranceway.

**Action from last meeting:** The Committee suggested another potential route for the access track proposed. FNDC to investigate the new route and schedule for completion as planned.

## 2.3 General maintenance within work programme

### Spraying

Spraying of the Waiharara and Kaikino Areas begun in November 2021, however, has suffered extensive delays due to the unfortunate bush fires, and otherwise constant, unfavourable weather conditions since December 2021. The remaining sections to be sprayed will be completed once conditions settled. No expenses received at the time of writing.

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

### Spraying cost analysis

In the past, a historic rate of 55c per metre was maintained for the cost of drain spraying within the area. Over the past year, operational expenses have risen abruptly. In order to continue a successful partnership with our chosen spraying contractor, Fenwick Contracting, an assessment of the previously agreed rate and immediate remediation was required.

The average rate for spraying has been independently assessed by the Far North Waters Alliance, and in negotiation with Fenwick Contracting, a new rate limited to 65c per metre has been agreed upon. Although this is a considerable increase from the historic rate, it was not sustainable nor fair to continue with the historic rate for 2021/2022.

This, along with other increases in operational costs, have impacted the work programme with an approximate increase of 29% expected on the programmed spraying costs.

It is projected that the final cost for spraying will be approximately \$5,642.13 for Waiharara, and \$5,303.03 for Kaikino. Should the full programme be completed, part of the reserve fund will be required to supplement the rated income and meet the costs (Further defined in section 3.1).

**Action** – Request that the Committee approve the projected cost for spraying of \$5,642.13 for Waiharara, and \$5,303.03 for Kaikino, to allow for the significant increase in operational costs.

### Spray programme

The spray programme consists of 15 kilometres of drain spraying and has been separated out into compartments and individual drains. This has been adjusted for the increased operational costs, also to include any changes (highlighted in Red) from the approved programme in August 2021.

Spray programme follows:

<b>Waiharara Area</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
Okohine Stream	5,110 m	5,110 m	\$3,686.87
Bilich Branch	1,800 m	1,800 m	\$1,298.70
Cox Branch	860 m	860 m	\$620.49
Tunnel Traverse	50 m	50 m	\$36.08
<b>Totals</b>	<b>7,820 m</b>	<b>7,820 m</b>	<b>\$5,642.13</b>

  

<b>Kaikino Area</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
Kaikino Drain	4,100 m	4,100 m	\$2,958.15
Hobson Drain + Extension (Less 400m to be cleaned)	3,650 m	3,250 m	\$2,344.88
<b>Totals</b>	<b>7,750 m</b>	<b>7,350 m</b>	<b>\$5,303.03</b>

### Machine cleaning

Over the 2020/2021 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. Below is a review of what's been completed recently, and what's identified for the 2021/2022 year.

Waiharara Drainage Area:

- **Okohine Stream** – Completed approximately 2,500m of cleaning in 2020/2021. Invoice received in July 2021/2022 with a total cost of \$17,955 as a result of the operational increases.
- **Okohine Stream** – As a result of recent development works upstream, the top section of the Okohine Stream has begun silting up at a much higher rate. This should be investigated further and followed up as a compliance action against the developers for remediation.

Kaikino Drainage Area:

- **Lower Hobson Drain** – Approximately 400m of cleaning is required. An estimate for the cleaning had been received and with additional costs is now \$6,494. This has been combined with the access works to reduce transport costs.
- **Kaikino Drain** – The spraying contractor identified the drain as being full of weeds and in poor condition. Another issue is slightly downstream of the Heath Road bridge, there are a number of large trees fallen over the Kaikino Drain. There are also some small trees growing from the drain banks. Although not part of the programme at this stage, these should be discussed for removal or follow up with the private owners.
- **Kaikino Drain** – Council was contacted by Far North Roding in autumn 2021, with a request for permission to clean the drain downstream of the avocado block beside Milich's to the outlet.

There was no further contact, however it is believed potentially up to 2,800 m of cleaning was completed at no expense to the Kaikino Area.

The Waiharara and Kaikino Drainage Areas also have a machine cleaning contingency allocated, \$3,000 and \$2,000 respectively.

### Accessibility issues & maintenance

The state of access can have negative / positive impacts on the efficiency and operations of the drainage area.

In the Waiharara Drainage Area, the spraying contractor raised 1 concern:

- **Okohine Stream** – Access on Bainbridge's through to Honey Tree Farm's was blocked by crops. It has also been recently advised that other access points have been intentionally blocked. Site visit planned for the 25<sup>th</sup> of February 2022. **Action from last meeting:** FNDC to follow up with the developers to ensure the work is compliant. This was partially inspected by Far North Waters staff on the 24<sup>th</sup> of February 2022.

In the Kaikino Drainage Area, the spraying contractor raised 1 concern:

- **Hobson Extension Drain** – Access along the drain is not clear, long grass along the edge of the drain. Access listed as poor condition. **Action from last meeting:** FNDC to assess whether light spot spraying of the access track is suitable for maintenance.

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 (Rev 2019):

- 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.

Far North Water 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. Another notice to remind property owners of their obligations is to be sent prior to the end of June, in-line with a request by the Committee to make the notice an annual piece of correspondence.

## 2.4 Waiharara and Kaikino Drainage Area management plans

Each of the Land Drainage Areas require a management plan to support their function as an activity under the existing Northland Regional Council (NRC), Regional Soil & Water Plan 2016, as well as the proposed NRC Regional Plan 2021.

The four Drainage Areas each have a draft management plan in place, which was most recently formally discussed as an agenda item in March and May 2017. Recent conversations with the Committees indicate that this is an ongoing priority, and further review of the draft plans is required.

The draft management plans will undergo an internal assessment by Far North Water staff to ensure it is aligned with other relevant legislation.

A workshop of the draft management plan for the Drainage Committee has been requested and was planned, however due to a number of reasons, this was delayed and is now proposed for Monday the 4<sup>th</sup> of April, 12 pm, in Kaitaia, should circumstances allow.

**Action** – Request that the Committee approve the new management plan workshop date, on the 4<sup>th</sup> of April 2022 at 12 pm.

## 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.

Council had previously discussed and accounted for the Drainage Areas to collectively purchase a drone for surveying the drains. This resulted in a \$664 share, roughly equal to 20% of the estimated costs, being included in the budget.

At the Committee meeting in August 2021, this was discussed for review, but commented that Council will bear the costs as it would be a useful asset for the district. The \$664 share has then been proposed for removal from the 2021/2022 work programme.

**Action** – Request that the Committee approve the removal of the 20% drone share, \$664, from the work programme, with Council to bear the costs of purchase.

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

There has been one RFS received for the Waiharara and Kaikino Drainage Areas in the last 6 months. Please find a summary of the requests below:

**Waiharara and Kaikino Drainage Areas – RFS 4097029** – This is a request regarding the lack of drain spraying in both Drainage Areas up to February 2022. Initial email responses discussing the delays have been provided to the Council CE Office. Request received on the 10<sup>th</sup> of February 2022.

### Take Tūtohunga / Reason for the recommendation

To ensure that the Waiharara and Kaikino Drainage Areas Committee are up to date on current work progress and expenditure. Also, to ensure the Committee has the opportunity to review and make changes to the programme if required.

## 3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2021/2022 financial year is as follows:

### Waiharara

2021 Opening balance (2020/2021 Reserve balance)	\$24,831
2021/2022 Rated income	\$10,951
2021/2022 Proposed expenditure ( <i>Breakdown in section 3.1</i> )	\$29,390
<b>2022 Closing balance</b>	<b>\$6,392</b>

### Kaikino

2021 Opening balance (2020/2021 Reserve balance)	\$16,614
2021/2022 Rated income	\$13,103
2021/2022 Proposed expenditure ( <i>Breakdown in section 3.1</i> )	\$24,111



**2022 Closing balance** **\$5,606**

**Note** - The rated income for both Waiharara and Kaikino 2021/2022 has been raised from the approved amount (\$8,000) in November 2020. This was caused by the initial proposed expenditure (\$10,951 for Waiharara and \$13,103 for Kaikino) being matched as the expected rated income by mistake, which was then approved within the Long-Term Plan 2021/2031. Changes to the report format have been made to prevent this from reoccurring.

### 3.1 Budgetary breakdown

In order to improve the management of the targeted land drainage area rates, the reserve balance and rated income components have been separated to clearly identify the proposed expenditure associated with each component.

This uses the 'planned work' total from the work programme as the proposed expenditure, with any use of the contingencies to be sourced from the reserve fund should it be required. This is planned to decrease the annual growth of the reserve fund, which was predominantly caused by the budgeted expenditure of contingency funds that did not end up being required.

The separated components are as follows:

#### Rated income component

##### Waiharara

2021/2022 Rated income \$10,951

2021/2022 Proposed expenditure (Funded from rates) \$10,951

**2022 Closing rated balance** **\$0**

##### Kaikino

2021/2022 Rated income \$13,103

2021/2022 Proposed expenditure (Funded from rates) \$13,103

**2022 Closing rated balance** **\$0**

#### Reserve component

##### Waiharara

2021 Opening balance (2020/2021 Reserve balance) \$24,831

2021/2022 Proposed expenditure (Funded from reserve) \$18,439

**2022 Closing reserve balance** **\$6,392**

##### Kaikino

2021 Opening balance (2020/2021 Reserve balance) \$16,614

2021/2022 Proposed expenditure (Funded from reserve) \$11,008

**2022 Closing reserve balance** **\$5,606**

#### ATTACHMENTS

Nil

**Hōtaka Take Ōkawa / 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>He Take Ōkawa / Compliance requirement</b>	<b>Aromatawai Kaimahi / 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. 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 district's 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 not reviewed this report.

## 5.2 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/2023 PROGRAMME

**File Number:** A3570485

**Author:** Troy Smith, Assistant Engineer

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

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Waiharara and Kaikino Drainage Areas Committee with an outline of the proposed works and costs for the 2022/2023 financial year.

### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Over the 2022/2023 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying and cleaning of the Areas drains. Currently there is a proposed budget of \$11,395 for Waiharara, and \$11,294 for Kaikino, for planned work, with an additional \$6,000 for Waiharara, and \$2,000 for Kaikino, of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.

### TŪTOHUNGA / RECOMMENDATION

**That the Waiharara and Kaikino Drainage Areas Committee:**

- a) Recommends Te Hiku Community Board approve the reviewed Waiharara and Kaikino Drainage Areas 2022/2023 work programme.**
- b) Recommend a reserve balance of '\$xx,xxx' be held for unplanned works should it be required, and that this be referred to Te Hiku Community Board for approval.**

### 1) TĀHUHU KŌRERO / 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 forward works programme for the 2022/2023 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2021/2022 is completed as planned.

### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Across both the Waiharara and Kaikino Areas, there are several areas 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 this meeting provides an opportunity to adjust the work programme.

The programme will be available for further review / adjustment at the next Committee meeting in August 2022, however the overall budget will be set by that time.

#### 2.1 Proposed work programme summary

Work is to be completed before 30 June 2023, with the spraying programme to start during late 2022:

**Waiharara**

Spraying of the Waiharara drains (late spring) (breakdown in section 2.3)	\$5,642
Additional spraying of the Waiharara drains (late autumn)	\$5,642
Status report on the drains	\$111
<b>Total (planned work)</b>	<b>\$11,395</b>
Machine cleaning contingency	\$3,000
General contingency	\$3,000
<b>Total (contingencies)</b>	<b>\$6,000</b>

**Kaikino**

Spraying of the Kaikino drains (late spring) (breakdown in section 2.3)	\$5,592
Additional spraying of the Kaikino drains (late autumn)	\$5,592
Status report on the drains	\$111
<b>Total (planned work)</b>	<b>\$11,294 (-1 for rounding)</b>
General contingency	\$2,000
<b>Total (contingencies)</b>	<b>\$2,000</b>

**2.2 Proposed projects within the work programme****Hobson Drain (downstream of Paparore Road) access track**

Once the initial entranceway is installed in the 2021/2022 work programme, further work will be investigated to ensure we can restore full access to the lower section and are able to maintain it. Due to budget constraints, this may not be practical for the 2022/2023 work programme, however, will be considered in future.

**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 2022. To ensure the weed growth in the drains is maintained sufficiently, a budget item for additional spraying during autumn has been included. The amount allowed is enough to spray all of the drains a 2<sup>nd</sup> time.

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

The spray programme consists of 15 kilometres of drain spraying and has been separated out into the two areas and individual drains. The programme has been adjusted for the increased operational costs that were discussed in the 2021/2022 programme report.

Spray programme follows:

<b>Waiharara Area</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
Okohine Stream	5,110 m	5,110 m	\$3,686.87
Bilich Branch	1,800 m	1,800 m	\$1,298.70
Cox Branch	860 m	860 m	\$620.49
Tunnel Traverse	50 m	50 m	\$36.08
<b>Totals</b>	<b>7,820 m</b>	<b>7,820 m</b>	<b>\$5,642.13</b>

  

<b>Kaikino Area</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
Kaikino Drain	4,100 m	4,100 m	\$2,958.15
Hobson Drain + Extension	3,650 m	3,650 m	\$2,633.48
<b>Totals</b>	<b>7,750 m</b>	<b>7,750 m</b>	<b>\$5,591.63</b>

### Machine cleaning

Over the 2021/2022 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 cleaning scheduled at this stage.

The Waiharara Drainage Area has a machine cleaning contingency of \$3,000 allocated. The Kaikino Drainage Area does not have a machine cleaning contingency allocated due to budget constraints, however, does have a \$2,000 general contingency should it be required.

### Accessibility issues & maintenance

The state of access can have negative / positive impacts on the efficiency and operations of the drainage area.

Once formed, the 2 new access tracks formed along the Kaikino drain and lower Hobson drain may need yearly mulching to keep the track in good condition. Although not included in the 2022/23 budget, this may be suitable for the future.

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 (Rev 2019):

- 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.

Far North Water 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 Drainage Bylaw.

An annual notice will be issued to all property owners reminding them of the requirements that they must comply with under the Drainage Bylaw, and in particular the above issues.

### Take Tūtohunga / Reason for the recommendation

To discuss the proposed works and their associated costs, with the work programme to be completed by 30 June 2023.

### 3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2022/2023 financial year is as follows:

#### Waiharara

2022 Opening balance (2021/2022 Reserve balance)	\$6,392
2022/2023 Proposed rated income	\$8,000
2022/2023 Proposed expenditure ( <i>Breakdown in section 3.1</i> )	\$11,395
<b>2023 Closing balance</b>	<b>\$2,997</b>

#### Kaikino

2022 Opening balance (2021/2022 Reserve balance)	\$5,606
2022/2023 Proposed rated income	\$8,000
2022/2023 Proposed expenditure ( <i>Breakdown in section 3.1</i> )	\$11,294 (-1 for rounding)
<b>2023 Closing balance</b>	<b>\$2,312</b>

Please note the reserve balances for both the Waiharara and Kaikino Drainage Areas are low with the proposed rated income and work programme. Changes may be appropriate.

#### 3.1 Proposed budgetary breakdown

In order to improve the management of the targeted land drainage area rates, the reserve balance and rated income components have been separated to clearly identify the proposed expenditure associated with each component.

This uses the 'planned work' total from the work programme as the proposed expenditure, with any use of the contingencies to be sourced from the reserve fund should it be required. This is planned to decrease the annual growth of the reserve fund, which was predominantly caused by the budgeted expenditure of contingency funds that did not end up being required.

The separated components are as follows:

#### Rated income component

##### Waiharara

2022/2023 Proposed rated income	\$8,000
2022/2023 Proposed expenditure (Funded from rates)	\$8,000
<b>2023 Closing rated balance</b>	<b>\$0</b>

##### Kaikino

2022/2023 Proposed rated income	\$8,000
2022/2023 Proposed expenditure (Funded from rates)	\$8,000
<b>2023 Closing rated balance</b>	<b>\$0</b>

#### Reserve component

##### Waiharara

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2022 Opening balance (2021/2022 Reserve balance)	\$6,392
2022/2023 Proposed expenditure (Funded from reserve)	\$3,395
<b>2023 Closing reserve balance</b>	<b>\$2,997</b>
<b>Kaikino</b>	
2022 Opening balance (2021/2022 Reserve balance)	\$5,606
2022/2023 Proposed expenditure (Funded from reserve)	\$3,294
<b>2023 Closing reserve balance</b>	<b>\$2,312</b>

### 3.2 Reserve balance

Throughout recent years, the closing balance (reserve balance) at the end of each year has been at extremes, either too high or too low. To ensure the rated income is utilised most appropriately, an ideal reserve balance should be agreed upon by the Committee. The ideal reserve will then where practicable be maintained, resulting in alterations to the proposed rated income and / or proposed work programme each year unless the Committee agrees otherwise.

As there is a proposed total contingency of \$6,000 for Waiharara, and \$2,000 for Kaikino (would also ideally be \$6,000+) for 2022/2023 (with similar amounts to be expected in future years), it is suggested that the desired reserve balance is no less than that amount.

**Action** – Request that the Committee set an ideal reserve balance to be held by Council for unplanned works should it be required.

### ATTACHMENTS

Nil

**Hōtaka Take Ōkawa / 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>He Take Ōkawa / Compliance requirement</b>	<b>Aromatawai Kaimahi / 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. 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 district's 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 not reviewed this report



### 5.3 WAIHARARA AND KAIKINO DRAINAGE AREAS 2023/2024 PROGRAMME

**File Number:** A3570488

**Author:** Troy Smith, Assistant Engineer

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

#### TAKE PŪRONGO / 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 2023/2024 financial year.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Over the 2023/2024 financial year, the Far North District Council wishes to complete a selection of drainage area works.
- The work includes spraying and cleaning of the Areas drains. Currently there is a proposed budget of \$11,395 for Waiharara, and \$11,294 for Kaikino, for planned work, with an additional \$6,000 for Waiharara, and \$2,000 for Kaikino, of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.
- With the proposed rated income and work programme, it is forecasted that both Drainage Areas will have no reserve balance at the end of the 2023/2024 year.

#### TŪTOHUNGA / RECOMMENDATION

**That the Waiharara and Kaikino Drainage Areas Committee recommends the “Waiharara and Kaikino Drainage Areas 2023/2024 Programme” be referred to Te Hiku Community Board as an informational report.**

#### 1) TĀHUHU KŌRERO / 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 forward works programme for the 2023/2024 financial year has been estimated from previous costs.

The list of required works is based on the assumption that the work programme for 2022/2023 is completed as planned.

#### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Across both the Waiharara and Kaikino Areas, there are several areas 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 this 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 August 2022 and over the next financial year. This is due to the estimated nature of the work programme.

#### 2.1 Proposed work programme summary

Work is to be completed before 30 June 2024, with the spraying programme to start during late 2023:

##### **Waiharara**

Spraying of the Waiharara drains (late spring) (breakdown in section 2.2)	\$5,642
Additional spraying of the Waiharara drains (late autumn)	\$5,642
Status report on the drains	\$111
<b>Total (planned work)</b>	<b>\$11,395</b>
Machine cleaning contingency	\$3,000
General contingency	\$3,000
<b>Total (contingencies)</b>	<b>\$6,000</b>

### **Kaikino**

Spraying of the Kaikino drains (late spring) (breakdown in section 2.2)	\$5,592
Additional spraying of the Kaikino drains (late autumn)	\$5,592
Status report on the drains	\$111
<b>Total (planned work)</b>	<b>\$11,294 (-1 for rounding)</b>
General contingency	\$2,000
<b>Total (contingencies)</b>	<b>\$2,000</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 2023. To ensure the weed growth in the drains is maintained sufficiently, a budget item for additional spraying during autumn has been included. The amount allowed is enough to spray all of the drains a 2<sup>nd</sup> time.

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

The spray programme consists of 15 kilometres of drain spraying and has been separated out into the two areas and individual drains. The programme has been adjusted for the increased operational costs that were discussed in the 2021/2022 programme report.

Spray programme follows:

<b>Waiharara Area</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
Okohine Stream	5,110 m	5,110 m	\$3,686.87
Bilich Branch	1,800 m	1,800 m	\$1,298.70
Cox Branch	860 m	860 m	\$620.49
Tunnel Traverse	50 m	50 m	\$36.08

<b>Totals</b>	<b>7,820 m</b>	<b>7,820 m</b>	<b>\$5,642.13</b>
<b>Kaikino Area</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
Kaikino Drain	4,100 m	4,100 m	\$2,958.15
Hobson Drain + Extension	3,650 m	3,650 m	\$2,633.48
<b>Totals</b>	<b>7,750 m</b>	<b>7,750 m</b>	<b>\$5,591.63</b>

### Machine cleaning

Over the 2022/23 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 cleaning scheduled at this stage.

The Waiharara Drainage Area has a machine cleaning contingency of \$3,000 allocated. The Kaikino Drainage Area does not have a machine cleaning contingency allocated due to budget constraints, however, does have a \$2,000 general contingency should it be required.

### Accessibility issues & maintenance

The state of access can have negative / positive impacts on the efficiency and operations of the drainage area.

Once formed, the 2 new access tracks formed along the Kaikino drain and lower Hobson drain may need yearly mulching to keep the track in good condition. Although not included in the 2023/24 budget, this may be suitable for the future.

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 (Rev 2019):

- 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.

Far North Waters 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 Drainage Bylaw.

An annual notice will be issued to all property owners reminding them of the requirements that they must comply with under the Drainage Bylaw, and in particular the above issues.

### Take Tūtohunga / Reason for the recommendation

To discuss the proposed works and their associated costs, with the work programme to be completed by 30 June 2024.

### 3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2023/24 financial year is as follows:

#### Waiharara

2023 Opening balance (2022/2023 Reserve balance)	\$2,997
2023/2024 Proposed rated income	\$8,398
2023/2024 Proposed expenditure ( <i>Breakdown in section 3.1</i> )	\$11,395
<b>2024 Closing balance</b>	<b>\$0</b>

#### Kaikino

2023 Opening balance (2022/2023 Reserve balance)	\$2,312
2023/2024 Proposed rated income	\$8,982
2023/2024 Proposed expenditure ( <i>Breakdown in section 3.1</i> )	\$11,294 (-1 for rounding)
<b>2024 Closing balance</b>	<b>\$0</b>

Please note there is no reserve balance for both the Waiharara and Kaikino Drainage Areas with the proposed rated income and work programme. The rated income has been raised slightly to prevent a negative balance.

**Action** – Request that the Committee agree on changes to the rated income or work programme in order to maintain the ideal reserve balance requested in the 2022/2023 report of this meeting.

#### 3.1 Proposed budgetary breakdown

In order to improve the management of the targeted land drainage area rates, the reserve balance and rated income components have been separated to clearly identify the proposed expenditure associated with each component.

This uses the 'planned work' total from the work programme as the proposed expenditure, with any use of the contingencies to be sourced from the reserve fund should it be required. This is planned to decrease the annual growth of the reserve fund, which was predominantly caused by the budgeted expenditure of contingency funds that did not end up being required.

The separated components are as follows:

#### Rated income component

##### Waiharara

2023/2024 Proposed rated income	\$8,398
2023/2024 Proposed expenditure (Funded from rates)	\$8,398
<b>2024 Closing rated balance</b>	<b>\$0</b>

##### Kaikino

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2023/2024 Proposed rated income	\$8,982
2023/2024 Proposed expenditure (Funded from rates)	\$8,982
<b>2024 Closing rated balance</b>	<b>\$0</b>

**Reserve component****Waiharara**

2023 Opening balance (2022/2023 Reserve balance)	\$2,997
2023/2024 Proposed expenditure (Funded from reserve)	\$2,997
<b>2024 Closing reserve balance</b>	<b>\$0</b>

**Kaikino**

2023 Opening balance (2022/2023 Reserve balance)	\$2,312
2023/2024 Proposed expenditure (Funded from reserve)	\$2,312
<b>2024 Closing reserve balance</b>	<b>\$0</b>

**ATTACHMENTS**

Nil

**Hōtaka Take Ōkawa / 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>He Take Ōkawa / Compliance requirement</b>	<b>Aromatawai Kaimahi / 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. 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 district's 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 not reviewed this report

**6 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER**

**7 TE KAPINGA HUI / MEETING CLOSE**