Far North District Council

Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Tuesday, 10 May 2022

Time: **10:00 am**

Location: **Conference Room, Te Ahu**
Cnr Matthews Ave and South Road
Kaitaia

Membership:

Chairperson Adele Gardner
Member Jaqi Brown
Member Darren Axe
Member Sheryl Bainbridge
Member John Stewart
Member William (Bill) Subritzky
Member Felicity Foy

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

A. Represent, and act as an advocate for, the interests of its community.
B. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
C. Maintain an overview of services provided by the territorial authority within the community.
D. Prepare an annual submission to the territorial authority for expenditure within the community.
E. Communicate with community organisations and special interest groups within the community.
F. Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards - *January 2013*

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

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

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

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

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

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

Terms of Reference

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

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

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

Protocols

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

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

TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Adele Gardner	N/A - FNDC Honorarium			
	Te Hiku Education Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitaia Branch	Trustee/ Committee Member		
	Te Hiku Sports Hub			
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			
Partner of Adele Gardner	N/A as Retired			
Darren Axe	Wharf Warden at Far North Holding Limited	Council Controlled organisation		
Sheryl Bainbridge	Ex-employee of Far North District Council			There should be no conflict of interest if we are all heading in the same direction
	Property in Coopers Beach			
Jaqi Brown	Te Hiku Navigation	Manager		
	Whangape Marae	Māori Landowner Trustee over Whangape School and marae		Will manage any potential interests/conflicts and it arises
	Te Rarawa Rugby Club Committee	TRRC Lease Ahipara Domain from FNDC		Will manage any potential interests/conflicts and it arises
	Property in Ahipara			
John Stewart	Printing.com Kaitaia	Managing Director	Produces some work for FNDC	Step aside for any decisions at the time
	Zenstone N.Z Limited	Managing Director	N/A	N.A

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	90 Mile Snapper Bonanza Limited	Shareholder / Organiser	May apply for event funding from FNDC	Step aside for any decisions at the time
	Property in Whatuwhiwhi and Kaitaia			Step aside for any decisions at the time
John Stewart – Partner	Printing.com Kaitaia			
	Property in Whatuwhiwhi and Kaitaia			Step aside for any decisions at the time
Felicity Foy	Flick Trustee Ltd	I am the director of this company that is the company trustee of Flick Family Trust that owns properties Seaview Road – Cable Bay, and Allen Bell Drive - Kaitaia.		
	Elbury Holdings Limited	This company is directed by my parents Fiona and Kevin King.	This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/ Puckey Road/Bell Road, the Awanui Straight and Allen Bell Drive.	
	Foy Farms Partnership	Owner and partner in Foy Farms - a farm on Church Road, Kaingaroa		
	Foy Farms Rentals	Owner and rental manager of Foy Farms Rentals for 7 dwellings on Church Road, Kaingaroa and 2 dwellings on Allen Bell Drive, Kaitaia, and 1 property on North Road, Kaitaia, one title contains a cell phone tower.		
	King Family Trust	This trust owns severaltitles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	112 Commerce Street Holdings Ltd	Owner of commercial property in Commerce Street Kaitaia.		
	Foy Property Management Ltd	Owner of company that manages properties owned by Foy Farms Rentals and Flick Family Trust.		
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
	Shareholder of Coastline Plumbing NZ Limited			
Partner Felicity Foy	Director of Coastline Plumbing NZ Limited			
	Friends with some FNDC employees			

Far North District Council

Te Hiku Community Board Meeting

will be held in the Conference Room, Te Ahu, Cnr Matthews Ave and South Road, Kaitaia on:

Tuesday 10 May 2022 at 10:00 am

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1 KARAKIA TIMATANGA / OPENING PRAYER

2 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

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

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Team Leader 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 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

4 TE TONO KŌRERO / DEPUTATION

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

5 NGA KAIKORERO / SPEAKERS

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: **A3538589**

Author: **Rhonda-May Whiu, Democracy Advisor**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board agrees that the minutes of the meeting held 29 March 2022 be confirmed as a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

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

Take Tūtohunga / Reason for the recommendation

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

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

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

ĀPITIHANGA / ATTACHMENTS

1. 2022-03-29 Te Hiku Community Board Minutes - A3644940 ⇩

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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / 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	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.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
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
TE HIKU COMMUNITY BOARD MEETING
HELD AT VIRTUALLY VIA MICROSOFT TEAMS
ON TUESDAY, 29 MARCH 2022 AT 10:06 AM

PRESENT: Chairperson Adele Gardner, Member Jaqi Brown, Member Darren Axe, Member Sheryl Bainbridge, Member John Stewart, Member William (Bill) Subritzky, Member Felicity Foy

STAFF PRESENT: Kim Hammond (Funding Advisor), Shayne Storey (Community Development Advisor), Aisha Huriwai (Democracy Services Team Leader), Glenn Rainham (Manager infrastructure Operations), Troy Smith (Graduate Engineer), Rhonda-May Whiu (Democracy Advisor), Nina Gobie (Team Leader Facilities Operations), Mandy Griffin (Facilities Contract Specialist).

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair Adele Gardner commenced the meeting and Member Sheryl Bainbridge opened with Prayer.

2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

Member Darren Axe declared a conflict regarding item 8.2 Petition - Waterfront Road, Pukenui.

Member Felciity Foy declared a conflict regarding item 7.5a Funding Applications.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Recreation Services Limited staff addressed the board regarding level of service issues.

MEETING ADJOURNED 10:20AM

RESOLUTION 2022/4

Moved: Chairperson Adele Gardner
Seconded: Member Sheryl Bainbridge

That the meeting of Te Hiku Community Board be adjourned till 11.30am.

CARRIED

4 NGĀ TONO KŌRERO / DEPUTATIONS

There were no deputations.

5 NGĀ KAIKŌRERO / SPEAKERS

Blanche Morrogh - Ahipara Boardriders regarding Item 7.5a.

Jordan Jujnovich - Awanui Sports Complex regarding item 7.5b.

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: **A3678626**

Author: **Rhonda-May Whiu, Democracy Advisor**

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

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The reason for the recommendation is to note the reports from the Chairperson and Members. The reports provide feedback to the community on matters of interest or concern to the Community Board and how the Community Board has communicated with community organisations and special interest groups within the community.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board note the reports from Chairperson Adele Gardner and Members Darren Axe, Sheryl Bainbridge, Jaqi Brown, John Stewart and Bill Subritzky.

1) TE TĀHUHU KŌRERO / BACKGROUND

The Local Government Act 2002 Part 4 Section 52 states that the role of a community board is to represent, and act as an advocate for the interests of its community.

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Community Boards are required to consider and report on any matters of concern or interest to the Community Board, maintain an overview of services provided to the community and communicate with community organisations and special interest groups within the community.

The reports from the Chairperson and Members provide information to community on these requirements. They also provide Request for Service (RFS) information on issues of interest or concern to the Community Board, providing a reference for further enquiry on the progress of the matters raised.

The reports from the Chairperson and Members are attached.

Te Take Tūtohunga / Reason for the recommendation

The reason for the recommendation is to provide information to the Community on the work that has been undertaken by the Chairperson and Members on its behalf.

3) NGĀ 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.

NGĀ ĀPITIHANGA / ATTACHMENTS

1. **Chairs Report Adele Gardner - A3686671**
2. **Members Report Bill Subritzky - A3686872**
3. **Members Report Darren Axe - A3686637**
4. **Members Report John Stewart - A3686878**
5. **Members Reprot Jaqi Brown - A3686839**
6. **Members Report Sheryl Bainbridge - A3686755**

Te 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.

He Take Ōkawa / Compliance requirement	Te Aromatawai Kaimahi / 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.	This is a Community Board report.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Not applicable.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Yes.
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.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7.2 FUNDING APPLICATIONS

File Number: **A3666639**

Author: **Kim Hammond, Funding Advisor**

Authoriser: **Ana Mules, Team Leader - Community Development and Investment**

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for the Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the May 2022 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- One application has been received for funding, requesting $6,493.00.
- The Community Board funding for the 2021/22 financial year was increased by 25% on the previous year to $141,710. The unallocated balance is $50,519.83.
- The Board resolved that the $100,000 placemaking fund in the 2021/2022 financial year would be used to develop concept plans to assist in understanding community priorities and guide further board decisions for funding.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board approves the sum of $4,700 (plus GST if applicable) to be paid from the Board's Community Fund account to Ahipara Aroha Incorporated for rent, advertising/promotion, administration, equipment hire and purchase and materials for Matariki ki Ahipara, to support the following Community Outcomes:

i) Proud, vibrant communities

ii) Communities that are healthy, safe, connected and sustainable.

iii) We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments	Type
Ahipara Aroha Inc – Matariki ki Ahipara	$6,493.00 - 70%	$4,700.00	The Community Grants Policy states that applicants can apply for up to 50% of the project cost. The recommendation aligns with the policy.	Event

Take Tūtohunga / Reason for the recommendation

The applicant/s is required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding

Option 3 Decline funding

Each application has been assessed and meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

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

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

ĀPITIHANGA / ATTACHMENTS

1. Application - Ahipara Aroha Incorporated - A3683126

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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / 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	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.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district-wide relevance.
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.	No implications for Māori in relation to land and/or water.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Considered in the application.

State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7.3 WINTER 2021/2022 RURAL TRAVEL FUNDING APPLICATIONS

File Number: **A3672880**

Author: **Kim Hammond, Funding Advisor**

Authoriser: **Ana Mules, Team Leader - Community Development and Investment**

TAKE PŪRONGO / PURPOSE OF THE REPORT

To allocate Rural Travel Funding for the 2021/2022 winter sporting season.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:

a)	**Ahipara Boardriders Club**	**$1,300.00**
b)	**Kaitaia Abundant Life School**	**$1,750.00**
c)	**Kaitaia College**	**$750.00**
d)	**Kaitaia Rugby Club**	**$2,400.00**
e)	**Kaitaia United Womens Football**	**$500.00**
f)	**Mangonui Netball Club**	**$1,500.00**
g)	**Taipa Area School**	**$985.00**
h)	**Te Rarawa Rugby Club**	**$2,200.00**
	TOTAL:	**$11,385.00**

i) approve $28.50 to be transferred from the Te Hiku Community Board Grants Fund to be used for the Rural Travel Funds.

1) TĀHUHU KŌRERO / BACKGROUND

The Rural Travel Fund was developed in response to concerns raised by Councils throughout the country about the lack of participation in sport by young people living in rural communities. The Fund was introduced as an interim measure until a rural participation strategy was fully developed and implemented. The strategy is yet to be developed.

Kiwisport was launched in 2009 by Prime Minister John Key and funding is given to Sport Northland to achieve three objectives. One of the barriers that has been identified in Northland is the cost of travel. Sport Northland agreed to give part of its funding to the Far North District Council to add to its Rural Travel Fund to overcome the travel barrier and help achieve their three objectives.

Council receives funding based on a per capita basis and gave the three Community Boards delegated authority to allocate the funding. Each Board receives a sum based on the number of people between ages five and nineteen living in their respective areas. Figures are based on the 2013 census results. This funding round is the second of two funding rounds for the current financial year, for sporting activities taking place in winter, or until November 2022 when the next round of funding is allocated.

Council advertises that funding is available approximately one month before applications close in local newspapers and on Council's Facebook page. Sport Northland representatives also forward information of the fund to clubs and schools that they work with as a more targeted approach to advertise the funding is available.

Sport Northland recently restructure their strategic plans and direction and the funding now comes from Tū Manawa Active Aotearoa programme which provides funding for programmes or projects delivering:

- Tākaro/play
- Ngā mahi a te rēhia/active recreation; and
- Hākinakina/sport opportunities.

Priority for the Tū Manawa Active Aotearoa will go to those that can show their funding will be used for:

- Children and young people in higher deprivation communities
- Girls and young women (5-18); and
- Disabled children and young people.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

It is each Community Board's role to determine which applications best meet the criteria and will have the most positive broad effect in their communities. The following table is a guide to the funding criteria.

Funding is available for activities taking place within the district. It is understood, that in some cases, competitions do not exist within the district and travel is required in which case the Community Boards may use their discretion.

Project reports for any previous grants have been received from all the current applicants. Further detailed information provided by Sport Northland regarding their recommendations has been distributed to Board Members separately.

	Sport Northland (Tū Manawa Active Aotearoa)	**Sport New Zealand (Rural Travel)**
What are the Objectives?	1. Tākaro/play 2. Ngā mahi a te rēhia/active recreation; and 3. Hākinakina/sport opportunities.	Subsidise travel for junior teams participating in local sport competition.
How much is available?	$25,000.00 across the Far North District.	$25,080.30 across the Far North District.
Funding is not available for	Coaches, referees, children playing in Regional or District rep teams, club/school sport administration.	Activities taking place during school hours, coaches, referees, club/school sport administration, travel to training.
Who can apply?	Schools, programmes, projects, clubs or individuals.	Schools, clubs or individuals.
What age group is funding for?	Funding is available for school aged children. This is understood to be ages 5 - 18 years of age.	Funding is available for youth/children aged 5 - 19 years of age.
Eligible Sports	Team or individual organised sporting activities such as volleyball, netball, rugby; hockey, football, orienteering, waka ama, basketball, ki-o-rahi, shooting, athletics, swimming.	Sports that have regular grass roots competitions such as netball, hockey, rugby, rugby league, softball, football, touch rugby, basketball.

Applicants are advised, when granted funds, that the funds are to be uplifted within three months and that a project report form is required if they wish to be eligible to apply for future funding.

Take Tūtohunga / Reason for the recommendation

To fulfil the requirements of the Sport NZ Rural Travel Fund agreement with Sport New Zealand and the Tū Manawa Active Aotearoa agreement with Sport Northland to increase participation in sport by young people living in rural communities.

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

Council receives two grants annually that make up this funding budget - $25,080.30 from Sport New Zealand and $25,000 (plus GST) from Sport Northland.

The total budget for rural travel funding for the 2021/2022 financial year is $50,080.30. The percentage of youth throughout the district is translated into percentages to calculate the percentage of funding each Board can allocate. It is recommended that the remaining budget be allocated for winter activities.

Te Hiku Community Board has a total budget of $15,613.50 to allocate for the 2021/2022 Rural Travel summer and winter rounds. Te Hiku Community Board allocated a total of $5,700.00 for the summer round, however Pamapuria School did not uplift their allocated amount of $1,500.00 leaving Te Hiku Community Board $11,413.50 to allocate for this round.

%	Board	Amount allocated for summer	Amount available to allocate for winter	Total
40.5%	Bay of Islands-Whangaroa Community	$4,638.00	$15,436.50	$20,074.50
31.5%	**Te Hiku Community**	**$4,200.00**	**$11,413.50**	**$15,613.50**
28%	Kaikohe-Hokianga Community	$5,551.47	$8,327.20	$13,878.67

ĀPITIHANGA / ATTACHMENTS

1. **RTF Winter Application - Ahipara Boardriders Club - A3674811**
2. **RTF Winter application - Kaitaia Abundant Life School - A3674702**
3. **RTF Winter Application - Kaitaia College - A3674726**
4. **RTF Winter Application - Kaitaia Rugby Club - A3674698**
5. **RTF Winter Application - Kaitaia United Womens Football - A3674696**
6. **RTF Winter Application - Mangonui Netball Centre - A3674700**
7. **RTF Winter Application - Taipa Area School - A3674724**
8. **RTF Winter Application - Te Rarawa Rugby Club - A3674694**

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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / 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	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.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each Community Board to confirm the funding that they allocated has been spent correctly.
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.	There are no implications on Māori in confirming the project reports. Any implications on Māori arising from matters included in project reports 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 project reports to be approved, 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.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

7.4 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2022.

File Number: **A3674058**

Author: **Segun Rotimi, Accounting Support Officer**

Authoriser: **Janice Smith, Chief Financial Officer**

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 31 March 2022.

TĀHUHU KŌRERO / BACKGROUND

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

Community Fund Account balance as at 01 July 2021	**$241,710.00**
• **Plus Unspent from 2020/21 - Xcape Design Unahi Wharf**	**$8,250.00**
• **Plus Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021**	**$2,720.00**
• **Plus Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop**	**$3,000.00**
• **Plus Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau**	**$5,000.00**
• **Plus Unspent from 2020/21 - Jaycee Park picnic tables**	**$7,711.46**
• **Plus Unspent 2020/21 - Placemaking project for Awanui**	**$35,338.00**
• **Less funds granted and uplifted to 31 March 2022**	**$88,418.50**
• **Less funds not uplifted from 17 November 2020 for Be Free**	**$2,720.00**
• **Less funds not uplifted from 1 June 2021 for Jaycee Park picnic tables**	**$7,711.46**
• **Less funds not uplifted from 9 November 2021 for Te Ahu Museum/Far North Regional Museum Trust for the purchase of display walls, exterior signs and a donations box**	**$8,034.00**

• **Less funds not uplifted from 7 December 2021 for Rosemary Archibald for the purchase of outdoor Christmas tree lights, power extension cords and the cost of delivery**	**$2,055.00**
• **Less funds not uplifted from 15 February 2022 for Kaitaia and Districts A&P Association for costs to support the 2022 Kaitaia A&P show**	**$500.00**
• **Less funds not uplifted from 29 March 2022 for Ahipara Boardriders Club for the purchase of a public address system, trailer and signwriting seating and shelter**	**$30,000.00**
• **Less funds not uplifted from 29 March 2022 for Awanui Sports Complex Incorporated for the purchase and installation of a submersible pump**	**$22,794.17**
• **Less funds not uplifted from 29 March 2022 for R. Tucker Thompson to send a youth from the Te Hiku Community Board area to attend the seven day Youth Development Voyage on the R. Tucker Thompson**	**$2,140.00**
Community Fund Account balance as at 31 March 2022	**$139,356.33**

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance in the Community Fund account as at 31 March 2022 is $139,356.33.

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

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

The Far North District Council has delegated the allocation of relevant community board funds to the Te Hiku Community Board. The statement of the Community Fund account as at 31 March 2022 is attached.

ĀPITIHANGA / ATTACHMENTS

1. Statement of Te Hiku Community Fund Account as at 31 March 2022 - A3673960

7.5 KAITAIA DRAINAGE AREA 2022/2023 PROGRAMME

File Number: **A3683052**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Te Hiku Community Board 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 Kaitaia drains. Currently there is a proposed budget of $75,955 for planned work, with an additional $26,222 of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board uplift the Kaitaia Drainage Area 2022/2023 Programme report and:

approve the reviewed Kaitaia Drainage Area 2022/2023 work programme.

approve a reserve balance of $26,222 to be held for unplanned works should it be required, based on feedback from the Kaitaia Drainage Area Committee.

1) TĀHUHU KŌRERO / BACKGROUND

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

In recent times, the Kaitaia Drainage Area Committee was formally re-established at the 22 February 2016 meeting of Te Hiku Community Board as part of Council's formal process and procedures.

The proposed work programme for the 2022/2023 financial year has been estimated from previous costs and quotes where possible.

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Within the Kaitaia Area, there are several items that require work. The items detailed in the below work programme has been determined by staff based on information from the spraying contactor and other sources. However, the Committee may be aware of other work that is required, and 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:

Kaitaia

Spraying of the Kaitaia drains (breakdown in section 2.2)	$75,178
Status report on the drains	$777
Total (planned work)	**$75,955**
Spraying contingency	$8,222
Machine cleaning contingency	$13,000
General contingency	$5,000
Total (contingencies)	**$26,222**

2.2 General maintenance within the work programme

Spraying

Spraying of the Kaitaia Area is to be completed during late spring / early summer 2022/2023. If additional spraying is required, this will be funded from the spraying contingency of $8,222. The spraying contingency is calculated from the total of 'spray on request' drains.

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 104 kilometres of drain spraying and 11 kilometres of 'On request' drains. This has been adjusted for the increased operational costs that were discussed in the 2021/2022 programme report. This has been separated out into compartments and individual drains.

Spray programme follows:

Waipapakauri Compartment	**Total**	**Spray**	**Cost**
Waipapakauri Outfall	4,800 m	4,800 m	$3,463.20
Paparore Bank Drain	4,000 m	4,000 m	$2,886.00
Waipapakauri Bank	1,710 m	1,710 m	$1,233.77
Thodes	684 m	684 m	$493.51
Brattons Drain (On request)	282 m	0 m	$0.00
Evans Drain (On request)	443 m	0 m	$0.00
Yates (On request)	945 m	0 m	$0.00
Wests	820 m	820 m	$591.63
Sandhills (Remainder is Urban)	7,502 m	6,456 m	$4,658.00
Birds Boundary	1,521 m	1,521 m	$1,097.40
Abbots (On request)	422 m	0 m	$0.00
Government drain	3,012 m	3,012 m	$2,173.16
Waimanoni - Walkers	4,221 m	4,221 m	$3,045.45
Spains Drain (On request)	1,580 m	0 m	$0.00
Spains Road Drain (Remainder is Urban)	2,170 m	1,580 m	$1,139.97
Totals	**34,112 m**	**28,804 m**	**$20,782.09**

Lower Awanui Compartment	**Total**	**Spray**	**Cost**
Prices Bank (Unahi)	2,615 m	2,615 m	$1,886.72

McMillans - Tupes	6,840 m	6,840 m	$4,935.06
Factory Bend - Michies	6,035 m	6,035 m	$4,354.25
Flemings (On request)	764 m	0 m	$0.00
Gills	1,489 m	1,489 m	$1,074.31
Kumi Road	1,006 m	1,006 m	$725.83
H Subritzkys	1,127 m	1,127 m	$813.13
Awanui (Remainder is Urban)	2,313 m	940 m	$678.21
Sankeys No. 1 (On request)	201 m	0 m	$0.00
Sankeys No. 2 (On request)	362 m	0 m	$0.00
Totals	**22,752 m**	**20,051 m**	**$14,467.52**

Puckeys Outfall Compartment	**Total**	**Spray**	**Cost**
Puckeys Outfall	484 m	484 m	$349.21
J Subritzkys Drain (On request)	402 m	0 m	$0.00
Foleys	450 m	450 m	$324.68
Lisle	1,710 m	1,710 m	$1,233.77
Wireless	1,800 m	1,800 m	$1,298.70
Bells Road	2,012 m	2,012 m	$1,451.66
Totals	**6,858 m**	**6,456 m**	**$4,658.00**

Pukepoto Outfall Compartment	**Total**	**Spray**	**Cost**
Pukepoto Outfall	5,828 m	5,600 m	$4,040.40
Brass (On request)	1,388 m	0 m	$0.00
W Masters C	1,207 m	1,207 m	$870.85
W Masters E (On request)	1,300 m	0 m	$0.00
Campbells (On request)	684 m	0 m	$0.00
L Masters W (On request)	1,064 m	0 m	$0.00
L Masters C	1,400 m	1,400 m	$1,010.10
School	1,509 m	1,509 m	$1,088.74
Reynolds (West Bank)	2,213 m	2,213 m	$1,596.68
Maori	2,012 m	2,012 m	$1,451.66
Pukepoto Creek	805 m	805 m	$580.81
Houstons (West Bank)	2,213 m	2,213 m	$1,596.68
Parkers	602 m	602 m	$434.34
Reid’s West	2,615 m	2,615 m	$1,886.72
Totals	**24,840 m**	**20,176 m**	**$14,556.98**

Whangatane Compartment	**Total**	**Spray**	**Cost**
Texifros	785 m	785 m	$566.38

Maimaru	1,127 m	1,127 m	$813.13
Oinu Stream	1,650 m	1,650 m	$1,190.48
Pairatahi Bank	2,716 m	2,716 m	$1,959.59
Johnsons (On request)	150 m	0 m	$0.00
Kareponia (On request)	402 m	0 m	$0.00
Birds (On request)	504 m	0 m	$0.00
Totals	**7,334 m**	**6,278 m**	**$4,529.58**

Kaitaia Compartment	**Total**	**Spray**	**Cost**
Lewis Junction - Boundary	443 m	443 m	$319.62
Lewis Junction - Road	322 m	322 m	$232.32
Church Gully	2,865 m	2,865 m	$2,067.10
Mathews Outfall (Remainder is Urban)	4,425 m	3,425 m	$2,471.14
Wilds (On request)	503 m	0 m	$0.00
Hanlons	322 m	322 m	$232.32
Totals	**8,880 m**	**7,377 m**	**$5,322.51**

Tangonge Compartment	**Total**	**Spray**	**Cost**
Reid's East	3,017 m	3,017 m	$2,176.77
Hoddles	1,667 m	1,667 m	$1,202.74
Millers	2,615 m	2,615 m	$1,886.72
McKenzie's	634 m	634 m	$457.43
Sharps	402 m	402 m	$290.04
Lewis & Crown Land	1,851 m	1,851 m	$1,335.50
Totals	**10,186 m**	**10,186 m**	**$7,349.20**

Wairoa Compartment	**Total**	**Spray**	**Cost**
Bergan's	1,005 m	1,005 m	$725.11
Wairoa Stream	3,058 m	3,058 m	$2,206.35
Blairs	805 m	805 m	$580.81
Totals	**4,868 m**	**4,868 m**	**$3,512.26**

Machine cleaning

Over the 2021/2022 year, the Kaitaia Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and/or vegetation mats which will require removal.

The machine cleaning contingency of $13,000 is currently allocated for 2022/2023. It's recommended that a cleaning programme for the year is decided upon in the August 2022 Committee meeting.

Accessibility issues & maintenance

The spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (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. If this is the case, damaged drains will not be cleaned until the property owner installs a fence / prevents stock access.

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 Drainage Bylaw.

Take Tūtohunga / Reason for the recommendation

To discuss the expected 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:

Kaitaia	
2022 Opening balance (2021/2022 Reserve balance)	$47,616
2022/2023 Proposed rated income	$70,000
2022/2023 Proposed expenditure (*Breakdown in section 3.1*)	$75,955
2023 Closing balance	**$41,661**

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

Kaitaia	
2022/2023 Proposed rated income	$70,000
2022/2023 Proposed expenditure (Funded from rates)	$70,000
2023 Closing rated balance	**$0**

Reserve component

Kaitaia	
2022 Opening balance (2021/2022 Reserve balance)	$47,616
2022/2023 Proposed expenditure (Funded from reserve)	$5,955
2023 Closing reserve balance	$41,661

3.2 Reserve balance

Throughout recent years, the closing balance (reserve balance) at the end of each year has been consistently increasing. To ensure the rated income is utilised most appropriately, an ideal reserve balance should be agreed upon by the Committee. It is then proposed that a portion of the reserve balance is purposefully expended each year through the work programme (supplementing the rated income) until this ideal reserve is met. The ideal reserve will then be maintained each year unless the Committee agrees otherwise.

As there is a proposed total contingency of $26,222 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.

He Take Ōkawa / Compliance requirement	**Aromatawai Kaimahi / 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 Te Hiku Community Board to approve a recommendation from the Kaitaia Drainage Area 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.	Ngai Takoto and Te Rarawa Iwi are to be 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.

7.6 KAITAIA DRAINAGE AREA 2023/2024 PROGRAMME

File Number: **A3683054**

Author: **Troy Smith, Assistant Engineer**

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

PURPOSE OF THE REPORT

To advise Te Hiku Community Board on the proposed works and costs for the 2023/2024 financial year.

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 Kaitaia drains. Currently there is a proposed budget of $75,955 for planned work, with an additional $26,222 of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board uplift the Kaitaia Drainage Area 2023/2024 Programme report and receive the report as information.

1) BACKGROUND

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

In recent times, the Kaitaia Drainage Area Committee was formally re-established at the 22 February 2016 meeting of the Te Hiku Community Board as part of Council's formal process and procedures.

The 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

Within the Kaitaia Area, there are several areas which require work. The items detailed in the below work programmes have been determined by staff based on information from the spraying contactor and other sources. However, the Committee may be aware of other work that is required, and 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 2023, with the spraying programme to start during late 2024:

Kaitaia	
Spraying of the Kaitaia drains (breakdown in section 2.2)	$75,178
Status report on the drains	$777
Total (planned work)	**$75,955**
Spraying contingency	$8,222

Machine cleaning contingency	$13,000
General contingency	$5,000
Total (contingencies)	**$26,222**

2.2 General maintenance within the work programme

Spraying

Spraying of the Kaitaia Area is to be completed during late spring / early summer 2023/2024. If additional spraying is required, this will be funded from the spraying contingency of $8,222. The spraying contingency is calculated from the total of 'spray on request' drains.

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 104 kilometres of drain spraying and 11 kilometres of 'On request' drains. This has been adjusted for the increased operational costs that were discussed in the 2021/2022 programme report. The spray programme has been separated out into compartments and individual drains.

Spray programme follows:

Waipapakauri Compartment	**Total**	**Spray**	**Cost**
Waipapakauri Outfall	4,800 m	4,800 m	$3,463.20
Paparore Bank Drain	4,000 m	4,000 m	$2,886.00
Waipapakauri Bank	1,710 m	1,710 m	$1,233.77
Thodes	684 m	684 m	$493.51
Brattons Drain (On request)	282 m	0 m	$0.00
Evans Drain (On request)	443 m	0 m	$0.00
Yates (On request)	945 m	0 m	$0.00
Wests	820 m	820 m	$591.63
Sandhills (Remainder is Urban)	7,502 m	6,456 m	$4,658.00
Birds Boundary	1,521 m	1,521 m	$1,097.40
Abbots (On request)	422 m	0 m	$0.00
Government drain	3,012 m	3,012 m	$2,173.16
Waimanoni - Walkers	4,221 m	4,221 m	$3,045.45
Spains Drain (On request)	1,580 m	0 m	$0.00
Spains Road Drain (Remainder is Urban)	2,170 m	1,580 m	$1,139.97
Totals	**34,112 m**	**28,804 m**	**$20,782.09**

Lower Awanui Compartment	**Total**	**Spray**	**Cost**
Prices Bank (Unahi)	2,615 m	2,615 m	$1,886.72
McMillans - Tupes	6,840 m	6,840 m	$4,935.06
Factory Bend - Michies	6,035 m	6,035 m	$4,354.25
Flemings (On request)	764 m	0 m	$0.00
Gills	2,008 m	1,489 m	$1,074.31

Kumi Road	1,006 m	1,006 m	$725.83
H Subritzkys	1,127 m	1,127 m	$813.13
Awanui (Remainder is Urban)	2,313 m	940 m	$678.21
Sankeys No. 1 (On request)	201 m	0 m	$0.00
Sankeys No. 2 (On request)	362 m	0 m	$0.00
Totals	**22,752 m**	**20,051 m**	**$14,467.52**

Puckeys Outfall Compartment	**Total**	**Spray**	**Cost**
Puckeys Outfall	484 m	484 m	$349.21
J Subritzkys Drain (On request)	402 m	0 m	$0.00
Foleys	450 m	450 m	$324.68
Lisle	1,710 m	1,710 m	$1,233.77
Wireless	1,800 m	1,800 m	$1,298.70
Bells Road	2,012 m	2,012 m	$1,451.66
Totals	**6,858 m**	**6,456 m**	**$4,658.00**

Pukepoto Outfall Compartment	**Total**	**Spray**	**Cost**
Pukepoto Outfall	5,828 m	5,600 m	$4,040.40
Brass (On request)	1,388 m	0 m	$0.00
W Masters C	1,207 m	1,207 m	$870.85
W Masters E (On request)	1,300 m	0 m	$0.00
Campbells (On request)	684 m	0 m	$0.00
L Masters W (On request)	1,064 m	0 m	$0.00
L Masters C	1,400 m	1,400 m	$1,010.10
School	1,509 m	1,509 m	$1,088.74
Reynolds (West Bank)	2,213 m	2,213 m	$1,596.68
Maori	2,012 m	2,012 m	$1,451.66
Pukepoto Creek	805 m	805 m	$580.81
Houstons (West Bank)	2,213 m	2,213 m	$1,596.68
Parkers	602 m	602 m	$434.34
Reid’s West	2,615 m	2,615 m	$$1,886.72
Totals	**24,840 m**	**20,176 m**	**$14,556.98**

Whangatane Compartment	**Total**	**Spray**	**Cost**
Texifros	785 m	785 m	$566.38
Maimaru	1,127 m	1,127 m	$813.13
Oinu Stream	1,650 m	1,650 m	$1,190.48
Pairatahi Bank	2,716 m	2,716 m	$1,959.59
Johnsons (On request)	150 m	0 m	$0.00

Kareponia (On request)	402 m	0 m	$0.00
Birds (On request)	504 m	0 m	$0.00
Totals	**7,334 m**	**6,278 m**	**$4,529.58**

Kaitaia Compartment	**Total**	**Spray**	**Cost**
Lewis Junction - Boundary	443 m	443 m	$319.62
Lewis Junction - Road	322 m	322 m	$232.32
Church Gully	2,865 m	2,865 m	$2,067.10
Mathews Outfall (Remainder is Urban)	4,425 m	3,425 m	$2,471.14
Wilds (On request)	503 m	0 m	$0.00
Hanlons	322 m	322 m	$232.32
Totals	**8,880 m**	**7,377 m**	**$5,322.51**

Tangonge Compartment	**Total**	**Spray**	**Cost**
Reid's East	3,017 m	3,017 m	$2,176.77
Hoddles	1,667 m	1,667 m	$1,202.74
Millers	2,615 m	2,615 m	$1,886.72
McKenzie's	634 m	634 m	$457.43
Sharps	402 m	402 m	$290.04
Lewis & Crown Land	1,851 m	1,851 m	$1,335.50
Totals	**10,186 m**	**10,186 m**	**$7,349.20**

Wairoa Compartment	**Total**	**Spray**	**Cost**
Bergan's	1,005 m	1,005 m	$725.11
Wairoa Stream	3,058 m	3,058 m	$2,206.35
Blairs	805 m	805 m	$580.81
Totals	**4,868 m**	**4,868 m**	**$3,512.26**

Machine cleaning

Over the 2022/2023 year, the Kaitaia Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and/or vegetation mats which will require removal.

The machine cleaning contingency of $13,000 is currently allocated for 2023/2024. It's recommended that a cleaning programme for the year is decided upon in the August 2023 Committee meeting.

Accessibility issues & maintenance

The spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (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. If this is the case, damaged drains will not be cleaned until the property owner installs a fence / prevents stock access.

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 Drainage Bylaw.

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

Reason for the recommendation

To discuss the expected works and their associated costs. With the work programme to be completed by 30 June 2024.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

A summary of the expected 2023/2024 financial year is as follows:

Kaitaia	**Budget**
2023 Opening balance (2022/2023 Reserve balance)	$41,661
2023/2024 Proposed rated income	$70,000
2023/2024 Proposed expenditure (*Breakdown in section 3.1*)	$75,955
2024 Closing balance	**$35,706**

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

Kaitaia	
2023/2024 Proposed rated income	$70,000
2023/2024 Proposed expenditure (Funded from rates)	$70,000
2024 Closing rated balance	**$0**

Reserve component

Kaitaia	
2023 Opening balance (2022/2023 Reserve balance)	$41,661
2023/2024 Proposed expenditure (Funded from reserve)	$5,955

2024 Closing reserve balance	**$35,706**

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.

He Take Ōkawa / Compliance requirement	**Aromatawai Kaimahi / 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 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 and Te Rarawa Iwi are to be 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.

7.7 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/2023 PROGRAMME

File Number: **A3683159**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Te Hiku Community Board 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 Te Hiku Community Board uplift the Waiharara and Kaikino Drainage Areas 2022/2023 work programme report and:

a) Approve the reviewed Waiharara and Kaikino Drainage Areas 2022/2023 work programme.

b) Approve a reserve balance of $5,000 be held for unplanned works should it be required, based on feedback from the Waiharara and Kaikino Drainage Area Committee.

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 contactor 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
Total (planned work)	**$11,395**
Machine cleaning contingency	$3,000
General contingency	$3,000
Total (contingencies)	**$6,000**

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
Total (planned work)	**$11,294 (-1 for rounding)**
General contingency	$2,000
Total (contingencies)	**$2,000**

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 2nd 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:

Waiharara Area	Total	Spray	Cost
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
Totals	**7,820 m**	**7,820 m**	**$5,642.13**

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

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 (*Breakdown in section 3.1*)	$11,395
2023 Closing balance	**$2,997**
Kaikino	
2022 Opening balance (2021/2022 Reserve balance)	$5,606
2022/2023 Proposed rated income	$8,000
2022/2023 Proposed expenditure (*Breakdown in section 3.1*)	$11,294 (-1 for rounding)
2023 Closing balance	**$2,312**

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
2023 Closing rated balance	**$0**
Kaikino	
2022/2023 Proposed rated income	$8,000
2022/2023 Proposed expenditure (Funded from rates)	$8,000
2023 Closing rated balance	**$0**

Reserve component

Waiharara

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

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.

He Take Ōkawa / Compliance requirement	**Aromatawai Kaimahi / 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 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

7.8 WAIHARARA AND KAIKINO DRAINAGE AREAS 2023/2024 PROGRAMME

File Number: **A3683163**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To advise Te Hiku Community Board 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 Te Hiku Community Board uplift the Waiharara and Kaikino Drainage Areas 2023/2024 Programme report and receive the report as information.

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 contactor 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
Total (planned work)	**$11,395**
Machine cleaning contingency	$3,000
General contingency	$3,000
Total (contingencies)	**$6,000**

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
Total (planned work)	**$11,294 (-1 for rounding)**
General contingency	$2,000
Total (contingencies)	**$2,000**

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 2nd 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:

Waiharara Area	Total	Spray	Cost
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

Totals	**7,820 m**	**7,820 m**	**$5,642.13**

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

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 (*Breakdown in section 3.1*)	$11,395
2024 Closing balance	**$0**
Kaikino	
2023 Opening balance (2022/2023 Reserve balance)	$2,312
2023/2024 Proposed rated income	$8,982
2023/2024 Proposed expenditure (*Breakdown in section 3.1*)	$11,294 (-1 for rounding)
2024 Closing balance	**$0**

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
2024 Closing rated balance	**$0**
Kaikino	

2023/2024 Proposed rated income	$8,982
2023/2024 Proposed expenditure (Funded from rates)	$8,982
2024 Closing rated balance	**$0**

Reserve component

Waiharara	
2023 Opening balance (2022/2023 Reserve balance)	$2,997
2023/2024 Proposed expenditure (Funded from reserve)	$2,997
2024 Closing reserve balance	**$0**
Kaikino	
2023 Opening balance (2022/2023 Reserve balance)	$2,312
2023/2024 Proposed expenditure (Funded from reserve)	$2,312
2024 Closing reserve balance	**$0**

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.

He Take Ōkawa / Compliance requirement	**Aromatawai Kaimahi / 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 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

7.9 MOTUTANGI DRAINAGE AREA 2022/2023 PROGRAMME

File Number: **A3683167**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Te Hiku Community Board 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 $40,420 for Motutangi for planned work, with an additional $17,000 of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board uplift the Motutangi Area 2022/2023 work programme report and:

a) Approve the reviewed Motutangi Area 2022/2023 work programme.

b) Approve a reserve balance of $17,000 be held for emergency works should they be required, based on feedback from the Motutangi Drainage Area Committee.

1) TĀHUHU KŌRERO / BACKGROUND

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

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 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. It may also be due to change in line with any additional work agreed upon in the DoC Concession Agreement.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Within the Motutangi Area, there are several areas which require work. The items detailed in the below work programmes have been determined by staff based on information from the spraying contactor 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 proposed to be completed before 30 June 2023, with the spraying programme to start during late 2022:

Motutangi	
Spraying of the Motutangi drains (spring) (breakdown in section 2.3)	$13,391
Additional spraying of the Motutangi drains (autumn)	$6,696
Status report on the drains	$333
Machine cleaning of the Motutangi Stream (autumn)	$20,000
Total (planned work)	**$40,420**
Machine cleaning contingency	$12,000
Access track maintenance contingency	$2,000
General contingency	$3,000
Total (contingencies)	**$17,000**

2.2 Proposed projects within the work programme

Deferred projects

Motutangi stream stockpile relocation

The Motutangi Stream stockpile relocation area has to be positioned in accordance with the Department of Conservation (DoC) Concession Agreement conditions. Additionally, any dumpsites would be identified by DoC before work commences.

As discussed in the 2021/2022 report, a review of the agreement by DoC is underway, however there is no defined timeframe for completion. With that in mind, it would be worthwhile deferring this project again to a later work programme.

2.3 General maintenance within the work programme

Spraying

Spraying of the Motutangi Area is to be completed during late spring / early summer 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 half of the drains a 2nd 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 19 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:

Motutangi Area	Total	Spray	Cost
Motutangi Stream	2,600 m	2,600 m	$1,875.90
Main Outfall Drain	1,150 m	1,150 m	$829.73
Bryan Drain	2,900 m	2,900 m	$2,092.35
Beazley Drain	2,050 m	2,050 m	$1,479.08

Aspin Drain	2,250 m	2,250 m	$1,623.38
Cut to Lands' End Drain	1,700 m	1,700 m	$1,226.55
Selwyn Drain	2,950 m	2,950 m	$2,128.43
Seymour Drain	750 m	750 m	$541.13
Bacicas Drain	2,050 m	2,050 m	$1,479.08
Subritzky Drain	160 m	160 m	$115.44
Totals	**18,560 m**	**18,560 m**	**$13,391.04**

Machine cleaning

Over the 2021/2022 year, the Motutangi Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which may require mechanical removal. Other than cleaning a section of the Motutangi stream, there is no further cleaning scheduled. Below is a review of what's been undertaken in the past.

- Motutangi Stream - Spot cleaning of weeds with a long reach digger in autumn 2023. This is likely to be from the scientific reserve and downstream towards the outlet as required. This should remain relatively clear until next autumn 2024. This is the same method used over the last year and appeared to be effective, it does however rely on the spraying being completed in time, over October / November 2022. An allowance of $20,000 has been allocated for this work.

Any additional cleaning required is likely to be completed with a smaller digger. The total length that requires cleaning, or the need entirely, will vary depending on the weather conditions and growth. An allowance of $12,000 has been allocated should this be needed.

A machine cleaning allowance of $32,000 has been included in the 2022/2023 year.

Accessibility issues & maintenance

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

It's believed access track maintenance may be required along several drains, particularly the Motutangi Stream. A contingency of $2,000 has been allowed should this be required.

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

Motutangi	
2022 Opening balance (2021/2022 Reserve balance)	$79,907
2022/2023 Proposed rated income	$34,000
2022/2023 Proposed expenditure (*Breakdown in section 3.1*)	$40,420
2023 Closing balance	**$73,487**

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

Motutangi	
2022/2023 Proposed rated income	$34,000
2022/2023 Proposed expenditure (Funded from rates)	$34,000
2023 Closing rated balance	**$0**

Reserve component

Motutangi	
2022 Opening balance (2021/2022 Reserve balance)	$79,907
2022/2023 Proposed expenditure (Funded from reserve)	$6,420
2023 Closing reserve balance	**$73,487**

3.2 Reserve balance

Throughout recent years, the closing balance (reserve balance) at the end of each year has been consistently increasing. To ensure the rated income is utilised most appropriately, an ideal reserve balance should be agreed upon by the committee. It is then proposed that a portion of the reserve balance is purposefully expended each year through the work programme (supplementing the rated income) until this ideal reserve is met. The ideal reserve will then be maintained each year unless the committee agrees otherwise.

As there is a proposed total contingency of $17,000 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. There is also the potential stop bank relocation project which carries a significant cost ($45,000 - $50,000), and a portion could be retained towards this project to ease a sudden rise in expenditure.

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.

He Take Ōkawa / Compliance requirement	**Aromatawai Kaimahi / 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 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.

7.10 MOTUTANGI DRAINAGE AREA 2023/2024 PROGRAMME

File Number: **A3683209**

Author: **Troy Smith, Assistant Engineer**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To advise the Te Hiku Community Board 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 $90,420 for Motutangi for planned work, with an additional $17,000 of contingency for unplanned work if required.
- The work programme and associated budget is up for discussion.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board uplift the Motutangi Drainage Area 2023/2024 Programme report and receive the report as information.

1) TĀHUHU KŌRERO / BACKGROUND

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

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 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. It is also due to change in line with any additional work agreed upon in the DoC Concession Agreement.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Within the Motutangi Area, there are several areas which require work. The items detailed in the below work programmes have been determined by staff based on information from the spraying contactor 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 proposed programme must be completed during the 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 proposed to be completed before 30 June 2024, with the spraying programme to start during late 2023:

Motutangi

Spraying of the Motutangi drains (spring) (breakdown in section 2.3)	$13,391
Additional spraying of the Motutangi drains (autumn)	$6,696
Status report on the drains	$333
Machine cleaning of the Motutangi Stream (autumn)	$20,000
The Motutangi Stream stockpile relocation programme	$50,000
Total (planned work)	**$90,420**
Machine cleaning contingency	$12,000
Access track maintenance contingency	$2,000
General contingency	$3,000
Total (contingencies)	**$17,000**

2.2 Proposed projects within the work programme

Motutangi stream stockpile relocation

The Motutangi Stream stockpile relocation area has to be positioned in accordance with the Department of Conservation (DoC) Concession Agreement conditions. These are planned to be finalised by the end of the 2022 or 2023 calendar year.

Additionally, any dumpsites would be identified by DoC before work commences.

There has been little feedback regarding progress on the agreement at this stage, of which this project may require deferral to a later work programme.

An allowance of $50,000 has been allocated to this project, should the work proceed this year. This is an estimated figure and further consultation; scoping and pricing is required before it should be completed.

2.3 General maintenance within the work programme

Spraying

Spraying of the Motutangi Area 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 half of the drains a 2nd 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 19 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:

Motutangi Area	Total	Spray	Cost
Motutangi Stream	2,600 m	2,600 m	$1,875.90
Main Outfall Drain	1,150 m	1,150 m	$829.73
Bryan Drain	2,900 m	2,900 m	$2,092.35

Beazley Drain	2,050 m	2,050 m	$1,479.08
Aspin Drain	2,250 m	2,250 m	$1,623.38
Cut to Lands' End Drain	1,700 m	1,700 m	$1,226.55
Selwyn Drain	2,950 m	2,950 m	$2,128.43
Seymour Drain	750 m	750 m	$541.13
Bacicas Drain	2,050 m	2,050 m	$1,479.08
Subritzky Drain	160 m	160 m	$115.44
Totals	**18,560 m**	**18,560 m**	**$13,391.04**

Machine cleaning

Over the 2022/23 year, the Motutangi Area shall be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and / or vegetation mats which may require mechanical removal. Other than cleaning a section of the Motutangi stream, there is no further cleaning scheduled. Below is a review of what's been undertaken in the past.

- Motutangi Stream - Spot cleaning of weeds with a long reach digger in autumn 2024. This is likely to be from the scientific reserve and downstream towards the outlet as required. This should remain relatively clear until next autumn 2025. This is the same method used over the last year and appeared to be effective, it does however rely on the spraying being completed in time, over October / November 2023. An allowance of $20,000 has been allocated for this work.

Any additional cleaning required is likely to be completed with a smaller digger. The total length that requires cleaning, or the need entirely, will vary depending on the weather conditions and growth. An allowance of $12,000 has been allocated should this be needed.

A machine cleaning allowance of $32,000 has been included in the 2023/2024 year.

Accessibility issues & maintenance

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

It's believed access track maintenance may be required along several drains, particularly the Motutangi Stream. A contingency of $2,000 has been allowed should this be required.

In addition to maintenance of the drains, the spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (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 2023/2024 financial year is as follows:

Motutangi	
2023 Opening balance (2022/2023 Reserve balance)	$73,487
2023/2024 Proposed rated income	$40,000
2023/2024 Proposed expenditure (*Breakdown in section 3.1*)	$90,420
2024 Closing balance	**$23,067**

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

Motutangi	
2023/2024 Proposed rated income	$40,000
2023/2024 Proposed expenditure (Funded from rates)	$40,000
2024 Closing rated balance	**$0**

Reserve component

Motutangi	
2023 Opening balance (2022/2023 Reserve balance)	$73,487
2023/2024 Proposed expenditure (Funded from reserve)	$50,420
2024 Closing reserve balance	**$23,067**

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.

He Take Ōkawa / Compliance requirement	**Aromatawai Kaimahi / 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 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.

8 INFORMATION REPORTS

8.1 TE HIKU STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 MARCH 2022

File Number: **A3675292**

Author: **Segun Rotimi, Accounting Support Officer**

Authoriser: **Janice Smith, Chief Financial Officer**

PURPOSE OF THE REPORT

The purpose of the report is to provide the Te Hiku Community Board with financial statements for the period ended 31 March 2022.

EXECUTIVE SUMMARY

The financial report is ward-specific, covering the activities in the Te Hiku ward only.

Understanding the report

- Variances in excess of $100k and significant "%" variances will be commented on.
- The financial year runs from 01 July 2021 to 30 June 2022.
- The "Year to date" columns reflects income and expenses for the period 01 July 2021 to 31 March 2022.
- The variances column highlights the difference between the budget set in the 2021/31 Long Term Plan and actual income and expenses as at 31 March 2022.
- The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2021 to 30 June 2022.
- The full year forecast column shows the best estimate for the actual year end position as advised by Managers.
- Unfavourable variances will represent expenses higher than budget or income less than budget.

RECOMMENDATION

That the Te Hiku Community Board receives the report Te Hiku Statement of Financial Performance Activities by Ward for the period ending 31 March 2022.

BACKGROUND

This is the third quarterly financial report for 2021-2022 detailing the financial performance of community activities to be provided to the Te Hiku Community Board.

DISCUSSION AND NEXT STEPS

Refer to the commentary in the attached statement.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

1. **THCB Statement of Financial Performance Activities by Ward for the period ending 31 March 2022 - A3675263**

8.2 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE MAY 2022

File Number: **A3661021**

Author: **Rhonda-May Whiu, Democracy Advisor**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with an overview of outstanding decisions from 1 January 2020.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Action sheets are also in place for Council, Committees and Community Boards.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update May 2022.

TĀHUHU KŌRERO / BACKGROUND

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

Action sheets have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

Action sheets are not intended to be public information but will provide updates to elected members, who, when appropriate can report back to their communities and constituents.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The outstanding tasks are multi-facet projects that take longer to fully complete.

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

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

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHANGA / ATTACHMENTS

1. **Te Hiku Community Board May Action Sheet Update - A3696671**

8.3 DRAINAGE AREA COMMITTEES MINUTES AND ACTION SHEET

File Number: **A3689352**

Author: **Rhonda-May Whiu, Democracy Advisor**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide a copy of the recent Drainage Area Committee minutes and action sheets to the Te Hiku Community Board.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Copies provided a information of the minutes and actions from the 21 March 2022 Kaitaia Draiange Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Drainage Area Committees Minutes and Action Sheet.

TĀHUHU KŌRERO / BACKGROUND

The Te Hiku Community Board requested at the 29 March 2022 board meeting that the minutes and actions from the 21 March 2022 Kaitaia Drainage Area Committee, Waiharara and Kaikino Drainage Area Committee and Motutangi Drainage Area Committee be provided at the 10 May Te Hiku Community Board meeting.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The Te Hiku Community Board use the information provided in this report to help make decisions on the reports provided to the community board relating to the Drainage Area Committees.

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

No financial implications.

ĀPITIHANGA / ATTACHMENTS

1. **2022-03-21 Kaitaia Drainage Area Committee Minutes - A3640076**
2. **2022-03-21 Waiharara and Kaikino Drainage Area Committee Minutes - A3640086**
3. **2022-03-21 Motutangi Drainage Area Committee Minutes - A3640127**
4. **Action Sheet - 21 March 2022 Drainage Area Committees - A3689345**

9 TE WĀHANGA TŪMATAITI / PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Ground Lease to Fire and Emergency NZ (FENZ) - Rangiputa, Hihi and Pukenui Stations	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

10 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

11 TE KAPINGA HUI / MEETING CLOSE