



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Tuesday, 9 May 2023

Time: 10:00 am

**Location: Conference Room - Te Ahu
Cnr State Highway 1 and Mathews
Avenue
Kaitia**

Membership:

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

Far North District Council
Te Hiku Community Board Meeting
will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and
Mathews Avenue, Kaitaia on:
Tuesday 9 May 2023 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

To be confirmed on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

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

5 NGĀ KAIKŌRERO / SPEAKERS

- Awanui School – Item 7.6 a) refers.
- He Whanau Marama Trust – Item 7.6 b) refers.
- Living Theatre Trust – Item 7.6 c) refers.
- R Tucker Thompson – Item 7.6 d) refers.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4183304

Author: Marlema Baker, 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 11 April 2023, 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.

ĀPITIHINGA / ATTACHMENTS

1. Te Hiku Community Board Minutes - 11 April 2023 - A4156390 [↓](#) 

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.

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4183298

Author: Marlema Baker, 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 April 2023 reports from Chairperson Adele Gardner, and Members Darren Axe, Sheryl Bainbridge, Rachel Baucke, 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 ĀPITIHINGA / ATTACHMENTS

1. THCB Chairpersons Report - Adele Gardner - A4177992 [↓](#) 
2. THCB Members Report - Darren Axe - A4177989 [↓](#) 
3. THCB Members Report - Sheryl Bainbridge - A4182069 [↓](#) 
4. THCB Members Report - Rachel Baucke - A4182007 [↓](#) 
5. THCB Members Report - Bill Subritzky - A4182008 [↓](#) 

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 KAITAIA DRAINAGE AREA 2022/2023 PROGRAMME

File Number: A4183168

Author: Philippa Boye, Executive Assistant and Facilities Management

Authoriser: Andy Finch, District Engineer

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with a progress report of Kaitaia Drainage Area Committee works undertaken to date during the 2022/2023 financial year and to provide an outline of 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 Kaitaia drains. Currently there is a proposed budget of \$118,205 for planned work, with an additional \$15,000 of contingency for unplanned work if required.
- It is proposed to engage a part time staff member to support the Drainage Boards and District Engineer at an estimated cost of \$30K annually to the Kaitaia Drainage area.
- This work programme has been compiled on estimated costs.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board;

- a) approve the reviewed Kaitaia Drainage Area 2023/2024 work programme.**
- b) approve the proposed 2023/24 Spraying Programme.**
- c) request the proposed rate change for \$133k, including drone hireage and machine cleaning, be reported back to all Drainage Committees.**
- d) and submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan.**

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 14 March 2023 meeting of Te Hiku Community Board as part of Council's formal process and procedures.

The proposed work programme for the 2023/2024 financial year has been estimated from previous costs and quotes where possible.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

2.1 Works undertaken during 2022/23 Financial Year

The delivery of the 2022/2023 work programme was interrupted in early 2023 with the resignation of the staff member who was tasked with the management of the Land Drainage portfolio.

The limited nature of the portfolio handover, the unknown status of much of the work and the unconfirmed status of the budgets available to the Land Drainage Committees has meant that a significant amount of investigative work has been needed simply to gain a reasonable understanding of the status of the programmed works within each of the Drainage Areas.

It has been determined that the spraying programme was well entrenched and was progressing well; however, the machine clearing works within the Kaitaia Drainage Area was still to be finalised and carried out.

The following sections provide a summary of the status of the 2022/2023 programmed works:

Spraying

The works undertaken during the 2022/2023 financial year have primarily been associated with the approved spraying programme. At the time of writing a total of 100.29km or 95.35% of the approved programme has been completed. A summary of spray work completed within each compartment is provided below.

It is noted that previous minutes discussed the increase in spray costs from \$0.55 per lineal metre of drain to \$0.65 per lineal meter of drain. It is further noted that the per meter costs being charged by the spraying contractor is \$0.60 per lineal meter. The costs provided below are adjusted to reflect the \$0.60 per meter rate charged to ensure accurate comparison between forecast and actual costs.

Catchment Name	Length Forecast	Length Complete	Cost Forecast	Cost for Completed	% Length Complete	% Cost Completed
Waipapakauri	28,804m	29,975m	\$23,824.93	\$19,963.35	104.06%	83.79%
Lower Awanui	20,052m	18,015m	\$16,058.94	\$11,997.99	89.94%	74.71%
Puckeys Outfall	6,456m	6,456m	\$ 5,170.38	\$ 4,299.70	100.00%	83.16%
Pukepoto Outfall	20,176m	19,452m	\$16,158.25	\$12,955.03	61.73%	80.18%
Whangatane	6,278m	4,997m	\$ 5,027.83	\$ 3,328.00	45.29%	66.10%
Kaitaia	7,377m	6,309m	\$ 5,907.98	\$ 4,201.79	68.71%	71.12%
Tangonge	10,186m	10,186m	\$ 8,157.61	\$ 6,516.14	100.00%	79.88%
Wairoa	4,868m	4,868m	\$ 3,898.61	\$ 3,242.09	100.00%	83.16%
TOTALS	104,197	100,258m	\$75,178.00	\$66,504.07	96.21%	88.46%

Note: all costs above are GST exclusive.

Machine Clearing

The changes in staffing has meant that the machine clearing work programme has been delayed while clarity is obtained around the works actually required and budgets available to complete the work.

A machine cleaning contingency of \$13,000 was allocated for the 2022/2023 financial year.

The 2022/2023 machine clearing works were understood to be limited to clearing of the H Subritzky Drain, north of SH10. This work was completed in early March 2023 at an estimated cost of \$11,275.38 excluding GST.

Drain Condition Reports

Drain inspections are being undertaken by the spraying contractor while performing the spraying works. Not all of the inspection reports have been received at the time of writing so a full assessment of the issues is yet to be completed. Typical comments from the reports received to date and from discussions with the spray contractor include:

- long paddocks with no internal gates near drain adds significant time backtracking to do the next section of drain in the next paddock;
- Some sections of running track are damaged or overgrown and undriveable in places;
- Some gateways permanently wired up or unable to be opened;
- Branches clogging sections in some drains

Once inspection reports are received for all the drains, a thorough assessment will be carried out and key issues identified together with potential remedial options.

Other Issues Identified

There has been an issue raised by one of the landowners who believes unauthorised work has altered the outlet section of drain which leaves their property. In addition to this work on the outlet of their drains, increased urban development at the end of Taupata Place in Kaitaia has significant increased flows through their drain, resulting in increased flooding on their property. This needs further investigation and if necessary, action to remedy the situation.

Additionally, a number of RFS's were lodged due to the condition of the H Subritzky Drain: however this has now been resolved with the machine clearing of that drain.

A question has been asked about the status of machine clearing of the Church Gulley Drain. From records available, this work was commissioned at the end of the 2021/2022 financial year. However from financial records, it would appear that the contractors' invoices were paid from the 2022/2023 budgets. The contractor invoice dated 30 June 2022 was for the amount of \$17,460.00 exclusive of GST.

2.2 Proposed 2023/2024 Work Programme Summary

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 contractor and other sources. However, the Committee may be aware of other work that is required, and this meeting provides an opportunity to suggest adjustments to the work programme.

The programme will be available for further review at the next Committee meeting in August 2023, however the overall budget will be set by that time.

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

Drain Spraying

The drain lengths to be sprayed have not changed from the 2022/2023 financial year so the spray programme is unchanged from last year, including the "On Request" drains.

Spraying of the Kaitaia Area is to be completed during late spring or 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.

Invasive weed is known to be an issue, particularly alligator weed. The spray currently being used is likely to have little effect on it. It is understood that NRC are using sprays that can deal with alligator weed however it would be necessary for resource consents to be obtained for its use. Enquiries with NRC and other spray contractors for their approach to dealing with alligator weed and other invasive species is recommended. 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 separated out into compartments and individual drains.

A further contingency of \$7,700 is again recommended for the 2023/2024 financial year due to the uncertainty the economic climate may have on material and labour costs, this is based on current reported CPI and inflation forecasts being at 9-11%

Spray programme follows:

Waipapakauri Compartment	Total	Spray	Cost
Waipapakauri Outfall (access will need to be improved to allow spraying from both sides)	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
West's	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
Spain's Drain (On request)	1,580 m	0 m	\$0.00
Spain's Road Drain (Remainder is Urban)	2,170 m	1,580 m	\$1,139.97
Totals	33,522 m	28,804 m	\$23,824.93

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 Subritzky's	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	20,052 m	\$16,058.94

Puckeys Outfall Compartment	Total	Spray	Cost
Puckeys Outfall	484 m	484 m	\$349.21
J Subritzky's 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	\$5,170.38

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	\$16,158.25

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	\$5,027.83

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	\$5,907.98

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	\$8,157.61

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	\$3,898.61

Grand Total = \$84,204.53

Machine cleaning

The changes in staffing has meant that the machine clearing work programme has been delayed while some clarity is obtained around the works actually required and budgets available to complete the work.

Over the 2023/2024 year, the Kaitaia Catchment Area will need to be investigated in conjunction with the spraying contractor to identify the location of any significant siltation and/or vegetation mats which will require removal. These investigations will be based primarily on the findings of the drain inspections carried out through the 2022/2023 financial year.

A machine cleaning contingency of \$13,000 was allocated for the 2022/2023 financial year and this was largely utilised clearing the H Subritzky Drain.

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.

Resource Consents

All drainage works, including any associated activities on land, in the beds of river and lakes, the taking, use, diversion and discharge of water, and discharges of contaminants to land and water are all managed under the Resource Management Act 1991 (RMA). FNDC's land drainage works and operations are therefore subject to Northland's regional planning framework, as well as any relevant national instruments such as National Environment Standards and National Policy Statements. Drainage works may also be subject to FNDC's bylaws.

Under the provisions of these documents various elements of Council's drainage works may be allowed as of right (permitted activity) or may require resource consent from Northland Regional Council (NRC).

In the past drainage works have been carried out as permitted activities. However, NRC's regional planning framework is now in flux, with a replacement regional plan at the appeals stage. It is likely that the interpretation of the proposed Regional Plan for Northland means that all activities in the Drainage areas would be a controlled activity, including maintenance, repair, reconstruction and alteration of structures, along with maintenance and discharge from the network.

As a minimum, any consent application would need to include the following:

- The rationale for the proposed works
- A catalogue and map of all the assets and activities relating to the proposed works
- A catalogue and map of all relevant elements of the surrounding and receiving environment- including but not limited to land and land uses, streams, rivers, wetlands, coastal areas
- A basic hydrological assessment to understand the range of flows expected within the land drainage schemes
- A basic ecological assessment showing actual and/or potential ecological effects from proposed works
- A cultural effects assessment which may be best presented as Cultural impact assessment
- A planning assessment
- Evidence and outcomes of any consultation
- A suggested monitoring regime
- Suggested resource consent conditions.

NRC have highlighted the need for Discharge consents for the four drainage areas in a letter written to Council. Unless Resource consent applications are lodged by 20 December 2023, then the NRC is likely to take formal enforcement action against the FNDC for continuing unauthorised drainage activities. The Chief Executive has undertaken to review the prioritisation of this work with the Chief Executive of NRC. There is currently no budget to undertake this work.

Staffing

The Te Hiku Community Board have previously requested that the management of the Drainage Districts be kept in Council, rather than managed through Far North Waters. There is a preference for a dedicated member of staff based in Kaitaia. However, neither Council nor Far North Waters have the capacity to deliver on this.

It is therefore proposed to engage a new part time member of staff to work alongside the Drainage Boards reporting to the District Engineer. The cost of this, plus dedicated vehicle is estimated at \$30k annually for the Kaitaia Drainage Area.

2.3 Budgets

2022/2023 Budgets

The financial report provided the following information.

2022/2023 Budgets						
Location	Reserves 2021/22 (Note 1)	Budget 2022/23	Total	Actual Expenditure (April YTD)	Additional Expenditure Expected	Forecast Reserve Balance (Note 1)
Kaitaia	\$62,869	\$70,000	\$132,869	\$98,149	\$2,903	\$31,817

Note 1 : This amount is forecast reserve as at 27 April 2023 subject to change based on any further additional expenditure

Proposed 2023/2024 Budgets - Kaitaia

From the above tables, it would appear that the reserves balance within the Kaitaia Drainage areas are currently at an appropriate level. It is recommended that the Committee set an ideal reserve balance to be held by Council for unplanned works should it be required. Once this amount is set, a programme for machine clearing of drains, or other works identified by the Committee can be developed and implemented either in the 2023/2024 financial year or subsequent years.

In anticipation of this, additional contingency amounts have been included in the proposed 2023/2024 budgets following.

Kaitaia

Spraying of the Kaitaia drains (breakdown in section 2.2)	\$84,205
Drone hire	\$4,000
Dedicated staff member	\$30,000
Total (planned work)	\$118,205
Spraying contingency and machine cleaning	\$15,000
Grand Total (including contingencies)	\$133,205

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To set a budget for the Kaitaia Drainage Area

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

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

Kaitaia		
	Expenditure	Forecast Reserve
2023 Opening Reserve Balance		\$ 31,817
<u>2023/2024 Proposed Expenditure</u>		
2023/2024 Proposed expenditure	\$ 133,205	\$101,389
2023/2024 Proposed expenditure to be funded from reserve	\$ 31,817	-\$ 31,817
Total 2023/2024 Balance	\$ 101,389	\$101,389
<u>Rate Implication per hectare of land</u>		
	gst incl	
<i>With forecasted 2022/23 reserve utilised</i>	\$12.39	
<i>Without forecasted 2022/23 reserve utilised</i>	\$16.28	

ĀPITIHINGA / 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 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). Land Drainage Act 1908. https://www.legislation.govt.nz/act/public/1908/0096/latest/whole.html
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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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 (for example – youth, the aged and those with disabilities).	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 Acting CFO has reviewed this report.

7.3 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/2023 PROGRAMME

File Number: A4183187

Author: Philippa Boye, Executive Assistant and Facilities Management

Authoriser: Andy Finch, District Engineer

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with a progress report of Waiharara and Kaikino Drainage Areas Committee works undertaken during the 2022/2023 financial year and to provide an outline of the proposed works and costs for the 2023/2024 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 \$22,525 for Waiharara, and \$22,413 for Kaikino, for planned work, with an additional \$13,000 for Waiharara, and \$12,000 for Kaikino, of contingency for unplanned work if required.
- It is proposed to engage a part time staff member to support the Drainage Boards and District Engineer at an estimated cost of \$7,500K annually each for the Waiharara and Kaikino Drainage Areas
- This work programme has been compiled on estimated costs.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board;

- approve the reviewed Waiharara and Kaikino Drainage Areas 2023/2024 work programme and**
- approve Michael Steel to be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000.**
- approve the use of other local spray contractors in the area.**
- request the proposed rate change for Waiharara \$35,525 and Kaikino \$34,413, including drone hireage and machine cleaning, be reported back to the Drainage Committees.**

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.

In recent times, the Kaitaia Drainage Area Committee was formally re-established at the 14 March 2023 meeting of Te Hiku Community Board as part of Council's formal process and procedures.

The forward works programme for the 2023/2024 financial year has been estimated from previous costs.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

2.1 Works undertaken during the 2022/2023 Financial Year

The delivery of the 2022/2023 work programme was interrupted in early 2023 with the resignation of the staff member who was tasked with the management of the Land Drainage portfolio.

The limited nature of the portfolio handover, the unknown status of much of the work and the unconfirmed status of the budgets available to the Land Drainage Committees has meant that a significant amount of investigative work has been needed simply to gain a reasonable understanding of the status of the programmed works within each of the Drainage Areas.

The following sections provide a summary of the status of the 2022/2023 programmed works.

Spraying

It is noted that previous minutes discussed the increase in spray costs from \$0.55 per lineal metre of drain to \$0.65 per lineal meter of drain. It is further noted that the per meter costs being charged by the spraying contractor is \$0.60 per lineal meter. The costs provided below are adjusted to reflect the \$0.60 per meter rate charged to ensure comparison between forecast and actual costs.

Both the Waiharara and Kaikino Drainage Areas are programmed to be sprayed twice a year, in late spring and again in late autumn, however purchase orders have only been issued to the spray contractor for a single spray of each drain. Neither of the drainage schemes appear to have been sprayed more than once during the year. This information is based on invoices received from the spray contract and clarification/confirmation is being sought on this.

Waiharara Area

The works undertaken during the 2022/2023 financial year have primarily been associated with the approved spraying programme. At the time of writing a total of only 4.462km or 57% of the approved programme has been completed, taking account each drain being sprayed once. A summary of spray work completed within the drainage area is provided below.

Drain Name	Length Forecast	Length Complete	Cost Forecast	Cost for Completed	% Length Complete	% Cost Completed
Okohine Stream	5,110m	1,802m	\$4,092.42	\$ 1,200.13	35.26%	29.33%
Bilcich Branch	1,800m	1,800m	\$1,441.56	\$ 1,198.80	100.00%	83.16%
Cox Branch	860m	860m	\$ 688.74	\$ 572.76	100.00%	83.16%
Tunnel Traverse	50m	0m	\$ 40.04	\$ 0.00	0.00%	0.00%
Totals	7,820m	4,462m	\$6,262.76	\$ 2,971.69	57.06%	47.45%

Kaikino Area

The works undertaken during the 2022/2023 financial year have primarily been associated with the approved spraying programme. At the time of writing a total of 4.10km or 52.9% of the approved programme has been completed, taking account each drain being sprayed once. A summary of spray work completed within the drainage area is provided below.

Drain Name	Length Forecast	Length Complete	Cost Forecast	Cost for Completed	% Length Complete	% Cost Completed
Kaikino Drain	4,100m	3,535m	\$3,283.55	\$ 2,354.31	86.22%	71.70%
Hobson Drain + Ext	3,650m	565m	\$2,923.16	\$ 376.29	15.48%	12.87%
Totals	7,750m	4,100m	\$6,206.70	\$ 2,730.60	52.90%	43.99%

Machine Clearing

The changes in staffing has meant that the machine clearing work programme has been delayed while clarity is obtained around the works actually required and budgets available to complete the work.

It is understood from records and previous minutes, that there were no machine clearing projects planned or budgeted for the 2022/2023 financial year in either the Waiharara or Kaikino Drainage Areas, although a machine clearing contingency amount of \$3,000 was budgeted for.

Drain Condition Reports

Drain inspections are being undertaken by the spraying contractor while performing the spraying works. Not all of the inspection reports have been received at the time of writing so a full assessment of the issues is yet to be completed. Typical comments from the reports received to date and from discussions with the spray contractor include:

- long paddocks with no internal gates near drain adds significant time backtracking to do the next section of drain in the next paddock;
- Some sections of running track are damaged or overgrown and undriveable in places;
- Some gateways permanently wired up or unable to be opened;
- Branches clogging sections in some drains

Once inspection reports are received for all the drains, a thorough assessment will be carried out and key issues identified together with potential remedial options.

Other Issues Identified

There are no other known issues within the Waiharara and Kaikino Areas.

2.2 Proposed 2023/2024 Work Programme Summary

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

The programme will be available for further review / adjustment at the next Committee meeting in August 2023, however the overall budget will be set by that time.

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

Drain Spraying

Spraying of the Waiharara and Kaikino Drainage Areas is to be completed during late spring / early summer 2023 and then again in late autumn 2024. 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.

Invasive weed is known to be an issue, particularly alligator weed. The spray currently being used is likely to have little effect on it. It is understood that NRC are using sprays that can deal with alligator weed; however it would be necessary for resource consents to be obtained for its use. Enquiries with NRC and other spray contractors for their approach to dealing with alligator weed and other invasive species is recommended. For serious cases machine cleaning may be required.

The spray programme consists of a combined total of 15.57 kilometres of drain spraying across the two areas, both of which are sprayed twice during the year, comprising a total spray length of 31.14km. The programme has been provided below, separated out into individual drains.

Spray programme follows:

Waiharara Area (sprayed autumn/spring)	Total	Spray	Cost
Okohine Stream x2	10,220 m	10,220 m	\$8,184.84
Bilich Branch x2	3,600 m	3,600 m	\$2,883.11
Cox Branch- x2	1,720 m	1,720 m	\$1,377.49
Tunnel Traverse x2	100 m	100 m	\$80.09
Totals	15,640 m	15,640 m	\$12,525.53

Kaikino Area (Sprayed autumn/spring)	Total	Spray	Cost
Kaikino Drain x2	8,200 m	8,200 m	\$6,567.09

Hobson Drain + Extension x2	7,300 m	7,300 m	\$5,846.31
Totals	15,500 m	15,500 m	\$12,413.41

Machine cleaning

The changes in staffing has meant that the machine clearing work programme has been delayed while some clarity is obtained around the works actually required and budgets available to complete the work.

Over the 2023/2024 year, the Waiharara and Kaikino Drainage 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. These investigations will be based primarily on the findings of the drain inspections carried out through the 2022/2023 financial year.

The Waiharara Drainage Area has a contingency of \$13,000 allocated. The Kaikino Drainage Area has a contingency of \$12,000 allocated.

Accessibility issues & maintenance

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

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.

Resource Consents

All drainage works, including any associated activities on land, in the beds of river and lakes, the taking, use, diversion and discharge of water, and discharges of contaminants to land and water are all managed under the Resource Management Act 1991 (RMA). FNDC's land drainage works and operations are therefore subject to Northland's regional planning framework, as well as any relevant national instruments such as National Environment Standards and National Policy Statements. Drainage works may also be subject to FNDC's bylaws.

Under the provisions of these documents various elements of Council's drainage works may be allowed as of right (permitted activity) or may require resource consent from Northland Regional Council (NRC).

In the past drainage works have been carried out as permitted activities. However, NRC's regional planning framework is now in flux, with a replacement regional plan at the appeals stage. It is likely that the interpretation of the proposed Regional Plan for Northland means that all activities in the Drainage areas would be a controlled activity, including maintenance, repair, reconstruction and alteration of structures, along with maintenance and discharge from the network.

As a minimum, any consent application would need to include the following:

- The rationale for the proposed works
- A catalogue and map of all the assets and activities relating to the proposed works

- A catalogue and map of all relevant elements of the surrounding and receiving environment- including but not limited to land and land uses, streams, rivers, wetlands, coastal areas
- A basic hydrological assessment to understand the range of flows expected within the land drainage schemes
- A basic ecological assessment showing actual and/or potential ecological effects from proposed works
- A cultural effects assessment which may be best presented as Cultural impact assessment
- A planning assessment
- Evidence and outcomes of any consultation
- A suggested monitoring regime
- Suggested resource consent conditions.

NRC have highlighted the need for Discharge consents for the four drainage areas in a letter written to Council. Unless Resource consent applications are lodged by 20 December 2023, then the NRC is likely to take formal enforcement action against the FNDC for continuing unauthorised drainage activities. The Chief Executive has undertaken to review the prioritisation of this work with the Chief Executive of NRC. There is currently no budget to undertake this work.

Staffing

The Te Hiku Community Board have previously requested that the management of the Drainage Districts be kept in Council, rather than managed through Far North Waters. There is a preference for a dedicated full-time member of staff based in Kaitaia. However, neither Council nor Far North Waters have the capacity to deliver on this.

It is therefore proposed to engage a new part time member of staff to work alongside the Drainage Boards reporting to the District Engineer. The cost of this, plus dedicated vehicle is estimated at \$7,500k annually each for the Waiharara and Kaikino Drainage areas.

2.3 Budgets

2022/2023 Budgets

The financial report referenced provided the following information.

2022/2023 Budgets						
Location	Reserves 2021/22	Budget 2022/23	Total	Actual Expenditure (April YTD)	Additional Expenditure Expected	Forecast Reserve Balance (Note 1)
Kaikino	\$24,510	\$8,000	\$32,510	\$5,903	\$0	\$26,607
Waiharara	\$19,484	\$8,000	\$27,484	\$1,288	\$2,015	\$24,181

Note 1: This amount is forecast reserve as at 27 April 2023 subject to change based on any further additional expenditure

2023/2024 Proposed Budget

From the above tables, it would appear that the reserves balance within the Waiharara and Kaikino Drainage areas are currently at an appropriate level. It is recommended that the Committee set an ideal reserve balance to be held by Council for unplanned works should it be required. Once this amount is set, a programme for machine clearing of drains, or other works identified by the Committee can be developed and implemented either in the 2023/2024 financial year or subsequent years.

In anticipation of this, additional contingency amounts have been included in the proposed 2023/2024 budgets following.

It is noted that the 2022/2023 work programme allowed for spraying of all drains in both the Waiharara and Kaikino Drainage Areas on a twice-yearly basis (late spring and late autumn) however this was not supported in the proposed budget for spraying works. The following amounts proposed for the 2023/2024 budgets have allowed for the additional spraying works.

In anticipation of this, additional contingency amounts have been included in the proposed 2023/2024 budgets following.

Waiharara	
Spraying of the Waiharara drains (late spring) (breakdown in section 2.2)	\$6,263
Additional spraying of the Waiharara drains (late autumn)	\$6,263
Drone hire	\$2,500
Dedicated staff member	\$7,500
Total (planned work)	\$22,525
General contingency	\$13,000
Grand Total (including contingencies)	\$35,525
Kaikino	
Spraying of the Kaikino drains (late spring) (breakdown in section 2.)	\$6,207
Additional spraying of the Kaikino drains (late autumn)	\$6,207
Drone hire	\$2,500
Dedicated staff member	\$7,500
Total (planned work)	\$22,413
Spraying contingency and machine cleaning	\$12,000
Grand Total (including contingencies)	\$34,413

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:

Waiharara		
	Expenditure	Forecast Reserve
2023 Opening Reserve Balance		\$ 24,181
<u>2023/2024 Proposed Expenditure</u>		
2023/2024 Proposed expenditure	\$ 35,525	\$ 11,344
2023/2024 Proposed expenditure to be funded from reserve	\$ 24,181	-\$ 24,181
Total 2023/2024 Balance	\$ 11,344	\$ 11,344
<u>Rate Implication per hectare of land:</u>		
	gst incl	
<i>With forecasted 2022/23 reserve utilised</i>		
Waiharara A	\$ 20.98	
Waiharara B	\$ 10.49	
Waiharara C	\$ 3.50	
<i>Without forecasted 2022/23 reserve utilised</i>		
Waiharara A	\$ 65.70	
Waiharara B	\$ 32.85	
Waiharara C	\$ 10.97	

Kaikino		
	Expenditure	Forecast Reserve
2023 Opening Reserve Balance		\$ 26,607
<u>2023/2024 Proposed Expenditure</u>		
2023/2024 Proposed expenditure	\$ 34,413	\$ 7,806
2023/2024 Proposed expenditure to be funded from reserve	\$ 26,607	-\$ 26,607
Total 2023/2024 Balance	\$ 7,806	\$ 7,806
<u>Rate Implication per hectare of land</u>		
	gst incl	
<i>With forecasted 2022/23 reserve utilised</i>		
Kaikino A	\$ 11.46	
Kaikino B	\$ 5.73	
Kaikino C	\$ 1.91	
<i>Without forecasted 2022/23 reserve utilised</i>		
Kaikino A	\$ 50.53	
Kaikino B	\$ 25.26	
Kaikino C	\$ 8.44	

ĀPITI HANGA / 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 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). Land Drainage Act 1908. https://www.legislation.govt.nz/act/public/1908/0096/latest/whole.html
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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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 (for example – youth, the aged and those with disabilities).	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 Acting CFO has reviewed this report.

7.4 MOTUTANGI DRAINAGE AREA 2022/2023 PROGRAMME

File Number: A4183191

Author: Philippa Boye, Executive Assistant and Facilities Management

Authoriser: Andy Finch, District Engineer

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Te Hiku Community Board with a progress report of Motutangi Drainage Area Committee works undertaken during the 2022/2023 financial year and to provide an outline of 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 \$38,864 for Motutangi for planned work, with an additional \$30,000 of contingency for unplanned work if required.
- It is proposed to engage a part-time staff member to support the Drainage Boards and District Engineer at an estimated cost of \$15K annually to the Motutangi Drainage area.
- This work programme has been compiled on estimated costs.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board;

- approve the reviewed Motutangi Drainage Area 2023/2024 work programme.**
- amend the 2022/2023 budget \$50,000 for machine cleaning from the Motutangi Drainage Area reserve fund.**
- request the proposed rate change for \$68,864 including drone hireage and machine cleaning, and dedicated staff member be reported back to the Drainage Committees.**

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.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

2.1 Works undertaken during 2022/2023 Financial Year

The delivery of the 2022/2023 work programme was interrupted in early 2023 with the resignation of the Far North Waters Operations and Maintenance Manager who was tasked with the management of the Land Drainage portfolio.

The limited nature of the portfolio handover, the unknown status of much of the work and the unconfirmed status of the budgets available to the Land Drainage Committees has meant that a significant amount of investigative work has been needed simply to gain a reasonable understanding of the role of the FNW in the Land Drainage space and the status of the programmed works within each of the Drainage Areas.

It has been determined that the spraying programme was well entrenched and was progressing well however the machine clearing works within the Motutangi Drainage Area was still to be finalised and carried out.

The following sections provide a summary of the status of the 2022/2023 programmed works.

Spraying

The works undertaken during the 2022/2023 financial year have primarily been associated with the approved spraying programme. At the time of writing a total of 14.850km or 80.01% of the approved programme has been completed. A summary of spray work completed within the drainage area is provided below.

It is noted that previous minutes discussed the increase in spray costs from \$0.55 per lineal metre of drain to \$0.65 per lineal meter of drain. It is further noted that the per meter costs being charged by the spraying contractor is \$0.60 per lineal meter. The costs provided below are adjusted to reflect the \$0.60 per meter rate charged to ensure comparison between forecast and actual costs.

Drain Name	Length Forecast	Length Complete	Cost Forecast	Cost for Completed	% Length Complete	% Cost Completed
Motutangi Stream	2,600m	2,600m	\$2,082.25	\$1,731.60	100.00%	83.16%
Main Outfall Drain	1,150m	1,150m	\$ 920.89	\$ 765.90	100.00%	83.16%
Bryan Drain	2,900m	2,900m	\$2,322.51	\$1,931.40	100.00%	83.16%
Beazley Drain	2,050m	2,050m	\$1,641.77	\$ 965.70	70.73%	58.82%
Aspin Drain	2,250m	2,250m	\$1,801.95	\$1,498.50	100.00%	83.16%
Cut to Lands' End Drain	1,700m	1,700m	\$1,361.47	\$1,132.00	100.00%	83.16%
Selwyn Drain	2,950m	0m	\$2,362.55	\$ 0.00	0.00%	0.00%
Seymour Drain	750m	750m	\$ 600.65	\$ 499.50	100.00%	83.16%
Bacicas Drain	2,050m	2,050m	\$1,641.77	\$1,365.30	100.00%	83.16%
Subritzky Drain	160m	0m	\$ 128.14	\$ 0.00	0.00%	0.00%
TOTALS	18,560	14,850	\$14,864.05	\$9,890.10	80.01%	66.54%

Machine Clearing

The changes in role within the Far North Waters Alliance has meant that the machine clearing work programme has been delayed while some clarity is obtained around the works actually required and budgets available to complete the work.

The 2022/2023 budgets included an amount of \$20,000 for the "spot" machine clearing of problem areas identified within the Motutangi Drains. This work occurred in July 2022 at a cost of \$17,582.40 excluding GST.

A machine cleaning contingency of a further \$12,000 was allocated for the 2022/2023 financial year which was unused.

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

Drain Condition Reports

Drain inspections are being undertaken by the spraying contractor while performing the spraying works. Not all of the inspection reports have been received at the time of writing so a full assessment of the issues is yet to be completed. Typical comments from the reports received to date and from discussions with the spray contractor include:

- long paddocks with no internal gates near drain adds significant time backtracking to do the next section of drain in the next paddock;

- Some sections of running track are damaged or overgrown and undriveable in places;
- Some gateways permanently wired up or unable to be opened;
- Branches clogging sections in some drains.

Once inspection reports are received for all the drains, a thorough assessment will be carried out and key issues identified together with potential remedial options.

Other Issues Identified

An RFS was received in January 2023 in relation to the Motutangi Stream, advising that there is a structure that was built across the stream by FENZ whilst fighting the recent fires, presumably to allow vehicle access across the drain. The submitter was strongly requesting that FNW and/or the Drainage Committee remove the structure in a timely manner and furthermore, spray and machine clear the drains.

The submitter was advised that because it was FENZ that installed the structure, the responsibility should lie with FENZ to remove it and that the responsibility did not lie with FNW or the Committee.

The submitter replied adamant that the responsibility lies with FNW and the Land Drainage Committee also advising that it is highly illegal to alter the height or direction of the drain. The submitter demanded that the structure be removed, or they would be seeking legal advice on the matter.

Given that the submitters claim regarding spraying and machine clearing is at odds with both the spray programme (sprayed in early January 2023) and the machine clearing works undertaken in mid-2022 further investigation is needed into this matter. This notwithstanding, the issue of the structure across the Motutangi Stream needs to be resolved with some urgency.

2.2 Proposed 2023/2024 Work Programme Summary

Within the Motutangi 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 contractor and other sources. However, the Committee may be aware of other work that is required, and this meeting provides an opportunity to adjust the work programme.

The programme will be available for further review/adjustment at the next Committee meeting in August 2023, however the overall budget will be set by that time.

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

Drain 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.

Invasive weed is known to be an issue, particularly alligator weed. The spray currently being used is likely to have little effect on it. It is understood that NRC are using sprays that can deal with alligator weed however it would be necessary for resource consents to be obtained for its use. Enquiries with NRC and other spray contractors for their approach to dealing with alligator weed and other invasive species is recommended. For serious cases machine cleaning may be required.

The spray programme consists of 18.56 kilometres of drain spraying and has been separated out into individual drains.

Spray programme follows:

Motutangi Area	Total	Spray	Cost
Motutangi Stream	2,600 m	2,600 m	\$2,082.25
Main Outfall Drain	1,150 m	1,150 m	\$920.99
Bryan Drain	2,900 m	2,900 m	\$2,322.51

Beazley Drain	2,050 m	2,050 m	\$1,641.77
Aspin Drain	2,250 m	2,250 m	\$1,801.95
Cut to Lands' End Drain	1,700 m	1,700 m	\$1,361.47
Selwyn Drain	2,950 m	2,950 m	\$2,362.55
Seymour Drain	750 m	750 m	\$600.65
Bacicas Drain	2,050 m	2,050 m	\$1,641.77
Subritzky Drain	160 m	160 m	\$128.14
Totals	18,560 m	18,560 m	\$14,864.05

Machine cleaning

The changes in role within the Far North Waters Alliance has meant that the machine clearing work programme has been delayed while some clarity is obtained around the works actually required and budgets available to complete the work.

Over the 2023/2024 year, the Motutangi Drainage 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. These investigations will be based primarily on the findings of the drain inspections carried out through the 2022/2023 financial year.

In addition, the structure reported to have been constructed across the Motutangi Stream by FENZ during the fires will need to be removed to reinstate the stream profile.

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 was allowed in the 2022/2023 budgets for this work however at this stage it is unclear whether this work was undertaken.

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.

Previous minutes detailed that discussions were to be undertaken with DoC about the cleaning of Drainage Channels adversely affected by the fires. These discussions were to cover accessibility including permissions required for Channel cleaning as well as covering costs associated with damage repair and cleaning of Drainage Channels caused by the fires. It is unknown whether these discussions were held by the previous FNW O&M Manager or not.

Deferred projects

Motutangi stream stockpile relocation

The Motutangi Stream stockpile relocation area must 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. The new FNW O&M Manager has not had an opportunity to review this issue in the time in the role so is therefore largely unaware of the requirements of this issue at this stage. With that in mind, it would be worthwhile deferring this project again to a later work programme.

Resource Consents

All drainage works, including any associated activities on land, in the beds of river and lakes, the taking, use, diversion and discharge of water, and discharges of contaminants to land and water are all managed under the Resource Management Act 1991 (RMA). FNDC's land drainage works and operations are therefore subject to Northland's regional planning framework, as well as any relevant national instruments such as National Environment Standards and National Policy Statements. Drainage works may also be subject to FNDC's bylaws.

Under the provisions of these documents various elements of Council's drainage works may be allowed as of right (permitted activity) or may require resource consent from Northland Regional Council (NRC).

In the past drainage works have been carried out as permitted activities. However, NRC's regional planning framework is now in flux, with a replacement regional plan at the appeals stage. It is likely that the interpretation of the proposed Regional Plan for Northland means that all activities in the Drainage areas would be a controlled activity, including maintenance, repair, reconstruction, and alteration of structures, along with maintenance and discharge from the network.

As a minimum, any consent application would need to include the following:

- The rationale for the proposed works
- A catalogue and map of all the assets and activities relating to the proposed works
- A catalogue and map of all relevant elements of the surrounding and receiving environment- including but not limited to land and land uses, streams, rivers, wetlands, coastal areas
- A basic hydrological assessment to understand the range of flows expected within the land drainage schemes
- A basic ecological assessment showing actual and/or potential ecological effects from proposed works
- A cultural effects assessment which may be best presented as Cultural impact assessment
- A planning assessment
- Evidence and outcomes of any consultation
- A suggested monitoring regime
- Suggested resource consent conditions.

NRC have highlighted the need for Discharge consents for the four drainage areas in a letter written to Council. Unless Resource consent applications are lodged by 20 December 2023, then the NRC is likely to take formal enforcement action against the FNDC for continuing unauthorised drainage activities. The Chief Executive has undertaken to review the prioritisation of this work with the Chief Executive of NRC. There is currently no budget to undertake this work.

Staffing

The Te Hiku Community Board have previously requested that the management of the Drainage Districts be kept in Council, rather than managed through Far North Waters. There is a preference

for a dedicated full-time member of staff based in Kaitaia. However, neither Council nor Far North Waters have the capacity to deliver on this.

It is therefore proposed to engage a new part time member of staff to work alongside the Drainage Boards reporting to the District Engineer. The cost of this, plus dedicated vehicle is estimated at \$15k annually to the Motutangi Drainage area.

2.3 Budgets

2022/2023 Budgets

The financial report referenced provided the following information.

2022/2023 Budgets						
Location	Reserves 2021/22 (Note 1)	Budget 2022/23	Total	Expenditure (April YTD)	Additional Expenditure Expected	Forecast Reserve Balance (Note 1)
Motutangi	\$135,000	\$34,000	\$169,000	\$20,663	\$50,000	\$98,337

Note 1 : This amount is forecast reserve as at 27 April 2023 subject to change based on any further additional expenditure

2023/2024 Proposed Budget

From the above tables, it is apparent that the reserves balance within the Motutangi Drainage area is accumulating to quite high amounts. It is recommended that the Committee set an ideal reserve balance to be held by Council for unplanned works should it be required. Once this amount is set, a programme for machine clearing of drains, or other works identified by the Committee can be developed and implemented either in the 2023/2024 financial year or subsequent years.

In anticipation of this, additional contingency amounts have been included in the proposed 2023/2024 budgets following.

A breakdown of proposed budget expenditure follows:

Motutangi	
Spraying of the Motutangi drains (spring) (breakdown in section 2.2)	\$14,864
Drone hire	\$4,000
Removal of structure in Motutangi Stream	\$5,000
Dedicated staff member	\$15,000
Total (planned work)	\$38,864
Spraying contingency and machine cleaning	\$30,000
Grand Total (Including contingencies)	\$68,864

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		
	Expenditure	Forecast Reserve
2023 Opening Reserve Balance		\$ 98,337
<u>2023/2024 Proposed Expenditure</u>		
2023/2024 Proposed expenditure	\$ 68,864	\$ 0
2023/2024 Proposed expenditure to be funded from reserve	\$ 68,864	-\$ 68,864
Total 2023/2024 Balance	\$ 0	\$ 29,473
<u>Rate Implication per hectare of land</u>		
	gst incl	
<i>With forecasted 2022/23 reserve utilised</i>		
Motutangi A	\$ 0	
Motutangi B	\$ 0	
Motutangi C	\$ 0	

ĀPITI HANGA / 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 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). Land Drainage Act 1908. https://www.legislation.govt.nz/act/public/1908/0096/latest/whole.html
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 Motutangi 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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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 (for example – youth, the aged and those with disabilities).	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 Acting CFO has reviewed this report.

7.5 PROJECT FUNDING REPORTS

File Number: A4182827
Author: Kathryn Trewin, Funding Advisor
Authoriser: Scott May, Manager - Stakeholder Relationships

TAKE PŪRONGO / PURPOSE OF THE REPORT

Recipients of funds from the Community Board's Local Grant Fund must complete and submit a project report no later than two months after the completion of their project.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the project report received from Far North Land Search and Rescue.

1) TĀHUHU KŌRERO / BACKGROUND

Clause 15 of the Community Grant Policy states that: "At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years."

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Copies of the project reports are attached for the Board's information. Should Board members have concerns or issues with these reports, these should be discussed at this part of the meeting.

Take Tūtohunga / Reason for the recommendation

To receive the project reports from funding applicants in accordance with the Community Grant Policy.

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

There are no financial implications or budgetary requirements.

ĀPITIHINGA / ATTACHMENTS

1. Far North Land Search and Rescue - A4182736  

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.

7.6 FUNDING APPLICATIONS

File Number: A4183006

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder Relationships

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 2023 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Four applications were received for funding, requesting a total of **\$24,542**.
- The Community Board has a total of **\$141,710** for the Community Fund and **\$100,000** to allocate towards place-making applications for the 2022/23 financial year.
- The Community Board has a balance of **\$54,719** to allocate for the remainder of the 2022/23 financial year from their Community Fund.
- The Community Board has allocated the total **\$100,000** for Placemaking activities for the 2022/2023 financial year.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- a) approves the sum **\$8,055** (plus GST if application) to be paid from the Board's Community Fund account to Awanui School 150th Anniversary for the hosting of the 150th Anniversary of the founding of the school, to support the following Community Outcomes:
- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- b) approves the sum **\$4,500** (plus GST if application) to be paid from the Board's Community Fund account to He Whanau Marama Trust for the replacement of the Christmas lights on the Norfolk pine at Centennial Park, to support the following Community Outcomes:
- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- c) approves the sum **\$2,587** (plus GST if application) to be paid from the Board's Community Fund account to Living Theatre Trust for the Wonderland Glow Show, to support the following Community Outcomes:
- i) Proud, vibrant communities.
 - ii) Communities that are healthy, safe, connected and sustainable.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board

- d) approves the sum **\$4,000** (plus GST if application) to be paid from the Board's Community Fund account to **R Tucker Thompson Youth Sailing Trust** for two students from Te Hiku ward to sail on the R Tucker Thompson, to support the following Community Outcomes:
- i) **Proud, vibrant communities.**
 - ii) **Communities that are healthy, safe, connected and sustainable.**

1) TĀHUHU KŌRERO / BACKGROUND

The applications have 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
Awanui School 150 th	\$13,455	\$8,055	This is to host the 150 th anniversary of Awanui School in October 2023. The recommended grant does not include \$5,400 the applicant requested towards catering costs.	Event
He Whanau Marama Trust – Christmas Lights	\$4,500	\$4,500	The applicant notes the lights on the Norfolk pine at Centennial Park were installed 3 years ago and were not the originally specified lights. They are proposing to order and install new lights more appropriate for the tree.	Infrastructure
Living Theatre Trust	\$2,587	\$2,587	The Living Theatre Trust is undertaking their annual Wonderland Glow tour and are asking for assistance in putting on the show at Te Ahu Centre, including offering reduced cost/free tickets to local tamariki. They have also applied to the other Community Boards and Creative Communities for assistance with this tour.	Event
R Tucker Thompson	\$4,000	\$4,000	The Trust is applying for funding to allow two students from Te Hiku ward to attend a youth sailing on the R Tucker Thompson. The applicant has indicated that this will be an annual application and the Board may wish to grant the amount of \$4,000 per year for all three years of this triennium (2022/23, 2023/24 and 2024/25)	Community Development

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.

ĀPITIHINGA / ATTACHMENTS

1. **Awanui School 150th - A4182735** [↓](#) 
2. **He Whanau Marama Trust - Christmas Lights - A4182737** [↓](#) 
3. **Living Theatre Trust - A4182734** [↓](#) 
4. **R Tucker Thompson Youth Sailing Trust - A4182738** [↓](#) 

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.

8 INFORMATION REPORTS

8.1 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2023

File Number: A4179816

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Janice Smith, Group Manager - Corporate Services

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 2023.

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 2022	\$241,710.00
• Plus, unused funds from 2020-2022	\$84,781.29
• Less funds granted and uplifted to 31 March 2023	\$265,064.84
• Less funds not uplifted from previous community meetings (committed to projects)	\$41,808.00
Community Fund Account balance as at 31 March 2023	\$19,618.45

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 2023 is \$19,618.45.

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 2023 is attached.

ĀPITIHANGA / ATTACHMENTS

1. **Statement of Te Hiku Community Fund Account as at 31 March 2023 - A4179574** [↓](#) 

8.2 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE APRIL 2023

File Number: A4183320

Author: Marlema Baker, Democracy Advisor

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Action sheets are a mechanism to communicate progress against decisions/resolutions.
- Action sheets are also in place for all formal elected member meetings.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update April 2023.

TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an action sheet, to capture actions triggered by Board decisions. Staff provide updates on progress against tasks that are not yet completed.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Board coordinators assist in following up outstanding action points with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda.

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

Where a decision differs to the recommendation of staff there may be unintended consequences or challenges that take longer for staff to work through.

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.

ĀPITIHINGA / ATTACHMENTS

1. Te Hiku Action Sheet - May 2023 - A4186898 [↓](#) 

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE