



**Far North
District Council**



Te Kaunihera o Te Hiku o te Ika

AGENDA

Waiharara and Kaikino Drainage Area Committee Meeting

Wednesday, 13 March 2024

Time: 1.00pm

Location: Boardroom - Te Ahu

**Cnr State Highway 1 and Mathews
Avenue**

Kaitia

Membership:

Chairperson Fiona King - Chairperson

Member Fred Petricevich

Member Joe Milich

Member Dean Radojkovich

Member Aaron Bainbridge

Member Adrienne Bartlett

Member Darren Axe

Far North District Council
Waiharara and Kaikino Drainage Area Committee Meeting
will be held in the Boardroom - Te Ahu, Cnr State Highway 1 and
Mathews Avenue, Kaitia on:
Wednesday 13 March 2024 at 1.00pm

Te Paeroa Mahi / Order of Business

1	Karakia Timatanga / Opening Prayer.....	5
2	Ngā Whakapāha Me Ngā Pānga Mema / Apologies and Declarations of Interest.....	5
3	Ngā Kaikōrero / Speakers.....	5
4	Te Whakaaetanga o Ngā Meneti o Mua / Confirmation of Previous Minutes	6
4.1	Confirmation of Previous Minutes.....	6
5	Ngā Pūrongo / Reports.....	11
5.1	Waiharara and Kaikino Drainage Areas 2022/23 Update	11
5.2	Waiharara and Kaikino Drainage Committee Open Resolutions Update March 2024.....	13
6	Karakia Whakamutunga – Closing Prayer.....	15
6	Te Kapinga Hui / Meeting Close.....	15

1 KARAKIA TIMATANGA / OPENING PRAYER**2 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND DECLARATIONS OF INTEREST**

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

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Manager - Democracy Services (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 NGĀ KAIKŌRERO / SPEAKERS

4 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4603561

Author: Ellie Greenwood, Democracy Advisor

Authoriser: Casey Gannon, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara, and Kaikino Drainage Area Committee held 17 April 2023 are a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

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

Take Tūtohunga / Reason for the recommendation

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. **2023-04-17 Waiharara and Kaikino Drainage Area Committee Minutes - A4172706** [↓](#) 

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.	The Waiharara and Kaikino Drainage Area is of local relevance and a member of the Te Hiku Community Board sits on the committee to be able to provide the views of the Community Board to the Committee.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

Unconfirmed

Waiharara and Kaikino Drainage Area Committee Meeting Minutes

17 April 2023

**MINUTES OF FAR NORTH DISTRICT COUNCIL
WAIHARARA AND KAIKINO DRAINAGE AREA COMMITTEE MEETING
HELD AT THE CONFERENCE ROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS
AVENUE, KAITAIA
ON MONDAY, 17 APRIL 2023 AT 1:00 PM**

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

IN ATTENDANCE: Blair King (CEO), Andy Finch (District Engineer), Cr Felicity Foy.

STAFF PRESENT: Zakeeda Khan (Chief Corporate Financial Planner), Marlema Baker (Democracy Advisor)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair Fiona King commenced the meeting.

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

Apologies received from Member Aaron Bainbridge.

Apologies received from Member Adrienne Bartlett for late arrival 1:07 pm.

3 NGĀ KAIKŌRERO / SPEAKERS

None for this meeting.

4 CONFIRMATION OF PREVIOUS MINUTES

4.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 4.1 document number A4153631, pages 6 - 7 refers

RESOLUTION 2023/1

Moved: Chairperson Fiona King

Seconded: Member Darren Axe

That the Waiharara and Kaikino Drainage Area Committee confirm the minutes of the meeting of the Waiharara, and Kaikino Drainage Area Committee held 8 August 2022 are a true and correct record with the following amendments:

That;

- **the Waiharara/Kaikino Drainage Committee members receive a copy of the financial reports requested at the last meeting (August 2022).**
- **the Kaitaia Drainage Committee members receive a copy of the updated Drainage Financial Reports when they are complete.**
- **an action sheet update report to be included in all future Drainage Committee agendas.**

CARRIED

Meeting adjourned with 1:09 pm to 1:45 pm for discussion with Kaipara District Council Drainage Staff

Unconfirmed

Waiharara and Kaikino Drainage Area Committee Meeting Minutes

17 April 2023

5 REPORTS**5.1 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/2023 PROGRAMME**

Agenda item 5.1 document number A4158073, pages 11 - 20 refers

MOTION

Moved: Chairperson Fiona King
Seconded: Member Dean Radojkovich

That the Waiharara and Kaikino Drainage Areas Committee recommends that the Te Hiku Community Board approve the reviewed Waiharara and Kaikino Drainage Areas 2023/2024 work programme.

AMENDMENT

Moved: Chairperson Fiona King
Seconded: Member Fred Petricevich

That the Waiharara and Kaikino Drainage Areas Committee recommends that the Te Hiku Community Board;

- a) approve the reviewed Waiharara and Kaikino Drainage Areas 2023/2024 work programme and
- b) approve Michael Steel be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000.
- c) approve the use of other local spray contractors in the area
- d) 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

CARRIED

The amendment became the substantive motion

RESOLUTION 2023/2

Moved: Member Adrienne Bartlett
Seconded: Member Dean Radojkovich

That the Waiharara and Kaikino Drainage Areas Committee recommends that the Te Hiku Community Board;

- a) approve the reviewed Waiharara and Kaikino Drainage Areas 2023/2024 work programme and**
- b) approve Michael Steel to be contracted to clean the Waiharara and Kaikino drainage areas up to \$10,000.**
- c) approve the use of other local spray contractors in the area**
- a) 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**

CARRIED**5 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER****6 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 2:21 pm.

The minutes of this meeting were confirmed at the Waiharara and Kaikino Drainage Area Committee Meeting held on 4 September 2023.

Page 2

Unconfirmed

Waiharara and Kaikino Drainage Area Committee Meeting Minutes

17 April 2023

.....
CHAIRPERSON

5 NGĀ PŪRONGO / REPORTS

5.1 WAIHARARA AND KAIKINO DRAINAGE AREAS 2022/23 UPDATE

File Number: A4611267

Author: Tanya Proctor, Head of Infrastructure Strategy

Authoriser: Guy Holroyd, Chief Executive Officer

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Waiharara and Kaikino Drainage Areas Committee with an update report.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Waiharara and Kaikino Drainage Areas have been drain cleaned in accordance with Resolution 2023/3.
- Spraying has not been completed to date.

TŪTOHUNGA / RECOMMENDATION

That the Waiharara and Kaikino Drainage Area Committee receive the report Waiharara and Kaikino Drainage Areas 2022/23 Update.

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 Drainage Area Committees were formally re-established at the 14 March 2023 meeting of Te Hiku Community Board as part of Council's formal process and procedures.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Both the Waiharara and Kaikino Drainage Areas are programmed to be sprayed twice a year, in late spring and again in late autumn, however no purchase orders have been issued to date for this.

Machine Clearing

Machine clearing has been completed however financial reports run today indicate that purchase orders may have been raised to the wrong land drainage schemes and these will need to be journalled to the correct schemes to ensure accurate recording of expenditure.

Drain Spraying

Whilst the spraying has not yet been completed, there is still time to carry this out by 30 June 2024 given current weather conditions.

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

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	\$30,118	\$34,413	\$64,531	\$967	\$9,033	\$54,531
Waiharara	\$26,206	\$35,525	\$61,731	\$967	\$11,783	\$48,981

ĀPITIHANGA / ATTACHMENTS

Nil

5.2 WAIHARARA AND KAIKINO DRAINAGE COMMITTEE OPEN RESOLUTIONS UPDATE MARCH 2024

File Number: A4603493

Author: Ellie Greenwood, Democracy Advisor

Authoriser: Casey Gannon, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Waiharara and Kaikino Drainage Committee with an overview of outstanding Committee decisions from 17 April 2023.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

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

TŪTOHUNGA / RECOMMENDATION

That Waiharara and Kaikino Drainage Committee receive the report March 2024 Open Resolution Report.

1) TĀHUHU KŌRERO / BACKGROUND

At the 17 April 2023 Waiharara and Kaikino Drainage Committee Meeting the Committee requested an action sheet update report be included in all future Drainage Committee Meetings. Any resolution or decision from a meeting is compiled on an open resolution status report, to capture actions triggered by Kaitiaki Drainage Committee decisions. Staff provide updates on progress against tasks that are not yet completed.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION.

To provide Waiharara and Kaikino Drainage Committee with an overview of outstanding decisions from 17 April 2023.

3) 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. Open Resolution Report - A4603506 [↓](#) 

OPEN RESOLUTION REPORT		Printed: Monday, 4 March 2024 3:19:22 pm
Division:	Waiharara and Kaikino Drainage Area Committee	Date From:
Committee:		Date To:
Officer:		

Meeting	Title	Resolution	Notes
Waiharara and Kaikino Drainage Area Committee 21/03/2022	Waiharara and Kaikino Drainage Areas 2022/2023 Programme	<p>RESOLUTION 2022/3</p> <p>That the Waiharara and Kaikino Drainage Areas Committee:</p> <p>a) Recommends Te Hiku Community Board approve the reviewed Waiharara and Kaikino Drainage Areas 2022/2023 work programme.</p> <p>b) Recommend a reserve balance of \$5,000 for Waiharara Drainage and \$5,000 for Kaikino Drainage be held for unplanned works should it be required, and that this be referred to Te Hiku Community Board for approval.</p> <p style="text-align: right;">.CARRIED</p>	<p>12 Apr 2023 11:49am Item a) and b) approved at TE HIKU COMMUNITY BOARD MEETING, HELD AT THE CONFERENCE ROOM, TE AHU, , CNR MATTHEWS AVE AND SOUTH ROAD, KAITAIA, ON TUESDAY, 10 MAY 2022</p> <p>27 Apr 2023 1:48pm Action reassigned to Boye, Philippa by Baker, Marlema - Please follow-up with Andy and update action items.</p> <p>23 Aug 2023 3:41pm a) Noted, b) Noted- to be actioned when Drainage specialist appointed</p>

6 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

6 TE KAPINGA HUI / MEETING CLOSE