



**Far North  
District Council**



**Te Kaunihera o Te Hiku o te Ika**

# **AGENDA**

## **Kaitāia Drainage Area Committee Meeting**

**Thursday, 5 December 2024**

**Time: 10:00AM**

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

**Membership:**

Chairperson Fiona King  
Member Adele Gardner  
Member Mike Masters  
Member Greg Yuretich  
Member Joe King  
Member Dennis Chapman  
Member Bill Subritzky



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**Far North District Council**  
**Kaitāia Drainage Area Committee Meeting**  
**will be held in the Conference Room - Te Ahu, Cnr State Highway 1 and**  
**Mathews Avenue, Kaitāia on:**  
**Thursday 5 December 2024 at 10:00AM**

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**Te Paeroa Mahi / Order of Business**

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**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:** A4952465

**Author:** Marysa Maheno, Democracy Advisor

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes of the previous Kaitāia 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 Kaitāia Drainage Area Committee confirms that the minutes of the meeting of the Kaitāia Drainage Area Committee held 13 March 2024 are 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 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. 2024-03-13 Kaitāia Drainage Area Committee Minutes - A4613676 [↓](#) 

**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 <a href="#">Council's Significance and Engagement Policy</a>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	The Kaitāia Drainage Area is of local relevance and a member of the Te Hiku Community Board sits on the committee to be able to provide the views of the Community Board to the Committee.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.  State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF FAR NORTH DISTRICT COUNCIL  
KAITĀIA DRAINAGE AREA COMMITTEE MEETING  
HELD AT THE BOARDROOM - TE AHU, CNR STATE HIGHWAY 1 AND MATHEWS AVENUE,  
KAITĀIA  
ON WEDNESDAY, 13 MARCH 2024 AT 10:00AM**

**PRESENT:** Chairperson Fiona King, Member Adele Gardner, Member Mike Masters, Member Joe King

**IN ATTENDANCE:** Cr Felicity Foy (joining virtually with speaking rights only)

**STAFF PRESENT:** Ellie Greenwood (Democracy Advisor – Democracy Services), Imrie Dunn (Democracy Advisor – Democracy Services), Beverly Mitchell (Community Board Co-ordinator – Stakeholder Relationships), Tanya Proctor (Head of Infrastructure Strategy) (virtual), Casey Gannon (Manager – Democracy Services)

## **1 MEETING OPENING**

The meeting commenced at 10:00am.

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

An apology from Member Greg Yuretich and Dennis Chapman is noted.

## **3 NGĀ KAIKŌRERO / SPEAKERS**

Nil.

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

### **4.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 4.1 document number A4603341, pages 6 - 10 refers

#### **MOTION**

Moved: Chairperson Fiona King

Seconded: Member Joe King

That the Kaitāia Drainage Area Committee confirms that the minutes of the meeting of the Kaitāia Drainage Area Committee held 17 April 2023 are a true and correct record.

#### **AMENDMENT**

Moved: Chairperson Fiona King

Seconded: Member Adele Gardner

That the Kaitāia Drainage Area Committee confirms that the minutes of the meeting of the Kaitāia Drainage Area Committee held 17 April 2023 are a true and correct record, with an amendment to resolution 2023/2, c) to state “request the proposed rate change of \$133k for the 2023/24 year including drone hireage and machine cleaning, be reported back to the Drainage Committee”.

**CARRIED**

#### **RESOLUTION 2024/1**



Moved: Chairperson Fiona King  
Seconded: Member Adele Gardner

**That the Kaitāia Drainage Area Committee confirms that the minutes of the meeting of the Kaitāia Drainage Area Committee held 17 April 2023 are a true and correct record, with an amendment to resolution 2023/2, c) to state “request the proposed rate change of \$133k for the 2023/24 year including drone hireage and machine cleaning, be reported back to the Drainage Committee”.**

**CARRIED**

## **5 NGĀ PŪRONGO / REPORTS**

### **5.1 KAITĀIA DRAINAGE AREA PROGRAMME 2024-2027**

Agenda item 5.1 document number A4611103, pages 11 - 12 refers.

#### **MOTION**

Moved: Chairperson Fiona King  
Seconded: Member Mike Masters

That the Kaitāia Drainage Area Committee receive the report Kaitāia Drainage Area Programme 2024-2027.

#### **AMENDMENT**

Moved: Chairperson Fiona King  
Seconded: Member Adele Gardner

That the Kaitāia Drainage Area Committee

- a) receive the report Kaitāia Drainage Area Programme 2024-2027.
- b) Recommend Te Hiku Community Board approve the reviewed Kaitāia Drainage Area 2024/25 work programme, with a contingency of \$20,000 in the work programme for machine cleaning maintenance.

**CARRIED**

#### **RESOLUTION 2024/2**

Moved: Chairperson Fiona King  
Seconded: Member Mike Masters

**That the Kaitāia Drainage Area Committee**

- a) receive the report Kaitāia Drainage Area Programme 2024-2027.**
- b) recommend Te Hiku Community Board approve the reviewed Kaitāia Drainage Area 2024/25 work programme, with a contingency of \$20,000 in the work programme for machine cleaning maintenance.**

**CARRIED**

#### **Attachments tabled at meeting.**

- 1 Kaitāia Programme of Works

**5.2 KAITĀIA DRAINAGE COMMITTEE OPEN RESOLUTIONS UPDATE MARCH 2024**

Agenda item 5.2 document number A4603405, pages 13 - 14 refers

**RESOLUTION 2024/3**

Moved: Chairperson Fiona King

Seconded: Member Adele Gardner

**That Kaitāia Drainage Committee receive the report March 2024 Open Resolution Report.**

**CARRIED**

*Note: In the next agenda the Committee request the following reports/documentation be provided in the agenda:*

- *Financial analysis*
- *Management plans*
- *Continue to follow up on resolution 2023/1 'copy of an email sent to David Van Bysterveldt' regarding continued works within the scheme has increased the height of stop banks and removed culverts.*

**5 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 11.46am.

The minutes of this meeting were confirmed at the Kaitāia Drainage Area Committee Meeting held on 26 September 2024.

.....  
**CHAIRPERSON**

## 5 NGĀ PŪRONGO / REPORTS

### 5.1 KAITĀIA DRAINAGE COMMITTEE OPEN RESOLUTIONS UPDATE NOVEMBER 2024

**File Number:** A4952469

**Author:** Marysa Maheno, Democracy Advisor

**Authoriser:** Aisha Huriwai, Manager - Democracy Services

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide Kaitāia 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 Kaitāia Drainage Committee receive the report November 2024 Open Resolution Report.**

#### 1) TĀHUHU KŌRERO / BACKGROUND

At the 17 April 2023 Kaitāia 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 Kaitāia 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 Kaitāia 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 - A5002508 [↓](#) 

<p><b>OPEN RESOLUTION REPORT</b></p> <p>Division: Committee: Kaitiāia Drainage Area Committee Officer:</p>	<p>Printed: Wednesday, 27 November 2024 9:44:38 pm Date From: Date To:</p>
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Meeting	Title	Resolution	Notes
<p>Kaitiāia Drainage Area Committee 17/04/2023</p>	<p>Kaitiāia Drainage Area 2022/2023 Programme</p>	<p><b>RESOLUTION 2023/2</b> <b>That the Kaitiāia Drainage Area Committee</b></p> <p><b>a) recommend Te Hiku Community Board approve the reviewed Kaitiāia Drainage Area 2023/2024 work programme.</b></p> <p><b>b) approve the proposed 2023/24 Spraying Programme.</b></p> <p><b>c) request the proposed rate change of \$133k for the 2023/24 year including drone hireage and machine cleaning, be reported back to the Drainage Committee</b></p> <p><b>d) and submit to Council a request for a Public Good component in the rates to be reviewed for the Long-Term Plan.</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>26 Apr 2023 3:39pm</b> 26 Apr 2023 3:39pm Baker, Marlema – This report has been escalated to the Te Hiku Community Board meeting on the 9 May 2023.</p> <p><b>15 Aug 2023 2:38pm</b> Parts a) b) c) and d) of this resolution were tabled as part of the Te Hiku Community Board minutes which were presented to Council at the meeting held 1 June 2023.</p> <p><b>18 Aug 2023 12:19pm</b> RESOLUTION 2023/1 Update as at 17 August 2023:, a) Complete, b) no work has been completed on the Oinu Stream. (no update at this time), c) Complete, d) To be actioned through Finance-requested. , e) Noted, f) Noted. , RESOLUTION 2023/2 Update as at 17 August 2023:, a) Complete, b) no work has been completed on the Oinu Stream. (no update at this time), c)Complete, d) To be actioned through Finance-requested. , e) Noted, f) Noted</p> <p><b>23 Aug 2023 3:37pm</b> a) Noted, b) Noted, c) To be actioned when Drainage Specialist appointed, d) Noted- finance to action</p> <p><b>13 Sep 2024 3:32pm</b> 06 Mar 2024 12:20pm EOI closes on 11 March, recruitment closed with no suitable candidates and will need to be re-advertised. Work has been carried out and contract has been paid, 05 Apr 2024 1:11pm Kaitiāia drains sprayed. Hobson Drain to Kaikino drain has also been priced and awarded. Yet to receive invoice confirming work has been done., EOI completed with 4 interested contractors., Drainage role reviewed to include compliance and tradewaste. To be readvertised., 03 May 2024 8:13am Preferred supplier confirmed. Contracts to be drafted for award by 30 June for FY24/27., Kaitiāia spraying completed., Budgets confirmed and submitted to Finance for rating purposes., 28 May 2024 1:53pm Finalising contract details to be awarded by 30/06, 05 Jul 2024 8:04am Beresford, Fleur, Tanya Proctor: Currently in the last stages of Contract finalisation., 09 Sep 2024 2:14pm Status Quo.</p>

<b>OPEN RESOLUTION REPORT</b>		Printed: Wednesday, 27 November 2024 9:44:38 pm Date From: Date To:
Division: Committee: Officer:	Kaitaia Drainage Area Committee	

Meeting	Title	Resolution	Notes
Kaitaia Drainage Area Committee 13/03/2024	Kaitaia Drainage Committee Open Resolutions Update March 2024	<p><b>RESOLUTION 2024/3</b></p> <p><b>That Kaitaia Drainage Committee receive the report March 2024 Open Resolution Report.</b></p> <p style="text-align: right;"><b>CARRIED</b></p> <p><i>Note: In the next agenda the Committee request the following reports/documentation be provided in the agenda:</i></p> <ul style="list-style-type: none"> <li>- <i>Financial analysis</i></li> <li>- <i>Management plans</i></li> <li>- <i>Continue to follow up on resolution 2023/1 'copy of an email sent to David Van Bysterveldt' regarding continued works within the scheme has increased the height of stop banks and removed culverts.</i></li> </ul>	<p><b>03 Apr 2024 11:36am</b></p> <p>Note: In the September agenda the Committee request the following reports/documentation be provided in the agenda: -                  Financial analysis, - Management plans, -                  Continue to follow up on resolution 2023/1 'copy of an email sent to David Van Bysterveldt (29th of March 2022)' regarding continued works within the scheme has increased the height of stop banks and removed culverts.</p> <p><b>09 Sep 2024 9:48am</b>                  Status Quo</p>

## 5.2 KAITĀIA DRAINAGE AREA 2022/2023 PROGRAMME

**File Number:** A4876099

**Author:** Tanya Proctor, Assets & Planning Manager

**Authoriser:** Guy Holroyd, Chief Executive Officer

### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Kaitāia Drainage Area Committee with a progress report of 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 Kaitāia drains. Currently there is a proposed budget of \$75,955 for planned work, with an additional \$8,222 of contingency for unplanned work if required. It is likely that the interpretation of the proposed Regional Plan for Northland will require resource consents to be obtained for each of the Drainage Areas by 20 December 2023.
- Provisional estimates suggest costs of \$100K split across the four Drainage Boards to engage a planning consultant to lead the consent application and an additional \$200K split across both the Waiharara and Kaikino Drainage Areas to undertake the evidence to support the consent application
- It is proposed to engage a full-time staff member to support the Drainage Boards and District Engineer at an estimated cost of \$120K annually
- This work programme has been compiled on estimated costs.

### TŪTOHUNGA / RECOMMENDATION

**That the Kaitāia Drainage Area Committee recommend Te Hiku Community Board approve the reviewed Kaitāia Drainage Area 2023/2024 work programme.**

### 1) TĀHUHU KŌRERO / BACKGROUND

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

In recent times, the Kaitāia 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 Kaitāia 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%
Kaitāia	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%
<b>TOTALS</b>	<b>104,197</b>	<b>100,258m</b>	<b>\$75,178.00</b>	<b>\$66,504.07</b>	<b>96.21%</b>	<b>88.46%</b>

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 Kaitāia 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 Kaitāia 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 Kaitāia 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
Wests	820 m	820 m	\$591.63
Sandhills (Remainder is Urban)	7,502 m	6,456 m	\$4,658.00
Birds Boundary	1,521 m	1,521 m	\$1,097.40
Abbots (On request)	422 m	0 m	\$0.00
Government drain	3,012 m	3,012 m	\$2,173.16
Waimanoni - Walkers	4,221 m	4,221 m	\$3,045.45
Spains Drain (On request)	1,580 m	0 m	\$0.00
Spains Road Drain (Remainder is Urban)	2,170 m	1,580 m	\$1,139.97
<b>Totals</b>	<b>33,522 m</b>	<b>28,804 m</b>	<b>\$23,824.93</b>

<b>Lower Awanui Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
Prices Bank (Unahi)	2,615 m	2,615 m	\$1,886.72
McMillans - Tupes	6,840 m	6,840 m	\$4,935.06
Factory Bend - Michies	6,035 m	6,035 m	\$4,354.25
Flemings (On request)	764 m	0 m	\$0.00
Gills	1,489 m	1,489 m	\$1,074.31
Kumi Road	1,006 m	1,006 m	\$725.83
H Subritzkys	1,127 m	1,127 m	\$813.13
Awanui (Remainder is Urban)	2,313 m	940 m	\$678.21
Sankeys No. 1 (On request)	201 m	0 m	\$0.00
Sankeys No. 2 (On request)	362 m	0 m	\$0.00
<b>Totals</b>	<b>22,752 m</b>	<b>20,052 m</b>	<b>\$16,058.94</b>

<b>Puckeys Outfall Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
Puckeys Outfall	484 m	484 m	\$349.21
J Subritzkys Drain (On request)	402 m	0 m	\$0.00
Foleys	450 m	450 m	\$324.68
Lisle	1,710 m	1,710 m	\$1,233.77
Wireless	1,800 m	1,800 m	\$1,298.70
Bells Road	2,012 m	2,012 m	\$1,451.66
<b>Totals</b>	<b>6,858 m</b>	<b>6,456 m</b>	<b>\$5,170.38</b>

<b>Pukepoto Outfall Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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
<b>Totals</b>	<b>24,840 m</b>	<b>20,176 m</b>	<b>\$16,158.25</b>

<b>Whangatane Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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
<b>Totals</b>	<b>7,334 m</b>	<b>6,278 m</b>	<b>\$5,027.83</b>

<b>Kaitiāia Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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
<b>Totals</b>	<b>8,880 m</b>	<b>7,377 m</b>	<b>\$5,907.98</b>

<b>Tangonge Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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
<b>Totals</b>	<b>10,186 m</b>	<b>10,186 m</b>	<b>\$8,157.61</b>

<b>Wairoa Compartment</b>	<b>Total</b>	<b>Spray</b>	<b>Cost</b>
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
<b>Totals</b>	<b>4,868 m</b>	<b>4,868 m</b>	<b>\$3,898.61</b>

### 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 Kaitāia 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. It's recommended that a cleaning programme for the year is decided upon in the August 2023 Committee meeting.

### Accessibility issues & maintenance

The spraying contractor has been requested to identify the location of any of the following issues which are covered by the Far North District Council Land Drainage Bylaw 2009 (Rev 2019):

- i. Obstructions which interfere with the access for plant or machinery to and along the drainage channel or parts thereof and within 10 m of the drain, Clause 3.1.
- ii. Grazing stock, which is not excluded from the drainage channel, Clause 5.7.
- iii. Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1. If this is the case, damaged drains will not be cleaned until the property owner installs a fence / prevents stock access.
- iv. Obstructions to flow within the drainage channel due to excessive vegetation material.

Council staff will analyse this information and make recommendations to the Committee on work which may be required. Staff, or as agreed by the Committee, may also contact the landholders directly where they are in breach of the Drainage Bylaw.

### 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 amp 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.

At the time of writing the cost of this activity has not been costed. However, provisional estimates would suggest \$100k split across the four Drainage Districts to engage a planning consultant to lead the consent application and \$200k for each Drainage District to undertake the evidence to support the Resource Consent application.

### 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 Kaitāia. However, neither Council nor Far North Waters have the capacity to deliver on this.

It is therefore proposed to engage a new member of staff to work alongside the Drainage Boards reporting to the District Engineer. The cost of this, plus dedicated vehicle is estimated at \$120k annually.

## 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)
Kaitāia	\$62,869	\$70,000	\$132,869	\$98,149	\$2,903	\$31,817

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

### Proposed 2023/2024 Budgets - Kaitāia

From the above tables, it would appear that the reserves balance within the Kaitāia 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.

### Kaitāia

Spraying of the Kaitāia drains (breakdown in section 2.2)	\$75,178
Status report on the drains	\$777
Resource Consent Planning Consultant	\$25,000
Resource Consent Application	\$200,000
Dedicated staff member	\$30,000
<b>Total (planned work)</b>	<b>\$330,955</b>
Spraying contingency	\$8,222
<b>Total (contingencies)</b>	<b>\$8,222</b>

A breakdown of proposed budget expenditure with rating implications follows:

<b>Kaitāia</b>		
	<b>Expenditure</b>	<b>Forecast Reserve</b>
2023 Opening Reserve Balance		\$ 31,817
<b><u>2023/2024 Proposed Expenditure</u></b>		
2023/2024 Proposed expenditure to be rated	\$ 70,000	\$ 70,000
2023/2024 Proposed expenditure to be funded from reserve	\$ 14,177	-\$ 14,177
	\$ 84,177	\$ 87,640
<b><u>Additional Expenditure to be rated for</u></b>		
Resource Consent Planning Consultant	\$ 25,000	
Resource Consent Application	\$ 200,000	
Dedicated Staff Member	\$ 30,000	
	\$ 255,000	
<b>Total Expenditure</b>	\$ 339,177	
<b>Expenditure to be rated for</b>	\$ 325,000	
<b><u>Rate Implication per hectare of land</u></b>		
<b><i>On All Expenditure Incl of RC Consultant/Application/Staff of \$325K</i></b>	\$ 39.73	
<b><i>On Normal Expenditure of \$70K</i></b>	\$ 8.56	

### TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

To set a budget for the Kaitāia 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:

**Kaitiāia**

2023 Opening balance (2022/2023 Reserve balance)	\$31,817
2023/2024 Proposed rated income	\$70,000
2023/2024 Expenditure to be drawn from reserve	\$84,177
2023/2024 Resource consents/Consultants/RC Application/HC – to be rated ( <b>Not yet in Annual Plan 2023/2024</b> )	\$339,177
<b>2024 Closing balance (\$31,817 less \$84,177)</b>	<b>-\$52,360</b>

**Rate Implications**

	Rate amounts inclusive of all headcount and resource consent application fees			Normal external services costs		
	Rate in \$	GST Incl	Rate per ha	Rate in \$	GST Incl	Rate per ha
<b>Kaikino</b>						
A			\$ 198.95			\$ 11.75
B			\$ 99.47			\$ 5.87
C			\$ 33.23			\$ 1.96
	\$ 135,500	\$ 155,825		\$ 8,000	\$9,200	
<b>Motutangi</b>						
A			\$ 391.77			\$ 46.09
B			\$ 195.88			\$ 23.05
C			\$ 65.44			\$ 7.70
	\$ 289,000	\$ 332,350		\$ 34,000	\$39,100	
<b>Waiharara</b>						
A			\$ 250.61			\$ 14.80
B			\$ 125.30			\$ 7.40
C			\$ 41.86			\$ 2.47
	\$ 135,500	\$ 155,825		\$ 8,000	\$9,200	
<b>Kaitiāia</b>	\$ 325,000	\$ 373,750	\$ 39.73	\$ 70,000	\$ 80,500	\$ 8.56

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	A low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Policy #4302 - Northland River Management Policy. Policy #2104-14 Procuring Goods and Services. Land Drainage Bylaw 2009 (Rev 2019).
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report seeks Te Hiku Community Board to approve a recommendation from the Kaitāia 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.

**5.3 KAITĀIA DRAINAGE AREA PROGRAMME 2024-2027****File Number:** A4876133**Author:** Tanya Proctor, Head of Infrastructure Strategy**Authoriser:** Guy Holroyd, Chief Executive Officer**TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Kaitāia Drainage Area Committee with an update report and agree the programme of work for the 2024/2025 financial year.

**WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY**

- The final programme of work for the 2024/25 financial year has yet to be finalised and is to be approved by the committee in principle.
- There is sufficient budget for the annual spraying.
- The machine cleaning of some drains will be required and will be prioritised after a full condition assessment of the drains.
- Additional funding will be sought for the machine cleaning costs due to a lack of maintenance over several years.

**TŪTOHUNGA / RECOMMENDATION**

**That the Kaitāia Drainage Area Committee approve the programme of works for the 2024/25 financial year.**

**TĀHUHU KŌRERO / BACKGROUND**

The Kaitāia Land 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 work programme is to be approved annually by the committee.

**MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS****Works programmed for 2024/25****Spraying**

The Kaitāia Land Drainage District requires spraying annually in summer.

The sprays are as follows:

Location	Meters	Summer spray	Machine clean
<b>Waipapakauri Compartment</b>			
Waipapakauri outfall	4800	✓	
Paparore bank drain	4000	✓	
Waipapakauri bank	1710	✓	
Thodes	684	✓	



Wests	684	✓	
Sandhills	5000	✓	
Birds boundary	1521	✓	
Government drain	3012	✓	
Waimanoni - Walkers	3701	✓	
Spains Rd Drain (remainder is urban)	2170	✓ on request	
Spains Rd	1580	✓ on request	
Brattons drain	282	✓ on request	
Evans drain	443	✓ on request	
Yates	945	✓ on request	
Abbotts	422	✓ on request	
<b>Total</b>	<b>30954</b>		

<b>Lower Awanui Compartment</b>			
Prices bank (Unahi)	2615	✓	
McMillians – Tupes	6840	✓	
Factory bend – Michies	6035	✓	
Gills	1489	✓	
Kumi Road	1006	✓	
H Subritzkys	1127	✓	
Awanui (remainder is urban)	2313	✓	
Flemings	764	✓ on request	
Sankey's No.1	201	✓ on request	
Sankey's No.2	632	✓ on request	
<b>Total</b>	<b>23022</b>		

<b>Puckey's Compartment</b>	<b>Outfall</b>		<b>Summer spray</b>	<b>Machine clean</b>
Puckey's outfall	2000		✓	
Foley's	450		✓	
Lisle	1710		✓	
Wireless	1800		✓	
Bells Road	2012		✓	
J Subritzky's drain	402		✓ on request	
<b>Total</b>	<b>8374</b>			

<b>Pukepoto Compartment</b>	<b>Outfall</b>		<b>Summer spray</b>	<b>Machine clean</b>
Pukepoto outfall	5828		✓	
W Masters C	1207		✓	
L Masters C	1207		✓	
School	1509		✓	
Reynolds (West Bank)	2213		✓	
Maori	2012		✓	
Pukepoto creek	805		✓	
Houstons (West Bank)	2213		✓	
Parkers	602		✓	
Reids west	2615		✓	
Brass	1388		✓ on request	
W Masters E	1207		✓ on request	
Campbells	684		✓ on request	
L Masters W	1046		✓ on request	
<b>Total</b>	<b>24536</b>			

<b>Whangatane Compartment</b>		<b>Summer spray</b>	<b>Machine clean</b>
Texifros	704	✓	
Mamaru	1127	✓	
Oinu stream	1650	✓	
Pairatahi bank	2716		
Johnsons	150	✓ on request	
Kareponia	402	✓ on request	
Birds	504	✓ on request	
<b>Totals</b>	<b>7253</b>		

<b>Kaitiāia Compartment</b>		<b>Summer spray</b>	<b>Machine clean</b>
Lewis junction – boundary	443	✓	
Lewis junction – road	322	✓	
Church gully	2092	✓	
Matthews outfall (remainder is urban)	4425	✓	
Hanlons	322	✓	
Wilds	503	✓ on request	
<b>Total</b>	<b>8107</b>		

<b>Tangonge Compartment</b>		<b>Summer spray</b>	<b>Machine clean</b>
Reid's east	3017	✓	
Hoddles	1167	✓	
Millers	2615	✓	
McKenzies	634	✓	
Sharps	402	✓	
Lewis and Crown land	1851	✓	
<b>Total</b>	<b>9686</b>		

<b>Wairoa Compartment</b>		<b>Summer spray</b>	<b>Machine clean</b>
Bergan's	805	✓	
Wairoa stream	2543	✓	
Blairs	805	✓	
<b>Total</b>	<b>4153</b>		

### **Machine clearing and spraying**

There is sufficient budget for the spraying required but additional budget will be sought for any machine clearing required due to a lack of maintenance over several years. There are other operational underspends that could be utilised for any machine cleaning required.

### **Land Drainage Bylaw and Compliance**

Whilst the drains have not been maintained to a satisfactory standard by Council for several years, there are also a significant number of breaches to the Land Drainage Bylaw, specifically vegetation and structural obstructions, flow impediments and blockages and grazing stock. The bylaw allows Council to require the owner responsible for such damage to repair to the satisfaction of Council and on default, may have the necessary repairs executed and recovered from the said owner. It also allows for breaches, for fines not exceeding \$20,000.

It is proposed to run a communications and amnesty period prior the autumn sprays and cleans. Any remaining breaches to the bylaw will be escalated and worked through together with the Compliance team.

### **Budgets**

<b>Location</b>	<b>Reserves 2022/23</b>	<b>Budget 2023/24</b>	<b>Total Budget</b>	<b>Actual YTD</b>	<b>Funds Available</b>
Kaitāia	\$29,264	\$105,000	\$134,264	\$9973	\$124,291

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

#### **Rate Implications**

There are no rating implications for the current financial year however rating reviews will need to be considered for Annual Plan 2025/26FY as the current rate is only sufficient for the spraying. Machine clean rates will need to be budgeted for in future years and rate assessments based on both machine cleaning and spraying of all Land Drainage areas.

### **ĀPITIHINGA / ATTACHMENTS**

**Nil**

**6 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER**

**7 TE KAPINGA HUI / MEETING CLOSE**