AGENDA

KAITAIA DRAINAGE AREA
COMMITTEE

CONFERENCE ROOM
TE AHU
CORNER OF MATTHEWS AVE
AND SOUTH ROAD, KAITAIA

TUESDAY 04 OCTOBER 2016
COMMENCING AT 10:00 AM

Chairperson:

Committee Members:
Adele Gardner
Fiona King
Jim Bennett
Brian Dawson
Ken Garton
Greg Yuretich
Mike Masters
Joe King
FAR NORTH DISTRICT COUNCIL

KAITAIA DRAINAGE AREA COMMITTEE MEETING

TUESDAY 04 OCTOBER 2016 COMMENCING AT 10:00 AM

TE AHU CENTRE,
CORNER MATTHEWS AVENUE AND SOUTH ROAD
KAITAIA

A G E N D A

Item

1.0 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 (Acting) or the Team Leader - Governance 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.

2.0 CONFIRMATION OF PREVIOUS MINUTES

Document number A1776836

3.0 CORPORATE SERVICES GROUP

3.1 Item Left to Lie on the Table From the Previous Meeting - Terms of Reference

Document number A1777901

4.0 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP

4.1 Kaitaia Drainage Area Expenditure and Balance for the Year Ended 30 June 2016

Document number A1776106

4.2 Kaitaia Drainage Areas Works Programme Update for the Year Ended 30 June 2017

Document number A1775404

4.3 Kaitaia Drainage Areas Works Programme Indicative for the Year Ended 30 June 2018

Document number A1776194

5.0 CLOSE OF MEETING
Executive Summary
The minutes of the previous Kaitaia Drainage Area Committee meeting are attached to allow the Committee to confirm that the minutes are a true and correct record.

Recommendation
THAT the minutes of the meeting of the Kaitaia Drainage Area Committee held on Friday 11 March 2016 be confirmed as a true and correct record.

1) 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) Discussion and options
The minutes of the meeting are attached.

The Te Hiku Community Board Standing Orders Section 3.17.3 states that no discussion shall arise on the substance of the minutes in any succeeding meeting, except as to their correctness.

3) Financial implications and budgetary provision
There are no financial implications or the need for budgetary provision.

4) Reason for the recommendation
The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meeting.

Manager: Kate Barnes - Team Leader Governance Support
Attachment 1: Kaitaia Drainage Area Committee Minutes - 11 March 2016 - Document number A1691429
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.

<table>
<thead>
<tr>
<th>Relationship with existing policies and Community outcomes.</th>
<th>Local Government Act 2002 Schedule 7 Section 28A and the Te Hiku Community Board Standing Orders.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.</td>
<td>None</td>
</tr>
<tr>
<td>Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.</td>
<td>None</td>
</tr>
<tr>
<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?</td>
<td>No</td>
</tr>
<tr>
<td>If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?</td>
<td>This report is to a Committee of the Te Hiku Community Board.</td>
</tr>
<tr>
<td>Financial Implications and Budgetary Provision. Chief Financial Officer review.</td>
<td>There are no financial implications or the need for budgetary provision. The Chief Financial Officer has not reviewed this report.</td>
</tr>
</tbody>
</table>
MINUTES OF THE MEETING OF THE KAITAIA DRAINAGE AREA COMMITTEE HELD IN THE CONFERENCE ROOM, TE AHU, CORNER MATTHEWS AVE AND SOUTH ROAD, KAITAIA ON FRIDAY 11 MARCH 2016 COMMENCING AT 10:00 AM

PRESENT

Chairperson
Fiona King

Members
Adele Gardener
Jim Bennett
Mike Masters
Joe King

ABSENT WITHOUT LEAVE

Brian Dawson
Ken Garton
Greg Yuretich

STAFF PRESENT

Sue Thomas Team Leader Governance Support
Craig Ambler Stormwater Engineer

1.0 APOLOGIES AND DECLARATIONS OF INTEREST

There were no apologies received and there were no declarations of interest.

2.0 CORPORATE SERVICES GROUP

2.1. Election of Chairperson

Agenda 2.1, document number A1682959, pages 1-2 refers.

Reason for the resolution
To elect a Chairperson and Deputy Chairperson for the Kaitaia Drainage Area Committee as required by Schedule 7, Part 1, of the Local Government Act 2002.

Resolved Bennett/Thompson

THAT Fiona King be elected Chairperson of the Kaitaia Drainage Area Committee;

AND THAT Michael Masters be elected Deputy Chairperson of the Kaitaia Drainage Area Committee.

Carried

2.2. Terms of Reference

Agenda item 2.2, document number A1682486, pages 3-8 refers.

Reason for the resolution
To allow the Kaitaia Drainage Area Committee to consider the Terms of Reference document and make recommendation to the Te Hiku Community Board for adoption.

Resolved King/Masters

THAT the item of Terms of Reference for the Kaitaia Drainage Area Committee be left to lie on the table;

AND THAT a workshop be organised to discuss and review the terms of reference.

Carried
3.0 INFRASTRUCTURE AND ASSET MANAGEMENT GROUP


Agenda item 3.1, document number A1682522, pages 9-16 refers.

Reason for the resolution
To confirm the works to be completed by 30 June 2016 and their associated costs.

Resolved Bennett/Masters

THAT the Kaitaia Drainage Area Committee makes the following recommendation to the Te Hiku Community Board:

THAT the following works budget in the Kaitaia Drainage Area be approved to be completed before 30 June 2016:

Spraying of the drains in the following compartments

- i) Waipapakauri $15,380
- ii) Lower Awanui $11,132
- iii) Puckeys Outfall $3,397
- iv) Pukepoto Outfall $8,545
- v) Whangatane $2,999
- vi) Kaitaia $4,630
- vii) Tangonge $3,684
- viii) Wairoa $2,177
- ix) Machine Cleaning Contingency $10,000
- x) Advertising of the Kaitaia Drainage District AGM $229
- xi) Provide a status report on the drains in the Kaitaia Drainage District $1,200

TOTAL $63,373

Carried

3.2. Kaitaia Drainage Area Proposed Works Programme for the Year Ended 30 June 2017

Agenda item 3.2, document number A1682528, pages 17-22 refers.

Reason for the resolution
To confirm the proposed works programme and budgeted rates for the Kaitaia Drainage Districts for the year ended 30 June 2017.

Resolved Masters/King

THAT the Kaitaia Drainage Area Committee makes the following recommendation to the Te Hiku Community Board:

THAT the following works budget be approved for the Kaitaia Drainage Area for the year ending 30 June 2017:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Report on the drains</td>
<td>$1,200</td>
</tr>
<tr>
<td>Spraying the drains</td>
<td>$52,000</td>
</tr>
<tr>
<td>Machine Cleaning as required</td>
<td>$10,000</td>
</tr>
<tr>
<td>NRC Resource Consent Application Fees</td>
<td>$1,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$64,700</strong></td>
</tr>
</tbody>
</table>

AND THAT the following budget be approved for the Kaitaia Drainage Area for the year ending 30 June 2017:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17 Proposed Opening Reserve Balance</td>
<td>$40,928</td>
</tr>
</tbody>
</table>
3.3. Progress Report on Kaitaia Drainage Area Management Plan

Agenda 3.3, document number A1682530, pages 23-26 refers.

Reason for the resolution
To be informed of the delayed commencement to the Kaitaia Drainage Area Management Plan.

Resolved Bennett/Masters

THAT the report entitled “Progress Report on the Kaitaia Drainage Area Management Plan” dated 29 February 2016 be noted.

Carried

4.0 CLOSE OF MEETING

The meeting closed at 11:25am.

________________________
Chairperson

/ /
Executive Summary
The purpose of the report is to resume debate on the motion at a subsequent meeting to consider an item of business that was left to lie on the table at meeting of 11 March 2016.

Recommendation
THAT the question from the meeting of 11 March 2016:
“THAT the Kaitaia Drainage Area Committee makes the following recommendation to the Te Hiku Community Board:
THAT the Kaitaia Drainage Area Committee Terms of Reference dated 11 March 2016 be adopted.”
be uplifted from the table.

1) Background
The Tabling Motion “THAT the motion lie upon the table” is intended to terminate debate on a substantive motion, but in a way that allows the assembly to resume the debate on a subsequent occasion

The motion is debated in a similar way to the original tabling motion. If passed, debate resumes on the original motion as if the debate had never been interrupted.

2) Discussion and options
Where a member wants to defer further discussion or any decision on a substantive motion this procedural motion may be moved. Although its effect is only temporary, once a motion is tabled in practice it is unlikely to be uplifted for further debate. If someone wants to debate this topic again a new motion is likely to be moved.

The rules relating to tabling this motion are that:

- it does not interrupt a speaker;
- the chairperson can refuse to accept it;
- it does not require a seconder;
- it is not amendable;
- a previous speaker to the substantive motion may not move it;
- if lost, it cannot be moved again;
- where another procedural motion has already been moved it is out of order;
• where an amendment to a substantive motion is being debated both the substantive motion and it's amendment would “lie upon the table” if it is passed;
• if carried, the meeting proceeds to the next business on the agenda; and
• if lost, the interrupted debate resumes.

3.12.3 Procedural motions to terminate or adjourn debate take precedence over other business, other than points of order, and shall, if seconded, be put to the vote immediately without discussion or debate.

3.12.8 Debate on items previously adjourned

The debate on adjourned items of business is to be resumed with of such adjournment being entitled to speak first in the debate. Members who have already spoken in the debate may not speak again.

3.12.9 Adjourned items taken first

Adjourned items are to be taken first at the subsequent meeting in the class of business to which they belong.

3) Financial implications and budgetary provision

There are no financial implications.

4) Reason for the recommendation

To allow debate to resume on an item “left to lie upon the table’ from a previous meeting

Manager: Kate Barnes - Team Leader Governance Support

Attachment 1: 11 March 2016 report entitled Terms of Reference - Document number A1777913

Attachment 2: Report entitled Terms of Reference dated 19 February 2016 - Document number A1777914
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.

<table>
<thead>
<tr>
<th>Relationship with existing policies and Community outcomes.</th>
<th>The item was left to lie on the table in accordance with Standing Order 3.12(e).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga.</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons.</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124?</td>
<td>This matter does not have a high degree of significance or engagement.</td>
</tr>
<tr>
<td>If the matter has a Community rather than a District wide relevance has the Community Board's views been sought?</td>
<td>Community Boards delegations are not included in the report as they are unchanged.</td>
</tr>
<tr>
<td>Financial Implications and Budgetary Provision.</td>
<td>There are no financial implications or need for budgetary provision. The Chief Financial Officer has not reviewed this report.</td>
</tr>
<tr>
<td>Chief Financial Officer review.</td>
<td></td>
</tr>
</tbody>
</table>

Document number A1777901
Executive Summary
The purpose of the report is to allow the Kaitaia Drainage Area Committee to consider their Terms of Reference and recommend them to the Te Hiku Community Board for adoption.

Recommendation

THAT the Kaitaia Drainage Area Committee makes the following recommendation to the Te Hiku Community Board:

THAT the Kaitaia Drainage Area Committee Terms of Reference dated 11 March 2016 be adopted.

1) Background
The Kaitaia Drainage Area Committee was established as a Committee of the Te Hiku Community Board by resolution at their meeting held 22 February 2016.

The purpose of the Committee is to represent and consult with the ratepayers of the Kaitaia drainage area and to make recommendations to the Te Hiku Community Board in respect of all matters pertaining to the management of that drainage area.

2) Discussion and options
The Committee should have a Terms of Reference document that, at a minimum, describes the purpose, scope and authority of the Committee. The purpose of the Committee is the most important section of this document and should contain a clearly defined purpose.

A clear and understandable Terms of Reference is the first step to a successful committee. The Terms of Reference document should explain the type, purpose, scope, authority, membership, meeting arrangements, reporting, resources, deliverables of the committee, and how often the document should be reviewed. Each section needs to be customized to the unique needs of the committee. More formal committees usually need more formal information and instructions.

Terms of Reference are not forever. Requirements or other circumstances can change over time and it will be necessary to periodically review them.

It is best practice to schedule a review at least once a year to make sure the committee is still on track. For example, add this item to the agenda of the first meeting of each year.

3) Financial implications and budgetary provision
There are no financial implications or the need for budgetary provision as a result of this report.
4) **Reason for the recommendation**

The reason for the recommendation is to allow the Kaitaia Drainage Area Committee to consider the Terms of Reference document and make recommendation to the Te Hiku Community Board for adoption.

Manager: Roger Taylor - General Manager Corporate Services Group

Attachment 1: Kaitaia Drainage Area Committee Terms of Reference - Document number A1682487
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.

| Relationship with existing policies and Community outcomes. | In line with LTP Community Outcomes and Council Goals - “Our residents and ratepayers engage with us, understand and have confidence in our decision making”. |
| Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga. | None |
| Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons. | Yes |
| Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124? | No |
| If the matter has a Community rather than a District wide relevance has the Community Board's views been sought? | This report is for a committee of the Te Hiku Community Board. |
| Financial Implications and Budgetary Provision. Chief Financial Officer review. | There are no financial implications or the need for budgetary provision arising from this report. The Chief Financial Officer has not reviewed this report. |
KAITAIA DRAINAGE AREA COMMITTEE
Terms of Reference

Purpose

The purpose of the Kaitaia Drainage Area Committee is:

- To represent and consult with the ratepayers of the Kaitaia Drainage Area
- To make recommendation to the Te Hiku Community Board in respect of all matters pertaining to the management of the Kaitaia Drainage Area
- To ensure the Kaitaia Drainage Area ratepayers and the Te Hiku Community Board are well informed about matters of concern relating the Kaitaia Drainage Area
- To identify initiatives and improvements and make recommendations to the Te Hiku Community Board on how these improvements can be implemented
- To provide the Kaitaia Drainage Area community with an opportunity to provide feedback to the Te Hiku Community Board
- Ensure open and free exchange of information, ideas and concerns between the Te Hiku Community Board and community.

Quorum

The Quorum is set at three.

Responsibilities

Work Programmes

Preparing the programme of work for the Kaitaia Drainage area, relevant to the purposes of the Committee, which are:

- consistent with the Annual and Long-term Planning processes of Council
- in accordance with the conditions and requirements outlined in the Management Plan and resource consent conditions.
- Consistent with Policy #4302 - Northland River Management Policy.

Such programmes are to include budgetary provision for all costs associated with the work of the Committee.

Notifying the appropriate Council Staff of any Emergency Work required to be carried out.

Stakeholder Liaison

Liaise with all stakeholders as requested by the Council Officer responsible for the Kaitaia Drainage Area.

Membership

The Kaitaia Drainage Area Committee is to be appointed by resolution of the Te Hiku Community Board pursuant to the Standing Orders adopted by that Board.

One member of the committee must be a Community Board member.

Protocols

A chairperson and deputy chairperson must be elected pursuant to the standing orders adopted by the Te Hiku Community Board.
An agenda will be prepared and circulated 2 clear working days in advance of the meeting following a call for items to be notified to the Chairperson and pursuant to the Standing orders adopted by the Te Hiku Community Board.

Values
Advocacy - promote the public’s trust and confidence in Council and the Community Board
Openness - communicating clearly and providing as much information as possible
Honesty - observing both the spirit and the letter of the law, policy and procedures
Respect - treating people with courtesy, observing their rights and recognising the different roles that others play in management and decision making
Responsiveness - dealing with issues within agreed timeframes
Consider the full range of costs and benefit of alternatives in making recommendations to Council
Ensure open and free exchange of information within the group

Meetings
The Kaitaia Drainage Area Committee will meet twice a year as determined by the Te Hiku Community Board in the Schedule of Meetings.
Additional meetings may be held when required with the approval of the Chief Executive Officer.

Standing Agenda Items
Confirmation of previous minutes
A financial report provided by the Chief Financial Officer
Proposed Work Programme

Reporting
A report will be included in the Te Hiku Community Board agenda at the following meeting that conveys any recommendations to the Te Hiku Community Boards for adoption.

Support
Administrative support is provided by the Council's Governance Support team.

Funding and Budgets
Funding for the Committee will align with Council’s Revenue and Financing Policy.
The Committee shall only recommend the expenditure of funding on purposes for which that funding was originally raised and in accordance with the budgets approved by Council through its Long-term Plan and Annual Plan.
Expenses will be funded from the Kaitaia Drainage Targeted Rate.

Procurement of Goods and Services
The procurement of goods and services for the Kaitaia Drainage Area will be in accordance with the Far North District Council Procurement Policy, Policy #2104-14 Procuring Goods and Services and the Procurement Manual.

Contacts with Media and Outside Agencies
The Committee Chairperson is the authorised spokesperson for the Committee in all matters where the Committee has authority or a particular interest.
Committee members, including the Chairperson, do not have delegated authority to speak to
the media and/or outside agencies on behalf of Te Hiku Community board on matters
outside the Committee’s delegations.

**Conduct of Affairs**

The Committee shall conduct its affairs in accordance with the *Local Government Act 2002*,
the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities
(Members’ Interests) Act 1968*, The Hiku Community Board Standing Orders and Council
Code of Conduct.

**Power to Delegate**

The Kaitaia Drainage Area Committee may not delegate any of its responsibilities, duties or
powers.
Executive Summary
The purpose of the report is to provide the Kaitaia Drainage Areas Committee with the details of the expenditure and balance within the Kaitaia Drainage Areas during the financial year ending 30 June 2016.

Recommendation
THAT the report entitled “Kaitaia Drainage Areas Expenditure and Balance for the Year Ended 30 June 2015 be noted.

1) Background
The Kaitaia Drainage Area Committee was formally established at the 22 February 2016 meeting of the Te Hiku Community Board at the request of the members of the Kaitaia Drainage Management Committee.

Prior to the formal establishment of the Kaitaia Drainage Areas Committee there were meetings of a group known as the Kaitaia Drainage Management Committee.

2) Discussion and options
The following works, including the spraying programme for the 2015-16 financial year was completed.

Expenditure.
Advertising of the Kaitaia Drainage District AGM $229
Spraying of the drains in the following compartments:
   i) Waipapakauri $14,349
   ii) Lower Awanui $6,166
   iii) Puckeys Outfall $2,710
   iv) Pupepoto Outfall $8,220
   v) Whangatane $1,580
   vi) Kaitaia $4,470
   vii) Tangonge $2,663
   viii) Wairoa $2,177
Total sum of Spraying ($ rounding removed) $42,333
Grand Total $42,562
There were several sections left due to the possibility of damage to crops or the spraying contractor considered the vegetation was under control and did not require spraying.

**General Spraying Issues**

The spraying contractor has advised that they have had the following problems:

- Due to the weather last summer the vegetation growth has been vigorous and this made it difficult to identify any hazards and as a consequence impeded the progress of the spraying operation.
- Due to the late commencement to the spraying operations the spraying contractor experienced a number of weather related problems and the drains had significant vegetation growth in them.

The spraying contractor has advised that they have noted the following issues:

**Alligator weed**

There several areas where Alligator weed is becoming a problem.

An EPA “Permission for Use of Substances” and NRC consent is required specific to the areas to be sprayed, for the correct type of spray. The spray used has to be applied with considerable forethought as it can effect crop growth, for some distance downstream.

**Accessibility Issues**

The spraying contractor has been requested to identify the location of any of the following issues which are covered by the FNDC Land Drainage Bylaw 2009:

- 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.
- Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues, will be incorporated into a letter to property owners.

The spraying contractor also found several areas where access was not possible. Culvert installation and clearing of banks are needed for these areas to be sprayed and satisfactory access obtained.

**Machine Cleaning**

There has been some areas identified which require machine cleaning work.

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3) **Financial implications and budgetary provision**

A summary of the 15/16 financial year is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-15 Residual funds (reserve funds available)</td>
<td>$40,732</td>
</tr>
</tbody>
</table>
2015-16 Opening Balance (rated income) $63,568
2015-16 Actual Expenditure $42,562
2015-16 Closing Reserve Balance $61,739

4) Reason for the recommendation
The reason for the recommendation is to confirm the works and their associated costs completed by 30 June 2016.

Manager: Stephen Little - Manager 3 Waters Operation
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.

| Relationship with existing policies and Community outcomes. | Policy #4302 - Northland River Management Policy.  
Policy #2104-14 Procuring Goods and Services. |
| Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga. | Ngai Takoto Iwi is included in the development of the management plan for the districts drainage areas. |
| Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons. | The purpose of the Committee is to liaise with persons likely to be affected. |
| Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124? | No. |
| If the matter has a Community rather than a District wide relevance has the Community Board's views been sought? | This report seeks a recommendation from the Committee to the Te Hiku Community Board. |
| Financial Implications and Budgetary Provision.  
Chief Financial Officer review. | Financial implications are to be considered by the committee and budgetary provision is made by way of a targeted rate.  
The Chief Financial Officer has reviewed this report. |
Executive Summary

The purpose of the report is to provide the Kaitaia Drainage Areas Committee with an outline of the proposed works and costs within the Kaitaia Drainage Areas during the financial year ending 30 June 2017.

Recommendation

THAT the Kaitaia Drainage Areas Committee makes the following recommendation to the Te Hiku Community Board.

THAT the following works in the Kaitaia Drainage Area be approved to be completed before 30 June 2017, with the spraying program to start during November 2016:

Status report on the drains $1,200
NRC Resource Consent Application Fees $1,500
Advertising of the Kaitaia Drainage District AGM $229

Spraying of the drains in the following compartments:

i) Waipapakauri $15,723
ii) Lower Awanui $10,569
iii) Puckeys Outfall $3,610
iv) Pupekoto Outfall $9,376
v) Whangatane $3,502
vi) Kaitaia $4,631
vii) Tangonge $3,684
viii) Wairoa $2,177

Alligator weed spraying $3,000
Machine Cleaning Contingency $12,000
General Contingency $5,000
Total sum of Spraying and Contingencies $73,272

Grand Total $76,201
1) **Background**

The Kaitaia Drainage Area Committee was formally established at the 22 February 2016 meeting of the Te Hiku Community Board at the request of the members of the Kaitaia Drainage Management Committee.

Prior to the formal establishment of the Kaitaia Drainage Areas Committee there were meetings of a group known as the Kaitaia Drainage Management Committee.

The spraying programme for the 2015-16 financial year was completed.

2) **Discussion and options**

The proposed works for the 2016-17 financial year are as detailed below:

### 2.1 Spraying Programme

#### Waipapakauri Compartment

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<tr>
<th>Location</th>
<th>Length (m)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waipapakauri Outfall</td>
<td>4,400</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>Paparore Bank Drain</td>
<td>4,000</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Waipapakauri Bank</td>
<td>1,710</td>
<td>$855.00</td>
</tr>
<tr>
<td>Thodes</td>
<td>350</td>
<td>$175.00</td>
</tr>
<tr>
<td>Yates</td>
<td>945</td>
<td>$472.50</td>
</tr>
<tr>
<td>West</td>
<td>684</td>
<td>$342.00</td>
</tr>
<tr>
<td>Sandhills</td>
<td>7,502</td>
<td>$3,751.00</td>
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<td>Birds Boundary</td>
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<td>Government drain</td>
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**Totals**

31,445 m $15,722.50

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<td>2,313</td>
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<td>201</td>
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**Totals**

21,138 m $10,569.00
### Puckeys Outfall Compartment

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<td>$650.00</td>
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<td>W Masters C</td>
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</tr>
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<td>W Masters E</td>
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### Whangatane Compartment

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<td><strong>Totals</strong></td>
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<td><strong>$3,501.50</strong></td>
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### Kaitaia Compartment

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<td>Lewis Junction - Road</td>
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<td>Church Gully</td>
<td>2,865</td>
<td>$1,432.50</td>
</tr>
<tr>
<td>Mathews Outfall</td>
<td>4,425</td>
<td>$2,212.50</td>
</tr>
<tr>
<td>Wilds</td>
<td>503</td>
<td>$251.50</td>
</tr>
</tbody>
</table>
Hanlons  
322 m  $161.00  

Totals  
9,261 m  $4,630.50  

Tangonge Compartment  
Reids East  
1,507 m  $753.50  
Hoddes  
867 m  $433.50  
Miller  
1,875 m  $937.50  
McKenzie  
634 m  $317.00  
Sharps  
634 m  $317.00  
Lewis & Crown Land  
1,851 m  $925.50  

Totals  
7,368 m  $3,684.00  

Wairoa Compartment  
Berghans  
1,005 m  $502.50  
Wairoa Stream  
2,543 m  $1,271.50  
Blairs  
805 m  $402.50  

Totals  
4,353 m  $2,176.50  

**General Spraying Issues**  
The spraying contractor has advised that they have had the following problems associated with the last round of spraying:  
- Due to the weather last summer the vegetation growth has been vigorous and this made it difficult to identify any hazards and as a consequence impeded the progress of the spraying operation.  
- Due to the late commencement to the spraying operations the spraying contractor experienced a number of weather related problems and the drains had significant vegetation growth in them.  

The spraying contractor has advised that they have noted the following issues:  

**Alligator weed**  
There several areas where Alligator weed is becoming a problem.  
An EPA “Permission for Use of Substances” & NRC consent is required specific to the areas to be sprayed, for the correct type of spray. The spray used has to be applied with considerable forethought as it can effect crop growth, for some distance downstream.  
A funding allowance of $3,000 plus NRC fees have been included in the 2016/17 year for spot spraying.  

**Accessibility Issues**  
The spraying contractor has been requested to identify the location of any of the following issues which are covered by the FNDC Land Drainage Bylaw 2009:  
- 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.
• Grazing stock which is not excluded from the drainage channel, Clause 5.7.
• Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
• Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues will be incorporated into a letter to property owners.

A funding allowance of $5,000 has been included in the 2016/17 year for access clearing and culverts etc.

**Machine Cleaning**

There has been some areas identified which require machine cleaning work.

A complete review of these and any other areas which may require machine cleaning shall be investigated in conjunction with the spraying contractor to identify the location of any significant vegetation mats which will require removal.

Land owners adjacent to all drains need to be aware of the influence of DOC and the discharge of silt downstream. To continue to operate these drainage schemes, the movement of silt needs to be minimised.

The most practical solution is to batter the banks back at the time of machine drain cleaning. This will progressively stop virtually all bank erosion and most of the silt movement. This will also minimise cost.

This will require fences to be moved back from the edge of drains to allow the battering of the drain banks.

Different soils require different batter angles but as a guideline the angles will be between 30 to 40 degrees.

Once battered the banks will no longer be sprayed at all, only machine trimming being carried out.

The spraying will be confined to weed growth in the centre, un-battered section of the drains.

Any mats will be removed by machine without cutting into the bank batters, using a weed rake wherever possible.

By using this method and drain shape, DOC and NRC involvement will be minimised and the long term future of the drains maintained.

A good reference is the NRC publication “2014-Managing-your-drains-v2”.

---

**3) Financial implications and budgetary provision**

A summary of the 16/17 financial year is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16 Residual funds (reserve funds available)</td>
<td>$61,739</td>
</tr>
<tr>
<td>2016-17 Opening Balance (rated income)</td>
<td>$75,000</td>
</tr>
<tr>
<td>2016-17 Proposed Expenditure</td>
<td>$76,201</td>
</tr>
<tr>
<td>2015-16 Accounts to come</td>
<td>$4,863</td>
</tr>
</tbody>
</table>
4) **Reason for recommendation**

The reason for the recommendation is to confirm the works and their associated costs to be completed by 30 June 2017.

Manager: Stephen Little - Manager 3 Waters Operation
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.

| Relationship with existing policies and Community outcomes. | Policy #4302 - Northland River Management Policy.  
Policy #2104-14 Procuring Goods and Services. |
| Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga. | Ngai Takoto Iwi is included in the development of the management plan for the districts drainage areas. |
| Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons. | The purpose of the Committee is to liaise with persons likely to be affected. |
| Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124? | No. |
| If the matter has a Community rather than a District wide relevance has the Community Board's views been sought? | This report seeks a recommendation from the Committee to the Te Hiku Community Board. |
| Financial Implications and Budgetary Provision. | Financial implications are to be considered by the committee and budgetary provision is made by way of a targeted rate. |
| Chief Financial Officer review. | The Chief Financial Officer has reviewed this report. |
Executive Summary

The purpose of the report is to provide the Kaitaia Drainage Areas Committee with an outline of the proposed works and costs within the Kaitaia Drainage Areas during the financial year ending 30 June 2018.

Recommendation

THAT the Kaitaia Drainage Areas Committee makes the following recommendation to the Te Hiku Community Board.

THAT the following works in the Kaitaia Drainage Area be approved to be completed before 30 June 2018, with the spraying program to start during November 2017:

| Status report on the drains                                | $1,200 |
| NRC Resource Consent Application Fees                     | $1,500 |
| Advertising of the Kaitaia Drainage District AGM           | $229   |
| Spraying of the drains in the following compartments:     |        |
| i) Waipapakauri                                            | $15,723|
| ii) Lower Awanui                                          | $10,569|
| iii) Puckeys Outfall                                      | $3,610 |
| iv) Pukepoto Outfall                                      | $9,376 |
| v) Whangatane                                              | $3,502 |
| vi) Kaitaia                                                | $4,631 |
| vii) Tangong                                               | $3,684 |
| viii) Wairoa                                               | $2,177 |
| Alligator weed spraying                                    | $3,000 |
| Machine Cleaning Contingency                               | $13,000|
| General Contingency                                        | $4,000 |
| Total sum of Spraying and Contingencies                    | $73,272|
| Grand Total                                                | $76,201|
1) **Background**

The Kaitaia Drainage Area Committee was formally established at the 22 February 2016 meeting of the Te Hiku Community Board at the request of the members of the Kaitaia Drainage Management Committee.

Prior to the formal establishment of the Kaitaia Drainage Areas Committee there were meetings of a group known as the Kaitaia Drainage Management Committee.

The recommendations are contingent on the completion of the spraying programme and associated works for the 2016/17 financial year.

2) **Discussion and options**

The proposed works for the 2017/18 financial year are the same or similar to those for 2016/17, as detailed below:

### 2.1 Spraying Programme

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Totals 9,261 m $4,630.50

**Tangonge Compartment**

Reids East 1,507 m $753.50
Hoddles 867 m $433.50
Millers 1,875 m $937.50
McKenzies 634 m $317.00
Sharps 634 m $317.00
Lewis & Crown Land 1,851 m $925.50

Totals 7,368 m $3,684.00

**Wairoa Compartment**

Berghans 1,005 m $502.50
Wairoa Stream 2,543 m $1,271.50
Blairs 805 m $402.50

Totals 4,353 m $2,176.50

**General Spraying Issues**

The spraying contractor has advised that they have noted the following issues:

**Alligator weed**

There several areas where Alligator weed is becoming a problem.

An EPA “Permission for Use of Substances” & NRC consent is required specific to the areas to be sprayed, for the correct type of spray. The spray used has to be applied with considerable forethought as it can effect crop growth, for some distance downstream.

A funding allowance of $3,000 plus NRC fees have been included in the 2017/18 year for spot spraying.

**Accessibility Issues**

The spraying contractor has been requested to identify the location of any of the following issues which are covered by the FNDC Land Drainage Bylaw 2009:

- 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.
- Grazing stock which is not excluded from the drainage channel, Clause 5.7.
- Damage caused to the drainage channel due to stock accessing the drainage channel for water, Clause 11.1.
- Obstructions to flow within the drainage channel due to excessive vegetation material.

A notice to all property owners reminding them of the requirements that they must comply with the Drainage Bylaw and in particular the above issues will be incorporated into a letter to property owners.
A funding allowance of $4,000 has been included in the 2017/18 year for access clearing and culverts etc.

**Machine Cleaning**

There were some areas identified which require machine cleaning work, as this can be expected to be an ongoing expense, $13,000 has been allocated for 2017/18.

A complete review of these and any other areas which may require machine cleaning shall be investigated in conjunction with the spraying contractor to identify the location of any significant vegetation mats which will require removal.

**Note:**

Land owners adjacent to all drains need to be aware of the influence of DOC and the discharge of silt downstream. To continue to operate these drainage schemes, the movement of silt needs to be minimised.

The most practical solution is to batter the banks back at the time of machine drain cleaning. This will progressively stop virtually all bank erosion and most of the silt movement. This will also minimise cost.

This will require fences to be moved back from the edge of drains to allow the battering of the drain banks.

Different soils require different batter angles but as a guideline the angles will be between 30 to 40 degrees.

Once battered the banks will no longer be sprayed at all, only machine trimming being carried out.

The spraying will be confined to weed growth in the centre, un-battered section of the drains.

Any mats will be removed by machine without cutting into the bank batters, using a weed rake wherever possible..

By using this method and drain shape, DOC and NRC involvement will be minimised and the long term future of the drains maintained.

A good reference is the NRC publication “2014-Managing-your-drains-v2”.

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3) **Financial implications and budgetary provision**

A summary of the expected 2017/18 financial year is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17 Residual funds (reserve funds available)</td>
<td>$55,675</td>
</tr>
<tr>
<td>2017-18 Opening Balance (rated income required)</td>
<td>$60,000</td>
</tr>
<tr>
<td>2017-18 Proposed Expenditure</td>
<td>$76,201</td>
</tr>
<tr>
<td><strong>2017-18 Closing Reserve Balance</strong></td>
<td><strong>$39,474</strong></td>
</tr>
</tbody>
</table>

4) **Reason for recommendation**

The reason for the recommendation is to confirm the expected works and their associated costs to be completed by 30 June 2018.

Manager: Stephen Little - Manager 3 Waters Operation
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 Maori 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.

| Possible implications for the relationship of Māori and their culture and traditions with their ancestral land, water, site, waahi tapu, valued flora and fauna, and other taonga. | Ngai Takoto Iwi is included in the development of the management plan for the districts drainage areas. |
| Views or preferences of persons likely to be affected by, or to have an interest in the matter, including persons with disabilities, children and older persons. | The purpose of the Committee is to liaise with persons likely to be affected. |
| Does the issue, proposal, decision or other matter have a high degree of significance or engagement as determined under the Council's Policy #2124? | No. |
| If the matter has a Community rather than a District wide relevance has the Community Board's views been sought? | This report seeks a recommendation from the Committee to the Te Hiku Community Board. |
| Financial Implications and Budgetary Provision. | Financial implications are to be considered by the committee and budgetary provision is made by way of a targeted rate. |
| Chief Financial Officer review. | The Chief Financial Officer has reviewed this report. |