

I hereby give notice of an ordinary meeting of the:

<b>Meeting</b>	<b>Raupo Drainage Committee</b>
<b>Date</b>	Thursday 16 November 2017
<b>Venue</b>	Raupo Drainage Board Offices – Wharf Road, Ruawai
<b>Time</b>	10.00 am

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## **Open Agenda**

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### **Membership**

Chair: Ian Beattie

Members: Hamish Davidson, David Hart, Brian Madsen, Ross McKinley and Ken Whitehead

Staff and Associates:

General Manager Infrastructure, Land Drainage Co-ordinator, Executive Assistant (Minute-taker)

Linda Osborne  
**Administration Manager**  
[losborne@kaipara.govt.nz](mailto:losborne@kaipara.govt.nz)

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**Ordinary meeting of the Raupo Drainage Committee  
Thursday 16 November 2017**

**1 Opening**

**1.1 Present**

**1.2 Apologies**

**1.3 Confirmation of Agenda**

The Committee to confirm the Agenda.

**1.4 Conflict of Interest Declaration**

Committee members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Committee member and any private or other external interest they might have. It is also considered best practice for those members to the Executive Team attending the meeting to also signal any conflicts that they may have with an item before the Committee.

**1.5 Deputations and Presentations**



## 2 Confirmation of Minutes

### 2.1 Raupo Drainage Committee Minutes 16 August 2017

Democratic Services Manager                      1603.22

#### **Recommended**

*That the unconfirmed minutes of the Raupo Drainage Committee meeting held on 16 August 2017 be confirmed as a true and correct record.*

<b>Meeting</b>	<b>Raupo Drainage Committee</b>
<b>Date</b>	Wednesday 16 August 2017
<b>Venue</b>	Raupo Drainage Board Offices, Wharf Road, Ruawai
<b>Time</b>	The meeting commenced at 10.15 am The meeting concluded at 11.50 am
<b>Status</b>	Unconfirmed

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## **Minutes**

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### **Membership**

Chair: Ian Beattie

Members: David Hart, Brian Madsen, Ross McKinley, Ken Whitehead, and Mayor Greg Gent

### **Staff and Associates:**

General Manager Infrastructure, Land Drainage Co-ordinator, Executive Assistant (minute-taker)

Seán Mahoney  
**Democratic Services Manager**  
[smahoney@kaipara.govt.nz](mailto:smahoney@kaipara.govt.nz)

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Unconfirmed

**Minutes of the Raupo Drainage Committee meeting, Wednesday 16 August 2017****1 Opening****1.1 Present**

Chair: Ian Beattie

Members: David Hart and Ken Whitehead

**In Attendance**

<b>Name</b>	<b>Designation</b>	<b>Item(s)</b>
Shelley Paniora	Executive Assistant	All (Minute-taker)
Wayne Crump	Drainage Co-ordinator	All

**Adjournments**

Nil.

**Absences**

Nil.

**1.2 Apologies****Moved Beattie/Whitehead***That the apologies of Greg Gent be received.***Carried**

[Secretarial note: A quorum was not received to undertake a formal meeting of the committee.]

**1.3 Confirmation of Agenda**

The Committee confirmed the Agenda.

**1.4 Conflict of Interest Declaration**

Nil.

**1.5 Deputations and Presentations**

Nil.



## 2 Confirmation of Minutes

### 2.1 Raupo Drainage Committee Minutes 17 May 2017

Governance Services Manager 1603.21

**Moved Beattie/Whitehead**

*That the Minutes of the Raupo Drainage Committee meeting on 17 May 2017, be confirmed as a true and correct record.*

**Carried**

## 3 General

### 3.1 Raupo Asset Management Report

Land Drainage Co-ordinator 4303.24/AM

**Moved Beattie/Whitehead**

*That the Raupo Drainage Committee receives the Land Drainage Co-ordinator's report 'Asset Management Report: August 2017' dated 08 August 2017. This will enable the Committee to be informed of the current issues.*

**Carried**

### 3.2 Raupo Financial Report year ended 30 June 2017

Financial Accountant 4303.24

The Financial Report was tabled at the meeting.

**Moved Hart/Whitehead**

*That the Raupo Drainage Committee receives the tabled Raupo Drainage District Financial Report year ended 30 June 2017.*

*Carried*

### 3.3 Discussion Topics

Stopbank Gates

Robertson Road/Roading Programme

Stopbank Heights

Committee Submission to LTP

#### 4 Closure

The meeting closed at 11.50 am.

**Confirmed** .....

**Chair** .....

Unconfirmed

**2.2 Raupo Drainage Committee Minutes 07 September 2017**

**Democratic Services Manager                      1603.22**

**Recommended**

*That the unconfirmed minutes of the Raupo Drainage Committee meeting held on 07 September 2017 be confirmed as a true and correct record.*

<b>Meeting</b>	<b>Raupo Drainage Committee</b>
<b>Date</b>	Thursday 07 September 2017
<b>Venue</b>	Raupo Drainage Board Offices, Wharf Road, Ruawai
<b>Time</b>	The meeting commenced at 10.05 am The meeting concluded at 10.50 am
<b>Status</b>	Unconfirmed

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## Minutes

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### Membership

Chair: Ian Beattie

Members: David Hart, Brian Madsen, Ross McKinley, Ken Whitehead, and Mayor Greg Gent

Staff and Associates:

General Manager Infrastructure, Land Drainage Co-ordinator, Executive Assistant (minute-taker)

Seán Mahoney  
**Democratic Services Manager**  
[smahoney@kaipara.govt.nz](mailto:smahoney@kaipara.govt.nz)

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Unconfirmed

**Minutes of the Raupo Drainage Committee meeting, Thursday 7 September 2017**
**1 Opening**
**1.1 Present**

Chair: Ian Beattie

Members: David Hart, Brian Madsen, Ross McKinley, Ken Whitehead, and Mayor Greg Gent

**In Attendance**

Name	Designation	Item(s)
Shelley Paniora	Executive Assistant	All (Minute-taker)
Wayne Crump	Drainage Co-ordinator	All
Matthew Smith	Stormwater Engineer	All

**1.2 Apologies**

Nil.

**1.3 Confirmation of Agenda**

The Committee confirmed the Agenda.

**1.4 Conflict of Interest Declaration**

Nil.

**1.5 Deputations and Presentations**

Nil.

**2 General Business**
**2.1 Bowers/Murphy Stopbank reinstatement**
**Moved** Gent/Madsen

*That the Raupo Drainage Committee:*

- 1 *Reinstates the inner bank, currently owned by Bowergate Farms Limited, being Sections 73-75 Part 44 Block XV of the Tokatoka Survey District; and*
- 2 *That short-form community consultation be undertaken, with any physical works to be completed by 01 June 2018 with works to be funded by Raupo Drainage District.*

**Carried**



**3 Next meeting date**

Thursday 16 November 2017 at 10.00 am

**4 Closure**

The meeting closed at 10.50 am.

**Confirmed** .....

**Chair** .....

Unconfirmed





### **3 General**

#### **3.1 Raupo Asset Management Report: October 2017**

**Land Drainage Co-ordinator                      4303.24/AM**

##### **Recommended**

*That the Raupo Drainage Committee receives the Land Drainage Co-ordinator's report 'Asset Management Report: October 2017' dated 08 November 2017. This will enable the Committee to be informed of the current issues.*

**File number:** 4303.24 **Approved for agenda**

**Report to:** Raupo Drainage Committee

**Meeting date:** **16 November 2017**

**Subject:** **Asset Management Report: October 2017**

**Date of report:** **08 November 2017**

**From:** Wayne Crump, Land Drainage Co-ordinator

**Report purpose:**  Decision  Information

**Assessment of significance:**  Significant  Non-significant

**Summary**

This report summarises the work that has been undertaken over the last month and work that is planned or recommended in the forthcoming months. The Committee is asked to receive the report.

**Recommendation**

*That the Raupo Drainage Committee receives the Land Drainage Co-ordinator's report 'Asset Management Report: October 2017' dated 08 November 2017. This will enable the Committee to be informed of the current issues.*

**Background**

The Raupo Drainage Committee meets four times each year to consider maintenance and renewal works that are required in the Raupo Drainage District. The Land Drainage Co-ordinator's report summarises the maintenance and renewal work that has been done over the period and outlines the future work programme.

**Stopbanks**

Stopbank inspections have continued through the winter months with no issues to note. Repairs to the stopbank running tracks, debris removal and spall placement will be done over the summer months. There has been noticeable improvement in the condition of the running tracks along the stopbanks in the areas that remained locked this winter. Improvements to the gated areas of the stopbank will be done over the summer months. This year's stopbank improvement works will be determined with the outcome of the Murphy/Bowers stopbank reinstatement.

**Floodgates**

Floodgate 53 (Te Kowhai Floodgate Road) was programed for replacement last financial year but not completed. The delay was due a late start on floodgate 38 (Ruawai boat marina) and slips on Te Kowhai Floodgate Road when works were due to begin. Failure of the floodgate 53 structure in late September saw temporary repairs attempted after the door face timbers came away from the main structure. Inspection showed no solid timber remained at the bottom of the left hand section of the box culverts. The decision was made to block this section of the box culvert until works could begin on the replacement of the floodgate. These temporary repairs later failed with the centre section blowing out into the opposite side of the box culvert. Barfoote Construction responded the following day to create a bund in front of floodgate 53 and install a temporary steel floodgate and head wall assembly. This is presently operating while headwall sections are precast for the new floodgate.

Barfoote Construction has completed slip repairs to Te Kowhai Floodgate Road, to create access for a heavy lift crane for the floodgate replacement. An extension to the small box culvert and floodgate from drain 55 into drain 53 to make access wider has also been completed at this time. Installation of the new floodgate are due to start on 13 October 17. It is intended to move to the floodgate 54 (Te Kowhai Road bridge) replacement once 53 is completed.

Debris removal has been required in floodgates 1, 5 and 42 over the winter months.

#### ***Machine cleaning***

Weed raking has been our main problem this season, with costing around \$13,600.00. Works began in May in drains 24 (Galvin Road), 2 (Preston/Gent), 20 (SH12 Reynard to Williams Road) and 19 (Murphy). Works continued through to September in drains 26 (Dunn road), 17 (Robertson road), 6 (Tramline Road), 39 (Hodgson Road from drain 71 to SH12), and the middle section of drain 39 (Simpson Road from SH12 to drain 4 inlet). Weed raking was also required in drain 22, in the Carter property, draining towards the North Ash property and into drain 3 access road. Slips and debris removal was required on areas of drain 6 (Tramline Road), and weed clumps were removed twice at the culverts of Hodgson Road and SH12, Robertson Road and SH12, and Simpson Road at the drain 4 inlet. Planned machine cleaning is this summer for drain 30 off G Canal in the Battcher property.

#### ***Drain spraying***

The drain spraying contract with Compass is due for signing this week, with works due to start this month. Last season's new operators who provided a satisfying improvement to the previous year are to continue this year.

#### **Factors to consider**

##### ***Community views***

The community expects the Committee to have a good understanding of and to govern the land drainage requirements for the Raupo District.

##### ***Policy implications***

There are no policy implications created by this report.

##### ***Financial implications***

There are no financial implications created by this report. All work recommended falls within the approved budget for the Raupo Drainage District.

##### ***Legal/delegation implications***

There are no legal implications created by this report and the Committee has the delegated authority to receive the report and make recommendations as to the work required.

#### **Options**

**Option A:** That the Committee receives the Asset Management Report as written.

**Option B:** That the Committee declines to receive the Asset Management Report as written.

**Assessment of options**

The community expects the Committee to be informed as to the maintenance and renewal work being undertaken by Council on their behalf. Receiving the Asset Management Report is confirmation that they have been informed.

**Assessment of significance**

This report does not trigger Council's Significance and Engagement Policy.

**Recommended option**

The recommended option is Option A.

### 3.2 Raupo Financial Report – year ended 30 September 2017

Financial Services Manager                      4303.24

#### **Recommended**

*That the Raupo Drainage Committee receives the circulated Raupo Drainage District Financial Report – year ended 30 September 2017.*

<b>Raupo Drainage District</b>				
<b>Financial report for the period ended 30 September 2017</b>				
<b>Raupo Drainage District</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual period</b>	
	<b>year ended</b>	<b>year ended</b>	<b>ended</b>	
	<b>30.06.2017</b>	<b>30.06.2018</b>	<b>30.09.2017</b>	
Funds/Deficit from prior period	319,113	-	308,754	
Rent received	9,357	8,016	1,800	
Rates	340,479	348,504	87,104	
<b>Funds available</b>	<b>668,949</b>	<b>356,520</b>	<b>397,658</b>	
Administration Costs	23,972	34,800	8,301	
Committee Costs	1,110	2,580	350	
Maintenance Costs (note 1)	150,408	183,180	20,067	
<b>Total Operating Costs</b>	<b>175,490</b>	<b>220,560</b>	<b>28,717</b>	
<b>Total Capital costs (note 2)</b>	<b>184,705</b>	<b>372,000</b>	<b>-</b>	
<b>Total Costs</b>	<b>360,194</b>	<b>592,560</b>	<b>28,717</b>	
<b>Funds Passing to Future Period</b>	<b>308,754</b>	<b>- 236,040</b>	<b>368,940</b>	
Note 1				
<b>Maintenance Analysis</b>	<b>Actual period</b>	<b>Budget</b>	<b>Actual period</b>	
	<b>ended</b>	<b>year ended</b>	<b>ended</b>	
	<b>30.06.2017</b>	<b>30.06.2018</b>	<b>30.09.2017</b>	
Floodgates	33,633	24,996	1,719	
Pumps	2,010	5,004	1,200	
Machine Cleaning	17,525	20,004	13,608	
Spraying	83,735	80,868	-	
Stopbanks	3,300	36,720	-	
Miscellaneous (incl garage)	5,471	9,996	1,246	
Power	1,306	996	66	
Insurance	406	1,500	92	
Rates payments	1,934	2,100	1,848	
Rate remissions	1,088	996	288	
<b>Total maintenance</b>	<b>150,408</b>	<b>183,180</b>	<b>20,067</b>	
Note 2				
<b>Capex Analysis</b>	<b>Actual period</b>	<b>Budget</b>	<b>Actual period</b>	
	<b>ended</b>	<b>year ended</b>	<b>ended</b>	
	<b>30.06.2017</b>	<b>30.06.2018</b>	<b>30.09.2017</b>	
Floodgates	184,705	162,000	-	
Pumps				
Stopbanks		210,000		
Miscellaneous				
<b>Total capital expenditure</b>	<b>184,705</b>	<b>372,000</b>	<b>-</b>	

## 4 Closure

Kaipara District Council  
**Dargaville**