

I hereby give notice of an Ordinary meeting of:

Meeting	Raupo Drainage Committee
Date	Friday 17 February 2017
Venue	Raupo Drainage Board Offices, Wharf Road, Ruawai
Time	10.00am

Open Agenda

Membership

Chair: Ian Beattie

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

Staff and Associates:

General Manager Infrastructure, Land Drainage Co-ordinator, Assets Support Officer (minutetaker).

Seán Mahoney
Democratic Services Manager
smahoney@kaipara.govt.nz

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Meeting of the Raupo Drainage Committee, Friday 17 February 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 17 November 2016

Governance Services Manager 1603.21

A copy of the unconfirmed minutes is attached.

Recommended

That the Minutes of the Raupo Drainage Committee meeting on 17 November 2016, be confirmed as a true and correct record.

Meeting:	Raupo Drainage Committee
Date:	Thursday 17 November 2016
Venue:	Raupo Drainage Board Offices, Wharf Road, Ruawai
Time:	The meeting commenced at 10.00am The meeting concluded at noon
Status:	Unconfirmed

Minutes

Membership

Chair: Ian Beattie

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

Staff and Associates:

Land Drainage Co-ordinator, Executive Assistant, Democratic Service Manager

Seán Mahoney
Democratic Services Manager
smahoney@kaipara.govt.nz

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Minutes of Inaugural Meeting of the Raupo Drainage Committee, Thursday 17 November 2016**1 Opening****1.1 Present**

Chair: Ian Beattie (after item 1.2)

Members: Hamish Davidson, David Hart, 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
Sean Mahoney	Democratic Services Manager	All

Adjournments

Nil

Apologies

Nil

1.2 Appointment of Chair

The Chair shall be one of the ratepayer representatives as decided at the first meeting of the Committee following the new appointments.

Ian Beattie was the only person nominated.

Moved Whitehead/McKinley

That Ian Beattie be reappointed as Chair of the Raupo Drainage Committee.

Carried

1.3 Apologies

Nil

1.4 Confirmation of Agenda

The Committee confirmed the Agenda.

1.5 Conflict of Interest Declaration

Nil

1.6 Deputations and Presentations

Nil.

2 Confirmation of Minutes

2.1 Raupo Drainage Committee Minutes 18 August 2016

Governance Services Manager 1603.21

Moved Hart/McKinley

That the Minutes of the Raupo Drainage Committee meeting on 18 August 2016, be confirmed as a true and correct record.

Carried

3 General

3.1 Asset Management Report: November 2016

Land Drainage Co-ordinator 4303.24/AM

Moved Beattie/Davidson

That the Raupo Drainage Committee receives the Land Drainage Co-ordinator's report 'Asset Management Report: November 2016' dated 14 November 2016. This will enable the Committee to be informed of the current issues.

Carried

3.2 Raupo Financial Report year ended 31 October 2016

Financial Accountant 4303.24

The Financial Report was circulated.

Moved Hart/Gent

That the Raupo Drainage Committee receives the circulated Raupo Drainage District Financial Report year ended 31 October 2016.

Carried

3.3 Ruawai Walking and Cycleway Memorandum of Understanding

Executive Assistant 4303.24

Moved Beattie/Gent

That the Raupo Drainage Committee:

- 1 *Receives the Executive Assistant's report 'Ruawai Walking and Cycleway Memorandum of Understanding' dated 10 November 2016; and*

- 2 *Believes it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with the provision of section 79 of the Act determines that it does not require further information prior to making a decision on this matter; and*
- 3 *Agrees in principle to the Ruawai Walking and Cycleway Memorandum of Understanding.*

Carried

3.4 Raupo Drainage Board Planned Floodgate Works 2016/2017

Raupo Drainage Board planned floodgate works 2016/2017 was tabled for discussion.

Moved Beattie/Whitehead

That the Raupo Drainage Committee implements the following floodgate work projects in the 2016/2017 financial year: Floodgate 38, Floodgate 53, Floodgate 39 and Floodgate 1 (in that order).

Carried

3.5 General Business

Discussion points:

- Water pick-up points for drain spraying; and
- Arrange meeting with Chair, Mayor and Co-ordinator.

3.6 Next Meeting

Friday 17 February 2017

4 Closure

The meeting closed at noon.

Confirmed

Chair

3 General

File number: 4303.24 **Approved for agenda**

Report to: Raupo Drainage Committee

Meeting date: **Friday 17 February 2017**

Subject: **Asset Management Report February 2017**

Date of report: 26 January 2017

From: Wayne Crump, Land Drainage Co-ordinator

Report purpose: Decision Recommendation 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: February 2017' dated 26 January 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.

Issues**Stopbanks**

Inspections of the district's main tidal stopbanks continue with no issues to report. A section of the ongoing stopbank improvements is planned prior the winter.

Floodgates

Condition assessments have been completed with Opus, on a further 20 saltwater tidal floodgates, along the main stopbanks and canals in the Raupo District. This completes the floodgate inspections of all the main floodgates along the stopbank from No8 Donovan's Bluff to N°47 at the Awaroa outlet at the end of Simpson Road. Inspections also included 7 of the larger floodgates on G canal from the Awaroa outlet to SH12 including N°36 in the Northash property. Floodgate inspections on G Canal included N°65 in the Evans property and N°13 beside Whitcombe road. While early indication shows no urgent action is required the results once completed will give us a better understanding of what maintenance and replacements are required in the future.

The floodgate replacement N°38 (Ruawai Boat Marina) is due to start the week of 13 February 2017 subject to weather. Establishment will be followed by the construction of a bund in front of the existing floodgate. Once this is secure removal and replacement of the floodgate will begin. It is proposed works will be completed within a 14 day period. This is to be followed by the replacement of floodgate

Nº53, at Te Kowhai Road during the next tidal window around 03 March 2017. Similar methodology and timeframes are expected with this replacement.

Further works planned are the replacement of the head walls of floodgates Nº1 and Nº39.

Machine cleaning

Machine cleaning of the lower section of K canal Nº14 is due to start with the long reach digger. Works are to begin below the SH12 Bridge near Tramline Road and end at floodgate Nº66 in the Evans property.

Drain Spraying

The first round of the district's drain spraying began in November with internal drains being completed prior to Christmas. Spraying of both G and K canals is presently underway. This has been a difficult spray season to date for all districts due to the persistent strong winds and the risk of spray drift.

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 31 December 2016

Financial Accountant 4303.24

The Financial Report is attached.

Recommended

That the Raupo Drainage Committee receives the circulated Raupo Drainage District Financial Report year ended 31 December 2016.

Raupo Drainage District			
Financial report for the period ended 31 December 2016			
Raupo Drainage District	Actual	Budget	Actual period
	year ended	year ended	ended
	30.06.2016	30.06.2017	31.12.2016
Funds/Deficit from prior period	313,492	-	319,113
Rent received	8,820	8,017	4,700
Rates	328,311	339,258	170,236
Funds available	650,623	347,275	494,049
Administration Costs	29,016	24,988	11,986
Committee Costs	1,220	2,580	510
Maintenance Costs (note 1)	170,956	164,877	59,101
Total Operating Costs	201,192	192,445	71,597
Total Capital costs (note 2)	130,318	604,000	-
Total Costs	331,510	796,445	71,597
Funds Passing to Future Period	319,113	- 449,170	422,452
Note 1			
Maintenance Analysis	Actual period	Budget	Actual period
	ended	year ended	ended
	30.06.2016	30.06.2017	31.12.2016
Floodgates	26,415	15,113	18,211
Pumps	3,536	5,004	2,010
Machine Cleaning	19,523	12,000	5,500
Spraying	77,477	80,868	26,249
Stopbanks	34,325	36,720	980
Miscellaneous (incl garage)	4,256	9,996	2,320
Power	756	576	1,149
Insurance	1,490	1,500	203
Rates payments	2,072	2,100	1,934
Rate remissions	1,107	1,000	544
Total maintenance	170,956	164,877	59,101
Note 2			
Capex Analysis	Actual period	Budget	Actual period
	ended	year ended	ended
	30.06.2016	30.06.2017	31.12.2016
Floodgates	130,318	434,000	
Pumps			
Stopbanks		170,000	
Miscellaneous			
Total capital expenditure	130,318	604,000	-

4 Closure

Kaipara District Council
Dargaville