

I hereby give notice of an Ordinary meeting of the:

Meeting	Raupo Drainage Committee
Date	Friday 11 May 2018
Venue	Raupo Drainage Board Offices – Wharf Road, Ruawai
Time	10.00am

Open Agenda

Membership

Chair: Ian Beattie

Members: Councillor Anna Curnow, Greg Gent, David Hart, Brian Madsen, Ross McKinley,
Mayor Jason Smith, Ken Whitehead

Staff and Associates:

Chief Operating Officer and General Manager Infrastructure, Land Drainage Co-ordinator,
Governance Advisor (Minute-taker)

Contents

		Page
1	Opening	
1.1	Present	1
1.2	Apologies	1
1.3	Confirmation of Agenda	1
1.4	Conflict of Interest Declaration	1
1.5	Deputations and Presentations	1
2	Confirmation of Minutes	
2.1	Raupo Drainage Committee Minutes 16 November 2017	2
2.2	Raupo Drainage Committee Minutes 15 February 2018	8
3	General	
3.1	Asset Management Report: February 2018	13
3.2	Asset Management Report: May 2018	16
3.3	Financial report for the period ended 31 December 2017	19
3.4	Financial report for the period ended 31 March 2018	20
4	Closure	21

**Ordinary meeting of the Raupo Drainage Committee
Friday 11 May 2018 in Ruawai**

1 Opening

1.1 Present

Councillor Jonathan Larsen stepped down from this Committee, and Mayor Jason Smith and Councillor del la Varis-Woodcock were appointed in March 2018.

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 November 2017

Democratic Services Manager 1603.22

Recommended

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

Meeting	Raupo Drainage Committee
Date	Thursday 16 November 2017
Venue	Raupo Drainage Board Offices – Wharf Road, Ruawai
Time	Meeting commenced at 10.10 am Meeting concluded at 11.20 am
Status	Unconfirmed

Minutes

Membership

Chair: Ian Beattie

Members: 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

Contents

1	Opening.....	3
1.1	Present.....	3
1.2	Apologies	3
1.3	Confirmation of Agenda	3
1.4	Conflict of Interest Declaration	3
1.5	Deputations and Presentations.....	3
2	Confirmation of Minutes.....	4
2.1	Raupo Drainage Committee Minutes 16 August 2017	4
2.2	Raupo Drainage Committee Minutes 07 September 2017	4
3	General.....	4
3.1	Raupo Asset Management Report: October 2017.....	4
3.2	Raupo Financial Report – year ended 30 September 2017	4
3.3	Bakersfield proposal.....	5
4	Closure.....	5

Unconfirmed

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

1 Opening

1.1 Present

Chair: Ian Beattie

Members: David Hart, Brian Madsen, Ross McKinley, Ken Whitehead, Greg Gent, Councillor Jonathan Larsen (via audio link)

[Secretarial Note: At its meeting on 14 November 2017, Kaipara District Council resolved to appoint Councillor Jonathan Larsen as the Council representative and Greg Gent as a ratepayer representative on the Raupo Drainage Committee. Refer to item 6.2 in the minutes.]

In Attendance

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

Adjournments

Nil.

1.2 Apologies

Moved Beattie/Madsen

That the apology of Ross McKinley be received.

Carried

1.3 Confirmation of Agenda

The Committee to 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 16 August 2017

Democratic Services Manager 1603.22

Moved Gent/Hart

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

Carried

2.2 Raupo Drainage Committee Minutes 07 September 2017

Democratic Services Manager 1603.22

Moved Gent/Hart

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

Carried

3 General

3.1 Raupo Asset Management Report: October 2017

Land Drainage Co-ordinator 4303.24/AM

Moved Beattie/Hart

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.

Carried

3.2 Raupo Financial Report – year ended 30 September 2017

Financial Services Manager 4303.24

Moved Beattie/Madsen

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

Carried

3.3 Bakersfield proposal

Land Drainage Co-ordinator

Moved Beattie/Whitehead

*That the Raupo Drainage Committee **does not** support the application made by Bakersfield Limited (Chris Baker) to lower and increase existing culvert sizes to 600mm diameter, or to install a new 600mm diameter culvert under Access Road, draining into Drain 3.*

Carried

4 Closure

The meeting closed at 11.20 am.

Confirmed

Chair

Unconfirmed

2.2 Raupo Drainage Committee Minutes 15 February 2018

Administration Manager 1603.22

Recommended

That the unconfirmed minutes of the Raupo Drainage Committee meeting held on 15 February 2018 be confirmed as a true and correct record.

Meeting	Raupo Drainage Committee
Date	Thursday 15 February 2018
Venue	Raupo Drainage Board Offices – Wharf Road, Ruawai
Time	No Quorum
Status	Unconfirmed

Minutes

Membership

Chair: Ian Beattie

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

Staff and Associates:

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

Linda Osborne
Administration Manager
losborne@kaipara.govt.nz

Contents

1	Opening.....	3
1.1	Present.....	3
2	Closure.....	3

Unconfirmed

**Minutes of the Ordinary meeting of the Raupo Drainage Committee
Thursday 15 February 2018 in Ruawai**

1 Opening**1.1 Present**

Chair: Ian Beattie

Members: David Hart, Ross McKinley and Ken Whitehead

[Secretarial Note: Pursuant to the Committee's Terms of Reference, the quorum was not reached as a Councillor was not present.]

In Attendance

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

2 Closure

Pursuant to clause 10.4 of the operative Kaipara District Council Standing Orders (as adopted on 09 November 2018) and clauses 23 (1) and (2) of Schedule 7 of the Local Government Act 2002, no business could be conducted. All items from the agenda will be included in the next meeting.

Confirmed

Chair

**Kaipara District Council
Dargaville**

3 General

File number:	4303.24	Approved for agenda	<input checked="" type="checkbox"/>
Report to:	Raupo Drainage Committee		
Meeting date:	15 February 2018		
Subject:	Asset Management Report: February 2018		
Date of report:	8 February 2018		
From:	Wayne Crump, Land Drainage Co-ordinator		
Report purpose:	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Information	
Assessment of significance:	<input type="checkbox"/> Significant	<input checked="" type="checkbox"/> 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

The Opus survey and Geotech tests on the area stop bank issues in the Bowergate property have been completed and the results should be available for this meeting. The districts stop bank improvement works will be determined with the opus come of these results

Floodgates

Both floodgate 53 and 54 replacements were completed by Barfoote Contracting by the end of December 2017. Once again works were of a high standard and completed promptly.

The contract price for Flood gate 53 was \$103,500.00. Extra costs involved with Flood gate 53 were a cost variation of \$3,857.00 for a wider box culvert floor, roof and head wall. (The fabricated precast head wall head already made was used on Flood gate 54)

Temporary repairs made to Flood gate 53 for materials and labour were \$1224.00. Costs for the temporary flood gate installed (mainly freight) were \$2,582.00 with the installation and removal included in the Barfoote contract price for the temporary bund in front of the Flood gate.

Repairs to the road were \$6,980.00 which included an extension to the culvert under the road into drain No55 were invoiced to the roading budget.

An extra 390 ton of lime stone stripping's @\$2,552.00 was required to build up the stop bank area approaching and over the top of the flood gate

The contract price for Flood gate 54 was within budget at 110,876.00. Extra costs were a new flood gate door including sand blasting and painting @ \$2,200.92

An extra 319 ton of lime stone stripping's @\$2,145.00 was required to build up the stop bank area approaching and over the top of the flood gate

FLOODGATE 53		103,500.00	Claim 1	Barfoote	30,000.00
	Cont 883		Claim 2	Barfoote	77,357.00
	Variation larger headwall			Barfoote	3,857.00
					111,214.00
Oct-17	Road Closure	BRS			126.40
Oct-17	Road Closure	BRS			341.53
Oct-17	Road Closure	BRS			201.60
Oct-17	Check levels	L Taylor			157.50
Nov-17	Temp repairs close box culvert	Crompton			905.00
Nov-17	Modify F/gate / load for transport	Newman			645.97
Oct-17	Freight Temp F/g Darg > Raupo	Harrison			940.80
Nov-17	Freight Temp F/g Raupo > Darg	Harrison			940.80
Oct-17	Timber / screws tempoary repair	Carters			319.60
Nov-17	Plywood for door	Carters			156.40
					4,735.60
Nov-17	Supply Lime stone strippings to Ruawai Trans build up stop bank 390 ton		2,552.00		118,501.60

FLOODGATE 54		110,876.00	Claim 1	Barfoote	82,288.00
	Cont 886		Claim 2	Barfoote	28,588.00
					110,876.00
Dec-17	Fabricate new F/gate door	Crompton			2,200.92
	Sand blast / paint				
Dec-17	Supply Lime stone strippings to Ruawai Trans				2,145.00
	Build up stop bank 319 ton				4,345.92
					115,876.92

Machine cleaning

This year's machine cleaning has mainly involved weed raking in July and August. Works done this quarter have been weed removal in drain No 4 (Madsen) and No 31 (McKinley rd) either side of a new culvert installation

Drain spraying

Round one of this year's contract drain spraying has been completed @ 435,307.00 which also include Bull Rush spraying on the western side of K canal below SH12. The eastern side is to be spray from SH12 to Flood gate No 66 (Evans) when the digger has cleared access.

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.

File number: 4303.24 **Approved for agenda**

Report to: Raupo Drainage Committee

Meeting date: 11 May 2018

Subject: **Asset Management Report: May 2018**

Date of report: 26 April 2018

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: May 2018 dated 26 April 2018. 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

The Opus survey and Geotech results for the Bowergate stopbank solution have been forwarded to Wilson Earthmoving, Harrison Contracting and Barfoote Construction for alternative methodology and pricing. To date one reply (Harrison Contracting) has been received. Further replies should be available for discussion at this meeting.

Work has been completed on further raising and widening of the stopbank area between Wilson Landing Road and Simpson Road. A late start to this programme due to the possibility of works starting on the Bowergate stopbank, has resulted in the limestone strippings being wetter than normal this year. This has resulted in a tractor being required to roll the limestone in as it has been spread. This section of the stopbank has required substantial fill as the berm and paddock areas are lower than what has been previously done. A breakdown of costs and distance covered will be provided at this meeting. Reinstatement of the running track area has also been completed.

Lands and Survey has completed a GPS survey of stopbank heights (at 50 to 60 metre intervals) from floodgate No 8 (Simpson/Scott properties) to SH12 (L Canal), floodgate No 9 Naumai Wharf Road (Aspinal) to floodgate No 2 (Gent property). Also floodgate No 1 (Muddymouth) to floodgate No 47 (Simpson Road). These results will be available at this meeting for discussion.

Railway iron has been purchased to replace wooden posts to re-install the gates to the stopbank prior to winter.

Floodgates

Inspections have continued with debris removal required in floodgates No 1 and No 38 this quarter.

Repairs have been made to the floodgate No 33 wingwalls and breast works. Poles have been tied back, new timber installed with a concrete slurry poured behind and in front of the outlet. New door face timbers are to be replaced, and a new door fabricated.

Floodgate No 1 (Muddymouth) has had the outer timber breast removed due to water seepage over big tides. During the installation of the new concrete wingwalls, the decision was made to leave the outer timber wingwalls in place, so as not to upset the foundation in front of the floodgate. This proved unsatisfactory as tidal water ran around the timber wall and through joints in the new concrete wingwall that could not be grouted. This area has been compacted with limestone strippings and the bank built up to the correct height. Reinstatement of the limestone access track to the floodgate was completed at this time.

Drain spraying

Round two of the district's drain spraying is presently underway. Access in lower K Canal from SH12 to floodgate No 66 (Evans) has been completed to allow bullrush spraying on the eastern side. Bullrush spraying will also be required on G canal below Sunrise Bridge (Double Creek).

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 its behalf. Receiving the Asset Management Report is confirmation that the Committee has been informed.

Assessment of significance

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

Recommended option

The recommended option is Option A.

Raupo Drainage District
Financial report for the period ended 31 December 2017

Raupo Drainage District	Actual year ended 30.06.2017	Budget year ended 30.06.2018	Actual period ended 31.12.2017
Funds/Deficit from prior period	319,113	-	308,754
Rent received	9,357	8,016	4,140
Rates	340,479	348,504	174,207
Funds available	668,949	356,520	487,101
Administration Costs	23,972	34,800	20,285
Committee Costs	1,110	2,580	600
Maintenance Costs (note 1)	150,408	183,180	67,566
Total Operating Costs	175,490	220,560	88,451
Total Capital costs (note 2)	184,705	446,000	190,427
Total Costs	360,194	666,560	278,877
Funds Passing to Future Period	308,754	310,040	208,224

Note 1

Maintenance Analysis	Actual period ended 30.06.2017	Budget year ended 30.06.2018	Actual period ended 31.12.2017
Floodgates	33,633	24,996	7,617
Pumps	2,010	5,004	1,200
Machine Cleaning	17,525	20,004	14,363
Spraying	83,735	80,868	33,474
Stopbanks	3,300	36,720	4,734
Miscellaneous (incl garage)	5,471	9,996	1,246
Power	1,306	996	2,166
Insurance	406	1,500	196
Rates payments	1,934	2,100	1,994
Rate remissions	1,088	996	576
Total maintenance	150,408	183,180	67,566

Note 2

Capex Analysis	Actual period ended 30.06.2017	Budget year ended 30.06.2018	Actual period ended 31.12.2017
Floodgates	184,705	276,000	190,427
Pumps			
Stopbanks		170,000	
Miscellaneous			
Total capital expenditure	184,705	446,000	190,427

Raupo Drainage District
Financial report for the period ended 31 March 2018

Raupo Drainage District	Actual year ended 30.06.2017	Budget year ended 30.06.2018	Actual period ended 31.03.2018
Funds/Deficit from prior period	319,113	-	308,754
Rent received	9,357	8,016	5,940
Rates	340,479	348,504	261,310
Funds available	668,949	356,520	576,005
Administration Costs	23,972	1,596	4,128
Committee Costs	1,110	2,580	950
Maintenance Costs (note 1)	150,408	259,128	76,897
Total Operating Costs	175,490	263,304	81,975
Total Capital costs (note 2)	184,705	446,000	214,258
Total Costs	360,194	709,304	296,234
Funds Passing to Future Period	308,754	- 352,784	279,771

Note 1

Maintenance Analysis	Actual period ended 30.06.2017	Budget year ended 30.06.2018	Actual period ended 31.03.2018
Floodgates	33,633	24,996	7,801
Pumps	2,010	5,004	1,200
Machine Cleaning	17,525	20,004	14,363
Spraying	83,735	80,868	38,594
Stopbanks	3,300	36,720	7,884
Miscellaneous (incl garage)	5,471	9,996	1,246
Power	1,306	996	2,645
Insurance	406	1,500	306
Rates payments	1,934	2,100	1,994
Rate remissions	1,088	996	864
Total maintenance	150,408	183,180	76,897

Note 2

Capex Analysis	Actual period ended 30.06.2017	Budget year ended 30.06.2018	Actual period ended 31.03.2018
Floodgates	184,705	276,000	190,426
Pumps			
Stopbanks		170,000	23,832
Miscellaneous			
Total capital expenditure	184,705	446,000	214,258

4 Closure

Kaipara District Council
Dargaville