



**I, Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer, hereby
give notice that
Wairoa Youth Council Meeting will be held on:**

Date: Monday, 29 March 2021
Time: 3.30pm
**Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa**

AGENDA

Wairoa Youth Council Meeting

29 March 2021

The agenda and associated papers are also available on our website: www.wairoadc.govt.nz

For further information please contact us 06 838 7309 or by email info@wairoadc.govt.nz

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- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 CHAIRPERSON'S ANNOUNCEMENTS**
- 5 LATE ITEMS OF URGENT BUSINESS**
- 6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 15.1 requests to speak must be made to the Chief Executive Officer at least one clear day before the meeting; however this requirement may be waived by the Chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

7 MINUTES OF THE PREVIOUS MEETING

Ordinary Meeting - 22 February 2021

**MINUTES OF WAIROA DISTRICT COUNCIL
WAIROA YOUTH COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON MONDAY, 22 FEBRUARY 2021 AT 3.30PM**

PRESENT: Teancum Scotson, Te Huiariki Tuahine, Daniel Cheiban, Gabrielle Wilson, Jacquin Kawana, José Manuel, Ruby Mildon, Te Hira Horua, Trevor Waikawa, His Worship the Mayor Craig Little, Cr Melissa Kaimoana

IN ATTENDANCE: **Courtney Hayward** (Kaiurungi Matua Kaupapa Here me te Mana Ārahi | Senior Policy and Governance Advisor), **Stephen Heath** (Pouwhakarae – Hua Pūmau Hapori/Ratonga/Group Manager Community Assets and Services)

1 KARAKIA

Karakia was given by José Manuel

2 APOLOGIES FOR ABSENCE

APOLOGIES

COMMITTEE RESOLUTION 2021/01

Moved: Gabrielle Wilson

Seconded: Trevor Waikawa

That the apology received from Aries-Clay King, Lyric Wesche and Rongomaiwahine Te Rau o Patuwai be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Trevor Waikawa declared a conflict of interest for Late Item 8.3 due to his employment with Vision Projects Wairoa.

Gabrielle Wilson declared a conflict of interest for Late Item 8.3 due to her employment with Wairoa Young Achievers Trust.

4 CHAIRPERSON'S ANNOUNCEMENTS

Nil

5 LATE ITEMS OF URGENT BUSINESS

COMMITTEE RESOLUTION 2021/02

Moved: Te Huiariki Tuahine

Seconded: Te Hira Horua

That in accordance with Section 46A (7) of the Local Government Information Meetings Act 1987 the **Item 8.3 – Seeking Letter of Support for EIT Pod Project** be considered given the item had not come to hand at the time of Agenda complication and consideration of this matter is required now in order to respond within the timeframe allowed.

CARRIED

6 PUBLIC PARTICIPATION

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

7 MINUTES OF THE PREVIOUS MEETING

NIL

8 GENERAL ITEMS

8.1 LONG-TERM PLAN BRIEFING

COMMITTEE RESOLUTION 2021/03

Moved: Trevor Waikawa

Seconded: Gabrielle Wilson

That Committee receive the report.

CARRIED

Senior Policy and Governance Advisor spoke to the report on behalf of the Group Manager Information and Customer Experience. His worship the Mayor noted that input from the Youth Council will be valuable in ensuring a future based approach to the LTP.

8.2 COMMUNITY ASSETS AND SERVICES INTRODUCTION

COMMITTEE RESOLUTION 2021/04

Moved: Cr Ruby Mildon

Seconded: Cr Teancum Scotson

That Committee receive the report and advise on activities within the CAAS department of specific interest to the Committee.

CARRIED

The Committee advised that activities within the CAAS department of interest to the Committee were Property (Housing, and Youth Spaces), Three Waters, Waste Management, Riparian and Native Bush development and Traffic Management.

8.3 LATE ITEM - SEEKING LETTER OF SUPPORT FOR EIT POD PROJECT

COMMITTEE RESOLUTION 2021/05

Moved: Jacquin Kawana

Seconded: Teancum Scotson

That Committee receive the late report and endorses the CEO providing a letter of support from the Youth Council to endorse the EIT Pod Project.

CARRIED

Trevor Waikawa and Gabriel Wilson declared Conflicts of Interest for this item and withheld on being involved in decision-making.

Daniel Cheiban noted that the EIT Building Pod is part of the Te Wairoa E Whanake Development and that the Youth Council would be interested in receiving a presentation about the Te Wairoa E Whanake project.

The Meeting closed at 4.34pm with a karakia from Trevor Waikawa.

The minutes of this meeting were confirmed at the Wairoa Youth Council Meeting held on 29 March 2021.

.....
CHAIRPERSON

8 GENERAL ITEMS

8.1 A JOURNEY THROUGH THE LONG-TERM PLAN 2021-31

Author: Kimberley Tuapawa, Pouwhakarae – Pārongo / Wheako Kiritaki Group Manager Information and Customer Experience

Authoriser: Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer

Appendices: Nil

1. PURPOSE

- 1.1 This report provides information for the Youth Council on the process of building Council's Long-Term Plan 2021—31 (LTP). No decisions are required by the members at this stage.
- 1.2 Periodic reports about the LTP are presented to the Youth Council for the purpose of introducing new members to Council's corporate and strategic planning processes.

RECOMMENDATION

The Pouwhakarae – Pārongo / Wheako Kiritaki Group Manager Information and Customer Experience RECOMMENDS that Committee receive the report.

2. INTRODUCTION

- 2.1 Every three years Council develops a Long-Term Plan which describes its activities and the community outcomes it hopes to achieve for the next 10 years. The Long-Term Plan is a significant document covering a broad range of areas. It is divided into five parts which cover planning and strategic direction, activities, finances, policies and infrastructure. These five areas describe the foundation upon which our organisation and the work it does for the community is built.
- 2.2 Together, these areas tell a story about Council's goals for its community, what it does and how it does it, and what that costs and how it is funded. These parts describe Council's risks and challenges, future plans and how, through its activities and services, it aims to provide for the social, economic, environmental and cultural wellbeing of our people and district.
- 2.3 Building the 2021-31 Long Term Plan is a two-year mission, which comprises 45 separate projects and 100 key tasks. It is managed by a small team, with input from key staff across the organisation. During 2020, the LTP's development ran concurrent to that of the Annual Plan 2020/21.
- 2.4 Council's work in delivering this LTP has been focussed on two key goals, to develop a quality document and to have it come in on time. Council has used a comprehensive project plan to ensure key milestones and deadlines are reached.
- 2.5 Our 2021-2031 LTP has had a major overhaul from the last plan in 2018. Significant changes have been made to improve its readability and appeal. Improvements to the design and layout have been made so the document is easier to read and understand.

Key content has been designed to stand out and complex data has been more fully explained.

- 2.6 We are currently developing Council's LTP consultation document which will be used to engage with the community on Council's LTP and its *Levels of Service*. We'll cover more about this at the next meeting.

3. STRUCTURE OF THE LONG-TERM PLAN

- 3.1 As discussed, the LTP is presented in five parts. Part One sets the scene for Council's Long-Term Plan. It explains what the Long-Term Plan is, how it's put together and what it means for our community and district. It outlines Council's strategic direction through our Vision, Mission, and Community Outcomes, how they support the wellbeing of our community and set our direction for the future. Part One also identifies the large projects Council will be working on over the next decade, the costs to deliver them and how these will benefit the community.
- 3.2 Part Two focusses on Council's 23 activities by providing management plans that explain the activities we provide, why we provide them, the cost to deliver these services and how they're funded, along with how these contribute to Council's strategic direction and benefit our community.
- 3.3 Part Three shows what Council plans to spend on the activities and services needed to keep our community running for the next 10 years and how these activities are funded and how the cost is spread. It describes what Council's financial position for the next decade will be and shows how much income Council plans to receive compared to how much it has to spend. Part Three also shows the changes to Council's equity or 'worth' and shows the levels of cash that flows within its activities. Council's capital plan spend shows project work that is needed to improve levels of service, meet demand or replace assets.
- 3.4 Council's key LTP polices help guide its decision-making on important items relating to revenue and financing, engagement with its community and Māori decision-making. Part Four includes three key policies that help ensure Council is delivering, funding and engaging in the right way for its community.
- 3.5 Council's infrastructure is one of the main building blocks of our community. Whether its roads, water supply, wastewater or waste management, these key activities ensure our community has what it needs to keep functioning. Part Five provides a comprehensive insight into Council's infrastructure. It sets Council's goals for the delivery of Three Waters, roading, built and open spaces, and waste management, tells a story about our levels of service and the cost to deliver them, identifies the risks to service delivery and the trade-off to meet these goals.

4. OUR JOURNEY TO BUILD THE LONG-TERM PLAN

- 4.1 Our journey to build Council's Long-Term Plan began in July 2019. We started by developing three project plans. These included a broad plan providing an overarching view of all key stages, milestones and timeframes, a detailed risk plan providing information on each project component and its outputs, and a combined project plan for the rollout of the Long-Term Plan 2021-31, Annual Plan 2020/21 and Annual Report 2020.

- 4.2 Alongside this, an LTP project team was organised and tasks were assigned. Previous audit feedback was reviewed and recommendations made on how to manage the project effectively. Systems and resources were allocated accordingly.
- 4.3 In late 2019, work on reviewing and updating Council's Infrastructure Strategy began with a first draft completed in early 2020. The infrastructure strategy outlines the principles that guide the management of Council's infrastructural activities and identifies the significant issues we will face over the next **30 years**. It shows how we plan to respond to these issues and what this will mean for the future of these activities and the people who use them.
- 4.4 Project and content plans for the Annual Plan 2020/21 were developed and refined. An environmental scan outlining key issues that would impact the LTP's development was completed. A draft climate change research report was undertaken to help inform key parts of the LTP, including the infrastructure strategy and asset management plans. A second draft of the infrastructure strategy and first draft of Council's asset management plans were completed.
- 4.5 In early 2020, we began a review of Council's performance measures to determine whether these were still relevant, fit for purpose and aligned to our strategic direction. Alongside this, we undertook a review of Council's annual resident's satisfaction survey to determine its relevance to our measures and reporting. Council's forecasting assumptions, which underlay the financial estimates and forecasts, were reviewed. Valuations of Council's roading and Three Waters assets were completed.
- 4.6 An economic and demographic growth report to support projections and provide content about the district's future profile was also completed. Linked to the LTP's development, and as part of its strategic direction-setting, Council has reviewed and enhanced some of its key strategic components, including its community outcomes, vision and mission statements, and LTP activity groups.
- 4.7 Through the first half of 2020, Council worked on its Annual Plan budgets and refined its rating model for the new financial year. Significant changes were made to the Annual Plan to improve its readability and appeal. Content was reduced and the structure was simplified. Improvements to the overall design and layout were made so the document was easier to read and understand. At the same time, a review of the 'group' activity management plans for all of Council's 23 LTP activities began. In July, Council adopted a revised set of community outcomes. It retained the current set of LTP activity groups.
- 4.8 In June 2020, a review of the LTP's structure and layout was completed to simplify the content structure and ensure all like-components were grouped together. Council's assumptions were completed. A refinement of Council's standards of service and performance across activities was also done.
- 4.9 Engagement on the Annual Plan started in August. While the re-emergence of COVID-19 restrictions prevented further face-to-face engagement, initial sessions at Tuai, Frasertown and Wairoa were well received.
- 4.10 In September, Council began a review of its rating system with the aim to provide a model that was affordable for more people and appropriately distributed. Consultation on this revised system occurred during November, with deliberations and hearings and decision-making taking place in December 2020 and January 2021.

- 4.11 In late 2020, activity managers reviewed their 10-year operational and capital budgets and the financial and rates model was drafted. Council's draft asset management plans for the Three Waters, airport, built spaces, open spaces, roading, and waste management activities were adopted. A review of Council's Significance and Engagement Policy was completed and adopted in December.
- 4.12 Council's first LTP audit review took place in December. This involved the completion of a LTP self-assessment which required Council's explanations about its project plans, processes and systems for the development of its LTP and consultation document.
- 4.13 In late 2020, plans for Council's pre-engagement process were developed with a view to using a new levels of service approach to educate and engage the community. Council's LTP pre-engagement took place in January, 2021. Council launched a fresh approach to gathering information and invited the community to be part of the process, welcoming feedback on how and where Council should spend its money.
- 4.14 Council wanted to know what the community expected from it, while also understanding what it cost to deliver levels of service and run the district. To do this, Council developed engaging resources. These included an interactive budgeting tool so people could look at where Council currently spent its money, and how a change to this could affect the levels of service delivered. The resources also included two hardcopy booklets.
- 4.15 These resources were shared during our district-wide community sessions which focussed on helping our people to understand what levels of service meant. The sessions took place at Raupunga, Tuai, Wairoa, Nuhaka and Mahia, and a community meeting was held in Wairoa. The sessions started with discussions about levels of service in general, and progressed into conversations about issues affecting the local communities. The feedback about levels of service was generally that it should be kept the same.
- 4.16 Council received positive feedback about its approach to the planning and rollout of its pre-engagement process, including its resources. It submitted an application for an award based on its LTP pre-engagement work.
- 4.17 In early 2021, a review of Council's LTP policies which included its Significance and Engagement and Maori Policy too place. Council also consulted on its Revenue and Financing Policy and Remission and Postponement of Rates. Other policies that were reviewed included the Liability Management Policy and Investment Policy. Council's draft forecasting assumptions were adopted.
- 4.18 During early 2021, work continued on the 'group' activity management plans for all of Council's 23 LTP activities. Design and layout of these plans took place in early 2021, with infographics that explained and linked Council's outcomes with its activities being developed. Council began the process of determining and prioritising the key projects for consultation.
- 4.19 Workshops to review the 10-year financial and rates model were held from January-March, with further review of the budgets taking place during this time. From this, the financial strategy which helps Council to manage its finances prudently and provides a context for consulting with our community on council's proposals for funding and expenditure was developed.
- 4.20 In March, development on Council's LTP consultation document began. We'll look more at this at the next meeting.

Further Information

Further information is available in Council’s LTP 2018-28 and Annual Plan 2020/21, which can be found on Council’s website: www.wairoadc.govt.nz and from Council’s Main Office.

References (to or from other Committees)

Finance, Audit and Risk Committee. 19 January, 2021. Progress Update on Development of Long Term Plan 2021-2031.

Finance, Audit and Risk Committee. 10 November, 2020. Progress Update on Development of Long Term Plan 2021-2031.

Ordinary Council. 20 October, 2020. Progress Update on Development of Long Term Plan 2021-2031.

Ordinary Council. 28 July, 2020. Progress Update on Development of Long Term Plan 2021-2031.

Finance, Audit and Risk Committee. 3 March, 2020. Progress Update on Development of Long Term Plan 2021-2031.

Finance, Audit and Risk Committee. 17 September, 2019. Detailed Project Plan for the Development of the Long Term Plan 2021-2031.

Finance, Audit and Risk Committee. 2 July, 2019. Project Plan for Development of Long Term Plan 2021-2031.

Signatories

	
<p>Author Kimberley Tuapawa</p>	<p>Approved by Kitea Tipuna</p>

8.2 TE WAIROA E WHANAKE BRIEFING

Author: Courtney Hayward, Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor

Authoriser: Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer

Appendices: Nil

1. PURPOSE

- 1.1 This report provides information for Committee on Te Wairoa E Whanake (CBD Upgrade). No decisions are required by Committee at this stage.
- 1.2 This report has come to Committee as an information-only report following a request from Committee after providing a letter of support for the EIT Pod Project.

RECOMMENDATION

The Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor RECOMMENDS that Committee receive the report.

2. BACKGROUND

- 2.1 Te Wairoa E Whanake is a Council project aimed at regenerating the town centre through the redevelopment of the burnt-out buildings site, relocation of the i-Site, and development of a Tourism Centre.
- 2.2 This project is governed by the Economic Development Committee and was funded by the Provincial Growth Fund.

3. CURRENT PROJECT ACTIVITIES

- 3.1 EIT Pod Project - This will be a vibrant hospitality feature in the refurbished buildings on Marine Parade. Designs for the Pod were signed-off in February. The total project cost is estimated at \$200,000. An application for support funding has been submitted to First Light Community Trust for the \$100,000 build component, with the balance of the project to be met through partnership investment. The Pod will be constructed by Wairoa EIT Level 3 Building and Construction Course students, giving 17 students the chance to gain invaluable practical, work-ready experience toward their qualification, on a local landmark project.
- 3.2 Restaurant and Courtyard Space - Designing the restaurant and courtyard space is recognised as a specialist area. Vision Projects have engaged RCG, a boutique Architecture and Property company, who specialise in spatial design of commercial areas to resolve the layout of the restaurant and courtyard. The brief calls for a holistic approach with regards to Te Wairoa E Whanake as a whole, and consideration of the Wairoa community and culture. First stage designs are due by end of March.
- 3.3 Urban Design plan The Wairoa Urban Design Plan was received by the Economic Development Committee on 16 February. Concept drawings and a comprehensive project overview have recently been published in the Wairoa Star for public information and the plan is now available for public comment

The Economic Development Committee receives regular updates on this project.

Signatories

	
Author Courtney Hayward	Approved by Kitea Tipuna

8.3 ECCT YOUTH-LED FUND

Author: Courtney Hayward, Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor

Authoriser: Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer

Appendices: 1. Youth Led Fund Poster [↓](#)

1. PURPOSE

- 1.1 To notify the Committee of a rangatahi funding opportunity through Eastern and Central Community Trust

RECOMMENDATION

The Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor RECOMMENDS that Committee support rangatahi/youth roopu/ individual wishing to make application to ECCT Youth Led Fund, and consider any projects that the Youth Council may wish to facilitate.

2. BACKGROUND

- 2.1 Eastern and Central Community Trust has announced a Youth-Led Fund aimed at assisting and empowering rangatahi to deliver projects in their community.

3. OPPORTUNITIES

- 3.1 This could provide an opportunity for the Youth Council to support any community applications to the fund through various means - such as, letter of support, giving advice on the individual's kaupapa, admin resource, partnership etc.
- 3.2 There is an additional opportunity for the Committee to submit an application to the fund for any projects the Committee thinks could be of benefit for Wairoa rangatahi.

Further Information

<https://ecct.org.nz/funding/youth-led-fund/>

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

	
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Author Courtney Hayward	Approved by Kitea Tipuna
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