



**I, Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer, hereby
give notice that
Economic Development Committee Meeting will be held on:**

Date: Tuesday, 11 May 2021
Time: 1.30pm
Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa

AGENDA

Economic Development Committee Meeting

11 May 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 - 30 March 2021

**MINUTES OF WAIROA DISTRICT COUNCIL
ECONOMIC DEVELOPMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 30 MARCH 2021 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Melissa Kaimoana, Cr Danika Goldsack, Mr Moana Rongo

IN ATTENDANCE: **Kitea Tipuna**, (Tumu Whakarae Tapua/Interim Chief Executive Officer), **Courtney Hayward** (Kaiurungi Matua Kaupapa Mana Me te Aarahai/Senior Policy and Governance Advisor), **Lauren Jones** (Kaikaute Pūtea /Financial Accountant), **Russell Rogers** (Kaiwhakahaere Pūtea | Finance Manager) **Alex Powdrell** (Vision Projects), **Ros Thomas** (Vision Projects)

1 KARAKIA

Karakia was given by **Kitea Tipuna** (Tumu Whakarae Tapua/Interim Chief Executive Officer)

2 APOLOGIES FOR ABSENCE

Nil

3 DECLARATION OF CONFLICT OF INTEREST

Nil

4 CHAIRPERSON'S ANNOUNCEMENTS

Nil

5 LATE ITEMS OF URGENT BUSINESS

Nil

6 PUBLIC PARTICIPATION

Nil

7 MINUTES OF THE PREVIOUS MEETING

COMMITTEE RESOLUTION 2021/71

Moved: Cr Melissa Kaimoana

Seconded: Cr Danika Goldsack

That the minutes [and confidential minutes] of the Ordinary Meeting held on 16 February 2021 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 ECONOMIC DEVELOPMENT UPDATE****COMMITTEE RESOLUTION 2021/72**

Moved: Cr Melissa Kaimoana

Seconded: Cr Danika Goldsack

The Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor RECOMMENDS that Committee receive the report and direct the CEO to explore economic impacts of the closure of banks in Wairoa.

Chair of the Economic Development Committee Councillor Eaglesome-Karekare noted the impacts of bank closures on our community and the committee noted this would be something the ED team should further explore.

CARRIED

MOTION**COMMITTEE RESOLUTION 2021/73**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That Moana Rongo be co-opted as a member of the Economic Development Committee.

The Committee noted that Toro Waaka had co-opted Mr Rongo as a representative of Hawkes Bay Māori Tourism and he would be representing this position on the Economic Development Committee.

CARRIED

8.2 HOUSING UPDATE**COMMITTEE RESOLUTION 2021/74**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Melissa Kaimoana

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

Councillor Kaimoana noted that it would be valuable to report to the Housing Working Group to do grassroots research to better understand whānau's housing needs.

CARRIED

8.3 VISION PROJECTS UPDATE**COMMITTEE RESOLUTION 2021/75**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Danika Goldsack

The Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor RECOMMENDS that Committee receive the report and direct the CEO to begin reporting of the Te Wairoa E Whanake project to the Finance Audit and Risk Committee.

Discussion was had about how Council measures benefits and outcomes for this project. The Finance team advised that further work would be done with the ED Team to prepare reporting to the Finance, Audit and Risk Committee.

CARRIED

8.4 TOURISM AND COMMUNITY DEVELOPMENT UPDATE**COMMITTEE RESOLUTION 2021/76**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Melissa Kaimoana

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

The Tourism and Community Development Co-ordinator advised that although bus services had reduced, the service is not stopping and may increase based on further use.

CARRIED

9 PUBLIC EXCLUDED ITEMS**RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION 2021/77**

Moved: Mr Moana Rongo

Seconded: Cr Denise Eaglesome-Karekare

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution

<p>9.1 - Te Whare Tātai Arorangi</p>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>9.2 - Gaiety Theatre Update</p>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>

CARRIED

RECOMMENDATION
 That Council moves out of Closed Council into Open Council.

The Meeting closed at 3.31PM.

The minutes of this meeting were confirmed at the Economic Development Committee Meeting held on 11 May 2021.

.....
CHAIRPERSON

8 GENERAL ITEMS**8.1 TOURISM AND COMMUNITY DEVELOPMENT UPDATE**

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. Wairoa I-Site Report [↓](#)

1. PURPOSE

- 1.1 This report provides information for Committee on Tourism and Community Development Activities. No decisions are required by Committee at this stage.

RECOMMENDATION

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

Signatories

	
Author Courtney Hayward	Approved by Kitea Tipuna

WAIROA I-SITE REPORT

THE WAIROA I-SITE UPDATE AND COMMUNITY DEVELOPMENT REPORT

Author: Rubyanne Edwards, Tourism and Community Development Co-Ordinator

Authoriser: Rubyanne Edwards, Tourism and Community Development Co-Ordinator

Appendices: Nil

1.0 PURPOSE

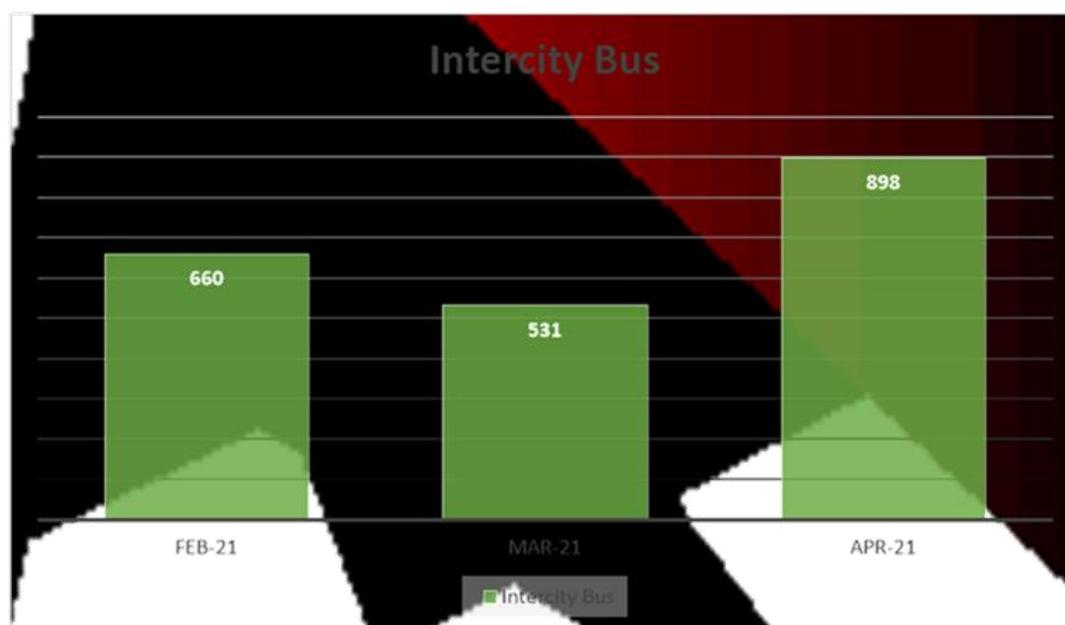
1.1 This report provides a current update on the Wairoa I-SITE and Community Development Report to the Economic Development Committee.

RECOMMENDATION

The Tourism and Community Development Co-ordinator RECOMMENDS that the Economic Development Committee receives these reports.

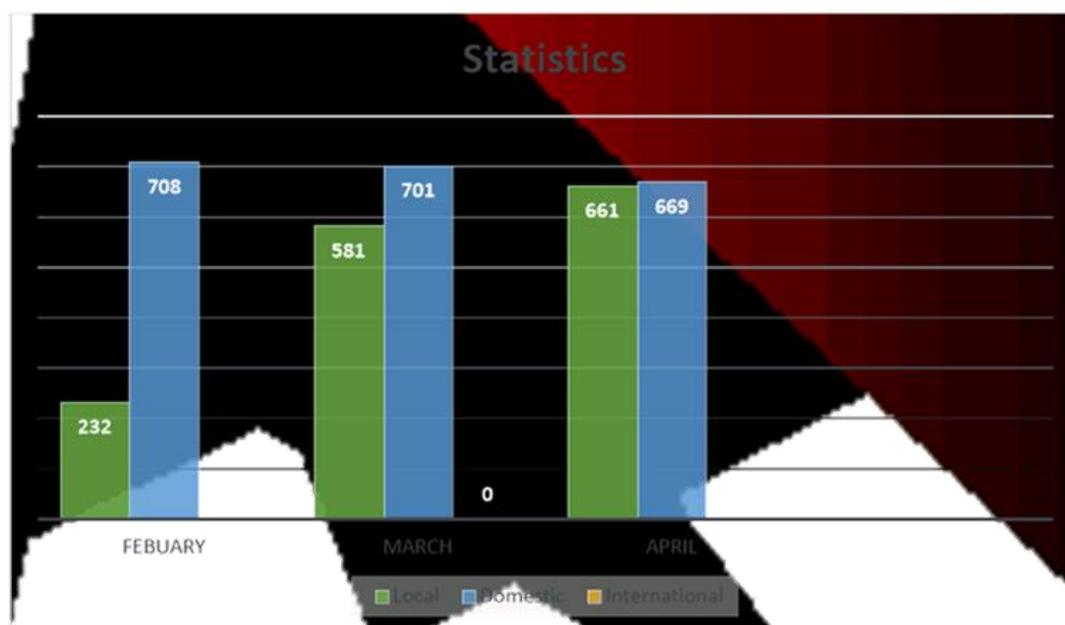
2.0 INTERCITY BUS

MASK/Cover is compulsory for passengers travelling on public transport. The buses are now back to 4 days Sunday, Monday, Thursday and Friday. In April there were 898 using the bus, made up of Locals and domestic travelers utilising the Intercity Bus. Duck Shooting License sold through the I-SITE this year was 34 for the month of April.



3.0 STATISTICS AND ANALYSING

Statistics gathered daily recording is on information the visitors require ie Bus, Local attractions, domestic attractions, accommodation, Retail, Photocopying, License for Fish and Game, Summer Camping Permits and Information on services



4.0 STAFF UPDATE

Congratulations to Kaylah for completing her 100% Pure New Zealand Certificate, this qualification is recognised throughout the I-SITES in New Zealand.
 Congratulations to Hope for completing her leadership course.

5.0 HAWKES BAY TOURISM

FAWC "Taste of Wairoa"

Mihi to our four judges Denise, Kenny, Karen and Hilary from HB Tourism, who came in to judge our local chiefs. We had 4 contestants and 9 meals delivered. Extremely excited with the overall talent that Wairoa has. The tickets are on sale now through Event finder and are going fast. Sponsorship Letters have also gone out to attract local suppliers to be part of such an awesome event that Wairoa has never done in the 10 years FAWC has been running in the Hawkes Bay.



6.0 TOURISM INFRASTRUCTURE FUND

Two New Funding applications have been submitted to MBIE for this funding round.

7.0 ANZAC

Extremely grateful to the Council Staff who helped pack in and pack out. To Austin for his hard work in preparing prior to going on leave made the job easy to follow through.

8.0 RESPONSIBLE FREEDOM CAMPING

Whakawhanungatanga with a shared lunch with RIT was an awesome why to build on our relationship and to close the 20/21 funding round with them.

We have had positive feedback from campers over the summer period, with the Ambassadors going that extra mile to keep our visitors safe.

Thursday, January 28, 2021

Mahia beach

THE quick actions of Wairoa residents prevented a fire from getting out of control at Whakamahia Beach on Monday afternoon.

Emergency services were called when passers-by noticed a fire on the south side of Rangihoua (Pilot's Hill) near the car park around 2.45pm.

Wairoa volunteer firefighters managed to extinguish the fire with the support of contracting company Quality Rooding & Services (Wairoa) Ltd (QRS).

Freedom camping ambassador Elizabeth Ormond said she and colleagues noticed people acting suspiciously in the area while monitoring the Wairoa freedom camping sites.

"We were checking the Wairoa sites when we drove past the area and noticed a couple of people.

"We didn't know what they were doing but they seemed very suspicious.

"As we came back around we

noticed the fire and called 111 and waited for the fire brigade to arrive," she said.

The fire was attended by Deputy chief principal fire officer for Wairoa Tim Allan, who said the machinery was needed because the fire was very deep-seated.

"The Wairoa volunteers did a good job to put it out and were able to leave the site just before 5pm.

"QRS remained at the site for another hour and a half to make sure it was fully extinguished."

Mr Allan said the fire was likely caused by people being careless in the area.

"This is a conservation area and people are putting wildlife at risk in that reserve.

"Unfortunately, it has become an area popular for fly dumping, which is terrible.

"It is disappointing that people are not more conscientious there and do not treat it with more respect."



8.2 VISION PROJECTS UPDATE

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. [Vision Projects Update](#) ↓
2. [Health and Safety Report](#) ↓

1. PURPOSE

1.1 This report provides information for Committee on Vision Projects activities. No decisions are required by Committee at this stage.

RECOMMENDATION

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

2. BACKGROUND**Signatories**

	
Author Courtney Hayward	Approved by Kitea Tipuna



3 May 2021

**ACTIVITY REPORT
April 2021**

Prepared for the Wairoa District Council Economic Development Committee. Items of confidential and/or commercial sensitivity are addressed separately for consideration in Committee. Information in this report is correct at the time of writing. Projects are active with details subject to change. Media are advised to contact Vision Projects for current status of Te Wairoa E Whanake and ancillary projects discussed in this report.

TE WAIROA E WHANAKE

Contract milestones

Quarterly Report Q1: January – March 2021	15/1/2021	✓
Monthly report (PDU) > employment impacts	04/04/21	✓
Monthly report (PDU) > employment impacts	03/05/21	✓

BUILDING WORK

Courtyard, Retail & Hospitality Space

A Spatial and Interior Designer has provided written and visual concepts for the space, which are being refined to inform detailed designs. The developed designs has been finalised for the courtyard layout, with just the layout of the restaurant toilet space needing to be slightly reworked. Once this is resolved detailed designs will be completed in readiness for consenting. Consultation with the WDC building team has taken place to discuss compliance and provide direction around the toilet layout. Interior finishing's and fixtures for the courtyard and retail development are currently being finalised, sourced and costed.

Concrete Work

BBR Contech have been onsite at the Gemmell's site since mid-April completing a concrete repair programme on the beams and columns (pictured). On the advice of the project structural engineer concrete works will also include repair work to the smallest module of the courtyard in the retail space..

Consents

Consultation with the WDC regulatory team has taken place to discuss the project and update all parties involved ahead of consent submission. The consent for the entire courtyard will be submitted to Wairoa District Council in a staged process.

Building consent for construction of café pod shell is pending. The café pod will sit in the middle module of the courtyard by the street entrance. EIT Wairoa Level 3 Building and Construction students are building the pod shell as part of their practical course work. The final stages of pod construction and fit-out will be included as part of the overall courtyard consent. Project architects are currently preparing the first stage of consent submissions including engineering details and specifications.



Archaeological authority

Archaeologist Elizabeth Pishief has completed her assessment of the Gemmell's and Winter's sites and submitted a report to Heritage New Zealand. Vision Projects have submitted an archaeological authority application. Once Heritage New Zealand grants authority (expected by end of May), construction in the courtyard may begin.

Health & Safety

(WDC Health & Safety report attached)

Construction Timeline

There are no major changes to the project timeline.

CENTENNIAL LIBRARY AND ARCHIVE REDEVELOPMENT

The external funding project to source funds to support the proposed redevelopment of the Centennial Library and Archives is progressing to schedule. Vision Projects is contracted to take this project to the funding application stage. This contract is supported by funding from the New Zealand Libraries Partnership Programme, with WDC Economic Development Committee as the governance group for reporting. A project report is included as separate agenda item.

REPORTING

Activity reporting; TWEW Monthly reports (PDU), TWEW Q1 Report (PDU), NZ Library Partnership Programme (monthly), WDC Economic Development Committee, WDC Engineering, WDC Finance, Health & Safety.

UPCOMING MILESTONES

- Destination visitor centre experience > first round funding results
- Developed Design completed > Gemmells Building
- Detailed Design begin > Gemmells Building
- Preliminary Design begins > Winter's Building
- EIT engagement and POD construction work begins
- Te Wairoa E Whanake Q2 2021 Report for PDU

RECOMMENDATIONS

1. That the Committee receive this activity report from Vision Projects.
2. That the Committee receive the attached reports for further information;
 - Health & Safety report (Winters & Gemmells Buildings)
 - Centennial Library & Archive Redevelopment Funding Project report



TE WAIROA E WHANAKE - SITE SAFETY WEEKLY REPORT

Gemmell Building Site **184 Marine Parade, Wairoa**

Updated: 3 May 2021

This weekly summary includes up-to-date information and details for the work site at 184 Marine Parade, Wairoa, commonly known as the Gemmell building (subsequently referred to as the 'site').

1. VISITORS/CONTRACTORS ONSITE

Last week the BBR Contech team continued its work repairing treating the beams and columns at the Gemmell's site. They currently have two scaffold towers on site which they store there overnight. They take all tools and equipment offsite at the end of each day.

1.1 EXISTING AND NEW HAZARDS

Small pieces of concrete are hanging from exposed steel rods protruding from the exposed concrete beams. The pieces of concrete are currently stable but could become loose in the future. Full PPE is to be worn onsite at all times and efforts are made to avoid walking or standing under these areas where possible. The concrete floor is slightly uneven in places due to some broken sections. Demolition 1 Ltd will remove sections of the top layer of concrete in due course. There are three separate piles containing scrap metal, scrap pieces of wood and general rubbish from the demolition. These will be removed in due course. They are kept to the side out of the way of pedestrian and vehicle access throughout the site. (Please see photos at end of report). There are new circular holes and other areas of missing concrete in the beams, columns and ground as a result of concrete testing.

1.2 INCIDENTS AND COMPLAINTS

No incidents or complaints.

1.3 INJURIES AND EMERGENCIES

There were no injuries or emergencies.

2. EQUIPMENT LEFT ON SITE

No equipment is currently left on site.

2.1 ACCESS

The only site access is via the Wairoa District Council-owned carpark at the rear of the site. There is a gate to the site with a chain and a combination lock attached. A hazard board has been installed on the gate detailing the current hazards post-demolition by Hawke's Bay company Demolition 1 Ltd.

2.2 SUPPORT AND SITE VISITS

No non project-related site visits this week.

2.3 UNAUTHORISED ENTRY

There has been no visible unauthorised entry to the site.

PHOTOS



, 2020



Site Safety Plan – Gemmill’s Buildings Redevelopment, 184 Marine Parade, Wairoa. Updated December 2, 2020



Site Safety Plan – Gemmill’s Buildings Redevelopment, 184 Marine Parade, Wairoa. Updated December 2, 2020



Site Safety Plan – Gemmill’s Buildings Redevelopment, 184 Marine Parade, Wairoa. Updated December 2, 2020



Site Safety Plan – Gemmell’s Buildings Redevelopment, 184 Marine Parade, Wairoa. Updated December 2, 2020

8.3 ECONOMIC DEVELOPMENT REPORT

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 To update the Committee on Economic Development Activities

RECOMMENDATION

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

2. STAFF UPDATE

- 2.1 We are pleased to announce that Alannah Marshall has joined the team as a Governance and Economic Development Officer. Alannah was previously in the Accounts Payable team and brings a great skill set as well as knowledge of our community to the ED Space.

3. BUSINESS NETWORKING EVENT

- 3.1 This event is occurring on Tuesday 18th May 2021 at 5.30pm – this event is hosted in partnership with the Hawkes Bay Chamber of Commerce and QRS. Public participation in this event is essential, this will hopefully be the first of a number of business focused events.
- 3.2 The Governance and Economic Development Officer will be facilitating a business needs survey.
- 3.3 Please share the invitation to this event with your networks.

4. BANKING UPDATE

- 4.1 The finance team has been liaising with Armourguard to see how small businesses in Wairoa can utilise these services with the upcoming bank closures.

5. REGIONAL ECONOMIC DEVELOPMENT

- 5.1 One of the key focus areas for regional economic development is ensuring a pipeline of a skilled workforce in order to meet both current labour demands and future needs. Wairoa is part of these conversations at a regional level, and the ED team will support any local initiatives where possible.

6. TE WAIROA E WHANAKE

- 6.1 A Business Case is being developed for Stage 2, using existing project information. This will be reported to the EDC as well as Finance Audit and Risk Committee.

7. HAWKES BAY REGIONAL DROUGHT STRATEGY

- 7.1 This is a Hawkes Bay Regional Council Initiative, it is currently being finalized with HBRC and other stakeholders. WDC will feed back on any activities that may be relevant to Wairoa (specifically Wairoa farmers)

Signatories

	
Author Courtney Hayward	Approved by Kitea Tipuna

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
9.1 - Gaiety Theatre Update	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.2 - Vision Projects Publicly Excluded	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
9.3 - Housing Update	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7