



**I, Steven May, Tumu Whakarae Chief Executive Officer, hereby give notice that
an Ordinary Meeting of Council will be held on:**

Date: Tuesday, 8 September 2020
Time: 1.30pm
**Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa**

AGENDA

Ordinary Council Meeting

8 September 2020

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.

7 MINUTES OF THE PREVIOUS MEETING

Ordinary Meeting - 28 July 2020

Extraordinary Meeting - 11 August 2020

**MINUTES OF WAIROA DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 28 JULY 2020 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Hine Flood (Deputy Mayor), Cr Danika Goldsack, Cr Jeremy Harker, Cr Melissa Kaimoana, Cr Chaans Tumataroa-Clarke, Mr Kiwa Hammond, Mr Paul Kelly

IN ATTENDANCE: Steven May (Tumu Whakarae Chief Executive Officer), Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Kimberley Tuapawa (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience), Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), Stephen Heath (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services), Luke Knight (Kaiwhakahaere Rawa Property Manager), Mike Hardie (Kaiwhakahaere Hua Pūmau Huarahi (Taupua)/Acting Transport Asset Manager), Courtney Hayward (Kaiurungi Kaupapa Here | Policy Officer), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer), Tyler Trafford-Misson (Kaiurungi Mana Arahi/Whakawhanake Ōhanga Governance and Economic Development Officer)

1 KARAKIA

The meeting was opened with a karakia by Kiwa Hammond.

2 APOLOGIES FOR ABSENCE

None

3 DECLARATIONS OF CONFLICT OF INTEREST

Councillor Jeremy Harker declared conflict of interests in **Item 9.1** - Support for QRS Project Funding and **Item 9.4** – 20/06 PGF Bridge Strengthening Package 1.

4 CHAIRPERSON'S ANNOUNCEMENTS

None.

5 LATE ITEMS OF URGENT BUSINESS

Public Excluded - - Delegation to spend Tourism Infrastructure Fund

6 PUBLIC PARTICIPATION

7 MINUTES OF THE PREVIOUS MEETING

RECOMMENDATION

That the minutes [and confidential minutes] of the Ordinary Meeting held on 16 June 2020 be confirmed.

8 GENERAL ITEMS

8.1 COUNCIL'S STRATEGIC DIRECTION AND THE LONG TERM PLAN 2021 - 2031

RESOLUTION 2020/38

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That Council:

Adopt the proposed strategic components, as follows:

- 1) Adopt revised community outcomes: **1) Safe, supported and well-led community, 2) Strong and prosperous economy, 3) Protected and healthy environment, 4) Valued and cherished culture.**
- 2) Adopt revised Council vision: **To lead and support the Wairoa community through decision-making that promotes the social, economic, environmental and cultural wellbeing of the district now and in the future.**
- 3) Adopt revised Council mission: **Desirable lifestyles, thriving economy, treasured environments, connected communities.**
- 4) Retain current LTP activity groups: **Group 1: Water, Group 2: Stormwater, Group 3: Wastewater, Group 4: Waste Management, Group 5: Transport, Group 6: Community Facilities, Group 7: Planning and Regulatory, Group 8: Leadership and Governance, Group 9: Corporate Functions.**

CARRIED

8.2 PROGRESS UPDATE ON DEVELOPMENT OF LONG TERM PLAN 2021 - 2031

RESOLUTION 2020/39

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That Council receive the report.

CARRIED

8.3 LOCAL ALCOHOL POLICY CONSULTATION

RESOLUTION 2020/40

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Danika Goldsack

That Council adopt the proposed Draft Local Alcohol Policy for public consultation from 1 August, 2020 to 31 August, 2020.

CARRIED

8.4 PROCUREMENT STRATEGY, PROCUREMENT POLICY, TENDERING AND CONTRACT MANAGEMENT MANUAL

RESOLUTION 2020/41

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That Council adopts the Procurement Strategy, Procurements Policy, Tendering and Contract Management Manual.

CARRIED

8.5 PLASTICS RECYCLING

RESOLUTION 2020/42

Moved: Cr Danika Goldsack

Seconded: Cr Jeremy Harker

That Council:

1. Receive the report
2. Endorse the changes in plastic material accepted for recycling via the Council provided services to only plastics containers identifiable as grades 1, 2 & 5 and have accessible end uses or international markets.
3. Waste education budgets be utilised to fund a comprehensive communication campaign to inform the community and businesses of the change.

CARRIED

8.6 REGULATORY DEPARTMENT REPORT ON NEW GOVERNMENT BUILDING LEVY AND NEW BUILDING CONSENT EXEMPTIONS.

RESOLUTION 2020/43

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Chaans Tumataroa-Clarke

That Council receive information on the new government building levy and building consent exemptions.

CARRIED

8.7 EXTENSION OF MAORI STANDING COMMITTEE TENURE**RESOLUTION 2020/44**

Moved: Cr Melissa Kaimoana

Seconded: Cr Hine Flood

That Council extends the tenure of Council's Māori Standing Committee until December 21, 2020.

CARRIED

8.8 REFERENDUM - MAHANGA WATER SUPPLY**RESOLUTION 2020/45**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That Council under section 138A LEA, if the Electoral Officer receives a notice to hold a poll (referendum) in the period that begins on 21 September 2020 and ends with the close of 20 November 2020, then the earliest date the poll can be held is Friday, 19 February 2021.

A referendum timetable under this scenario would be:

- Roll open for inspection - 23 November 2020
- Roll closes – 23 December 2020
- Delivery voting packs - 27 January 2020
- Close of voting - 19 February 2020 (noon)

CARRIED

Elected members noted it will be good for bach owners to be able to vote over the Christmas/New Year period.

8.9 CEO REPORT**RESOLUTION 2020/46**

Moved: Cr Danika Goldsack

Seconded: Cr Chaans Tumataroa-Clarke

That Council receive the report.

CARRIED

Elected members advised the Chief Executive to provide the purpose of meetings he attends.

9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS

Nil

10 PUBLIC EXCLUDED ITEMS**RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2020/47**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That the public be excluded from the following parts of the proceedings of this meeting at 2.23pm.

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 - Support for QRS Project Funding	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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 - Property Disposal 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
9.3 - 20/04 Infrastructure Professional Services Contract - Evaluation Report and Recommendation	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	
9.4 - Procurement - 20/06 PGF Bridge Strengthening Package 1	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</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>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</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
1.1 - Delegation to spend Tourism Infrastructure Fund	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

CARRIED

RESOLUTION 2020/48

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That Council moves out of Closed Council into Open Council at 2.54pm.

CARRIED

The Meeting closed at 2.55pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 8 September 2020.

8 GENERAL ITEMS

8.1 CEO REPORT

Author: Steven May, Tumu Whakarae Chief Executive Officer

Authoriser: Steven May, Tumu Whakarae Chief Executive Officer

Appendices: 1. CEO Report - August 2020 [↓](#)



1. PURPOSE

- 1.1 This report is an update to Council from the CEO. No decisions are required by Council at this stage.

RECOMMENDATION

The Tumu Whakarae Chief Executive Officer RECOMMENDS that Council receive the report.

Signatories

	
Author Steven May	Approved by Steven May

3 waters

Wairoa is celebrating the regional Three Waters investment package of \$50 million which Hawke's Bay received as part of the Government's three waters (drinking water, wastewater, stormwater) investment funding package

Wairoa has now signed the Central Government Memorandum of Understanding to secure the \$11.04 million of grant funding for our Three Waters work. At today's meeting Councillors will confirm the list of projects that will be submitted to central Government for sign off.

Tourism

Wairoa recently recorded the third biggest increase in local accommodation spending across New Zealand.

Figures from Eftpos New Zealand revealed the spending increase in Wairoa was up by 90.7%, behind only Greytown and Martinborough.

Nuhaka-Opoutama resilience project

Strengthening and protecting the existing Nuhaka-Opoutama road has been selected as the best way forward.

The rehabilitation project is dependent on receiving additional Government Funding.

Funding

Our district has now received more than \$30 million external funding from the Coalition Government, including the Provincial Growth Fund.

This investment is going into infrastructure like bridge strengthening, tourism support, our main street enhancement, roading and employment.

In early August funding of nearly \$4 million was announced by Parliamentary Under-Secretary Fletcher Tabuteau who made the announcement in Wairoa and described Wairoa as one of the success stories for the Provincial Growth Fund.

The latest funding investment of \$3.78 million will go towards marae renovations, a new QRS roading construction hub and expansion works at the Pine Valley Orchard.

Nineteen marae in the Wairoa district will receive a total of \$1.58 million to carry out a variety of renovations creating immediate employment opportunities for local people.

Tautoko Wairoa

This is a very successful Council driven campaign which incentivised more than \$100,000 in local spending.

Digital Hub

The digital hub, located in the Wairoa library, is nearing completion. The project was made possible through \$400,000 from the PGF. Currently advertising for a hub staff member with the position initially funded through the PGF funding.

Building consents

Wairoa's housing growth is on the move with an increased number of residential building consents processed by the Wairoa District Council in the past financial year.

A total of 137 residential consents were issued, with 25 of those for new or relocated dwellings with a value of \$5.1 million.

For the 2018/19 financial year, 133 residential consents were issued, including 15 new or relocated buildings, with a value of around \$3.6 million.

In total there was one more building consent for the 2019-20 year compared to the previous year, and the total consent value was \$15,934,018.

Landfill charge increases

The cost of dumping general and green waste at the Wairoa Landfill will increase from September 1.

The new charges will see the minimum charge for general waste increase from \$5 to \$5.50 (\$210 per tonne) and green waste from \$2.50 to \$3 (\$110.00 per tonne).

The increase is a direct reflection of the costs around managing the landfill.

Library

Running a series of successful programmes including STEAM, winter warmers, adult reading.

Rates review

The Wairoa District Council rates review process is underway.

A key part of this process is promoting a community conversation around the current rating model and any potential or future rating models.

We will be establishing a stakeholder group, similar to the Wairoa Wastewater Group.

Local Alcohol Policy

Council is considering whether it should adopt a Local Alcohol Policy and if so, what should be included in it.

In the past the Wairoa District Council followed Central Government's alcohol licensing framework. This decision is around whether Wairoa wants to develop its own Local Alcohol Policy and moving forward Council believes developing a policy is something local people should decide.

Council is therefore seeking feedback from its communities on whether they believe the Council should adopt its own policy and what that should include, or continue to rely on the Government alcohol framework.

The Annual Report

Due to the impact of COVID-19 the Government has extended this statutory deadline, but our internal administration disciplines are being maintained to ensure delivery by the original date of 31 October 2020.

Staff Wellness

Due to the impact of COVID-19 and the extra work involved in developing and delivering on reports that accessed central Government funding, I have been ensuring that staff factor in taking their annual leave and limiting their TOIL to maintain a work life balance. This is in line with Council's many good employer principles.

Meetings/Workshops/Activities attended to by the CEO since the last CEO report

- Tripartite Meeting with OLW (Our Land and Water team) & PCE to discuss case studies that may be funded in Wairoa
- Te Wairoa Localised Commissioning Model - attended this public meeting
- Rates Review Workshop - establishment of the design of the programme
- Whakatau - Rahui Bridge - an invitation to receive feedback from Whakaki Marae
- Parliamentary Under Secretary Fletcher Tabuteau and PGF Announcement
 - Construction of Operations Hub Wairoa (PGF)
 - Wairoa Marae Renovation (PGF)
 - Kahungunu Executive Cluster
 - Tuahuru Marae (Rongomaiwahine)
 - Nuhaka, Productivity and Employment Increases (PGF)
- Economic Development Committee
- Workshop 2 - Hawke's Bay Three Waters Report
- Finance, Audit & Risk Committee
- Wairoa Netball Courts – Discussion to revitalise the facility with all parties
- Wairoa Community Partnership Group Governance meeting
- Water Reforms Webinar
- LGNZ AGM zoom meeting
- Māori Standing Committee
- Leadership Response to COVID-19 Resurgence - Regional leaders zoom meetings to monitor COVID-19
- Workshop - Vision Projects - Te Wairoa E Whanake with Roz Thomas
- Matariki ESG zoom meeting
- The CEO submitted 11 CSR (Customer service requests) relating to potholes, vandalism, graffiti
- The CEO had August 10-14 off on annual leave.

8.2 MĀORI STANDING COMMITTEE TERMS OF REFERENCE

Author: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager Community and Engagement

Authoriser: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager Community and Engagement

Appendices: 1. MSC-Terms of Reference-Tracked Changes [↓](#)

1. PURPOSE

- 1.1 This report provides information for Council on the review of the Māori Standing Committee terms of reference.

RECOMMENDATION

The Pouwhakarae – Hapori / Whakatūtaki Group Manager Community and Engagement RECOMMENDS that Council advise the terms of reference for the Māori Standing Committee.

2. BACKGROUND

- 2.1 Council extended the term of the 2016 triennium members to the end of 2020 at their meeting on 16 June 2020. No changes were made to the terms of reference at the meeting as an additional workshop was requested.
- 2.2 Iwi Chairs have been engaged as to their view and this has also been taken into consideration.
- 2.3 The selection process reflects the status quo. However, 3 options for the Wairoa Whānui representative are included for consideration.



Further Information

None

References (to or from other Committees)

Council Workshop – MSC Terms of Reference – 26 May 2020

Signatories

	
Author Kitea Tipuna	Approved by Kitea Tipuna

NGĀ PAEARU MAHI / TERMS OF REFERENCE: MĀORI STANDING COMMITTEE



NGĀ MEMATANGA/MEMBERSHIP

Eight takiwā representatives – one representative per takiwā (takiwā boundaries are defined by Council), One Wairoa whānui representative (to represent Māori who whakapapa back to hapū/iwi outside of Wairoa), His Worship the Mayor, 2 councillors.

The takiwā and Wairoa whānui representatives' term of office will expire at the end of the year in which the triennial local body elections is held.

TE KŌRAMA/QUORUM

6 members – of which 5 must be takiwā/Wairoa whānui representatives, and 1 must be an elected member.

NGĀ WĀ HUI/MEETING FREQUENCY

Every 6 weeks and as required.

TE KAUPAPA/PURPOSE

To provide a Maori perspective **to guide Council with its legislative responsibilities** in the implementation of policies and work programmes to enable effective governance, engagement, and service delivery for all **people within the** district.

NGĀ KAWENGA/RESPONSIBILITIES

- Ensure that the work of the Committee is carried out in a way that enhances the social, economic, cultural, and environmental wellbeing of the Wairoa district
- To provide insight into strategic issues for Māori and the communities represented in the development of the Long Term Plan, the effectiveness of the District Plan and the delivery of the Annual Plan
- To provide advice on the District Plan review regarding provisions for wāhi tapu, papa kāinga, and other issues relevant to Māori

- To provide input to the development of the Long Term Plan and Annual Plan with particular reference to those issues of importance to Māori
- To advocate on behalf of Māori in the Wairoa district to support Council's objectives at a local, regional, and national level as appropriate
- Make submissions on Māori-related matters in conjunction with Council
- Investigate and report to Council on any issues that may have an implication for Māori as the Committee considers necessary
- To assist Council as appropriate in conducting and maintaining effective, good faith working relationships with the Māori community
- The Chair and one other representative will attend every scheduled ordinary, and extraordinary public meeting of full Council. These representatives will have speaking rights.
- Representatives to attend other committee meetings as indicated in the relevant terms of reference.
- Determine actions that Council should take to develop and enhance Māori capacity to contribute to Council's decision-making processes
- To provide strategic and appropriate tikanga guidance to the Council as requested

NGĀ TUKU MANA/DELEGATIONS

Create and delegate to any subcommittee any responsibilities that have been delegated by Council to the Committee, and to appoint members onto the subcommittee.

Make recommendations to the Chief Executive Officer on professional development opportunities which will enable members of the Māori Standing Committee to better contribute to its decision-making processes. The Chief Executive Officer will sign off on these in accordance with budget provisions.

All powers necessary to perform the Committee's responsibilities except:

- a. Powers that Council cannot lawfully delegate under the Local Government Act 2002
- b. Where the Committee's responsibility is limited to making a recommendation only
- c. Approval of expenditure
- d. The approval of final policy
- e. Deciding significant matters for which there is high public interest and which are controversial
- f. The commissioning of reports on new policy where that policy programme of work has not been approved by the Council

NGĀ TUKANGA/PROCEDURES

- Minutes are submitted to Council for receipt

- There will be an appropriate induction for new members of the Committee

TE KŌWHIRINGA SELECTION PROCESS

In local government election year, the Māori Standing Committee shall schedule district-wide hui for the selection process to decide the membership of the next Māori Standing Committee.

TAKIWĀ REPRESENTATIVES

The following table outlines the eight takiwā as defined by Council. The marae listed are those that Council will invite to the selection process for that takiwā – marae can choose not to participate in the process.

Takiwā name	Marae
Pāhauwera	Kahungunu Te Huki Waipapa-ā-iwi Kurahikakawa
Waikaremoana	Te Putere <u>(suggested that Te Putere be moved into Pāhauwera takiwā)</u> Te Kūhā Tārewa
Te Wairoa Hōpūpū	Pūtahi Pākōwhai Whetū Marama Aranui Arimawha Rangiahua
Te Wairoa Hōnengenenge	Te Aka Matua Waihirere (Takitimu) Tawhiti-ā-Maru Ruataniwha Hinemihi Huramua
Te Wairoa Matangirau	Whaakirangi Taihoa Te Poho o Tiakiwai Te Rauhina (Kihitu) Iwitea Whakakī
Rakaipaaka	Kahungunu Manutai Kotahitanga Te Poho o Te Rehu Tamakahu

	Tānenuiārangi
Mahia Mai Tawhiti	Ruawharo Māhanga Te Rākatō Kaiuku Tuahuru Apaapa-ā-rangi
Ruakituri	Erepeti Pareroa Te Reinga

Independent members of the Māori Standing Committee shall be determined at a series of district-wide hui-ā-takiwā within each takiwā, held after the triennial elections, whereby those present will endorse representatives to the Committee.

The hui-ā-takiwā and hui-a-iwi processes will include the following:

- Confirmation of a meeting date and time (organised by the current takiwā representative with their respective marae) for the hui-a-takiwā
- Presentation by Council staff on the selection process
- Council requires the following information from a nominated contact person for the takiwā following the selection process the takiwā runs:
 - Confirmation of any people nominated by the marae or nominations supported by the marae in the takiwā
 - Confirmation of a nominated person that the marae has voted for or any abstention from the process (person receiving the majority of votes are selected for that takiwā)
- A hui-a-iwi is organised by Council once all of the selection information from the takiwā has been received
- The information from each takiwā is presented at the hui-a-iwi to present all of the chosen representatives from each takiwā

If a takiwā position is not filled during the initial selection process or becomes vacant during the term of office then the Committee will run another selection process for that particular takiwā in order for the takiwā to decide who they would like to fill the seat.

The newly selected Māori Standing Committee members will be confirmed by Council at its next available ordinary meeting.

WAIROA WHĀNUI REPRESENTATIVE

Option One: Status Quo

During the hui-a-iwi nominations are sought from the floor for a Wairoa Whānui representative and are then voted on at the meeting.

Option Two: Expressions of Interest or by direct Council appointment

Council will request expressions of interest via advertising locally. A panel consisting of the Chief Executive Officer (or nominee), previous Chair of the Māori Standing Committee, and His Worship the Mayor will assess the expressions of interest and make an appointment.

Expressions of interest must be accompanied by 2 references from Māori who whakapapa back to hapū/iwi outside of Wairoa.

The expressions of interests will be assessed based on:

- Skills and knowledge of tikanga Māori and te reo Māori
- Access to existing networks for interacting with Māori who whakapapa back to hapū/iwi outside of Wairoa e.g. community groups, social media presence

Council will make a direct appointment if necessary

Option Three: Remove this representative from the terms of reference of the Committee

REMOVAL OF TAKIWĀ REPRESENTATIVES

If a takiwā wish to remove their representative and replace them with another person then the majority of marae need to support this in order for Council to initiate an extraordinary selection process for the takiwā.

Council requires the following information from a nominated contact person for the takiwā following the selection process the takiwā runs:

- Confirmation of any people nominated by the marae or nominations supported by the marae in the takiwā
- Confirmation of a nominated person that the marae has voted for or any abstention from the process (person receiving the majority of votes are selected for that takiwā)

The newly selected Māori Standing Committee member will be confirmed by Council at its next available ordinary meeting.

8.3 MATANGIRAU RESERVES BOARD - CONSTRUCTION OF PUBLIC TOILET FACILITY

Author: Luke Knight, Kaiwhakahaere Rawa Property Manager

Authoriser: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager
Community and Engagement

Appendices: 1. Appendix A - Location of proposed toilet facility [↓](#)
2. Appendix B - Facility Building Plans [↓](#)

1. PURPOSE

- 1.1 The purpose of this report is to provide Council with the decision made by the Matangirau Reserves Board so that Council can approve the construction of a public toilet facility.

RECOMMENDATION

The Kaiwhakahaere Rawa Property Manager RECOMMENDS that Council approve the location for the construction of the public toilet facility at the Pilot's Hill Reserve.

2. BACKGROUND

- 2.1 On 31 August 2020, a report was presented to the Matangirau Reserves Board asking for a decision to be made on the location for a public toilet facility along the reserve.

After consultation with Tangata Whenua and a site visit to the Pilot's Hill Reserve on 10 August 2020, the Matangirau Reserves Board have decided on the location identified in Appendix A as the most appropriate location for construction, Appendix B shows the proposed building facility plans.

- 2.2 This recommendation now comes to Council for consideration.

3. Options

- 3.1 The options identified are:

- a. Approve the location for construction for a public toilet facility as per the Wairoa District Council Property Manager's recommendation.
- b. Keep the status quo.

- 3.2 The preferred option is option a, given all that is required is location approval. This contributes to the following community outcomes.

Economic wellbeing	Social and Cultural Wellbeing	Environmental Wellbeing
1. A strong prosperous and thriving economy	3. A community that values and promotes its culture and heritage	7. A safe and secure community
2. A safe and integrated infrastructure	4. Safe and accessible recreational facilities	8. A lifetime of good health, education and well-being
	5. Supportive, caring and	9. An environment that is appreciated, protected and

	valued communities 6. Strong district leadership and a sense of belonging	sustained for future generations
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4. What are the key benefits?

- 4.1 The key benefit of having a toilet facility is that more people will be likely to use the Wairoa River walkway, there will also be more incentive to use this facility rather than other private facilities.

5. What are the costs?

- 5.1 Capital funding of \$85,000 has been provided through the Tourism Infrastructure Fund. Maintenance has been allowed for from existing operational expenditure budgets.

6. Who has been consulted



- 6.1 As briefly mentioned in the background section of this report, this project has come through the Matangirau Reserves Board. Tangata Whenua have been consulted with, and this project now comes to Council upon consultation with tangata whenua as requested by the Matangirau Reserves Board and that the land in question is Council Reserve.

Confirmation of statutory compliance

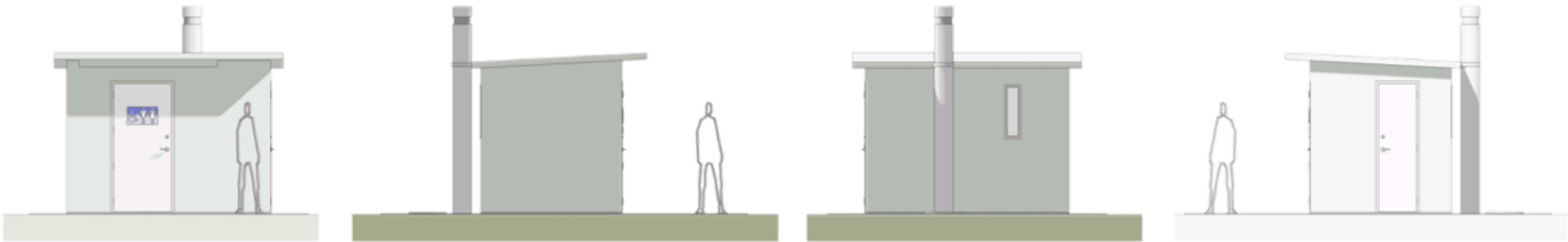
In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- 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

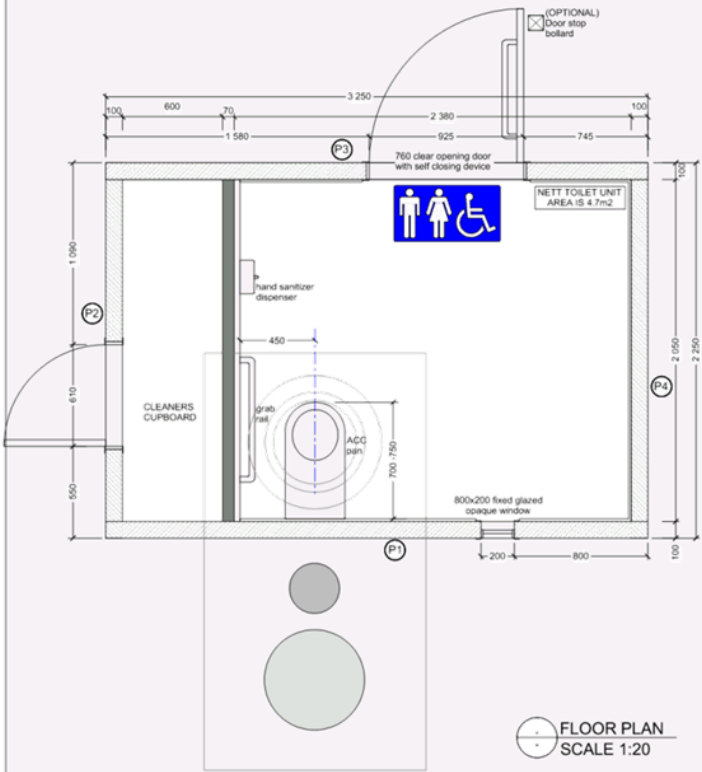
	
Author Luke Knight	Approved by Kitea Tipuna





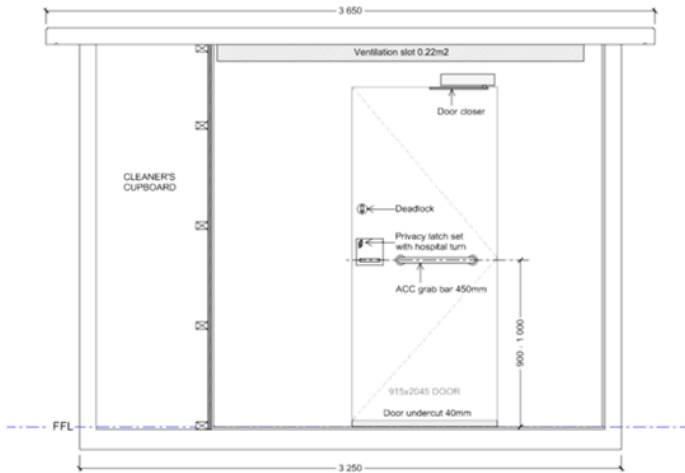
FINISHES SCHEDULE
WALL FINISH- Selected porcelain tiles from Quantum Group Flooring Design- ph. 0800 525 585. Selection by client.
FLOOR FINISH- Selected porcelain tiles from Quantum Group Flooring Design to meet slip resistance requirements of AS/NZS3661.1 (for wet areas). Selection by Client.
Exterior finish is selected 3 coat masonry paint system with colour by Client.

CONCRETE
PAVING 18.7m²

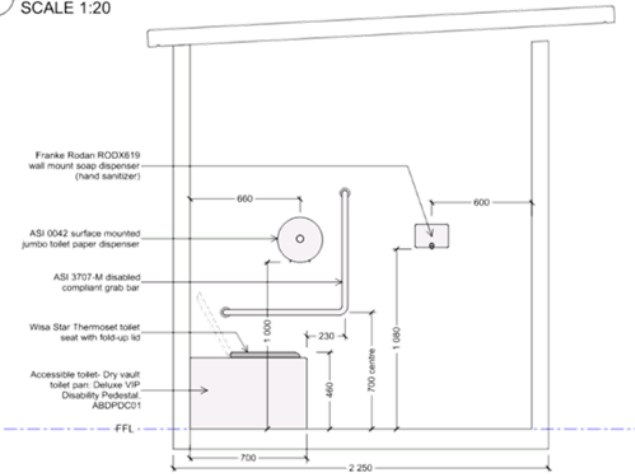


FLOOR PLAN
SCALE 1:20

ELEVATIONS
SCALE 1:50



ACCESSIBLE LAYOUT ELEVATIONS
SCALE 1:20



REVISIONS KEY:

**FOR
BUILDING
CONSENT**

Issued for:	Date:
Structural review	28 August 2017
Client information	
Building consent	1 September 2017

PERMACRETE
PERMANENT SOLUTIONS
SINCE 1980

Project:
**CONCRETE ROOF
ACCESSIBLE DRY
VAULT PERMALOO
WITH SERVICE BAY**

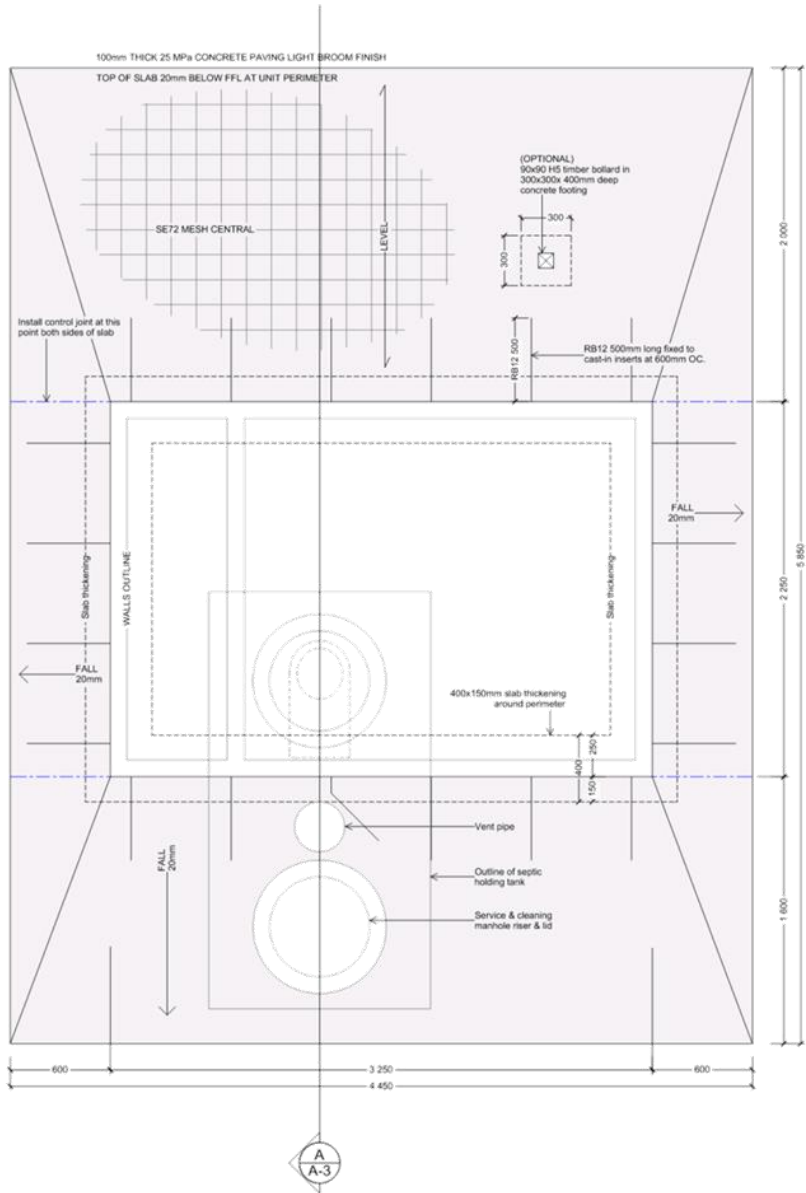
Model No.:
PLM DV1 CR-SB

Drawing:
**FLOOR PLAN,
ELEVATIONS &
ACCESSIBLE SETOUT
ELEVATION**

Revision: Scale @ A2:
REFER TO DRAWING

Dwg. No.:
A-1

Build any off plans marked 'CONSULT'. Read these plans in conjunction with the specification and other consultants drawings. Please check that you are using the current version. Refer to the drawing register and transmittal form. Contractor must verify all dimensions & locations on site. Do not scale from plans. IF IN DOUBT ASK.



NOTE:
THIS UNIT IS MANUFACTURED COMPLETE
AT THE PERMACRETE MANUFACTURING
FACILITY IN GISBORNE.

THE UNIT COMES COMPLETE WITH ALL
FIXTURES & FITTINGS INSTALLED, FINISH
TILED & PAINTED INSIDE & OUT, AND WITH
A CODE COMPLIANCE CERTIFICATE FROM
THE GISBORNE DISTRICT COUNCIL.
DOCUMENTATION ACCOMPANYING THIS
UNIT IS: CCC, PS1 & PS3, AND ECOC TO
BE SUPPLIED TO BCAPRIOR TO
APPLICATION FOR CODE COMPLIANCE
CERTIFICATE.

THE FINISHED UNIT IS TRANSPORTED TO
SITE, LOWERED IN PLACE, AND
CONNECTED TO SERVICES. THIS
BUILDING CONSENT IS FOR
FOUNDATIONS, INSTALLATION &
CONNECTION TO HOLDING TANK ONLY.

GENERAL NOTES CONCERNING:

**BUILDING CODE COMPLIANCE FOR PERMACRETE PUBLIC
TOILET STRUCTURES**

THIS PUBLIC TOILET IS CLASSIFIED AS AN ANCILLARY BUILDING
UNDER THE NEW ZEALAND BUILDING CODE HANDBOOK
CLAUSE A1- CLASSIFIED USES

7.0 OUTBUILDINGS
7.0.1 Applies to a building or use which may be included within each
classified use but are not intended for human habitation, and are
accessory to the principal use of associated buildings. Examples: a
carport, farm building, garage, greenhouse, machinery room, private
swimming pool, **public toilet**, or shed.

CERTAIN REQUIREMENTS OF THE NZBC DO NOT APPLY TO
OUTBUILDINGS (PUBLIC TOILETS IN THIS CASE)

Functional requirement E2.2
Buildings must be constructed to provide adequate resistance to
penetration by, and the accumulation of, moisture from the outside.

Requirement E2.2 does not apply to buildings (for example, certain
bus shelters, and certain buildings used for horticulture or for
equipment for washing motor vehicles automatically) if moisture from
the outside penetrating them, or accumulating within them, or both,
is unlikely to impair significantly all or any of their amenity, durability,
and stability.

Performance E3.3.1 An adequate combination of thermal resistance, ventilation,
and space temperature must be provided to all habitable spaces,
bathrooms, laundries, and other spaces where moisture may be
generated or may accumulate.

Performance E3.3.1 does not apply to Communal Non-residential,
Commercial, Industrial, Outbuildings, or Ancillary buildings.

COMMENT: THE PERMACRETE PUBLIC TOILET UNITS HAVE
BEEN DESIGNED WITH TILED FLOORS SLOPING TO A FLOOR
WASTE GULLY TO BE HOSED OUT REGULARLY FOR
CLEANING. THE CONCRETE CONSTRUCTION OF THE UNIT
WAS CHOSEN FOR ITS DURABILITY & STABILITY.

THE UNIT IS CONSTRUCTED & COMPLETELY FIT-OUT OFF
SITE & LOWERED INTO PLACE. THERE IS NO REQUIREMENT
OR ADVANTAGE TO THE INSTALLATION OF A DPM SUB-FLOOR,
ROOF OR CEILING LININGS, OR THE INSTALLATION OF
ROOFING UNDERLAY TO AN OPEN ROOF SPACE.

FOR
BUILDING
CONSENT

NOTE:
THIS UNIT IS MANUFACTURED COMPLETE
AT THE PERMACRETE MANUFACTURING
FACILITY IN GISBORNE.

THE UNIT COMES COMPLETE WITH ALL
FIXTURES & FITTINGS INSTALLED, FINISH
TILED & PAINTED INSIDE & OUT, AND WITH
A CODE COMPLIANCE CERTIFICATE FROM
THE GISBORNE DISTRICT COUNCIL.
DOCUMENTATION ACCOMPANYING THIS
UNIT IS: CCC, PS1 & PS3, AND ECOC TO
BE SUPPLIED TO BCAPRIOR TO
APPLICATION FOR CODE COMPLIANCE
CERTIFICATE.

THE FINISHED UNIT IS TRANSPORTED TO
SITE, LOWERED IN PLACE, AND
CONNECTED TO SERVICES. THIS
BUILDING CONSENT IS FOR
FOUNDATIONS, INSTALLATION &
CONNECTION TO HOLDING TANK ONLY.

Issued for:	Date:
Structural review	28 August 2017
Client information	
Building consent	1 September 2017

Project:

**CONCRETE ROOF
ACCESSIBLE DRY
VAULT PERMALOO
WITH SERVICE BAY**

Model No.:

PLM DV1 CR-SB

Drawing:

**HOLDING TANK
& CONCRETE
PAVING PLAN**

Revision:

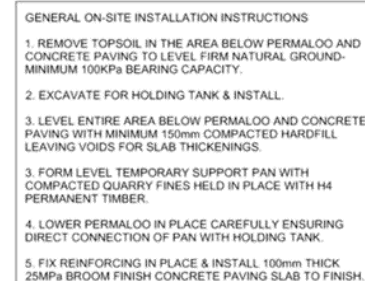
Scale @ A2:

1:20

Dwg. No.:

A-2

Read any off print marked "CONSIST" Read these plans in
conjunction with the specification and other consultants
drawings. Please check that you are using the current
version. Refer to the drawing register and transmittal form.
Contractor must verify all dimensions & locations on site. Do
not scale from plans. IF IN DOUBT ASK.



9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS**9.1 RECEIPT OF ECONOMIC DEVELOPMENT COMMITTEE MEETING - 12 MAY 2020**

Author: Gay Waikawa, Kaiurungi Mana Ārahi Governance Officer

Authoriser: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager
Community and Engagement

Appendices: 1. Minutes of Economic Development Committee Meeting - 12 May 2020

RECOMMENDATION

1. That the Minutes of the Economic Development Committee Meeting held on Tuesday 12 May 2020 be received and the recommendations therein be adopted.

1. RECOMMENDATIONS FROM THE COMMITTEE

[\[Type text here\]](#)

**MINUTES OF WAIROA DISTRICT COUNCIL
ECONOMIC DEVELOPMENT COMMITTEE MEETING
HELD AT THE WAIROA WAIKAREMOANA TRUST BOARD, 30 MARINE PARADE, WAIROA
ON TUESDAY, 12 MAY 2020 AT 1.30PM**

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

IN ATTENDANCE: Steven May (Tumu Whakarae Chief Executive Officer via Zoom), (Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support via Zoom), Roz Thomas (Vision Projects), Rachel Dossor (Vision Projects), Courtney Hayward (Economic Recovery Officer), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer), Tyler Trafford-Misson (Kaiurungi Mana Arahi/Governance Officer),

1 KARAKIA

.

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2020/16

Moved: His Worship the Mayor Craig Little

Seconded: Cr Melissa Kaimoana

That the apology received from Cr Danika Goldsmith be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

None.

4 CHAIRPERSON'S ANNOUNCEMENTS

None.

5 LATE ITEMS OF URGENT BUSINESS

None.

6 PUBLIC PARTICIPATION

None.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2020/17**

Moved: Cr Melissa Kaimoana

Seconded: His Worship the Mayor Craig Little

That the minutes and confidential minutes of the Ordinary Meeting held on 18 February 2020 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 UPDATE FROM THE GROUP MANAGER COMMUNITY & ENGAGEMENT****COMMITTEE RESOLUTION 2020/18**

Moved: Mr Moana Rongo

Seconded: Mr Lewis Ratapu

That the Economic Development Committee receives this report.

CARRIED

The Pouwhakarae – Hapori / Whakatūtaki Group Manager Community and Engagement presented his report and reported on COVID19-Pakihi Ora Project, COVID-19 Lockdown Projects, COVID-19 Economic Recovery/Resilience Planning and Census 2018.

Jody Hamilton, JMP Consulting presented the Pakihi Ora Project and reported on the Background-Pakihi Ora Wairoa Business Review, Business Review Approach Phases being Research and Establishing Database, Design, Testing and Communications, Fieldwork and Analysis and Reporting, Review Findings being Profile of Participants and Business Support Needs, Observations and Conclusions and Recommendations.

The Committee discussed the Pakihi Ora Project at length.

COMMITTEE RESOLUTION 2020/19

Moved: Mr Moana Rongo

Seconded: Mr Lewis Ratapu

That the Economic Development Committee directs the Chief Executive to consider innovations to service delivery of Council that support economic development initiatives.

CARRIED

8.2 UPDATE FROM VISION PROJECTS**COMMITTEE RESOLUTION 2020/20**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Melissa Kaimoana

That the Economic Development Committee receives this report.

CARRIED

The Updated Vision Projects reported on COVID-19 update, Urban Design Plan, Integrated Business and Tourism Facility & i-Site, Library/Archives Redevelopment, Digital Hu-Stage 1, Wairoa Regional Park, Community Consultation, Wairoa Riverside Market, Support for local business, Items of interest being Vision Projects working with New World and the First Quarterly Milestone report for Te Wairoa E Whanake being submitted to MBIE, Items for Action in May being Business support to transition to Alert Level 2, Urban Design contractor appointed and Library/Archives redevelopment and Projects Contacts.

DRAFT REDEVELOPMENT OF THE WAIROA CENTENNIAL LIBRARY & ARCHIVE

COMMITTEE RESOLUTION 2020/21

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Moana Rongo

That the Economic Development Committee receives the Draft Redevelopment of the Wairoa Centennial Library & Archive.

CARRIED

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/22

Moved: His Worship the Mayor Craig Little

Seconded: Cr Melissa Kaimoana

That the public be excluded from the following parts of the proceedings of this meeting at 11.53am.

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 - UPDATE ON TE WAIROA E WHANAKE PROJECT	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
CARRIED		

COMMITTEE RESOLUTION 2020/23

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That Council moves out of Closed Council into Open Council at 12.07pm.

CARRIED

The meeting closed with a karakia by Lewis Ratapu.

The Meeting closed at 12.08pm.

The minutes of this meeting were confirmed at the Economic Development Committee Meeting held on 23 June 2020.

.....
CHAIRPERSON

9.2 RECEIPT OF ECONOMIC DEVELOPMENT COMMITTEE MEETING - 23 JUNE 2020

Author: Gay Waikawa, Kaiurungi Mana Ārahi Governance Officer

Authoriser: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager
Community and Engagement

Appendices: 1. Minutes of Economic Development Committee Meeting - 23 June 2020

RECOMMENDATION

1. That the Minutes of the Economic Development Committee Meeting held on Tuesday 23 June 2020 be received and the recommendations therein be adopted.

1. RECOMMENDATIONS FROM THE COMMITTEE

[\[Type text here\]](#)

**MINUTES OF WAIROA DISTRICT COUNCIL
ECONOMIC DEVELOPMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 23 JUNE 2020 AT 1.30PM**

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

IN ATTENDANCE: Steven May (Tumu Whakarae Chief Executive Officer), Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), Stephen Heath (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services), Rubyanne Edwards (Kaiarahi Parongo Tapoi Tourism Information Co-ordinator), Simon Mutohori (Kaiwhakahaere Ratonga Kiritaki Waeture Customer Service Manager – Regulatory), Tyler Trafford-Misson (Kaiurungi Mana Ārahi Governance Officer), Roz Thomas (Vision Projects), Tony Gray (Food Innovation Hub).

1 KARAKIA

Karakia was given by Kitea Tipuna

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2020/25

Moved: Cr Melissa Kaimoana

Seconded: Mr Moana Rongo

That the apologies received from Cr Goldsack and Lewis Ratapu be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Nil

4 CHAIRPERSON'S ANNOUNCEMENTS

Additions to 8.2 as below

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 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**COMMITTEE RESOLUTION 2020/26**

Moved: His Worship the Mayor Craig Little

Seconded: Mr Moana Rongo

That the minutes [and confidential minutes] of the Ordinary Meeting held on 12 May 2020 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 UPDATE FROM VISION PROJECTS****COMMITTEE RESOLUTION 2020/27**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Melissa Kaimoana

That the Economic Development Committee receives this report.

CARRIED

Roz Thomas from Vision projects gave an update on a number of recent activities including Vision's response to COVID 19, the Urban Design Planning, and the Library/Archives Redevelopment.

8.2 UPDATE FROM THE GROUP MANAGER COMMUNITY & ENGAGEMENT**COMMITTEE RESOLUTION 2020/28**

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the Economic Development Committee:

- (1) Receives this report
- (2) Endorse the possibility of the establishment of a Business Resilience Fund to support commercial businesses in the 20/21 financial year.
- (3) Endorse the Wairoa Recovery Plan.

And

(4) Give an endorsement of the Food Hub for potential support in 2021/22 financial year

CARRIED

Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement gave an update on a number of projects around the district being pursued by Council including but not limited to Government Support for COVID19 recovery efforts, the recent visit by Al Morrison (Provincial Development Unit) and the “Tautoko Wairoa – Buy Local” campaign.

Tony Gray (Food Innovation Hub) made a presentation to the Committee regarding potential contributions or grants from the Wairoa District Council for the Food Hub establishment in the 2021/22 financial year. He spoke of the benefits to the Wairoa District and for future employment opportunities for its people. Committee agreed that this Food Hub will be of benefit to Wairoa and has agreed in principle to support it, no commitment has been made at this time for financial support.

8.3 UPDATE - TOURISM AND I-SITE

COMMITTEE RESOLUTION 2020/29

Moved: Cr Melissa Kaimoana

Seconded: Mr Moana Rongo

That the Economic Development Committee receives this report.

CARRIED

Rubyanne Edwards (Kaiarahi Parongo Tapoi Tourism Information Co-ordinator) updated the Economic Development Committee on the position and recent activities of the Wairoa i-Site since reopening its doors on the 14th May. Discussions regarding the Marae Heritage Trail are on-going.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/30

Moved: His Worship the Mayor Craig Little

Seconded: Cr Melissa Kaimoana

That the public be excluded from the following parts of the proceedings of this meeting at 2:47pm

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 UPDATE FROM THE GAIETY	s7(2)(b)(ii) - the withholding of the information is necessary	s48(1)(a)(i) - the public conduct of the relevant part of

	to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	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 UPDATE REPORT ON THE TE WAIROA E WHANAKE PROJECT	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	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

CARRIED

<p>COMMITTEE RESOLUTION 2020/31</p> <p>Moved: Cr Denise Eaglesome-Karekare</p> <p>Seconded: Cr Melissa Kaimoana</p> <p>That Council moves out of Closed Council into Open Council at 3:11 pm.</p> <p style="text-align: right;">CARRIED</p>

Meeting closed with a karakia from Kitea Tipuna

The Meeting closed at 3:12pm.

The minutes of this meeting were confirmed at the Economic Development Committee Meeting held on 4 August 2020.

.....
CHAIRPERSON

9.3 RECEIPT OF INFRASTRUCTURE COMMITTEE MEETING - 17 MARCH 2020

Author: Gay Waikawa, Kaiurungi Mana Ārahi Governance Officer

Authoriser: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager
Community and Engagement

Appendices: 1. Minutes of Infrastructure Committee Meeting - 17 March 2020

RECOMMENDATION

1. That the Minutes of the Infrastructure Committee Meeting held on Tuesday 17 March 2020 be received and the recommendations therein be adopted.

1. RECOMMENDATIONS FROM THE COMMITTEE

**MINUTES OF WAIROA DISTRICT COUNCIL
INFRASTRUCTURE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 17 MARCH 2020 AT 1.30PM**

PRESENT: Cr Chaans Tumataroa-Clarke, Cr Denise Eaglesome-Karekare, Cr Hine Flood (Deputy Mayor), Chris Olsen (Independent Member)

IN ATTENDANCE: S May , K Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), S Heath (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services), A Heron (Mataaro Whakakaupapa/Projects Engineer), G Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), G Waikawa (Kaiurungi Mana Arahi/Governance Officer), T Trafford-Misson (Kaiurungi Mana Arahi/Governance Officer)

1 KARAKIA

Karakia was given by K Tipuna

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2020/37

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Hine Flood

That the apology received from His Worship the Mayor be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

None.

4 CHAIRPERSON'S ANNOUNCEMENTS

5 LATE ITEMS OF URGENT BUSINESS

Infrastructure Terms of Reference – Chief Executive Officer

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**COMMITTEE RESOLUTION 2020/38**

Moved: Cr Chris Olsen

That the minutes and confidential minutes of the Ordinary Meeting held on 20 August 2019 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 WAIROA HIGH PRODUCTIVITY VEHICLE MOTOR VEHICLE (HPMV) BRIDGE UPGRADES PGF - UPDATE ON PROGRESS****COMMITTEE RESOLUTION 2020/39**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Chris Olsen

That the Committee receive the report and officers seek favourable variation to include other bridges and road realignment for high productivity vehicles.

CARRIED

The Committee discussed:

Provincial growth fund.

9 PUBLIC EXCLUDED ITEMS**RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION 2020/40**

Moved: Cr Hine Flood

Seconded: Cr Denise Eaglesome-Karekare

That the public be excluded from the following parts of the proceedings of this meeting 2.13pm.

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 - Infrastructure Strategy	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the

	is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	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 - Procurement Contract 19/11 Structural Bridge Repairs Package 1	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</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>	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 - Procurement - Contract 19/10 Flood Damage Repairs, Mohaka/Waiau, Package 3	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</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>	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

CARRIED

COMMITTEE RESOLUTION 2020/41

Moved: Cr Hine Flood

Seconded: Cr Denise Eaglesome-Karekare

That Council moves out of Closed Council into Open Council.

CARRIED

The Committee discussed:

Work Plan and budget.

Infrastructure Strategy and Terms of Reference

INFRASTRUCTURE COMMITTEE – TERMS OF REFERENCE**COMMITTEE RESOLUTION 2020/42**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Denise Eaglesome-Karekare

That the Committee recommends that Council adopt the revised terms of reference being:

- 2 committee members change to 3 committee members
- Add under the heading Purpose – To monitor, understand and mitigate risks.
- Change the word under to over \$100,000.

CARRIED

Closing karakia was given by K Tipuna

The Meeting closed at 3.42pm.

The minutes of this meeting were confirmed at an Infrastructure Committee Meeting held on 18 June 2020.

9.4 RECEIPT OF INFRASTRUCTURE COMMITTEE MEETING - 18 JUNE 2020

Author: Gay Waikawa, Kaiurungi Mana Ārahi Governance Officer

Authoriser: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager
Community and Engagement

Appendices: 1. Minutes of Infrastructure Committee Meeting - 18 June 2020

RECOMMENDATION

1. That the Minutes of the Infrastructure Committee Meeting held on Thursday 18 June 2020 be received and the recommendations therein be adopted.

1. RECOMMENDATIONS FROM THE COMMITTEE

**MINUTES OF WAIROA DISTRICT COUNCIL
INFRASTRUCTURE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON THURSDAY, 18 JUNE 2020 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little, Cr Chaans Tumataroa-Clarke, Cr Denise Eaglesome-Karekare, Cr Chris Olsen (via Video-conferencing), Cr Hine Flood (Deputy Mayor)

IN ATTENDANCE: Steven May (Tumu Whakarae Chief Executive Officer), Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), Stephen Heath (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services), Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Luke Knight (Kaiwhakahaere Rawa Property Manager), Mike Hardie (Kaiwhakahaere Hua Pūmau Huarahi (Taupua)/Acting Transport Asset Manager), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer), Tyler Trafford-Misson (Kaiurungi Mana Arahi/Governance Officer)

1 KARAKIA

Karakia was given by K Tipuna

2 APOLOGIES FOR ABSENCE

Nil

3 DECLARATION OF CONFLICT OF INTEREST

Chris Olsen – REG RAC Report 2018/2019

4 CHAIRPERSON'S ANNOUNCEMENTS

Appointment of Chairperson for Wairoa District Council's Infrastructure Committee - Cr Tumataroa-Clarke

5 LATE ITEMS OF URGENT BUSINESS

REG RCA Report 2018/2019 – Stephen Heath

Appointment of Chairperson – Infrastructure Committee

6 PUBLIC PARTICIPATION

None.

7 MINUTES OF THE PREVIOUS MEETING

COMMITTEE RESOLUTION 2020/43

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Denise Eaglesome-Karekare

That the minutes [and confidential minutes] of the Ordinary Meeting held on 17 March 2020 be confirmed.

CARRIED

Kaiwhakahaere Hua Pūmau Huarahi (Taupua)/Acting Transport Asset Manager presented the report and reported on Mahia East Coast Road, Patangata Bridge, Mahia East Coast Road Rangatahi Dropout, Nuhaka River Road Realignment, Kitchener Street Open Street Drain, Wastewater Consent and Proposed Projects to be Carried over to 2020/21.

8 GENERAL ITEM

8.1 PROJECT UPDATE 2019/20 - COMMUNITY ASSETS AND SERVICES

COMMITTEE RESOLUTION 2020/44

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That the Committee receive the report.

CARRIED

9. PUBLIC EXCLUDED ITEM

COMMITTEE RESOLUTION 2020/45

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the public be excluded from the following parts of the proceedings of this meeting at 2.43pm pm.

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 REG REC Report	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
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CARRIED**COMMITTEE RESOLUTION 2020/46**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That Council moves out of Closed Council into Open Council at 2.48pm.

CARRIED**APPOINTMENT OF WAIROA DISTRICT COUNCIL'S INFRASTRUCTURE COMMITTEE CHAIRPERSON****COMMITTEE RESOLUTION 2020/47**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That Cr Chans Tumataroa-Clarke be appointed as Chairperson for the Wairoa District Council's Infrastructure Committee.

CARRIED

The Meeting closed at 2.50pm with a closing karakia by Kitea Tipuna.

The minutes of this meeting were confirmed at the Infrastructure Committee Meeting held on 11 August 2020.

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CHAIRPERSON

9.5 RECEIPT OF FINANCE, AUDIT & RISK COMMITTEE MEETING - 14 APRIL 2020

Author: Gay Waikawa, Kaiurungi Mana Ārahi Governance Officer

Authoriser: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager
Community and Engagement

Appendices: 1. Minutes of Finance, Audit & Risk Committee Meeting - 14 April 2020

RECOMMENDATION

1. That the Minutes of the Finance, Audit & Risk Committee Meeting held on Tuesday 14 April 2020 be received and the recommendations therein be adopted.

1. RECOMMENDATIONS FROM THE COMMITTEE

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 14 APRIL 2020 AT 1.34PM**

PRESENT: His Worship the Mayor Craig Little, Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Cr Danika Goldsmith, Mr Philip Jones

IN ATTENDANCE: Cr Hine Flood, S May (Tumu Whakarae Chief Executive Officer), K Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement) Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), Kimberley Tuapawa (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience), Stephen Heath (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services), Gay Waikawa (Kaiurungi Mana Arahi – Governance Officer),

The Chairman welcomed everyone during this COVID-19 Alert Level 4 lock down period and advised some rules if everyone mutes themselves and raise their hands when they want to speak. The Chairperson will ask for a mover for the motion – mover to raise their hand, the Chairman will recognise mover verbally and for the seconder of the motion to also raise their hand, and the Chair will again recognise the seconder verbally. Chair will ask for all those in favour and the Committee members will raise their hands to signal their assent.

The Chairperson advised we are not recording this meeting through Zoom but the Kaiurungi Mana Arahi – Governance Officer advised she is recording the meeting by dictaphone so that we have good notes of this meeting and to have good discipline on who is speaking and clear communications.

1 KARAKIA

Karakia was given by K Tipuna

2 APOLOGIES FOR ABSENCE

None.

3 DECLARATION OF CONFLICT OF INTEREST

None.

4 CHAIRPERSON'S ANNOUNCEMENTS

None.

5 LATE ITEMS OF URGENT BUSINESS

Have a discussion in areas of risk and use the knowledge that Mr P Jones has.

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**COMMITTEE RESOLUTION 2020/86**

Moved: Cr Jeremy Harker

Seconded: Cr Hine Flood

That the minutes of the Ordinary Meeting held on 3 March 2020 be confirmed with alteration to apology received from Philip Jones.

CARRIED

8 GENERAL ITEMS**8.1 FINANCIAL PERFORMANCE TO 29 FEBRUARY 2020****COMMITTEE RESOLUTION 2020/87**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That Committee receive the report.

CARRIED

The Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support presented his report and reported on the Wairoa District Council's Monthly Report at the end of 29 February 2020.

Wairoa District Council had a net Surplus on Operations of \$4,525k against a year to date (YTD) budget of \$4,443K. The greater than budgeted surplus is primarily a result of Capital Subsidy Revenue recognised for the Mahia East Coast Road traction sealing of almost \$1m and more than compensated for the wastewater costs spend on desludging of the oxidation ponds.

Similarly general increase in compliance cost, particularly are offset against unspent budget for development of the District Plan.

Cr D Goldsack left the meeting at 2.20pm.

The Chairman queried from the Committee asked various question regarding the District Plan:

- what is happening with the District Plan
- the potential to complete.
- the cost to complete it and
- making sure Council has enough funds.

The Committee discussed:

- Rating for activities that Council are not undertaking.
- Providing benefit to community.
- PGF funding.
- Extension of current plans.
- What does levels 2 & 3 look like for Councils.
- Rationalise of decisions.
- Projects that can be delayed or deferred through the Long Term Plan.
- Key projects through annual plan.

Cr H Flood left meeting at 2.38pm

The meeting was closed with a karakia by K Tipuna.

The Meeting closed at 2.45pm.

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 26 May 2020.

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CHAIRPERSON

9.6 RECEIPT OF FINANCE, AUDIT & RISK COMMITTEE MEETING - 26 MAY 2020

Author: Gay Waikawa, Kaiurungi Mana Ārahi Governance Officer

Authoriser: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager
Community and Engagement

Appendices: 1. Minutes of Finance, Audit & Risk Committee Meeting - 26 May 2020

RECOMMENDATION

1. That the Minutes of the Finance, Audit & Risk Committee Meeting held on Tuesday 26 May 2020 be received and the recommendations therein be adopted.

1. RECOMMENDATIONS FROM THE COMMITTEE

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE WAR MEMORIAL HALL, QUEEN STREET, WAIROA
ON TUESDAY, 26 MAY 2020 AT 1.30PM**

- PRESENT:** His Worship the Mayor Craig Little, Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Mr Philip Jones (via Video-conferencing)
- IN ATTENDANCE:** Stuart Mutch (Auditor-via Video-conferencing), Cr Channs Tumataroa-Clarke, Steven May (Tumu Whakarae Chief Executive Officer), Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Kimberley Tuapawa (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience), Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), Stephen Heath (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services), Simon Mutohori (Kaiwhakahaere Ratonga Kiritaki/Customer Service Manager-Regulatory), Kevin Stevenson (Kaiurungi Kore Whakawhara/Zero Harm Officer), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer), Tyler Trafford-Misson (Kaiurungi Mana Arahi/Governance Officer),

1 KARAKIA

Karakia was given Cr Chaans Tumataroa-Clarke.

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2020/88

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the apology received from Cr Danika Goldsack be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Cr Jeremy Harker – **Item 8.1** – QRS Statement of Intent for the period 1 July 2020 to 30 June 2023 and Six Monthly Report to 31 December 2019 and **Item 8.2** – Debenture Trust Deed document amendments and restatements.

4 CHAIRPERSON'S ANNOUNCEMENTS

Follow Zoom etiquette one person at a time.

5 LATE ITEMS OF URGENT BUSINESS

None.

6 PUBLIC PARTICIPATION

None.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2020/89**

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the minutes of the Ordinary Meeting held on 14 April 2020 be confirmed.

CARRIED

At 1.36pm, Cr Jeremy Harker left the meeting. Cr Denise Eaglesome-Karekare chaired the meeting.

8 GENERAL ITEMS**8.1 QRS STATEMENT OF INTENT FOR THE PERIOD 1 JULY 2020 TO 30 JUNE 2023 AND SIX MONTHLY REPORT TO 31 DECEMBER 2019.****COMMITTEE RESOLUTION 2020/90**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the Committee receives the report and discusses the company's financial forecasts and risks with its Board.

CARRIED

The Committee discussed:

- Financial results for remainder of year.

8.2 DEBENTURE TRUST DEED DOCUMENT AMENDMENTS AND RESTATEMENTS**COMMITTEE RESOLUTION 2020/91**

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the Committee assesses the risks and opportunities of this proposal for the Group with the Board of Quality Roading and Services (Wairoa) Ltd.

CARRIED

The Committee discussed:

- Borrowing from Local Government Funding Agency (LGFA)
- Priority of debt – unsecured creditors.

- Processes for monitoring as guarantor.
- Utilising sub-contractors.

At 1.53pm, Cr Jeremy Harker returned to the meeting and resumed as Chairperson.

8.3 EXTERNAL AUDIT PLAN FOR THE YEAR ENDING 30 JUNE 2020

COMMITTEE RESOLUTION 2020/92

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the Committee receives the External Audit Plan 2020.

CARRIED

The Committee discussed:

- Change date of 2019 to External Audit Plan 2020 in recommendation.
- Covid-19 lockdown.
- Impact to organisation from both a system and processes perspective and reporting to 30 June 2020.
- Challenges around the annual report in recent years,
- Critical deadlines being hit and in a timely manner.
- Asset revaluations.
- Update of Provincial Growth Fund.

8.4 ANNUAL REPORT 2019-20 TIMETABLE AND AUDIT PLAN

COMMITTEE RESOLUTION 2020/93

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the Committee receives the timetable for the Annual Report 2019-20.

CARRIED

The Committee discussed:

- Statutory deadline.

Cr Channs Tumataroa-Clarke left the meeting at 2.08pm.

Cr Channs Tumataroa-Clarke returned to the meeting at 2.09pm.

8.5 BUDGET FOR THE DRAFT ANNUAL PLAN 2020-21**COMMITTEE RESOLUTION 2020/94**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the Committee:

1. Endorses the draft budgets to Council for inclusion in the Annual Plan for the year ending 30 June 2021, subject to adjustments for asset revaluations.
2. Encourages Council to place emphasis on the financial sustainability of service levels during preparation and community engagement for the Long-term Plan 2021-31.

CARRIED

The Committee discussed:

- Capital value rates.

8.6 DRINKING WATER SAFETY**COMMITTEE RESOLUTION 2020/95**

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That the Committee receives the report and that the Water Safety Plan review is included into Council projects/planning such as Annual Plan, Long Term Plan (LTP) and Asset Management Plans; Thus endorsing the six principles of drinking water safety.

CARRIED

8.7 HEALTH & SAFETY**COMMITTEE RESOLUTION 2020/96**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the Committee receive the report.

CARRIED

8.8 FAR WORK PLAN**COMMITTEE RESOLUTION 2020/97**

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the Committee receive the report.

CARRIED

The Committee discussed:

- Reconciliation of reserves.
- Update of Provincial Growth Fund
- Update on Crown Infrastructure Funding.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/98

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the public be excluded from the following parts of the proceedings of this meeting at 2.48pm

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 - Draft roading asset valuation as at 31 March 2020	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information s7(2)(g) - the withholding of the information is necessary to maintain legal professional privilege	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 - Procurement Strategy Endorsement	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
CARRIED		

COMMITTEE RESOLUTION 2020/99

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That Council moves out of Closed Council into Open Council at 3.13pm.

CARRIED

The Meeting closed at 3.14pm with a karakia by Kitea Tipuna..

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 7 July 2020.

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CHAIRPERSON

9.7 RECEIPT OF FINANCE, AUDIT & RISK COMMITTEE MEETING - 7 JULY 2020

Author: Gay Waikawa, Kaiurungi Mana Ārahi Governance Officer

Authoriser: Kitea Tipuna, Pouwhakarae – Hapori / Whakatūtaki Group Manager
Community and Engagement

Appendices: 1. Minutes of Finance, Audit & Risk Committee Meeting - 7 July 2020

RECOMMENDATION

1. That the Minutes of the Finance, Audit & Risk Committee Meeting held on Tuesday 7 July 2020 be received and the recommendations therein be adopted.

1. RECOMMENDATIONS FROM THE COMMITTEE

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 7 JULY 2020 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little, Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Mr Philip Jones, Cr Danika Goldsack

IN ATTENDANCE: Steven May (Tumu Whakarae Chief Executive Officer), Cr Hine Flood, Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Kimberley Tuapawa (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience), Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), Stephen Heath (Pouwhakarae – Hua Pūmau Hapori/Ratonga Group Manager Community Assets and Services), Simon Mutohori (Kaiwhakahaere Ratonga Kiritaki/Customer Service Manager-Regulatory), Kevin Stevenson (Kaiurungi Kore Whakawhara/Zero Harm Officer), Tyler Trafford-Misson (Kaiurungi Mana Arahi/Whakawhanake Ōhanga Governance and Economic Development Officer), Lauren Jones (Kaikaute Pūtea /Financial Accountant), Luke Knight (Kaiwhakahaere Rawa/Property Manager), Mike Hardie (Kaiwhakahaere Hua Pūmau Huarahi/Transport Asset Manager).

1 KARAKIA

Karakia was given by Kitea Tipuna

2 APOLOGIES FOR ABSENCE

Nil

3 DECLARATION OF CONFLICT OF INTEREST

Cr Jeremy Harker – **Items 1.1** – Support for QRS Project Funding and **9.1** – Potential NZTA Funding (PUBLIC EXCLUDED).

4 CHAIRPERSON'S ANNOUNCEMENTS

A number of late reports are up for consideration at today's meeting.

5 LATE ITEMS OF URGENT BUSINESS

Additional public excluded item

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**COMMITTEE RESOLUTION 2020/100**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the minutes, and the public excluded minutes of the Ordinary Meeting held on 26 May 2020 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 UPDATE ON PREPARATION OF THE ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2020.****COMMITTEE RESOLUTION 2020/101**

Moved: Mr Philip Jones

Seconded: Cr Jeremy Harker

That Committee receive the report.

CARRIED

Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support) shared a model showing the status and progression of a number of actions being undertaken in the completion of the Annual Report. Explanations were given of the risks associated with these actions where applicable.

8.2 FINANCIAL PERFORMANCE TO 31 MAY 2020**COMMITTEE RESOLUTION 2020/102**

Moved: Cr Jeremy Harker

Seconded: Mr Philip Jones

That Committee receive the report.

CARRIED

Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support) gave the committee an update of the Wairoa District Councils financial performance, most activities are on budget. Favourable variances include PGF cash inflows, adverse include wastewater and environmental levies, but generally finances are in good shape. Discussion of the risk with the decrease in reserves and that depreciation ought to be included in the quarterly reports.

8.3 PROJECT UPDATE 2019/20 - COMMUNITY ASSETS AND SERVICES**COMMITTEE RESOLUTION 2020/103**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Danika Goldsack

That Committee receive the report.

CARRIED

The report was also presented to the Infrastructure Committee Meeting on 18 June 2020, Luke Knight (Kaiwhakahaere Rawa/Property Manager) gave a quick overview of the keypoints discussed at this Committee meeting including risk, on time, on budget etc. Committee accepts that discussion needs to be had in regard to external funding and the impact that this will have on the Council (Capex vs Opex, staffing issues, risks etc) and the position of Council to take on future projects.

8.4 HEALTH & SAFETY**COMMITTEE RESOLUTION 2020/104**

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That Committee receive the report.

CARRIED

Kevin Stevenson (Kaiurungi Kore Whakawhara/Zero Harm Officer) gave a brief overview of Council's Health and Safety matters. Reporting procedures are being put in place to ensure a more streamlined process, gave an update on recent incidents, flu shot numbers, COVID support and staff training for personnel.

8.5 FAR WORK PLAN**COMMITTEE RESOLUTION 2020/105**

Moved: Cr Jeremy Harker

Seconded: Cr Danika Goldsack

That Committee receive the report.

CARRIED

Agreement to add another Item to provide an update on where Council is on all policies and bylaws as a legislative compliance review.

Cr Jeremy Harker left the meeting at 2:33pm due to a Conflict of Interest, Cr Denise Eaglesome-Karekare took the Chair.

1.1 SUPPORT FOR QRS PROJECT FUNDING**COMMITTEE RESOLUTION 2020/106**

Moved: Mr Philip Jones

Seconded: His Worship the Mayor Craig Little

That Committee endorses the proposal for Council confirm its willingness to lend up to \$1.2 million to QRS for the purposes of securing funding for its Operations Hub, providing that there is agreement to ensure that there is no extra cost to council and that appropriate security and term of loan be considered by council.

CARRIED

Discussion was had in relation to ensuring that there would be no added costs on Council. Long term prospects of the company are generally favourable therefore Council will be likely under take this action, however Council needs to require appropriate security, recommendation was therefore amended.

9 PUBLIC EXCLUDED ITEMS**RESOLUTION TO EXCLUDE THE PUBLIC****COMMITTEE RESOLUTION 2020/107**

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the public be excluded from the following parts of the proceedings of this meeting at 2.50pm

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 – Potential NZTA funding	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
1.1 – Staff Workloads	s7(2)(b)(ii),s7(2)(h) - the withholding of the information is necessary to protect information where the	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to

	making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; AND the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities.	result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

COMMITTEE RESOLUTION 2020/108

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Danika Goldsack

That Council moves out of Closed Council into Open Council at 3.38pm.

CARRIED

The Meeting closed at 3:40pm with a karakia given by Cr Denise Eaglesome-Karekare.

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 18 August 2020.

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CHAIRPERSON

10 PUBLIC EXCLUDED ITEMS

Nil