



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

Date: Tuesday, 29 March 2022
Time: 1.30pm
Location: Wairoa District Council Chamber, Queen
Street, Wairoa

AGENDA

Economic Development Committee Meeting 29 March 2022

MEMBERSHIP: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Melissa Kaimoana, Cr Danika Goldsack, Mr Moana Rongo, Ms Hinenui Tipoki-Lawton, Ms Rawinia Kamau

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 - 15 February 2022

**MINUTES OF WAIROA DISTRICT COUNCIL
ECONOMIC DEVELOPMENT COMMITTEE MEETING
HELD AT THE WAIROA DISTRICT COUNCIL CHAMBER, QUEEN STREET, WAIROA
ON TUESDAY, 15 FEBRUARY 2022 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Melissa Kaimoana (via zoom) , Cr Danika Goldsack, Mr Moana Rongo, Ms Rawinia Kamau (via zoom arrived 1.55pm)

IN ATTENDANCE: **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Simon Mutohori** (Pouwhakarae-Whakamahere me te Waeture | Group Manager-Planning & Regulatory Services) **Courtney Hayward** (Kaiwhakahaere Kaupapa Here, Mana Ārahi me te Whakawhanake Ōhanga | Policy, Governance and Economic Development Manager), **Kylie Bradley** (Kaiaataki Ratonga Pātaka Pukapuka | Library Services Team Leader), **Jonny Hardie** (Kaiwhakahaere Kaupapa – Whaipainga | Project Manager – Infrastructure),**Rubyanne Edwards** (Kaiaataki Tāpoi me te Whakawhanake Hapori |Tourism and Community Development Team Leader), **Latoya Tipuna** (Kaiurungi Whakawhanake Hapori | Community Development Officer) , **Alannah Marshall** (Kaiurungi Mana Ārahi me te Whakawhanake Ōhanga | Governance and Economic Development Officer), **Clare Easton** (Haumako), **Phil Beatie** (via Haumako / Tātau Tātau o Te Wairoa , **Jamie Cox** (Cox professionals), **Roz Thomas** (Vision Projects), **Suzi Lewis** (Vision Projects) , **Rachel Dossor** (Vision Projects), **Cameron Osmond** (MBIE), **Kate Jeffered** (MBIE)

1 KARAKIA

A Karakia timatanga was given by Tumu Whakarae Kitea Tipuna

LATE ITEM 9.1 TE WAIROA E WHANAKE UPDATE

COMMITTEE RESOLUTION 2022/125

Moved: Cr Danika Goldsack

Seconded: Mr Moana Rongo

That the report Te Wairoa e Whanake be received as a late item.

CARRIED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2022/126

Moved: His Worship the Mayor Craig Little

Seconded: Cr Danika Goldsack

That the public be excluded from the following parts of the proceedings of this meeting at 1.33pm.

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
8.1 - Te Wairoa E Whanake 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

CARRIED

COMMITTEE RESOLUTION 2022/127

Moved: His Worship the Mayor Craig Little

Seconded: Mr Moana Rongo

That Council moves out of Closed Council at 2.08pm into Open Council.

CARRIED

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2022/128

Moved: Cr Melissa Kaimoana

Seconded: Cr Danika Goldsack

That the apology received from Ms Hinenui Tipoki-Lawton be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Nil

4 CHAIRPERSON'S ANNOUNCEMENTS

New Zealand will move to Phase 2 of the Government's Omicron response from 11.59pm on Tuesday February 15.

5 LATE ITEMS OF URGENT BUSINESS

This item was moved to another part of the meeting.

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 2022/129**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Melissa Kaimoana

That the minutes [and confidential minutes] of the Ordinary Meeting held on 7 December 2021 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 UPDATE ON LIBRARY ARCHIVES REDEVELOPMENT****COMMITTEE RESOLUTION 2022/130**

Moved: Ms Rawinia Kamau

Seconded: Cr Melissa Kaimoana

That Committee receive the report.

CARRIED

It has been confirmed that the funding for the development of the preliminary plans for the project has been approved. First light foundation and Pam Torbett Trust have committed to half each of the \$70,00.00 work

In addition to that, further funding has been received to help pay cultural artist Dr Sandy Adsett.

Members of the committee and the Project team are very pleased as this takes the pressure off ratepayers and allows this work to continue.

Early-stage concept designs were also presented Project team are working on how to engage with

the public on these early designs.

Chair Eaglesome-Karekare is extremely excited and looks forward to the Library green being referred to its original name Manuka nui pa.

8.2 UPDATE ON REGIONAL DIGITAL HUB

COMMITTEE RESOLUTION 2022/131

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Moana Rongo

That Committee receive the report.

CARRIED

The Business Hub has been open for a year now and continues to provide technology access and courses so people can build their digital confidence. The demand is there and staff are currently exploring options on how to bring the service to our rural communities

The Library will operate under a click and collect service during phase 2 Omicron response, Digital Hub staff are moving courses online for those that have the capability to attend offsite.

8.3 ECONOMIC DEVELOPMENT UPDATE

COMMITTEE RESOLUTION 2022/132

Moved: His Worship the Mayor Craig Little

Seconded: Cr Danika Goldsack

That Committee receive the report.

CARRIED

Key Points discussed

- Phase 2 Omicron, Council staff will contact local businesses to “check-in”
- A project brief is currently been outlined for the Almond Feasibility study for the region on behalf of stakeholders including WDC
- BNZ meet with Council staff and updated the team on services they can provide, Committee members agreed that Kiwibank is the only physical branch still offering services to our town and that we need to lobby Kiwibank for improved service.
- MTFJ continues to be successful and has been selected as a pilot Council for partnership with Outward bound, this will be of great interest for locals who are looking to apply within the defence force. As completion of attending Outward bound provides a higher chance of being accepted

8.4 COMMUNITY DEVELOPMENT AND TOURISM UPDATE**COMMITTEE RESOLUTION 2022/133**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Danika Goldsack

That Committee receives these reports.

CARRIED

Intercity services are now back to 4 days a week after running at 7 days over the Christmas period.

Vaccination drives “Super Saturday” is now completed, Kahungunu Executive showed appreciation of the support by contributing towards the Isite budget, members acknowledge Kaiarataki Tapoi me te Whakawhanake Hapori for her work in this.

Food and wine classic is tentative due to Covid 19, a workshop was held to discuss the future of the event and how can it continue with the ongoing uncertainties the events industry face.

8.5 GAIETY THEATRE UPDATE**COMMITTEE RESOLUTION 2022/134**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Ms Rawinia Kamau

The Kaiarataki Tapoi me te Whakawhanake Hapori | Tourism and Community Development Team Leader RECOMMENDS that Committee receive the report.

CARRIED

Volunteers to support the operation of the Gaiety theatre is desperately required.

Delays with the distribution of movies continue to impact advertised screening times. Staff are working with distributors to improve this service.

9 PUBLIC EXCLUDED ITEMS

This item was moved to another part of the meeting

The Meeting closed at 2.53pm with a closing karakia by Tumu Whakarae Kitea Tipuna.

The minutes of this meeting were confirmed at the Economic Development Committee Meeting held on 29 March 2022.

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CHAIRPERSON

8 GENERAL ITEMS

8.1 WAIROA I-SITE

Author: Rubyanne Edwards, Kaiarataki Tapoi me te Whakawhanake Hapori | Tourism and Community Development Team Leader

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: Nil

1. PURPOSE

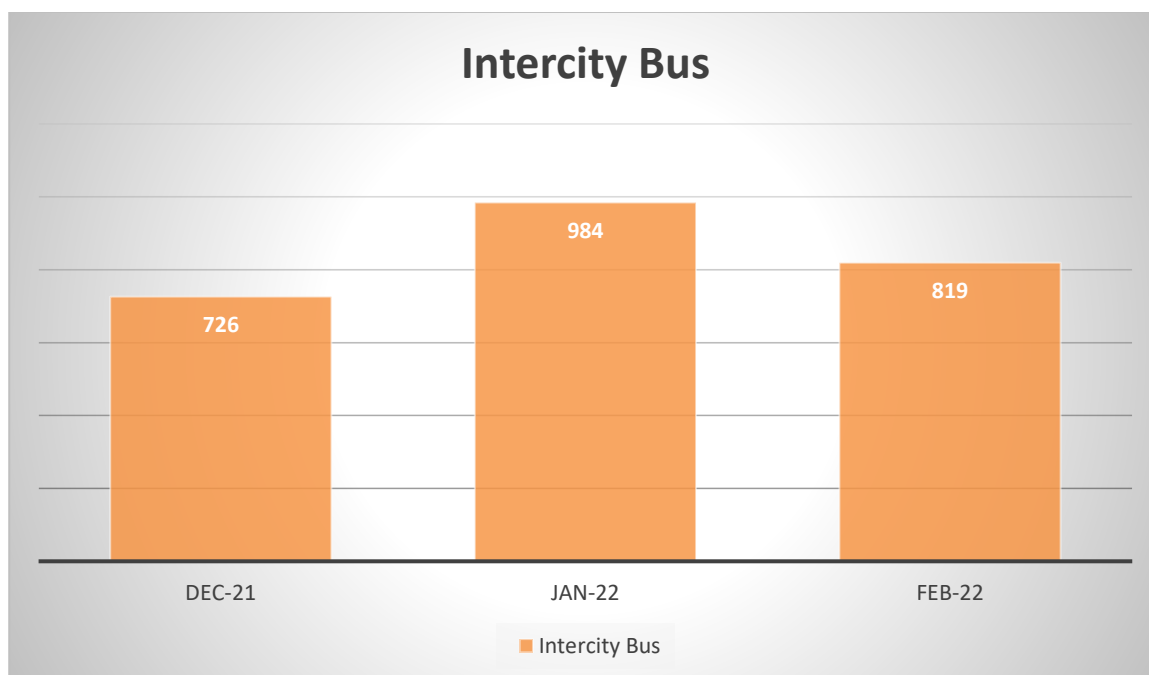
- 1.1 This report provides a current update on the Wairoa I-SITE and Community Development Report to the Economic Development Committee

RECOMMENDATION

The Kaiarataki Tapoi me te Whakawhanake Hapori | Tourism and Community Development Team Leader RECOMMENDS that Committee receives these reports.

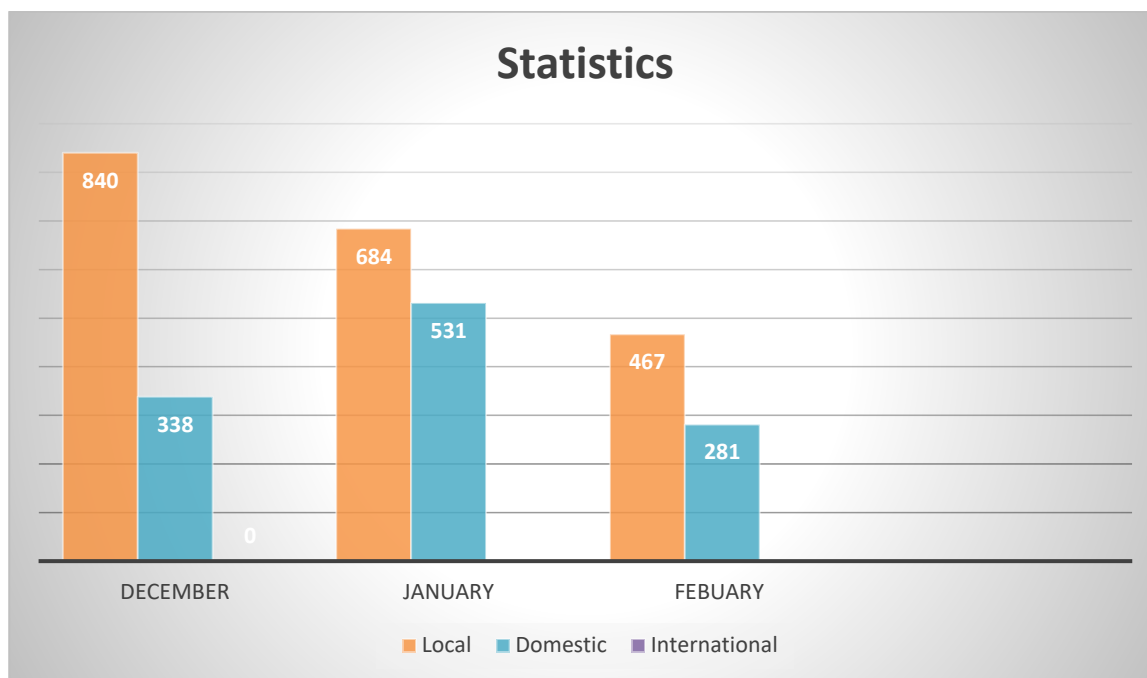
2. INTERCITY BUS

MASK/Cover is required while travelling on public transport nationwide. Passengers are required to supply their own face covering while travelling on Intercity services and must remain securely fitted to their face for the duration of the journey. The buses are now running 4 days Sunday, Monday, Thursday and Friday's.



3. 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 and Information on services.



4. STAFF UPDATE

Training will commence soon for Latoya and Hope on the Visitor Wairoa Website, this site needs updating and revamping, was able to secure funding for this to happen.

5. SUPER MOKO WEEKEND

Supporting Kahunugnu Executive with Super Moko weekend with Traffic Control and a big shout out to Smart Environment who never hesitates in supporting this Kaupapa with picking up and dropping off the rubbish.

We continue to support the Community with Vaccination passes 76 completed with 4 enquires.

Latoya and I have been supporting Queen Street Practice with managing Traffic Control for RAT testing.

6. SUMMER FAWC (FOOD AND WINE CLASSICS)

We are still planning to continue with the event at the end of the year. More information will be announced in June.

I have been approached by a member of the public for support as they would like to have a Winter FAWC event in June, finalising of the event and support will be announced soon.

7. FARM EXPO

Support given to the Farm Expo with registrations on the day and Vaccination passes. Great day well supported by locals. Kahungunu Executive had the mobile van for Vaccinations which I believe that they had done 16 boosters. Local Police and FENZ were also there.

8. CREATIVE COMMUNITIES SCHEME

Applications are now out, and we encourage anyone that resides in Wairoa to apply. We held a workshop to support the community on how to fill in the applications. This will continue into the next funding round this year.

9. WELFARE SUPPORT

Supporting Te Whare Maire O Tapuwae with Welfare packages and deliveries. Thank you to the team at Te Whare Maire O Tapuwae and all the volunteers that help with ensuring that Whanau that are isolating and well looked after. This job isn't small and appreciation of their time and effort doesn't go unnoticed.

8.2 GAIETY THEATRE

Author: Rubyanne Edwards, Kaiarataki Tapoi me te Whakawhanake Hapori | Tourism and Community Development Team Leader

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: Nil

1. PURPOSE

- 1.1. This report provides a current update on the Gaiety Theatre Report to the Economic Development Committee.

RECOMMENDATION

The Kaiarataki Tapoi me te Whakawhanake Hapori | Tourism and Community Development Team Leader RECOMMENDS that Committee receives this report.

2. UPDATES AND LASTEST INITIATIVES

- 2.1 Feb has been a slow month. We have multiple positive Covid-19 cases here in Wairoa and it has taken an impact on people out and about.
- 2.2 Few complications around movies not arriving on time and having to stretch out the schedule. Overall sorted the matter quite well and customers were very understanding.
- 2.3 Covid has had a huge impact on the movie industry. A lot of release dates for movies have been pushed back as they are unable to record and produce.
- 2.4 Had a power cut also this month that upset the big projector upstairs. Rang and spoke with Hoyts and sorted the situation promptly. Getting to know the big projector well.

3 UP AND COMING EVENTS

- 3.1 The school holidays are fast approaching in April, and we have a cool line up for the children. An old school throwback Sonic the Hedgehog 2 and Monster Family 2.
- 3.2 I have worked out movie times for the school holidays.
There will be 3 movies Wed, Thur, Fri & Sat – 12pm, 2pm & 5pm
2 movies Sunday – 12pm & 2pm
- 3.3 We are hosting the Wairoa Film Festival in June for 5 days.

4 NEW ZEALAND FILM

In June Transmission is releasing a New Zealand Film “Whina”. It’s based on a true story, of a Maori matriarch who fought hard to improve the rights of her people, especially woman.

I have requested for screening rights to be able to screen here, just waiting on terms and conditions to be released.

5 VOUCHERS

- Vouchers are still coming through the door from Te Taiwhenua. Awesome the community are using them.

6 FILM CLUB

I have struggled the most with film club in securing movies. Film Club members have been very understanding and helpful in suggesting ideas to get Film Club up and running again.

7 VOLUNTEERS

Volunteers are an essential help in the running of the theatre.

We are always on the lookout for new volunteers willing to join our awesome team 😊

8 TOP FILMS

- **Blacklight**
- **Belfast**

9 TRAINING

- Over the next few week’s I will be undergoing some training on how to operate the Gaiety website. We will have this up and running again with updated movie times and schedules.

8.3 UPDATE ON LIBRARY ARCHIVES REDEVELOPMENT

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

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: 1. Vision Projects Update [↓](#)

1. PURPOSE

- 1.1. This report provides information for the Committee on the Library Archives redevelopment project. It is a progress update and no decisions are required by the Committee at this stage. The Committee have requested that progress updates be delivered periodically.

RECOMMENDATION

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

1. BACKGROUND

- 1.1 In 2020, Council endorsed a plan to combine the Library and Archives activities into one building. The aim was to deliver a modern, purpose-built space that meets the growing needs of our community and ensure the safe and compliant storage of its archival collection. This decision was in line with legislation and Council's Long Term and Annual Plans, and came after several historic attempts to develop these facilities.
- 1.2 The budget for this project is estimated at \$6.5M. Council allocated \$1.9M to it, with the balance to be met by external funding. Since the endorsement, Stage One of the project plan to deliver a combined facility has been progressed, with external grants funding most of its development, which has meant rapid progress without burden on ratepayers

2. PROJECT PLAN

- 2.1 The plan for this project is straightforward and has two stages:
- **Stage 1** involves the development of preliminary designs, quantity surveying, application for resource consent (provisional), engagement with mana whenua, and application for external funding.
 - **Stage 2** involves the development of developed designs, detailed designs, application for building consent, receipt of funding and construction.

3. PROGRESS UPDATE

- 3.1 Council is near the end of Stage 1 of the Library Archives redevelopment, having recently presented the preliminary plans to Elected Members. The next milestone is to present the updated plans in a workshop alongside a detailed options analysis for Stage 2.
- 3.2 This workshop will be supported with documents including quantity survey, consent drawings, and project plans for Stage 2 rollout. This workshop will provide Elected

Members the chance to raise questions and discuss options, and for staff to receive guidance prior to seeking a final decision about the project on 3 May.

Further Information

1. Vision Projects contract for Stage 1
2. Vision Projects contract letter for Stage 1
3. Cultural impact assessment
4. Culture and heritage assessment
5. Library Archives background paper and project plan
6. Library Archives presentation (Luke)
7. Library Archives project team meeting notes
8. Library Archives project team meeting notes
9. Library Archives project team meeting notes
10. Library Archives project team meeting notes
11. Tsunami line reports
12. High flood risk and low flood risk report
13. Archive building requirements
14. 2017 Archive budget estimates (additional space)
15. 2016 Archive budget estimates
16. Proarch geotechnical report for Memorial Park
17. Proarch geotechnical report for Fraser St
18. Old Archive building designs and preliminary plans
19. Wairoa Star articles deferring new building of standalone Archives
20. Natural hazard property report, liquefaction report, seismic assessments

References (to or from other Committees)

1. Council workshop. 8 March 2022. Stage 1 Preliminary Plans for Library Archives.
2. EDC. 15 February 2022. Update on Library Archives redevelopment.
3. Infrastructure Committee. 22 February 2022. Update on Library Archives redevelopment.
4. EDC. 7 Dec 2021. Update on Library Archives redevelopment.
5. Council workshop. 7 Dec 2021. Library Archives project history
6. EDC. 26 Oct 2021. Update on Library Archives redevelopment.
7. EDC. 14 Sep 2021. Update on Library Archives redevelopment.
8. EDC. 11 May 2021. Update on Library Archives redevelopment.
9. EDC. 30 March 2021. Update on Library Archives redevelopment.
10. EDC. 16 Feb 2021. Stage 1 funding for Library Archives redevelopment.
11. EDC. 8 Dec 2020. Stage 1 project management of Library Archives redevelopment
12. Council. 20 Oct 2020. Library Archives redevelopment project endorsement
13. Council workshop. 20 Oct 2020. Library Archives redevelopment project
14. EDC. 5 Sep 2020. Update on Library Archives redevelopment.

15. EDC. 4 August 2020. Update on Library Archives redevelopment.
16. MSC. 28 May 2020. Library Archives redevelopment project
17. EDC. 12 May 2020. Update on Library Archives redevelopment.
18. EDC. 3 May 2020. Update on Library Archives redevelopment.
19. Council. 1 May 2018. Site location for Archives building and options assessment.
20. Council. 28 Mar 2017. Archives Building and approval for preliminary plans



18 March 2022

REPORT: CENTENNIAL LIBRARY & ARCHIVE REDEVELOPMENT FUNDING PROJECT

Vision Projects is contracted until 1 April 2022 to deliver the proposed Centennial Library and Archives redevelopment to the funding application stage. This contract is funded from the New Zealand Libraries Partnership Programme, with the Wairoa District Council Economic Development Committee the nominated project governance group. This is the last contracted Committee report for the project.

1. Project Plan

The current funding project supports the intent and vision presented in the Centennial Library and Archive Redevelopment Project Plan, adopted by Council in 2020;

To create a landmark community and cultural facility that improves public access to information, literature, heritage and cultural resources managed by Council; where building, greenspace and riverfront combine seamlessly to create a treasured public space.

"The redeveloped Library Archive stands at the heart of Wairoa on land that was once part of Manukanui Pā. True to this kaupapa it is a place that draws us to experience, share, engage and treasure language, knowledge, heritage and culture in a vibrant, accessible and welcoming space."

2. Mana Whenua

Mana whenua representatives have been actively involved through the architectural design stage. There is clear support from mana whenua for the shared vision to see Manukanui as a vibrant and welcoming celebration of Wairoa's people and place, and confidence in the creative collaboration between RTA and Sandy Adsett realised in preliminary design.

Discussion has grown around the scope and nature of the project, and opportunities for a greater Arts Centre for Wairoa. It's accepted that this is beyond the project brief for the library archive redevelopment, however the new building does accommodate flexibility to offer greater access to interim arts programming as a vibrant and evolving civic space.

The master plan for building and site design of Manukanui was universally supported prior to presentation to a Council workshop on 8 March 2022.

3. Design

The funding project allows for staged quantity surveying to assess the design against the project budget ceiling, established as a 34 / 66% relationship between the capital contribution from Council and capital sought from funders.

The masterplan presented on 8 March represents the unrestrained ambition for the space, with all internal aspirations included to achieve the preferred floor experience and flow of operations inside the building with staff. The project team is working with RTA to present options for scaling and staging that deliver to the functional expectations and aspirations within the boundary of the achievable build budget of \$6 – 6.5M.

This will be presented by Group Manager Kimberley Tuapawa to elected members and relevant council staff through a workshop in March / April, with a final report to Council on May 3.

4. Funding

Council has committed \$1.9M to the Library Archive redevelopment. Resource Consent and Council approval to source capital funding is required to apply for capital funding. The next available funding window is June 2022. Project steps to this stage are summarized in the timeline below.

5. Resource Consent

The project build requires resource consent. The resource consent application has been prepared pending final instruction from Council to be submitted by the end of March. Consent will be conditional, with some consulting work not funded in the preliminary design stage to be brought in to the building consent stage.

6. Covid 19

At the writing of this report, disruption due to Covid restrictions is minimal. Council protocols are being followed and working meetings progressing to schedule remotely as required.

7. Project Timeline

Concept Design (Nov – Feb 22)

- Funding and Consent document preparation
- Working Group & Stakeholder consultation
- Engagement schedule in collaboration with RTA
- Deliverable > Concept Design Report for review/validation (NZIA B1, NZIA B2)

Preliminary Design (Jan-March 2022)

- | | |
|--|----------|
| • Quantity Survey | 23 March |
| • Deliverable > Preliminary Design (NZIA B3) | 23 March |
| • Library Project Team Project Review | 24 March |
| • Economic Development Committee Review | 29 March |
| • Resource Consent Application | 31 March |
| • Primary capital funding applications drafted | 22 April |
| • Additional funding strategy mapped as required | 22 April |
| • Vision Projects Document & Project Handover | 29 April |

Council decision Capital Funding

4 May

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 - Almond Feasibility 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