



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

**Date:** Tuesday, 30 July 2024  
**Time:** 1:30pm  
**Location:** Council Chamber, Wairoa District Council,  
Coronation Square, Wairoa

# **AGENDA**

## **Ordinary Council Meeting**

### **30 July 2024**

**MEMBERSHIP:** His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Cr Melissa Kaimoana, Cr Chaans Tumataroa-Clarke, Cr Benita Cairns, Cr Roslyn Thomas

The agenda and associated papers are also available on our website: [www.wairoadc.govt.nz](http://www.wairoadc.govt.nz)

For further information please contact us 06 838 7309 or by email [info@wairoadc.govt.nz](mailto: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 - 2 July 2024

**MINUTES OF WAIROA DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE QUALITY ROADING AND SERVICES BOARDROOM, WAIROA  
ON TUESDAY, 2 JULY 2024 AT 2:00PM**

**PRESENT:** His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Cr Melissa Kaimoana, Cr Chaans Tumataroa-Clarke, Cr Roslyn Thomas

**IN ATTENDANCE:** **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support via Zoom), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning & Regulatory via Zoom), **Michael Hardie** (Pouwhakarae – Hua Pūmau | Group Manager Assets and Infrastructure), **Juanita Savage** (Pouwhakarae Rātonga Hapori me te Whakawhanake | Group Manager Community Services and Development via Zoom), **Sarayde Tapine** (Governance Team Lead), **Frances Manase** (Kaiurungi Mana Ārahi | Governance Officer), **Michael West** (Business Analyst), **Kate Standing** (Executive Principal via Zoom), **Steve Baker** (Recovery Support Officer via Zoom), **Fiona Wairau** (Māori Standing Committee Member), **Henare Mita** (Māori Standing Committee Chair), **Johnny Hardie** (CPS Projects)

**1 KARAKIA**

The opening karakia was given by Cr Chaans Tumataroa-Clarke.

**2 APOLOGIES FOR ABSENCE**

**APOLOGY**

**RESOLUTION 2024/40**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the apology received from Cr Benita Cairns be accepted and leave of absence granted.

**CARRIED**

**3 DECLARATIONS OF CONFLICT OF INTEREST**

To be raised and declared as the agenda progresses.

Cr Jeremy Harker – Item 8.3 Procurement Policy & Strategy Update 2023.

**4 CHAIRPERSON'S ANNOUNCEMENTS**

His Worship the Mayor, acknowledged all those affected and hurting in the community from the recent Wednesday 26 June flooding/weather event and thanked everyone involved in supporting the community during this time.

**5 LATE ITEMS OF URGENT BUSINESS****LATE ITEMS****RESOLUTION 2024/41**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the reports:

- Late Report – Item 8.1 – Retrospective approval of financial delegations – Wairoa flood event, June 26, 2024.
- Public Excluded Late Report Item 10.1 – Endorsement of the Appointment of local Wairoa Recovery Manager.

be received as late items.

**CARRIED**

**6 PUBLIC PARTICIPATION**

Nil.

**7 MINUTES OF THE PREVIOUS MEETING****RESOLUTION 2024/42**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the minutes [and confidential minutes] of the Ordinary Meeting held on 4 June 2024 and the Emergency Meeting held on 13 June 2024 be confirmed.

**CARRIED**

**8 GENERAL ITEMS****8.1 WAIROA RECOVERY UPDATE JULY 2024****RESOLUTION 2024/43**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

The Tautoko Whakaora - Recovery Support RECOMMENDS that Council receive the report.

**CARRIED**

The Group Manager – Finance and Corporate Support noted that there is a gradual movement in the placarded homes and the rebuild programme is well underway.

Cr Tumataroa-Clarke suggested workshopping moving forward over future reporting. All elected members agreed.

## **8.2 SUBMISSION: NZTA EMERGENCY WORKS POLICY**

### **RESOLUTION 2024/44**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Melissa Kaimoana

The Pouwhakarae - Hua Pumau | Group Manager Assets & Infrastructure RECOMMENDS that Council receive the report.

**CARRIED**

## **8.3 PROCUREMENT POLICY & STRATEGY UPDATE 2023**

### **RESOLUTION 2024/45**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Roslyn Thomas

The Pouwhakarae - Hua Pumau | Group Manager Assets & Infrastructure RECOMMENDS that Council endorses the Procurement Policy and Strategy 2023 subject to the Tender Evaluation Panel going through the documents in detail with the Group Manager – Assets and Infrastructure and giving final approval.

**CARRIED**

The Group Manager – Assets and Infrastructure spoke to the report highlighting that the strategy has been approved by NZTA as it allows for broader outcomes which secures a funding partnership moving forward. A brief discussion arose around the Tender Evaluation Panel (His Worship, Kitea, Chris Olsen and Chaans) and how they will set the tender guidelines and be included from the start. His Worship requested the Group Manager – Assets and Infrastructure go over the documents in detail with members on the Tender Evaluation Panel together.

## **8.4 LOCAL WATERS DONE WELL - HAWKE'S BAY WATER DRAFT TERMS OF REFERENCE**

### **RESOLUTION 2024/46**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

The Tumu Whakarae Chief Executive RECOMMENDS that Council receive the report and;

1.1. Adopt the Terms of Reference set out in Attachment 1.

1.2. Note that with its adoption, Council will:

1.2.1. endorse the hiring Project Management support, within the Regional Recovery Agency (RRA), to work on the Hawke's Bay Water programme

1.2.2. endorse the use of \$1.2mplus GST of Local Water Done Well Support Package



Funding (previously Council Transition Support and other DiA funds) toward the deliverables outlined in the Terms of Reference

1.2.3. support the Hawke's Bay Water work programme and process, including:

- Engagement with mana whenua
- Providing expertise from council officers to support the process

1.3 Note that as legislation progresses and further Government policy is released, the Terms of Reference may need to be altered as appropriate for context.

**CARRIED**

Elected members requested to see the financial projections of the model to compare to Wairoa District Councils and were supportive of being included to develop the model. Elected Members suggested to host the next Regional Collaboration day in August in Wairoa.

Noted that elected members adopted the terms of reference on the basis that it doesn't lock Council into any future decisions.

## **8.1 RETROSPECTIVE APPROVAL OF FINANCIAL DELEGATIONS - WAIROA FLOOD EVENT, JUNE 26, 2024**

### **RESOLUTION 2024/47**

Moved: Cr Jeremy Harker

Seconded: Cr Melissa Kaimoana

The Tumu Whakarae Chief Executive RECOMMENDS that Council:

- 1) Retrospectively approve to lift the financial delegations to the Chief Executive for clean-up activities related to the Wairoa Flood event June 26, 2024, in particular, the collection of flood related solid waste, refuse, building material, damaged furniture and household items and the removal of silt and debris.
- 2) Set the financial delegation for the Chief Executive to an approved maximum.
- 3) Seek approval from the Omarunui Joint Committee for an interim/short term solution to support the disposal of solid waste.
- 4) Give the Chief Executive permission to underwrite the flood restoration waste pick-up of up to \$2m.

**CARRIED**

At 2:47pm Cr Jeremy Harker left the meeting.

**9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS**

Nil

**10 PUBLIC EXCLUDED ITEMS****RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2024/48**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Roslyn Thomas

That the public be excluded from the following parts of the proceedings of this meeting at 2:04pm.

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
<b>10.1 - River Reserve Restoration Project Update</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities  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)	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
<b>- Endorsement of the Appointment of local Wairoa Recovery Manager</b>	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)	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 2024/49**

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That Council moves out of Closed Council into Open Council at 2:35pm.

**CARRIED**

The Meeting closed at 2:58pm with a closing karakia given by Cr Chaans Tumataroa-Clarke.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 30 July 2024.

**ORDINARY COUNCIL – ACTION SHEET**

<b><u>MEETING THE ACTION WAS RAISED IN</u></b>	<b><u>ACTION</u></b>	<b><u>OFFICER RESPONSIBLE</u></b>	<b><u>COMMENTS</u></b>	<b><u>STATUS</u></b>	<b><u>PUBLIC EXCLUDED</u></b>
12/03/2024	Update on the QRS internship advertising/applications	Kitea Tipuna		In progress	No
13/06/2024	Find out costs for disposing of vehicles correctly vs Council removing abandoned vehicles	Hinetaakoha Viriaere	<p>A vehicle remains the responsibility of its last registered owner. The Council will charge the last owner of an abandoned motor vehicle, where they are identified, with the costs of removal and disposal of their abandoned vehicle. Sections 356 and 356A of the <a href="#">Local Government Act 1974</a> provides Council the power to remove abandoned vehicles from a road or public place providing certain criteria is met. There is a long process Council must go through under this Act to fully dispose of the vehicle if the owner does not claim it.</p> <p>A vehicle which has been removed as abandoned will not be returned to the owner until such time as the cost of towage and storage has been paid in full to the Wairoa District Council. The cost of Council disposing of vehicles is approximately \$200</p>	In progress	No

			per abandoned car. Whereas owners can sell their unwanted vehicles to scrap metal merchants. In a lot of cases the owner cannot be identified as the plates have been removed		
02/07/2024	Mike Hardie to go over Procurement documents in detail with Craig, Kitea, Chris and Chaans (Tender Evaluation Panel)	Mike Hardie	Workshop scheduled for Tuesday 30 July at 8:30am	In progress	No

.....

CHAIRPERSON

## 8 GENERAL ITEMS

### 8.1 2024 REPRESENTATION ARRANGEMENTS REVIEW

**Author:** Lauren Jones, Acting Group Manager - Community Services and Development

**Authoriser:** Kitea Tipuna, Tumu Whakarae Chief Executive

**Appendices:** 1. 2024 Representation Arrangements Review [↓](#)

#### 1. PURPOSE

1.1 To consider the adoption of an initial proposal on the representation arrangements for at least the 2025 triennial elections.

#### RECOMMENDATION

The Acting Group Manager - Community Services and Development RECOMMENDS that Council

- a) Receives the report titled 2024 Representation Arrangements Review, dated 30 July 2024; and
- b) adopts as its initial proposal, for at least the 2025 triennial local elections, one of the following options:

Option One:

Wairoa District Council to comprise the mayor elected 'at large' and six councillors elected from two district-wide wards as follows:

- (a) three councillors elected by electors of the Wairoa General Ward; and
- (b) three councillors elected by electors of the Wairoa Māori Ward, without community boards.

OR

Option Two:

Wairoa District Council to comprise the mayor elected 'at large' and six councillors elected as follows:

- (a) two councillors elected by electors of the Wairoa General Ward; and
- (b) two councillors elected by electors of the Wairoa Māori Ward; and
- (c) two councillors elected 'at large' by electors of the Wairoa District as a whole, without community boards.

OR

Option Three:

Wairoa District Council to comprise the mayor elected 'at large' and eight councillors elected from two district-wide wards as follows:

- (a) four councillors elected by electors of the Wairoa General Ward; and
- (b) four councillors elected by electors of the Wairoa Māori Ward, without community boards.

OR

Option Four:

Wairoa District Council to comprise the mayor elected 'at large' and eight councillors elected as follows:

- (a) three councillors elected by electors of the Wairoa General Ward;
  - (b) three councillors elected by electors of the Wairoa Māori Ward; and
  - (c) two councillors elected 'at large' by electors of the Wairoa District as a whole, without community boards
- (c) That the formal legislative consultative process and timetable contained in this report be adopted.
- (d) That the hearing of any representation arrangements review submissions that may be received be heard by Council in early September 2024.



## WAIROA DISTRICT COUNCIL REPORT TO COUNCIL

Title: 2024 Representation Arrangements Review  
Report to: Wairoa District Council  
Author: Dale Ofoske, Electoral Officer  
Date: 30 July 2024

### // 1.0 Summary and conclusions

A representation arrangements review is required to be undertaken by all local authorities at least once every six years. The last review for the Wairoa District Council was undertaken in 2018 (for the 2019 and 2022 triennial elections) with the next review required in 2024 (for at least the 2025 triennial election).

A representation arrangements review considers whether councillors are elected by electors 'at large' or by electors of wards or a mixture, the total number of councillors, whether there are community boards etc. The current arrangements, the mayor and three district-wide general ward councillors and three district-wide Māori ward councillors were established following a Māori Ward Poll held in 2016, and applied for the 2019 and 2022 triennial elections.

Prior to undertaking a representation arrangements review, two other issues require Council consideration - the choice of electoral system, and whether Māori wards are retained. Both of these issues were considered by Council on 22 August 2023 where it was resolved to retain the first past the post (FPP) electoral system and to retain Māori wards for the 2025 triennial elections.

The initial proposal of a representation arrangements review must be completed by 31 July 2024. Informal preliminary consultation generally indicated support for the status quo.

The matter for consideration now is the adoption of an initial proposal on the representation arrangements for at least the 2025 triennial elections.

### // 2.0 Recommendations

It is recommended that Council:

- (a) Receives the report titled 2024 Representation Arrangements Review, dated 30 July 2024; and

- (b) In accordance with sections 19H, 19J and Schedule 1A of the Local Electoral Act 2001, adopts as its initial proposal, for at least the 2025 triennial local elections, one of the following options:

**Option One:**

Wairoa District Council to comprise the mayor elected 'at large' and six councillors elected from two district-wide wards as follows:

- (a) three councillors elected by electors of the Wairoa General Ward; and
- (b) three councillors elected by electors of the Wairoa Māori Ward, without community boards.

OR

**Option Two:**

Wairoa District Council to comprise the mayor elected 'at large' and six councillors elected as follows:

- (a) two councillors elected by electors of the Wairoa General Ward; and
- (b) two councillors elected by electors of the Wairoa Māori Ward; and
- (c) two councillors elected 'at large' by electors of the Wairoa District as a whole, without community boards.

OR

**Option Three:**

Wairoa District Council to comprise the mayor elected 'at large' and eight councillors elected from two district-wide wards as follows:

- (a) four councillors elected by electors of the Wairoa General Ward; and
- (b) four councillors elected by electors of the Wairoa Māori Ward, without community boards.

OR

**Option Four:**

Wairoa District Council to comprise the mayor elected 'at large' and eight councillors elected as follows:

- (a) three councillors elected by electors of the Wairoa General Ward;
- (b) three councillors elected by electors of the Wairoa Māori Ward; and
- (c) two councillors elected 'at large' by electors of the Wairoa District as a whole, without community boards,

noting that the above arrangements are considered to:

- best reflect the District's shared community of interest;
- provide for diversity of views around the Council table;
- provide effective representation (including taking into consideration councillor workload, access to community organisations and constituents).



- (c) That the formal legislative consultative process and timetable contained in this report be adopted.
- (d) That the hearing of any representation arrangements review submissions that may be received be heard by Council in early September 2024.

## // 3.0 Narrative

### 3.1 Background

The LEA requires every local authority to undertake a representation arrangements review at least once every six years. As Council's last review occurred in 2018, a review must be undertaken in 2024, effective for at least the 2025 triennial elections.

The current 2018 representation arrangements are –

- the mayor, elected 'at large';
- six councillors, elected from two district-wide wards:
  - Wairoa Māori Ward (three councillors); and
  - Wairoa General Ward (three councillors); and
- no communities or community boards.

Council has previously considered two other representation issues for the 2025 triennial elections – the choice of electoral system (resolved to retain the FPP electoral system) and Māori wards (resolved to retain Māori wards).

### 3.2 Issues

#### 3.2.1 Legislative Requirements

Sections 19H, 19J and Schedule 1A of the LEA set out the requirements for a representation arrangements review.

Issues that a local authority is required to consider include:

- whether councillors (other than the mayor) are to be elected by electors of the district as a whole (at large), by electors of two or more wards, or in some cases by a mix of electors of the district (at large) and by electors of wards;
- the proposed number of councillors to be elected in each category (at large/ward/mixture – if applicable);
- the proposed name and boundaries for each ward;
- whether there should be communities and community boards, and if so the nature of a community and structure of a community board;
- whether one or more communities should be introduced/retained/abolished/united/or boundaries altered;
- whether a community should be subdivided for electoral purposes;

- the number of members of a community board (including the number elected and appointed);
- whether members of a community board are to be elected by electors of a community as a whole, or by electors of two or more subdivisions, or by electors of each ward (if a community comprises two or more wards);
- the name, boundaries and number of members of each subdivision of a community (if adopted).

### 3.2.2 Key Principles

In undertaking a representation arrangements review, the following key principles are required to be considered:

- communities of interest
- effective representation
- fair representation

The Local Government Commission Guidelines on undertaking a representation arrangements review contain the following information:

#### Communities of Interest

- not defined in legislation
- essential part of review process
- can mean different things to different people
- is an area where one feels a sense of belonging
- is an area where one looks for social, service and economic support
- sense of belonging can be influenced by geographic features such as a roading network
- community of interest can be identified by access to goods and services needed every day
- Rohe, Takiwā area of tangata whenua may also be factors
- defining characteristics may include:
  - sense of community and belonging
  - similarities in demographic, socio-economic and/or ethnic characteristics
  - similarities in economic activities
  - dependence on shared facilities (schools, recreational, retail, cultural)
  - physical and topographical features
  - history of area
  - transport and communication links communities of interest may change over time
- must be able to be defined as a single geographical area i.e. a physical boundary must be able to be defined.

#### Effective Representation

- once communities of interest are defined by geographical boundaries, need to consider how these communities will be most effectively represented
- does each community of interest require separate representation?
- can communities of interest be grouped together to achieve effective representation?
- is effective representation best achieved by an at large system, a ward system or a mixed system?

- if at large - how many members would provide effective representation for the district as a whole?
- if wards - how many members for each ward would provide effective representation?
- should there be communities and community boards?
- need to ensure ward boundaries coincide with mesh block boundaries.

#### Fair Representation

- if wards, or subdivisions of community boards, are established, population equity applies (plus/minus 10% of average representation) – basically each member represents approximately the same number of people.

### 3.3 Process

The process to follow when undertaking a representation arrangements review is:

1. identify the district's communities of interest;
2. determine the effectiveness of members by looking at the overall number of members, whether they represent the district as a whole or wards or by a mixture, in order that members are effective (are able to listen to and represent constituents effectively);
3. if wards, or subdivisions of community boards, are adopted, determine that members fairly represent their constituents by ensuring the average population ratio is no more than a +/- 10% variance (noting the provision that this ratio can fall outside the range under certain circumstances);
4. determine whether or not to introduce/retain/abolish/alter communities and community boards.

#### 3.3.1 Community of Interest

The Wairoa District is a territorial authority located within the Hawke's Bay Region. The district covers the northern half of the Hawke's Bay coast extending from Māhia Peninsula to Lake Waikaremoana, and south to the mouth of the Waikare River. The word Wairoa is Māori for "long water" referring to the length of the Wairoa River that runs through the town.

The district covers approximately 4,000km<sup>2</sup>, predominantly centred around forestry, farming and conservation. It has an estimated population of 9,290 (as at June 2023) with a large proportion of the population identifying as Māori. Wairoa is the service centre located at the heart of the District.

The Wairoa District is currently divided into two district-wide wards on the basis of an elector's ethnic background and enrolment type (Māori Roll and General Roll). It is considered that these arrangements continue to reflect the District's shared community of interest, and that it does not need to be divided into geographically distinct wards.

### 3.3.2 Effective Representation

The current number of councillors is six (plus the mayor). In determining the number of councillors, the District's population needs effective representation that enables:

- good public accessibility and availability to councillors; and
- an appropriate share of councillor workload.

We understand that, since the establishment of Māori wards, there has been some feedback from electors regarding:

- the number of elected representatives that an elector can vote for having reduced from six to three, and a preference for the ability to vote for a greater number of elected representatives (without necessarily increasing the overall number of elected representatives);
- the inability to vote for their preferred candidate, as the Roll that they are enrolled on (General Electoral Roll or Māori Electoral Roll) precludes them from doing so.

### 3.3.3 Fair Representation

The principle of fair representation (also known as the +/-10% rule) is designed to achieve an approximately equality of population represented by each member of a council. The fair representation rule does not apply for the District's current representation arrangements, as it is not divided into distinct geographic wards or have sub-divided community boards.

Should Council consider establishing distinct geographic wards and/or sub-divided community boards, this would apply.

### 3.3.4 Community Boards

At each representation review, Council is required to consider whether communities and community boards should be introduced/retained/abolished/united/or boundaries altered.

Section 19 of the LEA sets out the requirements for this consideration. Community boards, where established, must each contain between four and twelve members, of which at least four members must be elected by the electors of that community, and may contain appointed members from the ward in which the community is situated. The number of appointed members must be less than half of the total number of members.

Community boards may be subdivided for electoral purposes – this is generally appropriate when the community board area is made up of a number of distinct communities of interest and the formation of subdivisions will provide effective representation of these communities of interest. The fair representation requirements (+/- 10% rule) apply in respect of subdivisions of communities.

As one community with a shared community of interest, it is considered by Council that the District does not need to have community boards. There was likewise no support from the public (based on preliminary community consultation) for the establishment of community boards.

### 3.3.5 Preliminary Community Consultation

Council sought preliminary (informal) feedback from the local community to help them make an informed decision. The preliminary consultation took place from 17 May 2024 to 14 June 2024, by way of a survey accessible on Council's website.

The survey asked nine key questions:

1. Do you feel that you are effectively represented by Council?
2. Currently we have two wards – General and Māori Ward. Are you on the General Electoral Roll or Māori Electoral Roll?
3. Do you know who your ward councillors are?
4. Do you have contact with your ward councillors?
5. How many councillors do you think is a good number to ensure fair and effective representation, or have we got it about right?
6. What structure do you prefer for electing councillors?
  - Scenario 1: Current structure – one district-wide Māori ward (3 councillors) and one district-wide general ward (3 councillors)
  - Scenario 2: one district-wide Māori ward (4 councillors) and one district-wide general ward (4 councillors)
  - Scenario 3: one district-wide Māori ward (3 councillors) and one district-wide general ward (3 councillors) and 2 councillors elected at large
  - I don't know
  - Other
7. Are there any communities that council should be considering?
8. Should community boards be established?
9. Do you have any other comments to help inform council's proposal?

The survey received 10 completed responses, and of those –

- 70% think they are effectively represented;
- 70% think the current number of councillors is sufficient;
- 50% think the current structure works (ie. three councillors elected from one district-wide Māori ward and three councillors elected from one district-wide general ward);
- There was no support (0%) for establishing community boards.

Other subjective comments provided by those who participated include –

- we need more councillors as some general ward candidates who receive more votes than those elected through the Māori ward are missing out;
- eight members would allow more robust discussion and the sharing of responsibilities around the Council table;
- we need more councillors to 'get things done' – for example: footpath maintenance etc.
- as there is a large majority of Māori voters in the district, an 'at large' model would still allow Māori voters to have their say;

- in favour of the 'at large' system (before the introduction of Māori wards). Having Māori ward significantly impacts on your voting opportunity;
- Raupunga is a community that council should be considering when undertaking the representation arrangements review.

### 3.3.6 Council Workshop

Council held an initial workshop on 2 April 2024 to consider the review process.

Consideration at the workshop included whether the current two district-wide wards still reflect communities of interest, or whether smaller separate wards or some elected by ward and some 'at large' (a mixed model) would be better suited. It was also considered whether the number of councillors should increase from six (to eight) taking into consideration councillor workload, and whether community boards should be introduced.

It was considered by Council that the status quo (the mayor elected 'at large' plus six councillors elected from two district-wide wards) still:

- best reflects the District's shared community of interest;
- provides diversity of views around the Council table;
- provides effective representation to constituents (including taking into consideration councillor workload, access to community organisations and constituents).

A further workshop was scheduled for 2 July 2024 following the preliminary consultation period, to consider feedback and various options for possible representation arrangements, however this did not occur as a result of weather events and Wairoa District being in a state of emergency.

Four potential scenarios, which were reflective of Council and community feedback were disseminated to Council for consideration prior to this Council meeting. These scenarios included:

- the status quo: six councillors elected from two district-wide wards; (three district-wide Māori + three district-wide general)
- retaining six councillors, elected by a mixed model system (two district-wide Māori + two district-wide general + two elected at large)
- increasing to eight councillors elected from two district-wide wards (four district-wide Māori + four district-wide general)
- increasing to eight councillors, elected by a mixed model system (three district-wide Māori + three district-wide general + two elected at large).

### 3.3.7 Initial Proposal

Council at its 30 July 2024 meeting is to adopt its initial representation proposal. It is therefore proposed that the following resolution be considered:

“The Wairoa District Council resolves as its initial proposal one of the following options:

**Option One:**

Wairoa District Council to comprise the mayor elected ‘at large’ and six councillors elected from two district-wide wards as follows:

- (a) three councillors elected by electors of the Wairoa General Ward; and
- (b) three councillors elected by electors of the Wairoa Māori Ward, without community boards.

OR

**Option Two:**

Wairoa District Council to comprise the mayor elected ‘at large’ and six councillors elected as follows:

- (a) two councillors elected by electors of the Wairoa General Ward; and
- (b) two councillors elected by electors of the Wairoa Māori Ward; and
- (c) two councillors elected ‘at large’ by electors of the Wairoa District as a whole, without community boards.

OR

**Option Three:**

Wairoa District Council to comprise the mayor elected ‘at large’ and eight councillors elected from two district-wide wards as follows:

- (a) four councillors elected by electors of the Wairoa General Ward; and
- (b) four councillors elected by electors of the Wairoa Māori Ward, without community boards.

OR

**Option Four:**

Wairoa District Council to comprise the mayor elected ‘at large’ and eight councillors elected as follows:

- (a) three councillors elected by electors of the Wairoa General Ward;
- (b) three councillors elected by electors of the Wairoa Māori Ward; and
- (c) two councillors elected ‘at large’ by electors of the Wairoa District as a whole, without community boards,

noting that any of the above arrangements:

- reflect the District’s shared community of interest;
- provide for diversity of views around the Council table; and
- provide effective representation (including taking into consideration councillor workload, access to community organisations and constituents).”

3.4 Formal Process

The following formal process is recommended:

Key Milestone	Date	Reference
Council resolution (initial)	30 July 2024	section 19H, LEA
Public notice	6 August 2024	section 19M, LEA
Public submission period	6 August – 6 September 2024 (one month)	section 19M, LEA
Submissions heard	Mid September 2024	section 19M, LEA
Council briefing (final)	24 September 2024	
Council resolution (final)	22 October 2024	section 19N, LEA
Public notice (final)	29 October 2024	section 19N, LEA
Public objection period	29 October – 29 November 2024 (one month)	section 19N, LEA
Forward material to LGC	Mid December 2024	section 19V(4), LEA

3.5 Hearings

The formal consultative process involves the ability for the public to make submissions on the representation arrangements review. Any submissions received over the submission period will need to be heard by Council prior to making its final proposal resolution.

3.6 Final Proposal

Once Council has resolved its final proposal, public notice of this is required providing the public with a one month objection/appeal period. Should any objection/appeal be received, the matter is then required to be forwarded to the Local Government Commission for determination.

Name and title of signatory	Dale Ofsooske, Electoral Officer
Signature	



**8.2 COMMUNITY HALLS INFORMATION UPDATE**

- Author:** Luke Knight, Kawhakaere Rawa me te Para Totoka | Property & Solid Waste Manager
- Authoriser:** Mike Hardie, Pouwhakarae - Hua Pumau | Group Manager Assets & Infrastructure
- Appendices:** 1. Community facility information [↓](#)

**1. PURPOSE**

This report provides information for Council on council's ownership of community halls in the district. No decisions are required by Council at this stage.

**RECOMMENDATION**

The Kawhakaere Rawa me te Para Totoka | Property & Solid Waste Manager RECOMMENDS that Council receive the report.

**1. BACKGROUND**

- 1.1 Elected members have requested information on community facility ownership.
- 1.2 The summary table shows there is a wide range of scenarios, including land and buildings owned together or separately by Council, the Crown, community groups, marae, or private owners.
- 1.3 Work is ongoing to research ownership, in line with the recommended actions in the final column.
- 1.4 Some properties are subject to the Reserves Act 1977, which restricts the possible uses of the land and Council's ability to lease the land.
- 1.5 Due to the inconsistent status and ownership of the domains and hall sites, it is not possible to have one single approach to the administration and control of these properties.

Alongside the status and ownership and any associated legislative constraints, other factors such as the age and condition of the improvements, level of use, available alternatives and council's and local communities' aspirations for the facilities will need to be considered when assessing options for use.

**Further Information**

Not applicable.

**References (to or from other Committees)**

Not applicable.

Facility	Notes on land ownership	Notes on building ownership	Recommended actions
<b>Mokotahi Hall</b>	Record of Title HB143/82 shows the owners as Cyril Joseph Ormond, Dudley Ormond, John Ormond. Research indicates that all three owners are likely deceased.	Building consent 140188 Lists the owner as Mokotahi Hall Committee	Obtain copies of the owners' Wills to determine whether the land was intended to pass to their families.
<b>Nuhaka Rugby Club and Changing Rooms block</b>	Record of Title HB79/82 shows the owner as Wairoa County Council. The Domain is a recreation reserve under the Reserves Act 1977. Council holds the land in trust and has control and management of the land, but the underlying ownership is with the Crown and the legal control and management of the reserve sits with DOC.	No details found for the rugby club.  2006 Consent for the Nuhaka tennis courts (within the same domain) by WDC and the Nuhaka Domain Board	Check Council's archives for evidence of ownership of the building.
<b>Kotemaori Hall</b>	Record of Title HBK2/1316 records the land is owned by His Majesty the King for a Recreation Reserve. The land is therefore administered by DOC.	Building consent from 1996 records Council as the owner.	Ask DOC to check their records regarding ownership of the hall. Consider whether Council requires ownership or at least control of the land.
<b>Ardkeen hall</b>	Record of Title GS2A/832 shows the land is owned by The Ardkeen and District Hall Society (Incorporated). The Ardkeen and District Hall Society (Incorporated) was dissolved in 2012.	It's unclear what happened to the ownership of the building upon dissolution.	Check with former board members of the Incorporated Society regarding records of what happened to the Society's assets upon dissolution.
<b>Otoi Hall</b>	NZ Gazette 1974 p945, as classified by NZ Gazette 1979 p2289 records that the land is owned by His Majesty the King for a Recreation Reserve with the control of the reserve vested in Council.	Building consent from 1997 records the owner as Putere District Association. Older building permits record Council as the owner.	Ask DOC to check their records regarding ownership of the hall.
<b>Ruakituri Hall</b>	Records of Title GS6C/1036 and GS6C/1037 show the owner as Ruakituri Residents Association (Incorporated). DP 9566 indicates that the land in RT GS6C/1036 was to vest in Council as a Local Purpose Reserve (Cemetery) upon deposit of the plan. However it appears that did not happen, and is possibly an outstanding action.	The building appears to be owned by the Ruakituri Residents Association (Incorporated) which we understand is still operating.	Council to check the subdivision consent documents for DP 9566 to determine whether the land in RT GS6C/1036 should have vested in Council.
<b>Hurumua hall</b>	Record of Title HBP4/237 confirms this is a Māori Reservation for "the common use and perpetual benefit of the descendants of Huramua Returned Soldiers Settlement (Ngai Tanemiritirangi) and the Māori people of the Waiau Riding the Wairoa County as a marae and urupa for the conduct of whanau/family and hapu/community gatherings,	1996 Building Consent documents record Huramua Marae as the owner of the building.	Consider whether the specified use of the Māori Reservation aligns with current and future uses.

	land meetings, weddings and birthdays, tangihanga/funerals, religious and social gatherings, wananga and community development initiatives and sports clubs.”			
<b>Cricket Club, Clyde Domain</b>	The ownership of Clyde Domain is unclear. It appears the records for this property were lost in the 1931 earthquake. Further research is required to confirm the ownership and status.	Wairoa Cricket Association listed as owner on historic building permits. Council listed as owner on toilet block permits. The cricket club no longer exists, and it is unclear what happened to the ownership of the clubrooms as there was no lease agreement.	Complete a land status report to determine the ownership of the land. Check for any past Council resolutions regarding the building.	
<b>Museum</b>	Record of Title shows the owner as Wairoa District Heritage and Museum Trust (Incorporated)	Building consent records indicate the museum trust owns the building.	No action. Ownership of the land and buildings appears clear.	
<b>Senior Citizens Building</b>	Record of Title HBM3/281 records the owner as Wairoa District Council for a recreation reserve.	Wairoa Old Folks' Association listed as owner on historic building permits. Now known as Wairoa Senior Citizen's Association Inc, which is still active.	Possible building encroachment. Survey recommended to check.	
<b>Girl Guide Building, Memorial Park</b>	Wairoa District Council in Record of Title HBV4/1298. This land is not held for a specific purpose and is not subject to the Reserves Act.	Transfer of ownership to Wairoa District Council confirmed 2024.		
<b>Radio Shack, Rotten Row</b>	Wairoa District Council in Record of Title for a Local Purpose (Esplanade) Reserve, subject to the Reserves Act 1977.	Ownership of building unclear but likely to be Council as it likely vested in Council with the land.		
<b>Tuai Rugby Club and toilet block</b>	Crown (Treasury) being Section 2 SO 557283	Ownership of the buildings is unclear.	Council has made initial enquiries with Treasury regarding ownership.	

**8.3 DOCUMENTS SEALED FOR THE PERIOD 12 SEPTEMBER 2023 TO 25 JUNE 2024.**

**Author:** Makere Jones, Executive Assistant

**Authoriser:** Kitea Tipuna, Tumu Whakarae Chief Executive

**Appendices:** Nil

**1. PURPOSE**

- 1.1 This report provides information for Council on documents sealed for the period from 12 September 2023 to 25 June 2024.

**RECOMMENDATION**

The Chief Executive RECOMMENDS that Council receive the report.

**2. DOCUMENTS**

- |     |            |   |  |
|-----|------------|---|--|
| 2.1 | 12/09/2023 | 23/05   | Mahia Multi-Sport Court                  |
| 2.2 | 17/10/2023 | 23/07   | Mahia Playground Upgrade                 |
| 2.3 | 18/10/2023 | Licence to Occupy   | Tuai Main Road                           |
| 2.4 | 14/02/2024 | 24/01   | Winter's Building iSite Redevelopment    |
| 2.5 | 29/02/2024 | 23/10   | Wairoa Structural Bridge Repairs 2023/24 |
| 2.6 | 23/04/2024 | 23/12   | Wairoa Bridge Improvement Package        |
| 2.7 | 23/04/2024 | 23/11   | Blacks Beach Revetment                   |
| 2.8 | 19/06/2024 | 24/03   | Wairoa Library Roof Replacement          |
| 2.9 | 25/06/2024 | Memorandum of Agreement – Lots 1-3 being a subdivision of part section 5 Block XIV Opotiki SD and easement over section 10 Block XIV Opotiki SD |  |

**Further Information**

None.

**Background Papers**

None.

**References (to or from other Committees)**

None.

**8.4 WAIROA RECOVERY UPDATE JULY 2024**

**Author:** Steve Baker, Tautoko Whakaora - Recovery Support

**Authoriser:** Gary Borg, Pouwhakarae - Putea Tautawhi Rangapu | Group Manager Finance and Corporate Support

**Appendices:** Nil

**1. PURPOSE**

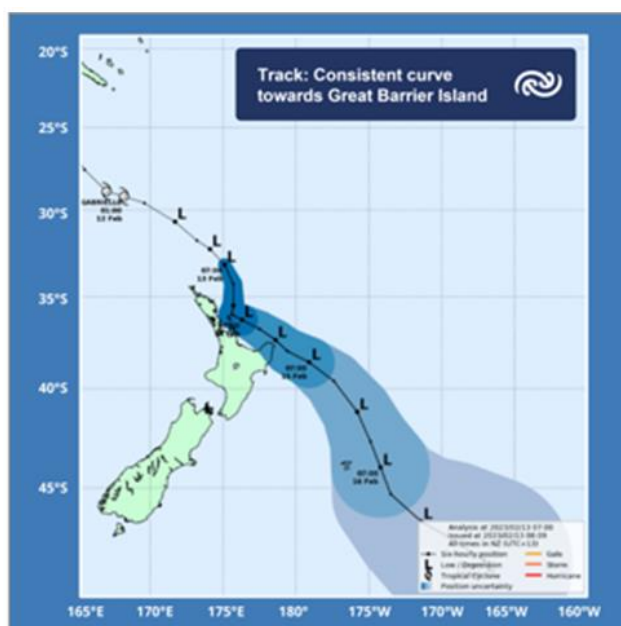
- 1.1 To update Council on the progress of the Cyclone Gabrielle recovery program to 23 July 2024.

**Recommendation**

The Tautoko Whakaora - Recovery Support RECOMMENDS that Council receive the report.

**2. BACKGROUND**

- 2.1 At 0515 Hrs Tuesday 14 February 2023, Hawke's Bay region declared a State of Local Emergency due to the flooding effect of Cyclone Gabrielle. At 0843 Hrs, the Minister for Emergency Management declared a State of National Emergency to assist in the response. The declaration applied to Northland, Auckland, Tairāwhiti, Bay of Plenty, Tararua District, Waikato, and Hawke's Bay.
- 2.2 Cyclone Gabrielle resulted in extensive flooding across the north and east of the North Island. Major flooding occurred in the Wairoa District as the Wairoa River and numerous tributaries overtopped their banks, causing flooding into residential areas, and cut off rural communities. There was extensive surface water flooding across the district in all catchments.



- 2.3 The impact of Cyclone Gabrielle to whānau, where, whenua, and our pātaka has been destructive and devastating. The consequences are felt by everyone and every community in our rohe. No one is unaffected. We expect, based on other New Zealand

flood events, that the social and economic consequences will worsen in the upcoming months and years.

- 2.4 The key area of impact in the Wairoa District was in the north of Wairoa with the river breaching its banks on the north-western side of the town and flooding the rural areas of Waihirere and Ruataniwha, and urban area of North Clyde. There were however floods in Awamate - on the other side of the river, Frasertown, Whakakī, Nuhaka and Mahia, where damage to homes was more limited.
- 2.5 There was also significant damage to the landscape, rural properties, and the primary sector, including horticulture, cropping, dairy, sheep and beef, and forestry. Many farms have limited access to and within their properties due to farm tracks being cut off or washed out. Water damage, erosion and silt deposition have damaged fences, access tracks, water infrastructure, destroyed crops (particularly maize and squash) and silage/hay loss and caused damage to ancillary farm buildings and dairy sheds. There has been significant pasture loss.

#### KEY MESSAGES – 30<sup>th</sup> July 2024

- 2.6 At its February 2024 meeting Council requested the Recovery Team additional information on placarded homes.

#### Status of Stickered homes

Category	Peak March 2023	Rain Event 23 Nov 2023	As at 23 July 2024	Movement from June Update
Green			129	7
White	198		136	(7)
Yellow	146	16	90	-
Red	2	2	3	-

Explanation of the different Placard types can be found at:

<https://www.building.govt.nz/assets/Uploads/managing-buildings/post-emergency-building-assessment/rapid-building-assessment-placards-and-forms-quick-guide.pdf>

- 2.7 Information obtained from our Kaimanaaki by visiting impacted properties, and discussions with other agencies operating in this space is that there are.

Yellow placarded houses rebuild listed by lead Agency managing rebuild.	Number	Comment
Recovery Team	23	
TToTW	20	
Church of Latter-Day Saints	4	
Non-Contactable	7	
Ownership Challenges	11	Trusts/absent homeowners/deceased estates
Jehovah Witness (JHW)	1	
Awaiting Final Inspection	80	Generally, require minimal assistance
<b>Sub total</b>	<b>146</b>	

Fully Insured	65	
With insurance challenges	18	Insurance challenges include underinsured and bank mortgage capture of insurance monies
<b>Total</b>	<b>229</b>	

- 2.8 In May 2024 a project manager was appointed to the rebuild programme to provide additional impetus and a strategic overview. It is anticipated that, with the support of elected members, a defined schedule of works will facilitate securing additional external funding to complete the programme. An initial discovery exercise culminated in the presentation of a 'Way Forward' Proposal, containing the following phases:

June – August 2024	Phase 1 - Establishment Development of project team and support structure.
July – September 2024	Phase 2 - Allocation and assessment. Communicate with rebuild providers allocate housing. Note a prioritisation model has been in use for some time to assist in determining priority of rebuilds.
August 2024 – June 2025	Phase 3 – Rebuild Implementation, monitoring, and closure. Allocate tasks and all trades; Track progress; Close off sites.

More work will need to be undertaken regarding the insurance status of the homes. Some are not insured, some are anecdotally underinsured, and some have their bank holding the payout and the houses not liveable.

One-on-one interviews will need to be undertaken to assess the needs as well as insurance contributions and a Council policy regarding support as well as consideration of equity.

The discovery report outlines a priority system which has a high preference for those with no insurance. Currently this is being used to manage the sequence of works.

To this end, the team are currently meeting with impacted property owners to build a picture of needs by property.

A Registration of Interest has been sent to potential suppliers that may be interested in participating in the rebuild. The ROI will close on the 24<sup>th</sup> of July. The rebuild Manager will workshop the outcomes of these two processes with Council to determine a way forward.

- 2.9 MPI – With an original delivery cut-off of 31 December 2023 the recovery team attained an extension of delivery to 31 March 2024 from NIWE and MPI. It has been a dynamic process with deliverables changing after considering community feedback. There has also been the need to try and fund greater levels of historical response expenditure that were unable to be funded through other avenues. This has led to recovery staff working

with MPI to obtain the funding variation between the Isolated Communities and Community Hub grants. The pressure is most definitely on in the next couple of months to get these projects and funding over the line.

The Isolated Community fund has been fully consumed. It includes:

- \$ 7,000 initial recovery plan
- \$ 87,000 in funding Welfare claims not covered by NEMA.
- \$ 14,000 MPI project back-office costs including administration and support.
- \$ 96,000 for 2 10ft mobile EPODS (not the contents)
- \$ 45,000 for Recovery Plan reset.

We are finalising the locations for the remaining EPOD's with the communities where they will be positioned.

To date we have spent.





















- \$95,000 on a 20ft EPOD and its contents this has been delivered to Wairoa
- \$64,000 for the contents of the two mobile EPODS due for delivery June/July 2024.
- A 20ft EPOD is currently being assembled for Putere.
- Discussions are underway with the remaining communities to finalise the sites on which the EPOD's will be located.
- Water tank has been installed at Putere.

2.10 Silt and Debris Fund. Initial conversations have been held with HBRC representatives regarding the potential to utilise a section of this fund to assist Council in creating a new landfill cell. The feedback received to date is encouraging.













2.11 The Recovery Plan consists of several, independent or at times interlinked, work-packages many of which are underway concurrently. Section 3 of this report provides a high-level 'Dashboard' overview of each of these work-packages to the 23<sup>rd</sup> of July 2024 as well as a forecast out to June 2025. There is also a narrative for each highlighting milestones to date, as well as an explanation of where we are heading in the future. It is hoped that elected members will be able to use this report as a resource when talking to members of the community.

































## 3. Dashboard

Work-Package	Lead	Work-Package Status				
		Scope	Resources	Schedule	Cost	Confidence
The EOC (emergency Operations Centre).	Local Controller					
	To 23 July 2024		Forecast 1 July 2024 to 30 June 2025			
	Expense	\$247,000	\$247,000			
	External Funding	Council Funded	Council Funded			
	Milestones to 23 July 2024 Some \$247,000 in costs remain with Council. Of this \$61,000 was to external suppliers with the remaining \$186,000 being staff wages and salaries.  Where possible costs have been submitted for third party funding. The above position reflects the status at the conclusion of that process.  Future Milestones The EOC stood down in May 2023.					
NEMA – Welfare	Local Controller					
	To 23 July 2024		Forecast 1 July 2024 to 30 June 2025			
	Expense	\$481,000	\$481,000			
	External Funding	\$480,000	\$480,000			
	Milestones to 23 July 2024 \$480,000 in funding has been received from NEMA and other agencies such as NZ Police FENS etc against expenditure of \$480,000. \$1,000 in expenditure did not qualify for external funding. Where possible costs have been submitted for third party funding. The above position reflects the status at the conclusion of that process.  Future Milestones Fund is now closed.					
Recovery office	Wairoa Recovery Manager					
	To 23 July 2024		Forecast 1 July 2024 to 30 June 2025			
	Expense	\$23,000	\$12,000			
	External Funding	\$25,000	\$12,000			
	Milestones to 23 July 2024 Funding of \$25,000 has been obtained to date. Where possible costs have been reassigned to externally funded work packages such as the Recovery Hub and the DIA funding for works identified by the recovery Manager to successfully engage with the impacted communities. Future Milestones Community Compass Licence at \$1,000 per month. Additional funding has been applied for from HBRC for 2024/25					
Recovery Hub	Wairoa Recovery Manager					
	To 23 July 2024		Forecast 1 July 2024 to 30 June 2025			
	Expense	\$183,000	\$20,000			
	External Funding	\$250,000	TBD			

Work-Package	Lead	Work-Package Status				
		Scope	Resources	Schedule	Cost	Confidence
Community Communication, Engagement and Hui	Wairoa Recovery Manager	<p>Milestones to 23 July 2024</p> <p>Funding has been obtained from DIA for \$250,000. This is used to fund Recovery staff employed by Council. Prior to receiving this funding, The Recovery Manager salary sits under the DIA funding it covers any salary since the appointment and is also forecast in the Recovery Office budgets. No Council funding has been required for this Work Package it is entirely funded by the DIA.</p> <p>The surplus under this fund offsets the deficit under the Community Hui Fund below.</p> <p>We have approached DIA to outline the need for further funding in 2024/25. The application was submitted on the 30<sup>th</sup> of May. It is envisaged that the resourcing of the recovery office will be scaled back for 2024/25.</p> <p>Future Milestones</p> <p>We await the response from DIA expected in mid-August.</p>				
		To 23 July 2024	Forecast 1 July 2024 to 30 June 2025			
		Expense	\$492,064	TBD		
		External Funding	\$450,000	TBD		
		<p>Milestones to 23 July 2024</p> <p>Funding received from DIA \$450,000 so programme can be resourced. Recovery Manager meets regularly with Mary Wilson from DIA to ensure that all funding used from this fund is allocated as per the requirements of DIA.</p> <p>No Council funding has been required for this Work Package it is entirely funded by the DIA.</p> <p>The deficit under this fund is offset by the surplus under the Recovery Hub Fund above. Where Possible costs have be transferred to the MPI fund.</p> <p>We have approached DIA to outline the need for further funding in 2024/25. The application was submitted on the 30<sup>th</sup> of May.</p> <p>Future Milestones</p> <p>We await the response from DIA expected in mid-August.</p>				
Mayors Fund	Wairoa Recovery Manager	<p>Milestones to 23 July 2024</p> <p>Some \$1.09m has been distributed to date with a further \$0.42m on hand to distribute. Small donations continue to come in spasmodically.</p> <p>\$500,000 of funding has been repurposed to the rebuild and has been isolated.</p> <p>An additional 78,000 was received from First Light.</p> <p>Future Milestones</p> <p>Distribute the remaining balance of the Mayoral Fund in 2024/25</p>				
		To 23 July 2024	Forecast 1 July 2024 to 30 June 2025			
		Expense	\$1.09m	\$0.4m		
		External Funding	\$1.51m			
Red Cross-Liveable Homes	Wairoa Recovery Manager	<p>Milestones to 23 July 2024</p> <p>There are still unknowns, and now we have people in the team who are trying to fill in the gaps as quickly as we can. We are working across the community agencies to help us do this.</p> <p>There are also a number who are underinsured, and others who are uninsured due to the cost of insurance.</p> <p>To add to the complexity there are a few different players operating in this space, not necessarily</p>				
		To 23 July 2024	Forecast 1 July 2024 to 30 June 2025			
		Expense	\$0.56m	\$0.54m		
		External Funding	\$1.1m	-		

Work-Package	Lead	Work-Package Status				
		Scope	Resources	Schedule	Cost	Confidence
		<p>observing the same protocols.</p> <p>\$40k in septic tank costs have been relocated from this fund to the Silt and Debris fund following a meeting with HBRC in July. This frees up this amount for other purposes.</p> <p>Future Milestones</p> <p>We continue to work to close the information gaps and return our whānau to their whare. The Rebuild Project Manager has presented a 'way forward' proposal in this space. It forms the basis of section 2.8 earlier in this paper. A meeting with prospective funders was held on 12 June 2024. We await feedback.</p>				
MPI – Isolated Communities	Wairoa Manager	Recovery				
			To 23 July 2024		Forecast 1 July 2024 to 30 June 2025	
			Expense	\$249,300	\$250,000	
			External Funding	\$250,000	\$250,000	
			<p>Milestones to 23 July 2024</p> <p>The Isolated Community fund has been fully consumed. It includes:</p> <ul style="list-style-type: none"> <li>\$ 7,000 initial recovery plan</li> <li>\$ 87,000 in funding Welfare claims not covered by NEMA.</li> <li>\$ 14,000 MPI project back-office costs including administration and support.</li> <li>\$ 96,000 for 2 10ft mobile EPODS (not the contents)</li> <li>\$ 45,000 for Recovery Plan reset.</li> <li>Delivery of transportable EPOD's to Wairoa in June/July 2024.</li> <li>This fund is now exhausted.</li> </ul> <p>Future Milestones</p> <p>Based on actual expenditure the variation provides for expenditure to be transferred between the two NIWE funds based on objectives.</p>			
MPI - Community Hub Resilience	Wairoa Manager	Recovery				
			To 23 July 2024		Forecast 1 July 2024 to 30 June 2025	
			Expense	\$164,000	\$641,000	
			External Funding	\$800,000	-	
			<p>Milestones to 23 July 2024</p> <p>One community has secured its own funding this impacts funding from DIA as the grant is limited to \$100,000 per hub.</p> <p>To date we have spent.</p> <ul style="list-style-type: none"> <li>\$95,000 on a 20ft EPOD and its contents</li> <li>\$64,000 for the contents of the two mobile EPODS due for delivered June 2024.</li> <li>Water Tank delivered to Putere</li> </ul> <p>Future Milestones</p> <p>We are having a reset in the Community Hubs Project to ensure maximum delivery from this fund and eliminate potential duplication with other providers in the district. Once completed final orders will be placed.</p> <p>Provision has also been made under this grant for:</p> <p>First aid training of Whanau \$34,000</p>			
Temporary Accommodation	WDC Building Control, Enabled Wairoa, TToTW					

Work-Package	Lead	Work-Package Status				
		Scope	Resources	Schedule	Cost	Confidence
Solutions (TAS) MBIE		To 23 July 2024	Forecast 1 July 2024 to 30 June 2025			
	Expense	\$176,000	-			
	External Funding	\$174,000	-			
	Milestones to 23 July 2024					
	TAS placement of units has slowed down considerably as demand has decreased. TToTW POD placements have remained steady and is progressing well. Future Milestones Based on reduced requests our part in this service is reducing also Staff are investigating the which expenditure has not been reimbursed by MBIE and a claim will be submitted.					
Land Categorisation	Mayor & CE					
	Milestones to 23 July 2024 Land Classification project is linked to the outcome of the flood protection project.					
Flood Mitigation	Mayor & CE					
	Milestones to 23 July 2024 Treasury has confirmed that \$70m has been ring-fenced for Wairoa flood mitigation. Options have been presented in Wairoa. Regional Recovery Agency (RRA) has proposed an Order in Council to streamline consenting processes to accelerate the programme. RRA is funding shared legal representation. Future Milestones Significant inherent programme management risks and exposure to cost overruns. Income and Expenditure is not being processed through Council but HBRC. The implications for properties that would be adversely affected by the solutions considered 'practicable' are causing significant concerns.					
NEMA - Solid Waste Management Fund	WDC GM Assets & Infrastructure					
		To 23 July 2024	Forecast 1 July 2024 to 30 June 2025			
	Expense	\$1.24m	-			
	External Funding	\$1.48m	-			
	Milestones to 23 July 2024 Councils Claims have been accepted. This work package is now closed. The difference between Income and expenditure of \$240,000 represents ratepayer funding percentage of the Landfill Activity not covered by fees and charges (Refer Councils RFP) and applied to this work-package. NEMA has agreed to reimburse that amount. This fund is now closed.					
HBRC - Extreme Weather Event Recovery Activity (Silt)	WDC GM Assets & Infrastructure					
		To 23 July 2024	Forecast 1 July 2024 to 30 June 2025			
	Expense	\$5.18m	\$4.22m			
	External Funding	\$7m	Unknown			
	Milestones to 23 July 2024 A total of \$9.4M has been secured and is ringfenced for this work. \$7m has been paid and we have good reporting lines and tracking data for silt. High confidence that \$9.4M will be fully utilised. No overruns envisaged at this stage however potential asbestos issues and associated costs remain a risk to budget.					

Work-Package	Lead	Work-Package Status				
		Scope	Resources	Schedule	Cost	Confidence
		<p>Silt cleared from storage areas such as the Railway yard.</p> <p>\$40k of Septic tank cleaning costs have been accepted under this fund and therefore transferred out of the Red Cross work-package freeing up \$40k under that fund.</p> <p>Future Milestones</p> <p>Debris from stripping houses expected to increase over coming months. Potential asbestos issues and associated costs remain a risk to budget.</p> <p>It is understood that the fund has been extended to 31 December 2024. Staff are working with HBRC to see if the deadline for this fund could be extended beyond December 2024. Significant risk remains that we will be unable to utilise this fund for removing building materials including asbestos from the residential rebuild programme before this fund, even if it is extended, closes. It is understood that discussions are underway to see if some of this fund could be repurposed.</p> <p>Staff are reviewing expenditure in a few general ledger codes to determine if these can be funded through the silt fund. In June 2024 \$100,000 of expenditure in Parks and Reserves was identified as being claimable under this fund. This process is ongoing.</p> <p>Staff are in discussions with HBRC to see if the construction of a new Landfill cell could be funded in part out of this fund. Feedback to date is encouraging.</p>				
Infrastructure – Roading	WDC GM Assets & Infrastructure					
		To 23 July 2024	Forecast 1 July 2024 to 30 June 2025			
		Expense	\$44.9m	Unknown		
		External Funding	\$41.4m	Unknown		
		<p>Milestones to 23 July 2024</p> <p>The initial \$16m response funding has been used well to get access back in most locations, and to help with cashflow, a cost-scope adjustment request has been made and Council were successful in securing \$31m extra at 100% FAR. Funding for final reinstatement is being discussed with Waka Kotahi, likely to require Council share. Crown funding allocated for Te Reinga Bridge repair \$14m. if the cost of repair exceeds \$14m then the difference will be at Councils expense. Continual rain events are hampering progress.</p> <p>Future Milestones</p> <p>There is a drive to get this work complete before as soon as possible, as the way forward beyond this date is uncertain.</p>				
Infrastructure – 3 waters	WDC GM Assets & Infrastructure					
		To 23 July 2024	Forecast 1 July 2024 to 30 June 2025			
		Expense	\$1.05m	Depends on Pond Survey		
		External Funding	\$0.5m	Subject to insurance approval		
		<p>Milestones to 23 July 2024</p> <p>NEMA have finalised the threshold for Wairoa District Council \$324,995 for 60/40 government funding threshold, based on WDC confirmation of the capital value of the rating units at \$4,333,259,830.</p> <p>Damage has been incurred on both above ground assets, which are insured through AON, and below ground assets which are insured through LAPP.</p> <p>AON has made an initial payment of \$500,000. Final claims for LAPP and AON are being worked through with loss adjustors.</p> <p>The main action point from the December quarterly Report to NEMA was in relation to the progress on the Wairoa wastewater pond desludging.</p> <p>June 2024 quarterly Report to NEMA has been submitted.</p> <p>Future Milestones</p>				

Work-Package	Lead	Work-Package Status				
		Scope	Resources	Schedule	Cost	Confidence
		<p>Parklink have been engaged to carry out sludge surveys on the Wairoa and Māhia ponds to determine quantum of silt ingress and have provided their initial report.</p> <p>The Governments 60/40 infrastructure assistance programme relates only to underground infrastructure such as water and wastewater pipes. As such, any removal of silt in the Wastewater ponds falls under Councils material damage insurance policy managed through AON. There will be an element of betterment of any desludging which Council will need to fund.</p>				

## Key

	Green	Amber	Red
<b>Scope</b>	Current approved in-scope items can be delivered in full	Minor changes to core specification of quality of capability that will be delivered	Major changes to core specification of quality or capability that will be delivered
<b>Costs</b>	Variance between Total Approved Spend and Total Forecast Spend for the approved phase/s within +/- 5% of approved spend up to a value of \$50k	Variance between Total Approved Spend and Total Forecast Spend for the approved phase/s within +/- 10% of approved spend up to a value of \$100k	Variance between Total Approved Spend and Total Forecast Spend for the approved phase/s is greater than +/- 10% of approved spend or greater in value of \$100k
<b>Schedule</b>	Major milestones remain on track to meet the approved timelines	Major milestones are at risk however mitigating activities are in place in an effort to meet the approved dates	There is certainty that Major milestones have missed or will miss the approved dates
<b>Resourcing</b>	Workpackage resourced adequately and project team is performing to a high standard	Workpackage resourcing will cause a slip to schedule or cost or variance in scope if not	Workpackage resourcing is causing variance to schedule, cost or scope
<b>Confidence</b>	The overall confidence that the workpackage will deliver on its aims and objectives within scope, on cost, and on schedule	There are concerns that the workpackage may not deliver on its aims and objectives within scope, on cost, and on schedule. There are mitigation strategies in place to bring the workpackage back to "green"	There are significant issues in one or more of areas of scope, cost, or scheduling. The Workpackage is unlikely to achieve its objectives. There are mitigation strategies in place will not bring the workpackage back to "green"

**9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS****9.1 RECEIPT OF COUNCIL COMMITTEE MINUTES - 12 DECEMBER 2023**

**Author:** Frances Manase, Kaiurungi Mana Ārahi | Governance Officer

**Authoriser:** Lauren Jones, Acting Group Manager - Community Services and Development

**Appendices:** 1. Minutes of Wairoa District Council - 12 December 2024 [↓](#)

**RECOMMENDATION**

The Kaiurungi Mana Ārahi | Governance Officer RECOMMENDS that the minutes of the Council Committee Meeting held on Tuesday 12 December 2023 be received and the recommendations therein be adopted.

## EXTRAORDINARY COUNCIL MEETING MINUTES

12 DECEMBER 2023

**MINUTES OF WAIROA DISTRICT COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON TUESDAY, 12 DECEMBER 2023 AT 9:03 AM**

**PRESENT:** His Worship the Mayor Craig Little (In at 9:12am), Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Cr Melissa Kaimoana, Cr Benita Cairns, Cr Roslyn Thomas

**IN ATTENDANCE:** **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Juanita Savage** (Pouwhakarae Rātonga Hapori me te Whakawhanake | Group Manager Community Services and Development), **Michael Hardie** (Pouwhakarae – Hua Pūmau | Group Manager Assets and Infrastructure), **Sarayde Tapine** (Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Advisor), **Morgan Goldsmith** (Kaitiaki Wai | Water production Business Unit Manager)

## 1 KARAKIA

The Opening Karakia was given by the Chief Executive, Kitea Tipuna.

Cr Eaglesome-Karekare opened the meeting at 9:03am.

His Worship the Mayor resumed his position as chairperson at 9:12am.

## 2 APOLOGIES FOR ABSENCE

### APOLOGY

### RESOLUTION 2023/70

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Roslyn Thomas

That the apology received from Cr Chaans Tumataroa-Clarke be accepted and leave of absence granted.

**CARRIED**

## 3 DECLARATIONS OF CONFLICT OF INTEREST

None.

## 4 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.



## EXTRAORDINARY COUNCIL MEETING MINUTES

12 DECEMBER 2023

## 5 GENERAL ITEMS

## 5.1 LARGE WATER USER POLICY - HEARINGS AND DELIBERATIONS

## RESOLUTION 2023/71

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Benita Cairns

The Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer RECOMMENDS that Council

- a) Receive the submissions attached as Appendices' 2 and 3 and thank all submitters for taking the time to make a submission on the proposed Large Water User Policy.
- b) Adopt the Large Water User Policy with amendments.

**CARRIED**

Cr Eaglesome-Karekare welcomed the first submitter Mr Dean Burgess representing Affco to the Council Chambers to speak to his submission.

Mr Burgess wanted to revisit what was in his submission which included the views of Affco directors team as well. He noted that:

- With Affco being the regions largest employer that requires a large water supply is seeking further clarification within the policy or Council dispensation that they would be included within the high priority category.
- Affco has a large water storage (5,000m3) which proved to be of significant assistance during Cyclone Gabrielle and its therefore necessary to maintain this storage level to be classified as high priority.
- Since Cyclone Gabrielle, Affco have invested \$200K into upgrading the onsite bore and installed a potable water system, while still working through commissioning stages of this. Investments have also been made made to new technologies and efficiencies which has been focussed primarily around water quality and saving.
- Affco have been active in building on the relationships between the community and Council and would like to continue to build this relationship as there are other aspects to the policy that they do agree with for the future of Wairoa's water supply and more industries that require water for their operations.

Cr Cairns asked if Mr Burgess had ideas about how they can be included in the high priority category. Dean noted that other than possibly through wastewater as a significant part of Affco is wastewater treatment, that Affco is a large employer and to continue to operate and employ such a large employment base and contribute to the community should be justified.

Cr Harker noted the reserving of water as a resilience for the community and how this could be considered as part of the assessment criteria to fit within the high priority category. He noted the possibility of the policy limiting Council's ability to grow the local economy, commenting if the

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EXTRAORDINARY COUNCIL MEETING MINUTES12 DECEMBER 2023

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policy is discouraging or making it difficult for certain businesses within each priority category.

Cr Cairns asked about Affco's water supply and whether it was primarily for operations or if it has some sort of community benefit. Mr Burgess noted the community benefit would be in times of emergencies and being the largest employer in the region.

Cr Thomas asked in terms of priority, if Council could look at industries and businesses that are doing the right thing in terms of climate adaptation, some sort of rating system to show that businesses are doing everything that they can to make it better for the environment.

Cr Kaimoana noted that Council needs to look at the policy as a whole rather than just the priority section as Council do consider Affco's water supply a great priority to the town as a whole.

Cr Eaglesome-Karekare thanked Mr Burgess for coming in to speak to his submission and that he would be notified about the decisions made during deliberations later.

Adjourned – 9:21am.

Reconvened– 9:26am.

His Worship noted the tone and content of the second submission. He noted the many avenues Ms Kawana had to reach out about her concerns about the proposal noting her appointments to the Matangirau Reserves Board and that Council also reached out to Post-Settlement Governance Entities partners including Tātau Tātau o te Wairoa for pre-consultation and public consultation feedback to the proposal. Council adjourned for 10 minutes to wait for the next submitter to arrive. The meeting reconvened at 9:36am after the second submitter Katarina Kawana did not arrive. Council moved into deliberations at 9:38am.

The Chief Executive read correspondence received from Ms Kawana that morning about not being able to make her in-person submission speaking time.

Cr Harker noted the importance of highlighting Council's 4 wellbeings as these are what guide Council's strategic decision-making processes. Council could use these as a tool for this policy to further relate back to Council's overarching strategic plan.

Cr Cairns asked if the policy could clarify what it doesn't apply to. Elected members supported this to make it easier for the public to identify if the policy would apply to them or not.

The Chief Executive noted that Council is supportive of applicants accessing their own water supplies first before taking from the municipal water supply.

EXTRAORDINARY COUNCIL MEETING MINUTES

12 DECEMBER 2023

Cr Cairns noted that this policy is an opportunity for Council to set a benchmark in terms of how water should be treated. She commented that more dialogue in the policy is needed around protection of the environment.

Cr Eaglesome-Karekare asked about new developments in the community, relating back to the two most recent housing developments in the district and whether Council takes into account developments of that size and how much water they will require. It was noted that this is part of Council’s consents process and other policy processes.

Cr Harker noted that it is about finding that balance as Council doesn’t want to dissuade people from establishing businesses here and to start thinking about water storage, controlled access to watertake, the sensible use of treated water and making those difficult decisions about how Council supplies water.

Cr Kaimoana noted the possibility of monitoring water resilience through approved large water user applicants and to go back every so often to assess what steps they are taking to reduce the impact on the environment.

Cr Eaglesome-Karekare noted Council needs to be enabling businesses but to also have good management systems in place at the same time to refrain Council being put in a vulnerable position where they can no longer supply water to the community.

Cr Cairns asked if it was necessary to put something in the policy about how difficult it is to produce water as it is a factor in being able to produce good water to serve to the community and why the Tuai water supply was not included in the scope of the policy. Staff advised that the Tuai water supply is currently not compliant with standards so amendments can be made later to the policy to include other water supplies where appropriate as well.

**The Meeting closed at 10:02am.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting on Tuesday**

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**CHAIRPERSON**

**10 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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>10.1 - 3313 Lake Road</b>	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
<b>10.2 - Pensioner housing update</b>	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which 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	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
<b>10.3 - Boundary adjustment: Wairoa Cemetery, Fraser Street, Wairoa</b>	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