



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

Date: Tuesday, 16 July 2024
Time: 3:30 pm
Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa

AGENDA

Wairoa Youth Council Meeting

16 July 2024

MEMBERSHIP: Youth Cr Trevor Waikawa, Youth Cr Hinetaitapu Moeariki, Youth Cr Amiria Drysdale, Youth Cr Te Rawhitiara Edwards-Hammond, Youth Cr Manaia Hall, Youth Cr Piripi Ropitini, His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Roslyn Thomas, Youth Cr Lily Verner, Youth Cr Kyara Kaaho

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**
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- 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 - 12 March 2024

**MINUTES OF WAIROA DISTRICT COUNCIL
WAIROA YOUTH COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 12 MARCH 2024 AT 3:40 PM**

PRESENT: Youth Cr Trevor Waikawa, Youth Cr Hinetaitapu Moeariki, Youth Cr Amiria Drysdale, Youth Cr Te Rawhitiara Edwards-Hammond, Youth Cr Manaia Hall, Youth Cr Piripi Ropitini, Youth Cr Mohaka Hooper (via Zoom), His Worship the Mayor Craig Little, Deputy Mayor Denise Eaglesome-Karekare, Cr Roslyn Thomas

IN ATTENDANCE: **Kitea Tipuna** (Tumu Whakarae | Chief Executive) **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Sarayde Tapine** (Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Advisor)

1 KARAKIA

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

2 APOLOGIES FOR ABSENCE

LATENESS

COMMITTEE RESOLUTION 2024/53

Moved: Youth Cr Piripi Ropitini

Seconded: Youth Cr Manaia Hall

That the late notice due to attending another meeting from Youth Cr Moeariki be accepted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Youth Cr Ropitini declared a potential conflict of interest due to a new job position as the Wairoa programme lead for the Graeme Dingle Foundation which may conflict with any relevant agenda items.

4 CHAIRPERSON'S ANNOUNCEMENTS

The Chair acknowledged the memorial of Cyclone Gabrielle on February 14th and praised the individuals who contributed to the anniversary day events. Furthermore, the Chair acknowledged the presence of youth representation on the committee and remarked that this is their first hui for the year.

5 LATE ITEMS OF URGENT BUSINESS

Nil.

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 2024/54**

Moved: Youth Cr Te Rawhitiara Edwards-Hammond

Seconded: Youth Cr Mohaka Hooper

That the minutes of the Ordinary Meeting held on 15 August 2022 and 7 November 2023 be confirmed.

CARRIED

Cr Eaglesome-Karekare proposed appointing a youth council member to the flood protection stakeholder group, highlighting that it was an action item from a previous meeting that had not been addressed. Background information about the stakeholder group was presented by both Cr Eaglesome-Karekare and the Chief Executive.

Youth Cr Hall expressed interest in the position, and Youth Cr Hall was appointed.

His Worship requested that information regarding reserve plans also be sent to Manaia.

His Worship the Mayor Craig Little left the meeting at 3:52pm.

8 GENERAL ITEMS**8.1 MEMBERSHIP OF COMMITTEE - NEW APPOINTMENT****COMMITTEE RESOLUTION 2024/55**

Moved: Youth Cr Trevor Waikawa

Seconded: Youth Cr Piripi Ropitini

The Committee welcomes new member Mohaka Hooper as the Wairoa Youth Council representative for Southern Wairoa - Mohaka/Raupunga.

CARRIED

The Chair thanked Youth Cr Hooper for her application to stand again as the Southern representative on the Wairoa Youth Council and Youth Cr Hooper briefly introduced herself. The committee welcomed previous member Youth Cr Hooper as well.

8.2 TERMS OF REFERENCE

COMMITTEE RESOLUTION 2024/56

Moved: Youth Cr Manaia Hall

Seconded: Youth Cr Te Rawhitiara Edwards-Hammond

The Wairoa Youth Council recommends amending the Terms of Reference to extend the term of appointment from one year to two years and to incorporate a sitting fee clause within the Terms of Reference.

CARRIED

The Policy and Governance Officer suggested changing the term of appointment to 2 years to facilitate greater involvement and rapport-building for youth councillors.

Youth Cr Ropitini queried the possibility of including a sitting fee clause within the Terms of Reference.

The Chief Executive suggested incorporating a statement such as “we value the input from rangatahi, thus justifying the provision of a sitting fee”, and noted that an annual review to the terms of reference is appropriate.

Youth Councillors also agreed to co-opt two positions to the Wairoa College.

8.3 MINOR UPDATES TO REVENUE AND FINANCING POLICY AND SIGNIFICANCE AND ENGAGEMENT POLICY

COMMITTEE RESOLUTION 2024/57

Moved: Youth Cr Piripi Ropitini

Seconded: Youth Cr Mohaka Hooper

That Youth Council receives the report.

CARRIED

The Group Manager of Finance and Corporate Support spoke briefly to this report and noted:

- The policies have remained largely unchanged despite being in existence for a significant period.
- The Revenue and Financing policy has stood the test of time and has been subject to legal challenges in court three times.
- There is ongoing uncertainty surrounding three waters, recovery, and the council is

exploring the creation of a Development Contributions policy.

The Chief Executive noted that Wairoa District Council have encountered legal challenges three times from forestry industry stakeholders regarding rates decisions. However as the decisions made by the Council aligned with the Revenue and Financing policy, they led to successful outcomes in the High Court.

Youth Cr Ropitini sought clarity around the inclusion of the Preamble to Te Ture Whenua Māori Act 1993 within the Revenue and Financing policy.

The Group Manager of Finance and Corporate Support noted that including the aspect within the Revenue and Financing policy might seem unusual, as it may appear more appropriate within remission policies, development contributions policy, or whenua rahui. However, all these policies are interconnected with the Revenue and Financing policy. Additionally, he emphasised that according to the Local Government Act, all financial policies must align with or support the preamble.

The Chief Executive mentioned the potential inclusion of some Youth Councillors when the Council engages in community consultations for their three-year recovery plan.

Youth Cr Moeariki arrived at 4:15pm.

Cr Eaglesome-Karekare proposed the development of a youth strategy, aiming to establish a strategic vision for the Wairoa Youth Council and enhance engagement with other rangatahi in the community. This strategy would clarify roles, define the vision, and outline action plans.

Cr Thomas raised the point of workshopping on this topic with Youth Councillors.

Youth Councillors were in support of this.

The Chair welcomed Wairoa Young Achievers Trust to attend a Youth Council meeting for the presentation of their strategy, and briefly acknowledged the Tuia representatives appointed for Wairoa District Council and Taiwhenua for the year 2024.

The Meeting closed at 4:45pm with a Closing Karakia given by Youth Cr Edwards-Hammond.

The minutes of this meeting were confirmed at the Wairoa Youth Council Meeting held on 23 April 2024.

Wairoa Youth Council – Action Table

<u>MEETING THE ACTION WAS RAISED IN</u>	<u>ACTION</u>	<u>OFFICER RESPONSIBLE</u>	<u>COMMENTS</u>	<u>STATUS</u>	<u>PUBLIC EXCLUDED</u>
12/03/2024	Draft a Youth Council Strategy with support/input from youth councillors	Sarayde Tapine	Workshop with Youth Councillors	On hold – In a research phase at the moment	No

.....
CHAIRPERSON

8 GENERAL ITEMS

8.1 AMENDMENTS TO WAIROA YOUTH COUNCIL TERMS OF REFERENCE

Author: Sarayde Tapine, Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer

Authoriser: Juanita Savage, Pouwhakarae - Rātonga Hapori me te Whakawhanake | Group Manager Community Services & Development

Appendices: 1. Youth Council Amended Terms of Reference [↓](#)

1. PURPOSE

- 1.1 The purpose of this report is for the Wairoa Youth Council to consider the amendments made to the current youth council terms of reference.

RECOMMENDATION

The Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer RECOMMENDS that Committee accept the amendments made to the Wairoa Youth Council terms of reference attached as Appendix 1 to the report based on the feedback received at the last Wairoa Youth Council meeting on Tuesday 12 March 2024.

BACKGROUND

- 1.2 At the last youth council meeting on Tuesday 26 March the Wairoa Youth Council resolved to make changes to the terms of reference to reflect the make-up of the current committee members.
- 1.3 The document attached as appendix 1 to this report contains tracked changes that have been made to the terms of reference for the Wairoa Youth Council to consider. These changes include a statement on a sitting rate/fee for youth councillors attendance at meetings, changing the term of appointment to two years, co-opting two positions to the Wairoa College and other minor administrative/procedural changes throughout.

2. WAIROA COLLEGE CO-OPTED POSITIONS

- 2.1 The co-opted positions to the Wairoa College have been filled by two year 13 leaders, Lily Verner and Kyara Kaaho. As this was only recently notified by the Wairoa College to Council staff, Lily and Kyara will be in attendance for the next Youth Council hui on Tuesday 04 June after having completed the formal induction process.

3. OPTIONS

- 3.1 The options identified are:
- Accept the amendments made to the current Wairoa Youth Council terms of reference.
 - Status quo – do not accept the amendments to the Wairoa Youth Council terms of reference and remain with the original.

The preferred option is **option a**, this contributes to the following community outcomes:

Cultural wellbeing	Economic wellbeing	Social Wellbeing	Environmental Wellbeing
Valued and cherished community.	Strong and prosperous economy.	Safe, supported and well-led community.	Protected and healthy environment

4. CORPORATE CONSIDERATIONS

What is the change?

4.1 New set of terms of reference to reflect the current make-up of the Wairoa Youth Council.

What is the cost?

4.2 No additional costs to Council.

What is the saving?

4.3 N/A

Service delivery review

4.4 N/A

Maori Standing Committee

4.5 This matter has not been referred to the Māori Standing Committee.

5. SIGNIFICANCE

5.1 N/A

6. RISK MANAGEMENT

6.1 In accordance with the Council’s Risk Management Policy the inherent risks associated with this matter are: Low

Human	Financial	Regulatory
Low	Low	Low
Operations	Employees	Image & Reputation
Low	Low	Low

Who has been consulted?

N/A

Further Information

N/A

References (to or from other Committees)

Tuesday 12 March Youth Council Meeting

Confirmation of statutory compliance

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

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

NGA PAEARU MAHI/TERMS OF REFERENCE: WAIROA YOUTH COUNCIL 2021



TE KAUPAPA/PURPOSE

To provide Council with an independent youth voice to support the decision making process at the Local Government level. This voice allows younger Rangatahi to let Council hear their thoughts on the impacts of Councils decisions on their own generation as the future ratepayers of Wairoa and creates meaningful and relevant opportunities that support young people to participate, engage, overcome barriers and take up new challenges.

NGa KAWENGA ME NGa WHaINGA/RESPONSIBILITIES AND OBJECTIVES

- To give Wairoa youth a real voice, so that young people can be heard and taken seriously on issues affecting youth, and to promote the development of a dynamic community for the youth of the future.
- To promote the Wairoa Youth Council and the activities it undertakes, and to inform/engage the Wairoa District Council, Wairoa youth, and the general public on issues being dealt with.
- To bring the needs and concerns of young people to the attention of local and central government and to encourage consideration of such issues at a local, regional and national level.
- To assist Wairoa District Council with its planning processes and projects, with a focus on the provision of services and facilities that have a potential impact on young people.
- To identify local youth needs and resources.
- To develop youth leadership skills through experience of representation processes, local government and civic activities. This includes supporting and encouraging more youth engagement in the civic process and enabling and building on the reach of Wairoa District Council events, programmes and activities that are relevant and engaging to young people.
- Ensure that the work of the Youth Council is carried out in a manner that enhances the social, economic, cultural, and environmental wellbeing of the Wairoa district.
- To assist Wairoa District Council in creating opportunities for local young people to actively engage and participate with in the development and delivery of Councils strategic documents including council plans, strategies, policies and projects.
- Enabling and building on the reach of Wairoa District Council initiatives and opportunities that help young people connect with their wider community.
- In accordance with the work programme agreed to by Wairoa District Council, developing strategy and policy to recommend to Wairoa District Council.
- Comply with these responsibilities and objectives and those set out in Appendix A -> Role Descriptions Wairoa Youth Council.
- To encourage more youth engagement in the civic process.

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NGa TUKANGA ME TE MAHI/PROCEDURES AND OPERATION

- The Wairoa Youth Council will meet every six weeks on Tuesday afternoons from February to December in Council Chambers from 3:30pm, and as required for workshopping or other purposes. This will be communicated to members by the Governance team.
- Wairoa District Council will provide the administrative and secretarial requirements for the Wairoa Youth Council through the Governance Team at governance@wairoadc.govt.nz
- ~~Agenda items for each Youth Council agenda will be determined with consultation between the Wairoa District Council Liaison Officer: Governance Team Lead and the Chairperson of the Youth Council. The final agenda is generally shared with youth councillors the week before the meeting takes place – see Standing Order 9.10 – Distribution of the agenda. Where this is a workshop, extraordinary or emergency meeting different processes are followed – see standing orders.~~
- ~~This finalised agenda will be distributed one week prior to the scheduled meeting.~~
- The Wairoa Youth Council will report to the Wairoa District Council as and when required.
- ~~The Chairperson (and deputy) of the Youth Council will be determined by vote of members of the Wairoa Youth Council.~~
- Wairoa Youth Council acknowledges that it has a responsibility to take into account the principles of the Treaty of Waitangi. These responsibilities include maintaining and improving opportunities for Rangatahi/Māori youth to contribute to local government decision-making processes.
- Minutes are submitted to Wairoa District Council for receipt and are presented at each youth council hui for confirmation of the previous meeting minutes.
- There will be an appropriate induction for new members of the Youth Council lead by the Governance team.
- Comply with Appendix B → Wairoa Youth Council Code of Conduct, the Wairoa District Council’s Code of Conduct, and the Wairoa District Council’s Standing Orders.

NGa MEMATANGA/MEMBERSHIP

The Wairoa Youth Council will be comprised of representatives of the following localities:

- Two members from the Wairoa Township
- One member from each of the following localities:
 - North Clyde (Township North)
 - Raupunga/Mohaka (Southern Wairoa)
 - Frasertown/Te Reinga (Northern Wairoa)
 - Tuai/Waikaremoana (Lakes)
 - Iwitea/Whakakī (Eastern Wairoa)

- Nūhaka/Mōrere
- Mahia

PLUS ~~two~~ one elected members ~~3~~ from the Wairoa District Council AND His Worship the Mayor as ex officio.

Other members may be co-opted, as appropriate (e.g. tourism, education, and digital) at the discretion of the Wairoa District Council.

- Members must be aged between 16 and 25 years of age and live within the boundaries of the Wairoa District.
- ~~The call for applications for will be made in October 2020, successful candidates will be appointed by February of the next calendar year.~~
- Potential candidates can apply or be put forward as a result of consultation with local community groups, Iwi, Hapu, Council and other community stakeholders.
- The selection panel consisting of His Worship the Mayor, two Elected Councillors, and the Wairoa District Council Chief Executive will on the advice of the Wairoa District Council Governance Team meet to review each application and select the candidates to become Wairoa Youth Councillors.
- ~~Further information can be found in Appendix C -> Recruitment and selection process.~~
- Wairoa District Council staff members are not eligible to sit on the Wairoa Youth Council.
- ~~Should all locality vacancies not be filled for any reason, the Wairoa District Council may use its discretionary power to appoint a representative to fill the vacancy on the Youth Council.~~

TE WaHANGA O TE KOPOUNGA/TERM OF APPOINTMENT

- 1- Members are appointed to the Youth Council for a ~~twelve month~~ two year, renewable term
- 2- Members can re-apply at the end of each term and consideration will be given to those with ongoing commitment with the Youth Council.
- 3- ~~If for any reason a vacancy becomes available throughout the term, a new member may, at the discretion of the Wairoa District Council be appointed to join for the remainder of the Youth Councils tenure.~~

TE HIKINA/REMOVAL

Members will take an active part in meetings and/or workshops. Youth Councillors are expected to put in their apologies if they are unable to attend a meeting to governance@wairoadc.govt.nz.

- ~~If a member is absent from three meetings, without providing apologies, then membership may be terminated, unless the Youth Council resolves otherwise.~~
- Wairoa District Council values the input from Rangatahi to local government decision-making and as such will pay youth councillors a set rate/sitting fee for their attendance at Youth Council meetings.
- In the event of a Youth Councillor failing to observe the Wairoa District Council Standing Orders, Wairoa District Council Code of Conduct, the Wairoa Youth Council Code of Conduct, or if a concern or complaint is received about a Youth Councillor, Wairoa District Council may

8.2 WAIROA LIBRARY - NAME REVIEW

Author: Juanita Savage, Pouwhakarae - Rātonga Hapori me te Whakawhanake | Group Manager Community Services & Development

Authoriser: Kitea Tipuna, Tumu Whakarae Chief Executive

Appendices: Nil

PURPOSE

- 1.1 This report provides information for committee members to review the name of the Wairoa Library and whether a name change is recommended to Council for consideration.

RECOMMENDATION

The Pouwhakarae - Rātonga Hapori me te Whakawhanake | Group Manager Community Services & Development RECOMMENDS that Committee present to Council preferred proposed name options for the Wairoa Library.

BACKGROUND

- 1.2 The library is currently referred to as the Wairoa Public Library, Wairoa Centennial Library and Wairoa Library.
- 1.3 The library is situated on land that was once part of Manukanui Pā, a significant and large pa in Old Wairoa, and of which Ngāti Moewhare and Ngāti Kurupakiaka are mana whenua.
- 1.4 Manukanui was home to revered upoko ariki Tapuwae, and later Kopu, and known as a place of hospitality and political discussion. This connection to tipuna and tikanga resonates in the ambition to celebrate the mana of this site and, inspired by this heritage, to re-create a welcoming place of shared knowledge, history, culture, tikanga and te reo māori.
- 1.5 We provide the library with over 25,000 books and digital resources, reading programmes and initiatives to over 32,000 visitors and 8,000 patrons a year.
- 1.6 We provide lending, information and digital services and programmes. Among our most popular programmes are the summer and winter reading programmes, which encourage hundreds of local children to love reading. In addition, we run initiatives throughout the year that support and engage local schools and community groups.
- 1.7 The library is home to the Digital Hub which provides community access to computers, digital technology and a range of programmes to help build and support the district's digital connectivity and capability.
- 1.8 Operating hours – Mon to Thurs 10am to 5pm, Fri 9.30am to 5pm, Sat 10am to 12noon.

2. OPTIONS

- 2.1 The options identified are:
 - a. Status quo

- b. Manukanui Knowledge Hub
 - c. Manukanui Knowledge and Learning Hub
 - d. Any other name presented by Committee.
- 2.2 The preferred option is **b. Manukanui Knowledge Hub**, this contributes to the following community outcomes:

Cultural wellbeing	Economic wellbeing	Social Wellbeing	Environmental Wellbeing
Valued and cherished community.	Strong and prosperous economy.	Safe, supported and well-led community.	Protected and healthy environment

3. CORPORATE CONSIDERATIONS

What is the change?

- 3.1 The name the library will be known by.

Compliance with legislation and Council Policy

- 3.2 No consistencies or inconsistencies with other Council policy and plans apply **excluding** Significance and Engagement Policy that is covered in section 6 of this report.

What are the key benefits?

- 3.3 The acknowledgement of the significant pa site to where the library facility is situated.
- 3.4 To ensure the active protection of taonga for as long as mana whenua wish it to apply.

What is the cost?

- 3.5 Rebranding costs would apply and would be applicable to the Visual Identity cost centre i.e. logo utilised on the digital platforms, building signage.

Maori Standing Committee and Youth Council

- 3.6 This report will be taken to the Maori Standing Committee 9th July 2024.
- 3.7 This report was tabled at Strategy, Wellbeing and Economic Development Committee 21st May 2024.

4. SIGNIFICANCE

- 4.1 Impact to the Wairoa peoples to be considered in this recommendation.
- 4.2 Due to the site location referring to Manukanui pa site, there is reasonable expectation of the name change generating wide public interest within the district.
- 4.3 There would be no change to the level of service for the library services provided.
- 4.4 Staff will be responsible for assessing the appropriate form of engagement

5. RISK MANAGEMENT

5.1 In accordance with the Council's Risk Management Policy the inherent risks associated with this matter are: Low

Human	Financial	Regulatory
Low	Low	Low
Operations	Employees	Image & Reputation
Low	Low	Low

Who has been consulted?

No consultations at the time this report was written.

Further Information

Nil.

References (to or from other Committees)

Nil.

Confirmation of statutory compliance

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

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

8.3 TUIA PROGRAMME INFORMATION REPORT

Author: Sarayde Tapine, Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer

Authoriser: Juanita Savage, Pouwhakarae - Rātonga Hapori me te Whakawhanake | Group Manager Community Services & Development

Appendices: 1. Tuia Prospectus 2024 [↓](#)

1. PURPOSE

- 1.1 This report provides information for Committee on the Tuia Programme. No decisions are required by Committee at this stage.

RECOMMENDATION

The Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer RECOMMENDS that Committee receive the report.

2. BACKGROUND

- 2.1 Tuia is an intentional, long-term, intergenerational approach to develop and enhance the way in which rangatahi Māori contribute to communities throughout New Zealand. This is done through developing relationships between a diverse range of rangatahi throughout the country that recognises, accepts and celebrates diversity.
- 2.2 At a local level, a mayor will select a rangatahi Māori from the district who they will develop a mutually beneficial mentoring relationship with in order to enhance their ability to contribute well to community. This will happen on a monthly basis, involving both informal meetings and participation at formal occasions. The relationship will also provide both parties with the opportunity to gain a deeper insight into inter-generational issues, cultural values and experiences.
- 2.3 Three pou make up the Tuia rangatahi experience:
- **Mentoring.**
 - **Community contribution.**
 - **Wānanga.**
- 2.4 Rangatahi will attend five wānanga in different parts of the country over the year to build networks, obtain support and have exposure to a diverse range of people from across the country.

3. RANGATAHI SELECTION CRITERIA

- 3.1 The mentor will select a young Māori using the following criteria:
- Be aged between 18-25 years old.
 - Be actively involved in contributing to the wellbeing of their community at some level.

- Be able to commit to being involved in this part-time programme of three three-day and two four-day wānanga (leadership forums) over a period of 12 months.
- Have support from others to participate in the programme (whānau/hapū/pakeke/employers/ community, etc).
- Be open minded and willing to contribute to discussions and workshops; and
- Be well organised and have the ability to manage their time and commitments effectively.

The Wairoa Youth Council are encouraged to take up this opportunity.

4. RANGATAHI SELECTION FOR 2024

- 4.1 The chosen Rangatahi selected from Wairoa to attend the Tuia Programme for 2024 are Rahiri Edwards-Hammond, Hine Aio Apatari and Te Moana Nui a Kiwa.

5. WĀNANGA

- 5.1 There will be five marae-based wānanga throughout the year. The wānanga are an opportunity for rangatahi to connect with one another, as well as to connect with a variety of places, people and communities around Aotearoa.
- 5.2 The wānanga are structured according to an ancient tauparapara that connect rangatahi with one another, to whenua, to people and to communities across Aotearoa. Rangatahi will have the opportunity to explore local ancestral stories, learn from subject matter experts and consider together how they can apply what they have learnt to their daily lives.
- 5.3 Additionally, it is important to note that the travel expenses for rangatahi attending wānanga are anticipated to be covered by their sponsoring person or organisation.

Further Information

The Tuia Prospectus for 2024 is attached for more information for the Wairoa Youth Council.

8.4 CIVIL DEFENCE EMERGENCY MANAGEMENT INFORMATION REPORT

Author: Sarayde Tapine, Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer

Authoriser: Juanita Savage, Pouwhakarae - Rātonga Hapori me te Whakawhanake | Group Manager Community Services & Development

Appendices: Nil

1. PURPOSE

- 1.1 This report provides information for Committee on Hawke's Bay Civil Defence Emergency Management (HBCDEM). No decisions are required by Committee at this stage.

RECOMMENDATION

The Kaiurungi Kaupapa Here me Mana Ārahi | Policy and Governance Officer RECOMMENDS that Committee receive the report.

2. BACKGROUND

- 2.1 This report has been produced as an introduction for the Wairoa Youth Council to the work involved with Civil Defence Emergency Management (CDEM) and more specifically how this operates in the Hawke's Bay Region.
- 2.2 This is pertinent as the district recently went through a severe heavy rain warning event across 2 days and are moving into the winter season.

3. HAWKE'S BAY CIVIL DEFENCE EMERGENCY MANAGEMENT

- 3.1 Hawke's Bay Civil Defence Emergency Management Group covers all areas of Hawke's Bay. These are:
- Wairoa District Council.
 - Napier City Council.
 - Hastings District Council.
 - Central Hawke's Bay District Council.
 - Hawke's Bay Regional Council.
- 3.2 In accordance with section 23 of the Civil Defence Emergency Management Act (CDEM Act), the Hawke's Bay Regional Council is the Administering Authority for the Hawke's Bay CDEM Group and employs the staff of the CDEM Group Office.
- 3.3 Under the CDEM Act the territorial authorities (the district councils) and the regional council are responsible for ensuring that there is provision for Civil Defence Emergency Management in Hawke's Bay.

4. CDEM GROUP

4.1 At the governance level, there is a joint committee of the councils called the CDEM Group. It is a statutory committee under the CDEM Act and the Local Government Act. The CDEM Group responsibilities include:

- Ensuring that hazards are assessed and associated risks are identified and considered.
- Establish a region-wide civil defence emergency management capability to respond to and recover from emergencies.
- Promote effective coordination among organisations in the Coordination Executive Group.
- Encourage risk mitigation.
- Appoint Group and Local controllers as well as Recovery Managers.

5. COORDINATING EXECUTIVE GROUP (CEG)

5.1 At the executive level, there is a committee known as the Coordinating Executive Group. Its membership comprises the Chief Executives of each Council, along with senior officers from Police, Fire and Emergency New Zealand and the health authority.

5.2 Additionally, the committee includes the Group Controller, Welfare Coordination Group Chair, Hawke's Bay Engineering Lifeline Group Chair and the Group Recovery Manager.

5.3 The CEG is accountable to the CDEM Group for:

- Providing advice, including to subgroups.
- Executing decisions.
- Overseeing the development, maintenance, monitoring and evaluation of the CDEM Group plan.

6. GROUP OFFICE

6.1 The Group office provides advice and technical support to the CEG and the CDEM Group, develops and implements the CDEM Group Plan and coordinates regional CDEM policy.

6.2 Responsibilities also include liaising with the wider CDEM sector, maintaining the Group ECC and monitoring and evaluating the capability of the Group and its members.

6.3 Group employ an Emergency Management Advisor (EMA) for Wairoa. This EMA is based at the Wairoa District Council office and role entails community engagement and response support to local controller.

7. GROUP PLAN

7.1 Every CDEM Group is required to have civil defence emergency management group plan. The plan is reviewed every 5 years and allows for public submissions. The plan must align with the national strategy and consider the Director's guidelines, codes or technical standards.

7.2 A training pathway has been redeveloped and the first stage of this training known as EM Essentials. Wairoa has had two training dates to date with a further one in June and July set thus far. All council staff expected to register and complete this training.

8. COMPREHENSIVE EMERGENCY MANAGEMENT

8.1 The 4 R's of emergency management are:

- **REDUCTION** – Involves identifying and analysing risks to life and property from hazards, taking steps to eliminate those risks if practicable and if not, reducing the magnitude of their impact and the likelihood of their occurrence to an acceptable level.
- **READINESS** – Involves developing operational systems and capabilities before an emergency happens, including self-help and response programmes for the public and specific programmes for emergency services, lifeline utilities and other agencies.
- **RESPONSE** – Involves actions taken immediately before, during or directly after an emergency to save lives and property and to help communities recover.
- **RECOVERY** – Involves the coordinated efforts and processes used to bring about the short-, medium- and long-term holistic regeneration and enhancement of a community following an emergency.

9. PERSONAL PREPAREDNESS

9.1 Emergencies can happen anytime, anywhere and often without warning. Given that you are not always at home or work, it is important to make emergency plans, so you know what to do when an emergency happens.

9.2 It is up to you to make sure your whānau know what to do and that you all have what you need to get through. Follow the below easy steps to get your household ready:

- Talk about the impacts of an emergency.
- Figure out what supplies you need.
- Make emergency plans so you and your whānau know what to do when an emergency happens.
- Know the different ways you can stay informed during an emergency.
- Find out what you can do to make your home safer.

Further Information

[Hawke's Bay Emergency Management | New Zealand \(hbemergency.govt.nz\)](https://www.hbemergency.govt.nz)

<https://www.metservice.com/> for regular weather updates.

What is Civil Defence?

It's not a **thing**; it is communities, organisations and government **working together** to get ready and **get through** an emergency. **We are all Civil Defence.**

