



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

**Date:** Tuesday, 10 September 2024  
**Time:** 10:00 am  
**Location:** Council Chamber, Wairoa District Council,  
Coronation Square, Wairoa

# **AGENDA**

## **Strategy, Wellbeing and Economic Development Committee Meeting**

**10 September 2024**

**MEMBERSHIP:** His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Cr Roslyn Thomas, Mr Jack Beaton, Mr Seenie Kahukura, Ms Sue Wilson, Mr Terence Maru, Ms Kimberley Bell

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)



**Order Of Business**

<b>1</b>	<b>Karakia</b> .....	<b>5</b>
<b>2</b>	<b>Apologies for Absence</b> .....	<b>5</b>
<b>3</b>	<b>Declarations of Conflict of Interest</b> .....	<b>5</b>
<b>4</b>	<b>Chairperson’s Announcements</b> .....	<b>5</b>
<b>5</b>	<b>Late Items of Urgent Business</b> .....	<b>5</b>
<b>6</b>	<b>Public Participation</b> .....	<b>5</b>
<b>7</b>	<b>Minutes of the Previous Meeting</b> .....	<b>5</b>
<b>8</b>	<b>General Items</b> .....	<b>10</b>
8.1	Community Services & Development Group Update .....	10
<b>9</b>	<b>Public Excluded Items</b> .....	<b>24</b>
9.1	Employment Programme End of Financial Year Report to 30 June 2024.....	24



- 1 KARAKIA**
- 2 APOLOGIES FOR ABSENCE**
- 3 DECLARATIONS OF CONFLICT OF INTEREST**
- 4 CHAIRPERSON'S ANNOUNCEMENTS**
- 5 LATE ITEMS OF URGENT BUSINESS**
- 6 PUBLIC PARTICIPATION**

A maximum of 30 minutes has been set aside for members of the public to speak on any item on the agenda. Up to 5 minutes per person is allowed. As per Standing Order 15.1 requests to speak must be made to the Chief Executive Officer at least one clear day before the meeting; however, this requirement may be waived by the Chairperson. Requests should also outline the matters that will be addressed by the speaker(s).

**7 MINUTES OF THE PREVIOUS MEETING**

Ordinary Meeting - 13 August 2024

**MINUTES OF WAIROA DISTRICT COUNCIL  
STRATEGY, WELLBEING AND ECONOMIC DEVELOPMENT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON TUESDAY, 13 AUGUST 2024 AT 10:00 AM**

**PRESENT:** His Worship the Mayor Craig Little (via zoom), Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Mr Jack Beaton, Mr Seenie Kahukura, Ms Sue Wilson, Ms Kimberley Bell

**IN ATTENDANCE:** **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning & Regulatory), **Michael Hardie** (Pouwhakarae – Hua Pūmau | Group Manager Assets and Infrastructure), **Juanita Savage** (Pouwhakarae Rātonga Hapori me te Whakawhanake | Group Manager Community Services and Development), **Frances Manase** (Kaiurungi Mana Ārahi | Governance Officer), **Kate Standring** (Executive Principal | Office of the Mayor/Office of the Chief Executive)

**1 KARAKIA**

The opening karakia was given by the Chief Executive, Kitea Tipuna.

**2 APOLOGIES FOR ABSENCE**

**APOLOGIES**

**COMMITTEE RESOLUTION 2024/179**

Moved: Cr Jeremy Harker

Seconded: Ms Sue Wilson

That the apologies received from Cr Roslyn Thomas and Mr Terence Maru be accepted and leave of absence granted.

**CARRIED**

**3 DECLARATION OF CONFLICT OF INTEREST**

To be declared as the agenda progresses.

**4 CHAIRPERSON'S ANNOUNCEMENTS**

The Chair Cr Eaglesome-Karekare, acknowledged the passings of local community members.

**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 2024/180**

Moved: Cr Jeremy Harker

Seconded: Mr Seenie Kahukura

That the minutes [and confidential minutes] of the Ordinary Meeting held on 16 July 2024 be confirmed.

**CARRIED**

**8 GENERAL ITEMS**

**8.1 COMMUNITY SERVICES AND DEVELOPMENT GROUP UPDATE JULY 2024**

**COMMITTEE RESOLUTION 2024/181**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

The Acting Group Manager - Community Services and Development RECOMMENDS that Committee receive the report.

**CARRIED**

The below points were raised:

- The committee noted that the current images do not accurately represent what Wairoa offers and recommended using activity and tourist images relevant to Wairoa for the three new signs. It was suggested to circulate images among the committee for a vote on which ones to use.
- The Group Manager of Planning & Regulatory recommended updating the Public Safety Bylaw before informing local businesses about maintaining the grounds in front of their premises.
  - A reminder letter will be sent to businesses, followed by a warning notice if not complied with. The committee agreed informing property owners of the Council's goals before starting the process and involving landlords in the discussion.
- Recovery and Economic Development Plan: The Chair emphasised that the Economic Zone paper must align with the Economic and Development Plan
- The Group Manager of Community Services and Development requested a full-time

funding officer. This has been approved by the Chief Executive.

**RESOLUTION TO EXCLUDE THE PUBLIC**

**MOTION**

**COMMITTEE RESOLUTION 2024/182**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Mr Seenie Kahukura

That the public be excluded from the following parts of the proceedings of this meeting at 10:45am.

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

<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>Gaiety Cashflow</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

**CARRIED**

The closing karakia was given by Chief Executive, Kitea Tipuna.

**The Meeting closed at 11:09am.**

**The minutes of this meeting were confirmed at the Strategy, Wellbeing and Economic Development Committee Meeting held on 10 September 2024.**



**Strategy, Wellbeing and Economic Development Committee – Actions Sheet**

<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>
23/04/2024	Request quote and requirements for businesses to advertise ads on the big Gaiety Theatre projector screen	Juanita Savage	Included in agenda for meeting 13 August. Further discussion/training may be required. New manager has received this action point with high priority.	In Progress	No
16/07/2024	Strategy, Wellbeing and Economic Development workplan. The recovery plan to have an economic development and a community wellbeing priority.	Juanita Savage	LTP document and Recovery Plan to be finalised then can release to consultant.	In Progress	No
16/07/2024	Local businesses to promote their services on screen as part of the advertisements prior to a screening.	Juanita Savage	Included in agenda for meeting 13 August. Further discussion/training may be required.	In Progress	No

.....

**CHAIRPERSON**

## 8 GENERAL ITEMS

### 8.1 COMMUNITY SERVICES & DEVELOPMENT GROUP UPDATE

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

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

**Appendices:** 1. [Community Compass Report - Wairoa District - Q2 2024](#) ↓

#### PURPOSE

- 1.1 This report provides information for Committee on the Community Services and Development Group activity and updates. No decisions are required by Committee at this stage.

#### RECOMMENDATION

The Pouwhakarae - Rātonga Hapori me te Whakawhanake | Group Manager Community Services & Development RECOMMENDS that Committee receive the report.

### 2. WAIROA SIGNAGE

- 2.1 The top three preferred options have been selected based on the voting from committee members.
- 2.2 Order has been placed with Nelson Signs.
- 2.3 The two ISite signs at the town boundaries will be replaced by the new signs. The third sign will be at a location yet to be confirmed on the Frasertown road.
- 2.4 The missing ACM panels on the northern district boundary sign has been ordered.

### 3. WAIROA CLEAN UP DAY

- 3.1 On Fri 20 September Council, Wairoa Business Association and members of the community are organising Wairoa Clean Up Day 2024.
- 3.2 Invitations have been sent to all community stakeholders and we have received so far 7 responses.

### 4. ECONOMIC DEVELOPMENT

- 4.1 Community Compass Report – Wairoa District – Quarter 2 – 2024 released and attached to this report.
- 4.2 Council participating in discussions with Tto do with Special Economic Zones for Wairoa.
- 4.3 Discussion with Postie Plus for their requirements to be able to set up sustainable in Wairoa.

**5. HB CHAMBER OF COMMERCE**

- 5.1 This week HB Chamber of Commerce will be meeting with 7 businesses in Wairoa to provide support.
- 5.2 Council maintains these relationships with Chamber.

**6. FUNDING**

- 6.1 Community Engagement team met with DIA representatives last week to discuss funding options and long-term plans for Council facilities.
- 6.2 Community Engagement has met with Funding HQ to engage them to support Council with other funding applications. i.e. Wairoa Wakeley Shield Rugby team accommodation costs.
- 6.3 Council will be leading Waitangi Day 2025 and will make an application to the Ministry for Cultural and Heritage Fund.

**7. CREATIVE COMMUNITIES SCHEME**

- 7.1 Community Engagement team is meeting with the HB Regional Arts Steering Group to discuss a regional approach to the Creative Communities Scheme and increase support for local artists.
- 7.2 Order has been placed with Nelson Signs.

**8. GAIETY THEATRE**

- 8.1 Discussion and plan being developed to maximise income through events, private bookings and other streams of income i.e. selling hot food and increasing the range of food products for sale. Discussion to include food safety and handling process and procedure with Council Compliance team.
- 8.2 Premiere viewing of We Were Dangerous with local actress Manaia Hall. There were 100 tickets sold at \$15 each (\$3 of each ticket sold was donated to the Mayoral Relief Fund – thus \$300).

**9. ISITE VISITOR INFORMATION CENTRE**

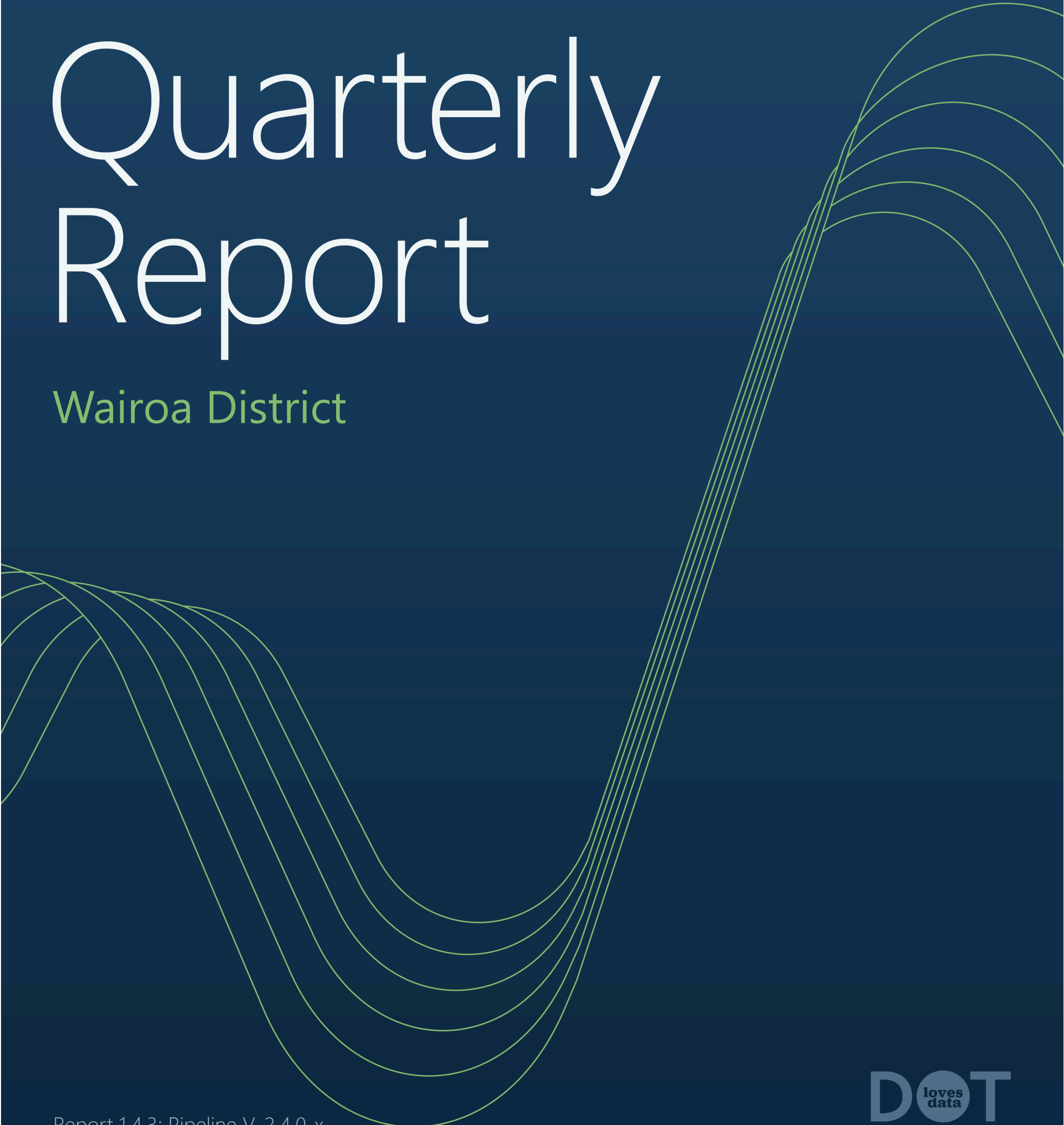
- 9.1 Staff position and reset is underway that includes a recruitment advert for a Tourism Information Officer currently open.
- 9.2 The manager was able to attend the recent Central North Island Region Cluster Hui in Rotorua. At this hui value points identified were retail sales strategies and how to implement growth in sales and how to market and receive commissions and revenue from every available source in the community.
- 9.3 Focus on identifying ways to increase visitors to Wairoa and audit on what is available, as well on ways to increase income streams. I.e. Commission on ticket sales for Intercity Bus and Fishing Licences. Social media platform now live on Facebook.



Q2 2024

# Quarterly Report

Wairoa District



Report 1.4.3; Pipeline V\_2.4.0-x



























**9 PUBLIC EXCLUDED ITEMS**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RECOMMENDATION**

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

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

<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>
<p><b>9.1 - Employment Programme                      End of Financial Year Report to                      30 June 2024</b></p>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>