



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

**Date:** Tuesday, 4 February 2025  
**Time:** 1:30pm  
**Location:** Council Chamber, Wairoa District Council,  
Coronation Square, Wairoa

# **AGENDA**

## **Ordinary Council Meeting**

### **4 February 2025**

**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 - 17 December 2024

**MINUTES OF WAIROA DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON TUESDAY, 17 DECEMBER 2024 AT 1:35PM**

**PRESENT:** His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Cr Melissa Kaimoana, Cr Chaans Tumataroa-Clarke (via Microsoft Teams), Cr Benita Cairns, Cr Roslyn Thomas

**IN ATTENDANCE:** **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Philip Jones** (Independent Member) (via Microsoft Teams), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support) (via zoom), **Michael Hardie** (Pouwhakarae Hua Pūmau | Group Manager Assets & Infrastructure), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning and Regulatory) (via zoom), **Juanita Savage** (Pouwhakarae Rātonga Hapori me te Whakawhanake Group Manager Community Services and Development), **Te Aroha Cook** (Kaiarataki Whakaoranga I Recovery Manager), **Frances Manase** (Kaiurungi Mana Ārahi | Governance Officer), **Henare Mita** (Māori Standing Committee Representative), **Fiona Wairau** (Māori Standing Committee Representative), **Michael West** (Kaitātari Pakihi | Business Analyst), **Tyler Trafford Misson** (Pouwhakamahere | District Planner), **Kylie Bradley** (Kaiwhakahaere Whare Pukapuka | Library Services Manager), **Jamie Cox** (Cox Professional Services Limited)

**1 KARAKIA**

The opening karakia was given by His Worship, Craig Little.

**2 APOLOGIES FOR ABSENCE**

Nil

**3 DECLARATIONS OF CONFLICT OF INTEREST**

To be declared as the agenda progresses.

**4 CHAIRPERSON'S ANNOUNCEMENTS**

Nil

**5 LATE ITEMS OF URGENT BUSINESS**

**LATE ITEMS**

**RESOLUTION 2024/106**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the report titles; 8.1 QRS - Draft Letter of Expectation, 8.2 Submission - The Principles of the Treaty of Waitangi Bill, 9.1 Tautoko Wairoa - Books on Parade, 9.2 Proposed Development Contributions Policy, and 9.3 Group Borrowing Arrangements to be received as late items.

**CARRIED**

## **6 PUBLIC PARTICIPATION**

The discussion acknowledged the interest of the public in attendance regarding the council's submission on the principles of the Treaty of Waitangi. This submission has been drafted and is set for submission.

The Chair of the Mahia Māori Community spoke to this topic where she raised concerns regarding the Treaty Bill introduced by David Seymour, questioning whether the council has expressed sufficient opposition to it. They emphasised the importance of the Treaty of Waitangi as a foundational relationship between tangata whenua, hapū, Māori, and the Crown. The speaker noted a large hikoī to Wellington in opposition to the Bill, with significant participation from local marae, individuals, whānau, and hapū, all actively preparing submissions against it.

Mr Murray expressed their strong opposition to the Treaty Bill, criticising it as a racially motivated and disingenuous piece of legislation. They questioned why the Bill seeks to redefine the Treaty of Waitangi differently from other laws, which are typically interpreted by jurists and lawyers without similar controversy. Mr Murray concluded by describing the Bill as dishonest, disingenuous, and contrary to the principles of fairness and equity, emphasising the broader implications of such legislation.

## **7 MINUTES OF THE PREVIOUS MEETING**

### **RESOLUTION 2024/107**

Moved: Cr Jeremy Harker

Seconded: Cr Benita Cairns

That the minutes [and confidential minutes] of the Ordinary Meeting held on 19 November 2024 be confirmed.

**CARRIED**

### **Item 8.1**

From Complaints are preferred to be submitted in writing rather than word for mouth to ensure needs of the situation is investigated and documents correctly **to** Complaints are preferred to be submitted in writing rather than word of mouth to ensure the situation is investigated and documents correctly

From Council staff will act and respond upon becoming aware of dangerous, insanitary, or affected buildings **to** Council staff will respond and act upon becoming aware of dangerous, insanitary, or affected buildings.

**8 GENERAL ITEMS****8.1 DISTRICT LICENSING COMMITTEE - COMMISSIONER APPOINTMENT****RESOLUTION 2024/108**

Moved: Cr Benita Cairns

Seconded: Cr Melissa Kaimoana

The Tumu Whakarae|Chief Executive RECOMMENDS that Council as per section 193 of the Sale and Supply of Alcohol Act 2012, appoint Murray Clearwater as the Commissioner of the Wairoa District Licensing Committee for a term of 5 years commencing 17 December 2024.

**CARRIED**

**DISTRICT LICENSING COMMITTEE – MEMBERSHIP APPOINTMENT****RESOLUTION 2024/109**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the Council approve the appointment of the following individuals as members of the Wairoa District Licensing Committee for a term of five years, commencing on 17 December 2024:

- Dave Fellows
- Ian Jackman
- A minimum of two elected members; Cr Jeremy Harker and Cr Chaans Tumataroa-Clarke.

**CARRIED**

The Kaiarataki Whakaoranga, Recovery Manager delivered a verbal update regarding the appointment of members to the Wairoa District Licensing Committee.

- Cr Harker and Cr Tumataroa-Clarke are the the current Elected Members and are retained without the need for debate, as they were already serving in these roles.

**8.2 DRAFT MEETING SCHEDULE 2025****RESOLUTION 2024/110**

Moved: Cr Roslyn Thomas

Seconded: His Worship the Mayor Craig Little

The Kaiurungi Mana Ārahi | Governance Officer RECOMMENDS that Council receive the report and adopt the Draft Meeting Schedule for 2025 .

**CARRIED**



**8.3 INSURANCE RENEWALS FOR THE YEAR ENDING 31 OCTOBER 2025****RESOLUTION 2024/111**

Moved: Cr Roslyn Thomas

Seconded: Cr Chaans Tumataroa-Clarke

The Group Manager Finance and Corporate Support RECOMMENDS that Council approves expenditure of up to \$575,070.61 for material damage insurance premiums for the year ending 31 October 2025.

**CARRIED**

The Group Manager of Finance and Corporate Support introduced the report, and the below points were highlighted:

- The sum of all insurances can be covered by the 2024 budget with a \$1,200.00 savings.

**8.4 BYLAW REVIEW UPDATE****RESOLUTION 2024/112**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Melissa Kaimoana

The Kaitātari Pakihi, Business Analyst RECOMMENDS that Council receive the report.

**CARRIED**

The Kaitātari Pakihi, Business Analyst presented the report highlighting the following points:

- A comprehensive review of all Bylaws has been completed, and the 2025 Bylaw schedule is anticipated to be demanding, given the consultations and the pre-election period.
- Two Bylaws are scheduled for review before the new Council is elected in October 2025.
- The Land Transport Bylaw is the next to be revoked, with a revocation date set for April 2025.

**8.5 CONTRACTS AWARDED VIA TENDER EVALUATION PANEL****RESOLUTION 2024/113**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Roslyn Thomas

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

**CARRIED**

**8.6 QRS DIRECTORS FEES REVIEW 2024****RESOLUTION 2024/114**

Moved: Cr Benita Cairns

Seconded: Cr Denise Eaglesome-Karekare

The Group Manager: Finance and Corporate Support RECOMMENDS that Council approves a total pool for QRS Directors' Fees of \$170,214 per annum for the year ending 30 June 2025, with the distribution of the pool to be agreed by the board.

**CARRIED**

Cr Harker declared a conflict of interest to items 8.6 and 8.1

Cr Harker left the meeting at 2:25pm

**8.1 QRS - DRAFT LETTER OF EXPECTATION****RESOLUTION 2024/115**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

The Pouwhakarae - Putea Tautawhi Rangapu | Group Manager Finance and Corporate Support RECOMMENDS that Council receive the report and Council to receive further feedback from QRS in regard to the Letter of Expectation, subject to minor editorial amendments, for release to QRS so that the company can update its Statement of Intent.

**CARRIED**

The Group Manager: Finance and Corporate Support introduced the report and the below discussions were highlighted.

- The CEO of QRS shared feedback from the QRS Board regarding business proposals exceeding \$500,000, suggesting the possibility of extending the threshold to between \$700,000 and \$750,000 to enable quicker decision-making by the board.
- His Worship the Mayor advised that if tenders exceed the threshold, they should be brought back to the Council for a decision. If the request falls outside the regular Council meeting schedule, Extraordinary Meetings may be convened for further discussion.
- Cr Tumataroa-Clarke recommended including a distribution policy in the Statement of Intent/Letter of Expectation. The policy would incorporate a formula with a sliding base scale based on the greater of either profit percentage or equity, providing WDC with greater security by enabling the forecasting of dividends.
- The deadline for the Letter of Expectation is the end of February.

**8.2 SUBMISSION - THE PRINCIPLES OF THE TREATY OF WAITANGI BILL****RESOLUTION 2024/116**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Benita Cairns

The Tumu Whakarae Chief Executive RECOMMENDS that Council delegate to the Mayor and to the Chief Executive to write a submission on behalf of the Wairoa District Council to the Principles of the Treaty of Waitangi Bill and to submit to the Justice Select Committee before January 7, 2025. The Chief Executive also recommends that the Council delegate to His Worship the Mayor and Chief Executive to write a submission on behalf of the Wairoa District Council to the Regulatory Standards Bill and submit to relevant committee before the submission due date.

**CARRIED**

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

Nil

**10 PUBLIC EXCLUDED ITEMS**

**RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLUTION 2024/117**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the public be excluded from the following parts of the proceedings of this meeting at 2:57pm.

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>9.1 - Tautoko Wairoa - Books on Parade</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>10.1 - DESIGN APPROVAL - WAIROA ISITE COURTYARD</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	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

	industrial negotiations)	
<b>9.2 - Proposed Development Contributions Policy</b>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</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
<b>10.2 - Confirmation of external funding</b>	<p>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</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p>	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
<b>10.3 - Solid waste programme - confirmation of external funding</b>	<p>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</p> <p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or</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

	disadvantage, commercial activities	
<b>9.3 - Group Borrowing Arrangements</b>	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

**RESOLUTION 2024/118**

Moved: His Worship the Mayor Craig Little  
 Seconded: Cr Denise Eaglesome-Karekare

That Council moves out of Closed Council into Open Council at 4:12pm.

**CARRIED**

**Council (Ordinary and Extraordinary)**

<b><u>ACTION</u></b>	<b><u>MEETING THE ACTION WAS RAISED IN</u></b>	<b><u>DUE DATE</u></b>	<b><u>OFFICER RESPONSIBLE</u></b>	<b><u>COMMENTS</u></b>	<b><u>STATUS</u></b>	<b><u>PUBLIC EXCLUDED</u></b>
Follow up with the response to the Joint Committee in regard to Wairoa’s Contribution to Climate Change Joint Committee	24/09/2024	22/10/2024	His Worship the Mayor		Not Started	No
Report back to Council on the Milestones of the Climate Change Joint Committee	24/09/2024	22/10/2024	Cr Thomas		Not Started	No
Māori Standing Committee ToR: Change from Waihirere to Takitimu Marae.	19/11/2024	17/12/2024	Duane Culshaw		In Progress	No

The closing karakia was given by the Group Manager of Finance and Corporate Support at 4:12pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 December 2030.

.....  
**CHAIRPERSON**

## 8 GENERAL ITEMS

### 8.1 FUNDING - ORGANISATION OVERVIEW

**Author:** Karla Hogan, Funding and Contracts Advisor

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

**Appendices:** Nil

#### 1. PURPOSE

- 1.1 This report provides Council with an organisational funding overview.

#### Recommendation

The Funding and Contracts Advisor RECOMMENDS that Council receive the report.

#### 2. BACKGROUND

- 2.1 The Council recognized the need for a more strategic approach to funding and resource allocation. This led to the establishment of a Funding and Contracts Advisor role within the organization, tasked with enhancing Council's capacity to secure external funding, streamline funding processes, and foster partnerships with key stakeholders. The appointment of this role marked a significant step towards improving financial sustainability and ensuring that Council can deliver on its Long-Term Plan (LTP) commitments.
- 2.2 The Council is committed to consolidating its approach to funding by identifying and pursuing opportunities that align with community priorities and strategic goals. This effort includes exploring alternative funding streams, strengthening compliance with contractual obligations, and fostering collaborative relationships with regional and national partners. The information presented in this report seeks to provide an overview of identified risks and proposed solutions, update Council on the project scope, and ensure alignment with the broader vision for the Wairoa District. This report also aims to enhance transparency and provide insight into how the organization is addressing funding challenges and provide positive and sustainable outcomes for the community.
- 2.3 Council has previously resolved to prioritize resource acquisition and build internal capability to address funding and contractual complexities. These resolutions included a directive to explore opportunities to employ dedicated staff who could focus on securing external funding streams. The formal appointment of the Funding and Contracts Advisor is a direct outcome of these resolutions, reflecting Council's commitment to strategic resource management.
- 2.4 The role of the Funding and Contracts Advisor aligns closely with the Council's vision of fostering a sustainable, thriving community. By securing funding and managing contracts effectively, the Advisor contributes to achieving key outcomes such as infrastructure

improvements, community development, and enhanced resilience. This role ensures that Council remains proactive and well-positioned to deliver on its commitments to the Wairoa district while maximizing opportunities for growth and collaboration.

Risk analysis: identified risks and proposed solutions.

The following key risks, likelihoods, consequences, and mitigation strategies have been identified in the table below.

Risk		Likelihood [How likely is this to happen?]	Consequence [What is the severity of the risk?]	Risk Level [Likelihood x Consequence]	Planning and Control [Actions to prevent or minimize the risk]
Risk level	Priority		Risk level	Priority	
1 - 4	Low risk – minimal action required		5 - 8	Moderate risk –	Needs corrective action within 3 months
9 - 12	High risk – Needs corrective action within 1 month		13 - 16	Severe risk –	Needs immediate corrective action
Working in silos leading to uncoordinated funding applications.	Medium	Moderate	Medium (3x3)	Develop a centralized funding process/system and encourage strategic cross-departmental meetings to prevent duplication or cross-over.	
Lack of internal and external communication, resulting in inefficiency and relationship strain.	High	Significant	High (4x4)	Establish clear communication protocols within and across departments and strengthen stakeholder relationships through open dialogue.	
Lack of transparency in decision-making and application processes, reducing trust from stakeholders.	Medium	High	High (3x4)	Create transparency guidelines for funding applications and assign accountability to specific teams or individuals.	
Lack of accountability in roles and responsibilities, resulting in missed opportunities or over-scoped projects.	Medium	High	High (3x4)	Align funding applications with LTP goals and outcomes and assign clear accountability to teams or individuals.	
Misalignment with the Long-Term Plan (LTP) and strategic outcomes, leading to inefficient funding efforts and wasted resources.	Low	Significant	Medium (2x4)	Ensure all funding applications align with LTP goals and community outcomes.	
Little or no community engagement before funding applications, causing public distrust and reduced project relevance.	Medium	Moderate	Medium (3x3)	Implement mandatory community engagement processes before submitting applications.	



Absence of coordinated systems and processes for funding applications, leading to duplication, inefficiency, and missed opportunities.	High	Significant	High (4x4)	Create a centralized system to track funding applications and implement training programs to ensure understanding of coordinated funding processes.
Missed funding opportunities due to a lack of strategic planning and proactive applications.	Medium	Significant	High (3x4)	Develop recovery plans for missed opportunities and implement a centralized tracking system for funding applications.
Reputational damage from failed funding applications and mismanagement, resulting in lost trust from stakeholders, funders, and partners.	High	High	Very High (4x5)	Strengthen stakeholder relationships through clear communication and implement lessons learned from past applications to improve future processes.
Over-scope projects limiting opportunities for other funding and exceeding available resources.	Medium	Significant	High (3x4)	Conduct cross-departmental meetings and align funding applications to ensure projects are appropriately scoped and resourced.

**3.1 Summary of Risk Analysis**

The risk analysis highlights the critical need for a centralized and coordinated system to streamline the funding application process. This approach ensures greater strategic alignment with the council's Long-Term Plan (LTP) and strategic objectives while enhancing transparency and accountability. Improved internal and external communication is essential to minimize inefficiencies, foster stakeholder trust, and promote collaborative engagement across departments.

Key mitigation strategies include establishing clear communication protocols, implementing mandatory community engagement processes, and aligning funding applications with strategic goals. Additionally, the development of a centralized tracking system, combined with lessons learned from past applications, will enable more effective monitoring and continuous improvement. These measures will support a more efficient, transparent, and strategic funding process, ultimately contributing to the successful achievement of the council's desired outcomes.

4. Implementation project scope

**Purpose and Objectives:**

The primary purpose of this project is to address inefficiencies and risks raised in the table above. The overarching objective is to develop a centralized, transparent, and strategically aligned funding system that ensures accountability, strengthens stakeholder relationships, and enhances the council's ability to secure funding in alignment with its Long-Term Plan (LTP) and strategic outcomes.

**SCOPE OF WORK:**

The project will focus on the following key areas:

- **Development of a Centralized System:**
  - Design and implement a coordinated system to streamline funding applications and provide real-time tracking and monitoring capabilities.
  - Establish processes to ensure that funding applications are aligned with the LTP and community priorities.
- **Enhancement of Communication Protocols:**
  - Develop clear internal and external communication guidelines to improve collaboration across departments and with external stakeholders.
  - Facilitate cross-departmental meetings to reduce duplication of efforts and mitigate conflicts over funding priorities.
- **Improvement of Transparency and Accountability:**
  - Establish transparency guidelines to clarify decision-making processes and improve trust among stakeholders.
  - Assign clear roles and responsibilities to specific teams or individuals to enhance accountability in funding applications.
- **Mandatory Community Engagement:**
  - Integrate mandatory community consultation processes into the funding application workflow to ensure public input and relevance.
- **Capacity Building and Training:**
  - Develop and deliver training programs to ensure staff are equipped to operate within the centralized system and understand coordinated funding processes.
  - Document lessons learned from past funding applications to drive continuous improvement.

**RISK MITIGATION STRATEGIES:**

The project incorporates the following strategies to address identified risks:

- **Reputational Damage:**
  - Strengthen stakeholder relationships through transparent communication and proactive engagement.
  - Document and apply lessons learned to enhance the council's credibility and performance.
- **Duplication of Efforts and Cross-Over Issues:**
  - Foster collaboration through regular cross-departmental meetings and use of the centralized system to reduce inefficiencies.
- **Missed Funding Opportunities:**

- Develop recovery plans for missed opportunities and ensure strategic planning for proactive applications.
- Implement a centralized tracking system to monitor funding opportunities.
- **Over-Scoped Projects:**
  - Align project scopes with strategic priorities to ensure optimal resource allocation and avoid excessive project demands.

**DELIVERABLES:**

- A fully operational centralized funding system.
- Comprehensive communication guidelines and protocols.
- Transparency and accountability frameworks.
- A community engagement plan integrated into the funding process.
- Training programs for staff on coordinated funding processes.
- A lessons-learned repository for continuous improvement.

**TIMELINE:**

The project will be implemented with the following phases:

1. **Phase 1 – Planning:** Conduct initial consultations, develop project plans, and allocate resources.
2. **Phase 2 – System Design and Development:** Create and test the centralized system and draft communication protocols.
3. **Phase 3 – Training and Engagement:** Deliver training programs and pilot community engagement processes.
4. **Phase 4 – Implementation and Monitoring:** Roll out the system, evaluate its effectiveness, and refine processes based on feedback.

**KEY PERFORMANCE INDICATORS (KPIs):**

- Percentage reduction in duplicated funding applications.
- Increase in funding opportunities successfully secured.
- Stakeholder satisfaction levels with communication and transparency.
- Timeliness and alignment of funding applications with the LTP and community priorities.

**STAKEHOLDERS:**

- Internal: Council departments, project teams, and leadership.
- External: Community members, funders, central, regional and local government departments, and other stakeholders.

**CONCLUSION:**

This project represents a critical step toward addressing inefficiencies in the council's funding application process. By implementing a centralized system, fostering collaboration, and aligning efforts with strategic outcomes, the council will enhance its ability to secure funding, improve stakeholder trust, and achieve long-term community goals.

**8.2 2025-26 ANNUAL PLAN MILESTONES**

**Author:** Michael West, Business Analyst

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

**Appendices:** Nil

**1. PURPOSE**

- 1.1 This report provides information for Council on the 2025-26 Annual Plan timeframes. No decisions are required by Council at this stage.

**RECOMMENDATION**

The Business Analyst RECOMMENDS that Council receive the report.

**2. BACKGROUND**

- 2.1 All entities governed by the Local Government Act 2002 are required to produce an Annual Plan for adoption before 1 July each year.
- 2.2 Section 96(1) of the Local Government Act 2002 states 'The effect of a long-term plan and an annual plan adopted by a local authority is to provide a formal and public statement of the local authority's intentions in relation to the matters covered by the plan.'
- 2.3 The 2025-26 Annual Plan marks year 2 of our Long-Term Plan 2024-27 and will provide an update for the community on projects listed in that plan.
- 2.4 A consultation document is also being prepared which will be used as the basis for community consultation on relevant projects and decisions.
- 2.5 It is envisaged a Program approach is taken towards the projects to be consulted on in the Annual Plan. At this stage these projects will relate to Waste Minimisation and Local Water Done Well.

**3. 2025-26 ANNUAL PLAN MILESTONES**

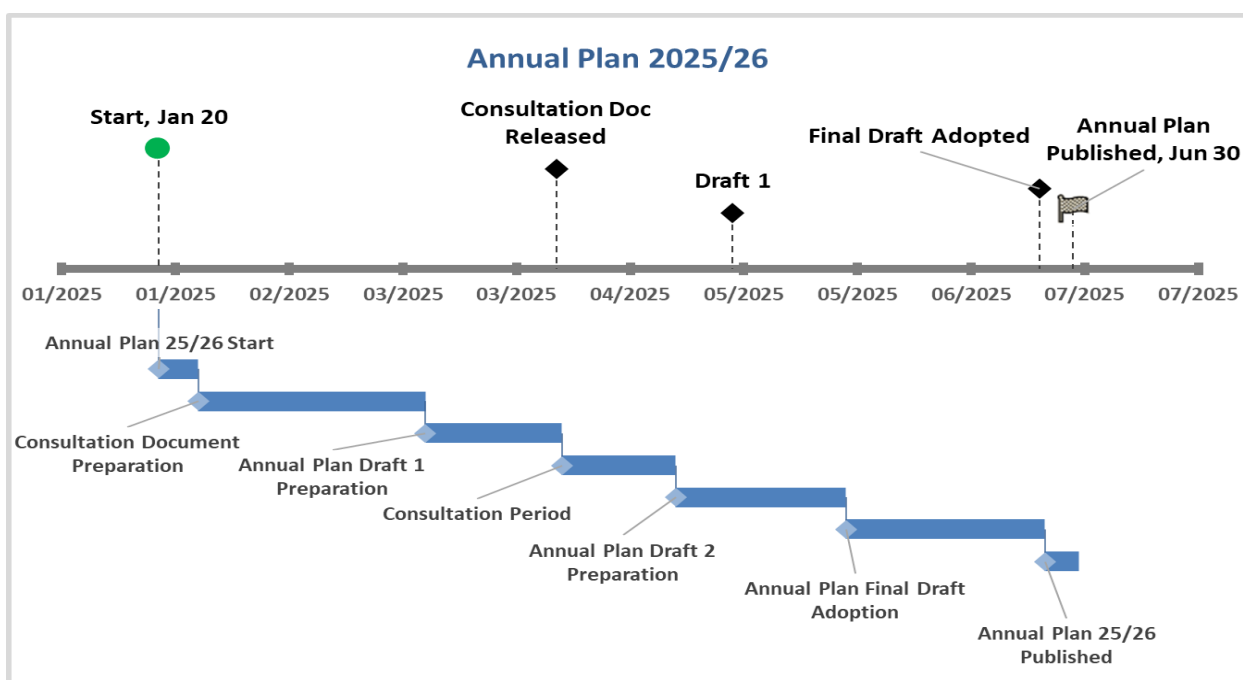
- 3.1 The 2025-26 Annual Plan is required to be adopted before 1 July 2025.
- 3.2 The Annual Plan consultation document is scheduled to be approved by Council at the March 4, 2025, meeting.
- 3.3 Public consultation on proposed Annual Plan projects is tentatively scheduled for the end of March 2025.
- 3.4 Following community feedback on the proposed Annual Plan projects we would expect to have the 2025-26 Annual Plan for adoption by Council at the June 24, 2025, meeting.
- 3.5 The table below shows the milestones to be met to have the Annual Plan adopted on time.

**4. 2025-26 ANNUAL PLAN TIMELINE**

The Gant Chart above shows the progression through the stages for the Annual Plan process, with major milestones shown in the table below.

**Milestones**

Date	Milestone
20/01/2025	Start, Jan 20
20/04/2025	Consultation Doc Released
1/05/2025	First Draft Produced
24/06/2025	Final Draft Adopted
30/06/2025	Annual Plan Published, Jun 30



Note. These timeframes have not considered any extraordinary council meetings which may be required to ensure the Annual Plan process is completed on time.

**5. BUDGET PROCESS**

- 5.1 The budget process for 2025/26 is well underway with Activity Managers having submitted budgets for their areas for the coming year.
- 5.2 Once all budgets have been reviewed, discussions will be held with Group Managers to determine the final budgets for their areas.
- 5.3 These discussions and funding of projects will help shape the projects included in the 2025/26 Annual Plan.

**6. 2025/26 INDICITVE RATES**

- 6.1 In the 2024/27 Long-Term Plan we signalled a rating increase for the 2025/26 year of 15.5%.

- 6.2 Upon completion of the budget process, our rates modelling will be updated before elected members are asked to confirm the rates for the coming year.
- 6.3 As with the Long-Term Plan consultation document the Annual Plan consultation document will need to include details around rates and sample properties.

## **7. ANNUAL PLAN WORKSHOPS**

- 7.1 As with the Long-Term Plan several workshops with Council Staff and Elected Members will need to be scheduled.
- 7.2 The first of these workshops will likely be held in February 2025 and will be aimed at setting engagement items before the consultation document is made public.
- 7.3 A workshop to confirm the rates increase for the 2025/26 based on updated modelling will also be required.
- 7.4 The dates of these workshops are currently being determined with invites to be sent in the coming days.

**8.3 2025 MEETING DATE SCHEDULE FOR WAIROA DISTRICT COUNCIL COMMITTEE'S**

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

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

**Appendices:**

1. 2025 Calendar dates for Wairoa District Council Committee's [↓](#)
2. 2025 Calendar Dates for Wairoa District Council Committee's - Spreadsheet. [↓](#)

**1. PURPOSE**

1.1. This report seeks Council's approval for the Wairoa District Council Schedule of Meetings for 2025.

**RECOMMENDATION**

The Kaiurungi Mana Ārahi | Governance Officer RECOMMENDS that Council receive and adopt the 2025 Meeting Date Schedule for Wairoa District Council.

**1. BACKGROUND**

1.1 Following changes to meeting recurrence outlined in the original draft tabled at the Ordinary Council meeting on December 17, 2024, adjustments to the meeting schedule were made and are now being presented for adoption at the next Council meeting on February 4, 2025.

1.2 New proposed meeting dates have been shared with the Chairs of each Committee for feedback and agreeance prior to the Council meeting on February 4<sup>th</sup>, 2025.

**Summary of changes:**

1.3 Council Forum and Ordinary Council meetings will be held every four (4) weeks. Council Forum will start at 10am and Ordinary Council will start at 1:30pm on the same day.

1.4 Te Rohe o Te Wairoa Reserves Board Matangirau will be held every quarter and will start at 1pm.

1.5 Strategy, Wellbeing & Economic Development, Infrastructure & Regulatory, Finance, Assurance and Risk, Māori Standing Committee, and Wairoa Youth Council Committee's will be held every six (6) weeks or near to.

1.6 The Finance, Assurance and Risk Committee will start at 12:30pm.

The Wairoa Youth Council will start at 3:30pm.

The remaining Committees - Strategy, Wellbeing & Economic Development, Infrastructure & Regulatory, and Māori Standing Committee, will start at 10am.

<b>Ordinary Council and Council Forum Schedule 2025</b>	
<b>Council Forum: 10am – 12pm</b>	<b>Ordinary Council: 1:30pm – 3:30pm</b>
<b>Meeting Date</b>	<b>Reports Due</b>
February 4 <sup>th</sup> 2025	January 28 <sup>th</sup> 2025
March 4 <sup>th</sup> 2025	February 25 <sup>th</sup> 2025
April 1 <sup>st</sup> 2025	March 25 <sup>th</sup> 2025
April 29 <sup>th</sup> 2025	April 22 <sup>nd</sup> 2025
May 27 <sup>th</sup> 2025	May 20 <sup>th</sup> 2025
June 24 <sup>th</sup> 2025	June 17 <sup>th</sup> 2025
July 22 <sup>nd</sup> 2025	July 15 <sup>th</sup> 2025
August 19 <sup>th</sup> 2025	August 12 <sup>th</sup> 2025
September 16 <sup>th</sup> 2025	September 9 <sup>th</sup> 2025
November 11 <sup>th</sup> 2025	November 4 <sup>th</sup> 2025
December 16 <sup>th</sup> 2025	December 9 <sup>th</sup> 2025

<b>Finance, Assurance, and Risk Committee Schedule 2025</b>	
<b>12:30pm – 2:30pm</b>	
<b>Meeting Date</b>	<b>Reports Due</b>
February 11 <sup>th</sup> 2025	February 4 <sup>th</sup> 2025
March 25 <sup>th</sup> 2025	March 18 <sup>th</sup> 2025
May 6 <sup>th</sup> 2025	April 29 <sup>th</sup> 2025
June 17 <sup>th</sup> 2025	June 10 <sup>th</sup> 2025
July 29 <sup>th</sup> 2025	July 22 <sup>nd</sup> 2025
August 26 <sup>th</sup> 2025	August 19 <sup>th</sup> 2025
September 30 <sup>th</sup> , 2025,	September 23 <sup>rd</sup> 2025
December 2 <sup>nd</sup> 2025	November 25 <sup>th</sup> , 2025

<b>Strategy, Wellbeing, and Economic Development Schedule 2025</b>	
<b>10am-12pm</b>	
<b>Meeting Date</b>	<b>Reports Due</b>
February 18 <sup>th</sup> 2025	February 11 <sup>th</sup> 2025
April 15 <sup>th</sup> 2025	April 8 <sup>th</sup> 2025
May 13 <sup>th</sup> 2025	May 6 <sup>th</sup> 2025
June 10 <sup>th</sup> 2025	June 3 <sup>rd</sup> 2025
August 5 <sup>th</sup> 2025	July 29 <sup>th</sup> 2025
September 9 <sup>th</sup> 2025	September 2 <sup>nd</sup> 2025
November 25 <sup>th</sup> 2025	November 18 <sup>th</sup> 2025

<b>Te Rohe o Te Wairoa Reserves Board Matangirau Schedule 2025</b>	
<b>1pm – 2pm</b>	
<b>Meeting Date</b>	<b>Reports Due</b>
February 18 <sup>th</sup> 2025	February 11 <sup>th</sup> 2025
May 20 <sup>th</sup> 2025	May 13 <sup>th</sup> 2025
August 5 <sup>th</sup> 2025	July 29 <sup>th</sup> 2025
November 18 <sup>th</sup> 2025	November 11 <sup>th</sup> 2025

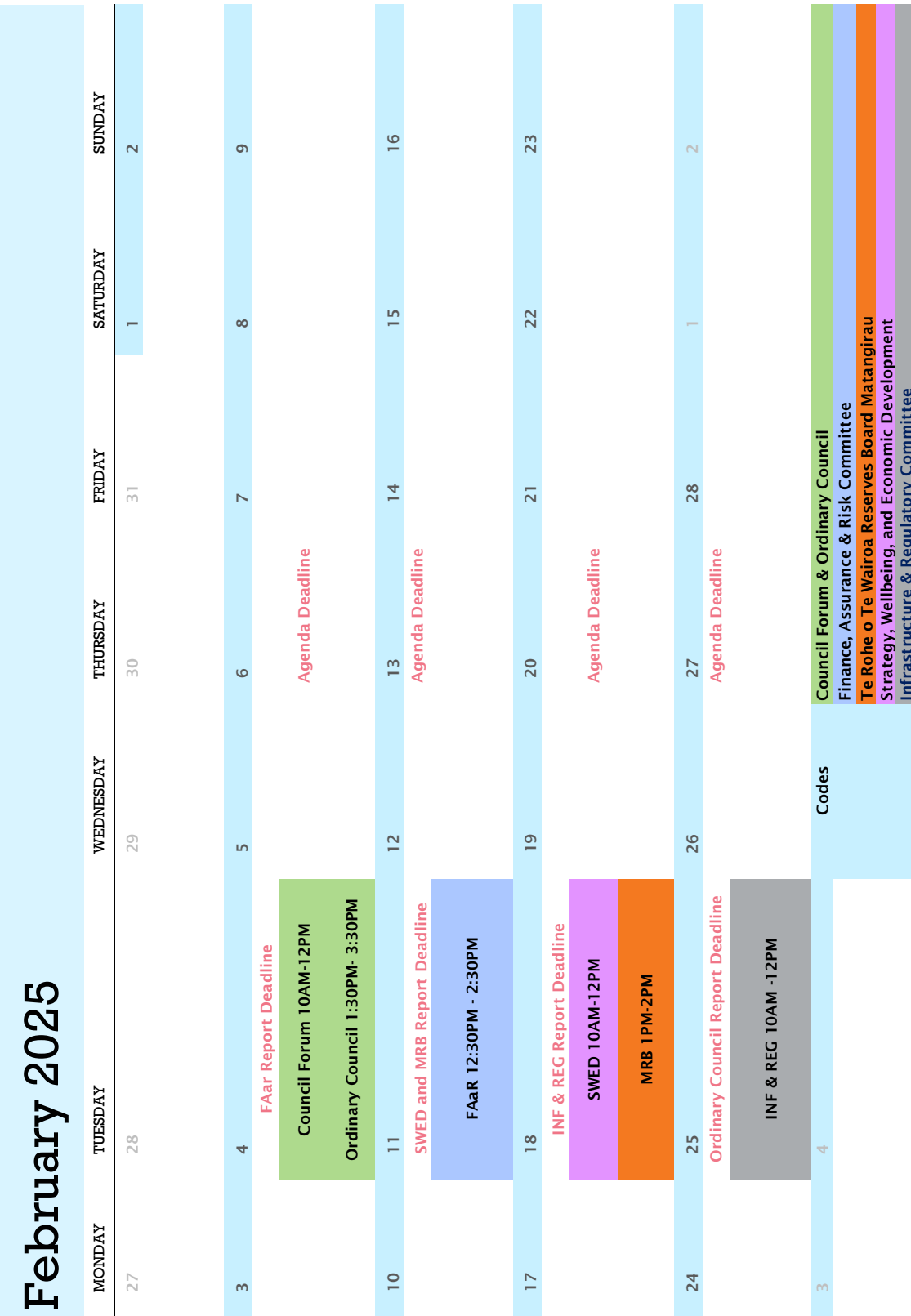


<b>Infrastructure and Regulatory Committee Schedule 2025</b> 10am-12pm	
<b>Meeting Date</b>	<b>Reports Due</b>
February 25 <sup>th</sup> 2025	February 18 <sup>th</sup> 2025
April 8 <sup>th</sup> 2025	April 1 <sup>st</sup> 2025
May 20 <sup>th</sup> 2025	May 13 <sup>th</sup> 2025
July 1 <sup>st</sup> 2025	June 24 <sup>th</sup> 2025
August 12 <sup>th</sup> 2025	August 5 <sup>th</sup> 2025
September 23 <sup>rd</sup> 2025	September 16 <sup>th</sup> 2025
November 4 <sup>th</sup> 2025	October 28 <sup>th</sup> 2025
December 9 <sup>th</sup> 2025	December 2 <sup>nd</sup> 2025

<b>Māori Standing Committee Schedule 2025</b> 10am-12pm	
<b>Meeting Date</b>	<b>Reports Due</b>
March 11 <sup>th</sup> 2025	March 4 <sup>th</sup> 2025
April 22 <sup>nd</sup> 2025	April 15 <sup>th</sup> 2025
June 3 <sup>rd</sup> 2025	May 27 <sup>th</sup> 2025
July 8 <sup>th</sup> 2025	July 1 <sup>st</sup> 2025
September 2 <sup>nd</sup> 2025	August 26 <sup>th</sup> 2025
November 18 <sup>th</sup> 2025	November 11 <sup>th</sup> 2025

<b>Youth Council Schedule 2025</b> 3:30pm-5:30pm	
<b>Meeting Date</b>	<b>Reports Due</b>
March 11 <sup>th</sup> 2025	February 4 <sup>th</sup> 2025
April 22 <sup>nd</sup> 2025	April 15 <sup>th</sup> 2025
June 3 <sup>rd</sup> 2025	May 27 <sup>th</sup> 2025
July 15 <sup>th</sup> 2025	July 8 <sup>th</sup> 2025
August 26 <sup>th</sup> 2025	August 19 <sup>th</sup> 2025
November 25 <sup>th</sup> 2025	November 18 <sup>th</sup> 2025

January 2025						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
				Ordinary Council Report Deadline	Agenda Deadline	
3	4	Codes	Workshop			



# March 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
24	25	26	27	28	1	2
3	4	5	6	7	8	9
	<p>MSC and Youth Council Report Deadline</p> <p>Council Forum 10AM - 12PM</p> <p>Ordinary Council 1:30PM - 3:30PM</p>		<p>Agenda Deadline</p>			
10	11	12	13	14	15	16
	<p>MSC 10AM - 12PM</p> <p>Youth Council 3:30PM - 5:30PM</p>					
17	18	19	20	21	22	23
	<p>FAaR Report Deadline</p>		<p>Agenda Deadline</p>			
24	25	26	27	28	29	30
	<p>Ordinary Council Report Deadline</p> <p>FAaR 12:30PM - 2:30PM</p>		<p>Agenda Deadline</p>			
31	1					
		<p>Codes</p>	<p>Council Forum &amp; Ordinary Council</p> <p>Finance, Assurance &amp; Risk Committee</p> <p>Maori Standing Committee</p> <p>Youth Council</p>			

April 2025						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
31	1	2	3	4	5	6
	<p><b>INF &amp; REG Report Deadline</b></p> <p>Council Forum 10AM - 12PM</p> <p>Ordinary Council 1:30PM - 3:30PM</p>		<p>Agenda Deadline</p>			
7	8	9	10	11	12	13
		<p><b>SWED Report Deadline</b></p> <p>INF &amp; REG 10AM -12PM</p>	<p>Agenda Deadline</p>			
14	15	16	17	18	19	20
	<p>MSC and Youth Council Report Deadline</p> <p>SWED 10AM - 12PM</p>		<p>Agenda Deadline</p>			
21	22	23	24	25	26	27
	<p>Ordinary Council Report Deadline</p> <p>MSC 10AM - 12PM</p> <p>Youth Council 3:30PM - 5:30PM</p>		<p>Agenda Deadline</p>			
28	29	30	1	2	3	4
	<p>FAaR Report Deadline</p> <p>Council Forum 10AM - 12PM</p> <p>Ordinary Council 1:30PM - 3:30PM</p>		<p>Agenda Deadline</p>			
5	6	<p>Codes</p> <p>Council Forum &amp; Ordinary Council</p> <p>Youth Council</p> <p>Maori Standing Committee</p> <p>Strategy, Wellbeing, and Economic Development</p> <p>Infrastructure &amp; Regulatory Committee</p>				

# May 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	1 Agenda Deadline	2	3	4
5	6 SWED Report Deadline FAaR 12:30PM - 2:30PM	7	8 Agenda Deadline	9	10	11
12	13 MRB and INF & REG Report Deadline SWED 10AM -12PM	14	15 Agenda Deadline	16	17	18
19	20 Ordinary Council Report Deadline INF & REG 10AM - 12PM MRB 1PM -2PM	21	22 Agenda Deadline	23	24	25
26	27 MSC and Youth Council Report Deadline Council Forum 10AM - 12PM Ordinary Council 1:30PM - 3:30PM	28	29 Agenda Deadline	30	31	1
2	3	Codes Council Forum & Ordinary Council Finance, Assurance & Risk Committee Te Rohe o Te Wairoa Reserves Board Matangirau Strategy, Wellbeing, and Economic Development Infrastructure & Regulatory Committee				

June 2025						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
			Agenda Deadline			
	SWED Report Deadline MSC 10AM - 12PM Youth Council 3:30PM - 5:30PM					
9	10	11	12	13	14	15
			Agenda Deadline			
	FAaR Report Deadline SWED 10AM - 12PM					
16	17	18	19	20	21	22
			Agenda Deadline			
	Ordinary Council Report Deadline FAaR 12:30PM - 2:30PM					
23	24	25	26	27	28	29
			Agenda Deadline			
	INF and REG Report Deadline Council Forum 10AM - 12PM Ordinary Council 1:30PM - 3:30PM					
30	1	2	3	4	5	6
		Codes	Council Forum & Ordinary Council	Finance, Assurance & Risk Committee	Maori Standing Committee	Strategy, Wellbeing, and Economic Development
			Youth Council			

# July 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	1	2	3	4	5	6
	MSC Report Deadline		Agenda Deadline			
	INF & REG 10AM - 12PM					
7	8	9	10	11	12	13
	Youth Council Report Deadline		Agenda Deadline			
	MSC 10AM - 12PM					
14	15	16	17	18	19	20
	Ordinary Council Report Deadline		Agenda Deadline			
	Youth Council 3:30PM - 5:30PM					
21	22	23	24	25	26	27
	FAaR Report Deadline		Agenda Deadline			
	Council Forum 10AM - 12PM					
	Ordinary Council 1:30PM - 3:30PM					
28	29	30	31	1	2	3
	SWED and MRB Report Deadline		Agenda Deadline			
	FAaR 12:30PM - 2:30PM					
4	5					
	Codes					
	Council Forum & Ordinary Council					
	Finance, Assurance & Risk Committee					
	Maori Standing Committee					
	Infrastructure & Regulatory Committee					
	Youth Council					



# August 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
	INF & REG Report Deadline		Agenda Deadline			
	SWED 10AM - 12PM					
	MRB 1PM - 2PM					
11	12	13	14	15	16	17
	Ordinary Council Report Deadline		Agenda Deadline			
	INF & REG 10AM - 12PM					
18	19	20	21	22	23	24
	FAaR and Youth Council Report Deadline		Agenda Deadline			
	Council Forum 10AM - 12PM					
	Ordinary Council 1:30PM - 3:30PM					
25	26	27	28	29	30	31
	MSC Report Deadline		Agenda Deadline			
	FAaR 12:30PM - 2:30PM					
	Youth Council 3:30PM - 5:30PM					
1	2					
	Codes					
	Council Forum & Ordinary Council					
	Finance, Assurance & Risk Committee					
	Strategy, Wellbeing, and Economic Development					
	Infrastructure & Regulatory Committee					
	Youth Council					
	Te Rohe o Te Wairoa Reserves Board Matangirau					

# September 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4	5	6	7
	SWED Report Deadline		Agenda Deadline			
	MSC 10AM - 12PM					
8	9	10	11	12	13	14
	Ordinary Council Report Deadline		Agenda Deadline			
	SWED 10AM - 12PM					
15	16	17	18	19	20	21
	INF & REG Report Deadline		Agenda Deadline			
	Council Forum 10AM - 12PM					
	Ordinary Council 1:30PM - 3:30PM					
22	23	24	25	26	27	28
	FAaR Report Deadline		Agenda Deadline			
	INF & REG 10AM - 12PM					
29	30	1	2	3	4	5
	FAaR 12:30PM - 2:30PM					
6	7					
		Codes	Council Forum & Ordinary Council	Strategy, Wellbeing, and Economic Development	Infrastructure & Regulatory Committee	Maori Standing Committee
			Finance, Assurance & Risk Committee			

# October 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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29	30	1	2	3	4	5
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6	7	8	9	10	11	12
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13	14	15	16	17	18	19
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20	21	22	23	24	25	26
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27	28	29	30	31	1	2
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INF & REG Report Deadline

Agenda Deadline

All Committee meetings in October have been cancelled due to election period.

3

4

Notes

# November 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	<p>Ordinary Council Report Deadline</p> <p>INF &amp; REG 10AM - 12PM</p>		<p>Agenda Deadline</p>			
10	11	12	13	14	15	16
	<p>MSC and MRB Report Deadline</p> <p>Council Forum 10AM - 12PM</p> <p>Ordinary Council 1:30PM - 3:30PM</p>		<p>Agenda Deadline</p>			
17	18	19	20	21	22	23
	<p>SWED and Youth Council Report Deadline</p> <p>MSC 10AM - 12PM</p> <p>MRB 1PM - 2PM</p>		<p>Agenda Deadline</p>			
24	25	26	27	28	29	30
	<p>FAaR Report Deadline</p> <p>SWED 10AM - 12PM</p> <p>Youth Council 3:30PM - 5:30PM</p>		<p>Agenda Deadline</p>			
1	2	<p>Codes</p> <p>Council Forum &amp; Ordinary Council</p> <p>Te Rohe o Te Wairoa Reserves Board Matangirau</p> <p>Infrastructure &amp; Regulatory Committee</p> <p>Maori Standing Committee</p> <p>Youth Council</p> <p>Strategy, Wellbeing, and Economic Development</p>				

December 2025						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4	5	6	7
	INF & REG Report Deadline		Agenda Deadline			
	FAaR 12:30PM - 2:30PM					
8	9	10	11	12	13	14
	Ordinary Council Report Deadline		Agenda Deadline			
	INF & REG 10AM - 12PM					
15	16	17	18	19	20	21
	Council Forum 10AM - 12PM					
	Ordinary Council 1:30PM - 3:30PM					
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6					
		Codes				
			Council Forum & Ordinary Council			
			Infrastructure & Regulatory Committee			
			Finance, Assurance & Risk Committee			

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

Nil

**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 - Long-Term Landfill - Plan Development</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