



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

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

# **AGENDA**

## **Ordinary Council Meeting**

**1 April 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)



**Order Of Business**

1 Karakia.....5

2 Apologies for Absence ..... 5

3 Declarations of Conflict of Interest ..... 5

4 Chairperson’s Announcements ..... 5

5 Late items of Urgent Business..... 5

6 Public Participation ..... 5

7 Minutes of the Previous Meeting..... 5

12 General Items..... 18

Nil

13 Receipt of Minutes from Committees/Action Sheets..... 18

Nil

14 Public Excluded Items ..... 18

Nil



- 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**

Extraordinary Meeting – 25 February 2025

Ordinary Meeting - 4 March 2025

Emergency Meeting - 11 March 2025

**MINUTES OF WAIROA DISTRICT COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON TUESDAY, 25 FEBRUARY 2025 AT 1:00 PM**

**PRESENT:** Cr Denise Eaglesome-Karekare, Cr Jeremy Harker, Cr Melissa Kaimoana, Cr Benita Cairns, Cr Roslyn Thomas

**IN ATTENDANCE:** **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning and Regulatory), **Juanita Savage** (Pouwhakarae Rātonga Hapori me te Whakawhanake | Group Manager Community Services and Development), **Luke Knight** (Pouwhakarae – Hua Pūmau | Group Manager Assets and Infrastructure), **Te Aroha Cook** (Kaiarataki Whakaoranga | Recovery Manager), **Frances Manase** (Kaiurungi Mana Ārahi | Governance Officer), **Steve Baker** (Recovery Support)(via teams), **Ross McLeod** (via teams), **Sarah Tully** (via teams)

**8 KARAKIA**

A karakia was held before the meeting.

**9 APOLOGIES FOR ABSENCE**

**APOLOGIES**

**RESOLUTION 2025/25**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Roslyn Thomas

That the apologies received from His Worship the Mayor Craig Litte and Cr Chaans Tumataroa-Clarke be accepted and leave of absence granted.

**CARRIED**

**10 DECLARATIONS OF CONFLICT OF INTEREST**

To be declared as the agenda progresses.

**11 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.

## 6 PUBLIC EXCLUDED ITEMS

## RESOLUTION TO EXCLUDE THE PUBLIC

**RESOLUTION 2025/26**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the public be excluded from the following parts of the proceedings of this meeting at 1:09pm.

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>6.1 - Advice to the Ministers - February 2025</b>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>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)</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>
<b>6.2 - Wairoa Wastewater Oxidation Pond Desludging</b>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>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)</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>
<b>6.3 - Hawkes Bay Regional Deal Proposal</b>	<p>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)</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</p>

		section 6 or section 7
<b>6.4 - MĀORI LAND COURT APPLICATION 20240000013538 - KAIWAITAU 1 - MAHIA GOLF CLUB</b>	s48(1)(d) - the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation where a right of appeal lies to any court or tribunal against the final decision of the Council in these proceedings	s48(1)(d) - the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation where a right of appeal lies to any court or tribunal against the final decision of the Council in these proceedings
<b>CARRIED</b>		

<p><b>RESOLUTION 2025/27</b></p> <p>Moved: Cr Denise Eaglesome-Karekare  Seconded: Cr Roslyn Thomas</p> <p>That Council moves out of Closed Council into Open Council at 2:30pm.</p> <p style="text-align: right;"><b>CARRIED</b></p>
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At 2:31 pm, Cr Jeremy Harker left the meeting.

## 5 GENERAL ITEMS

### 5.1 DRAFT LETTER OF EXPECTATION

#### **RESOLUTION 2025/28**

Moved: Cr Roslyn Thomas  
Seconded: Cr Benita Cairns

That Council approves 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 Meeting closed with a closing karakia by the Chief Executive, Kitea Tipuna at 2:35pm.**

**The minutes of this meeting were confirmed at the Council Meeting held on 1 April 2025.**



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**CHAIRPERSON**

**MINUTES OF WAIROA DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON TUESDAY, 4 MARCH 2025 AT 1:30 PM**

**PRESENT:** His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Jeremy Harker (attended as CEO of QRS until the end of Item 8.2), Cr Melissa Kaimoana, Cr Chaans Tumataroa-Clarke, Cr Benita Cairns, Cr Roslyn Thomas

**IN ATTENDANCE:** **Kitea Tipuna** (Tumu Whakarae | Chief Executive), **Gary Borg** (Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager Finance and Corporate Support), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning and Regulatory), **Juanita Savage** (Pouwhakarae Rātonga Hapori me te Whakawhanake | Group Manager Community Services and Development), **Luke Knight** (Pouwhakarae – Hua Pūmau | Group Manager Assets and Infrastructure), **Te Aroha Cook** (Kaiarataki Whakaoranga | Recovery Manager), **Hinemoa Hubbard** (Kaiurungi Mana Ārahi | Governance Officer), **Karla Hogan** (Funding and Contracts Advisor), **Michael West** (Kaitātari Pakihi | Business Analyst), **Tyler Trafford Misson** (Pouwhakamahere | District Planner), **Kate Standring** (Executive Principal | Office of the Mayor/Office of the Chief Executive), **QRS Team: Jeremy Harker** (CEO of QRS, attended for item 8.2) **Siobhan Storey** (QRS CFO), **Lauren Jones** (QRS Director)

**1 KARAKIA**

A karakia was held before the meeting.

**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 2025/14**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Benita Cairns

That the reports 8.1 *Update on proposed Development Contributions Policy*, 8.2 *QRS Statement of Intent for the period 1 July 2025 to 30 June 2028 and Half-yearly Report to 31 December 2024*,

and 10.4 *Appointment for Interim Chief Executive* be received as late items.

**CARRIED**

## 6 PUBLIC PARTICIPATION

Nil.

## 7 MINUTES OF THE PREVIOUS MEETING

### RESOLUTION 2025/15

Moved: Cr Roslyn Thomas

Seconded: Cr Denise Eaglesome-Karekare

That the minutes and confidential minutes of the Ordinary Meeting held on 4 February 2025 be confirmed.

**CARRIED**

## 8 GENERAL ITEMS

### 8.2 QRS STATEMENT OF INTENT FOR THE PERIOD 1 JULY 2025 TO 30 JUNE 2028 AND HALF-YEARLY REPORT TO 31 DECEMBER 2024.

### RESOLUTION 2025/16

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Denise Eaglesome-Karekare

That Council receives the QRS draft Statement of Intent 2025-28 and the 6-month performance report to 31 December 2024.

**CARRIED**

The Group Manager of Finance and Corporate Support introduced the QRS team.

The QRS team highlighted:

- Current opportunities include the Te Reinga Bridge and their EcoReef product, with further opportunities in flood mitigation and the Waikare Gorge Realignment.
- The 6-month profit was lower than the previous year, but the \$50,000 interim distribution was achieved.
- SCI targets continue to be exceeded, with a return on shareholders' funds of 8.52%.
- Efforts to secure the supply chain include investing in a concrete plant and securing a lease at Blucks Pit.
- An opportunity with EcoReef, which uses aggregate and sand from Blucks Pit to produce hexagonal concrete blocks for drop-out repairs and other applications. QRS has signed a license to manufacture, distribute, install, and sell these products in the Wairoa and

Gisborne districts.

- QRS received the HB Chamber of Commerce Social Impact Award and a CCNZ commendation for the Te Reinga Bridge project.
- KPI highlights include a net promoter score of 56 (industry standard is 30-40) and an overhead percentage of 13% (industry standard is 15%).

At 1:59 pm, Cr Chaans Tumataroa-Clarke left the meeting.

The committee had queries regarding the EcoReef product and its applications.

At 2:02 pm, Cr Chaans Tumataroa-Clarke returned to the meeting.

At 2:04 pm, Cr Jeremy Harker joined the meeting as a Councillor, having attended earlier as CEO of QRS.

## **8.1 UPDATE ON PROPOSED DEVELOPMENT CONTRIBUTIONS POLICY**

### **RESOLUTION 2025/17**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Benita Cairns

That Council:

- (1) Receives the report.
- (2) Maintains the status quo regarding the consultation for Development Contributions Policy.
- (3) Directs the Chief Executive to contact the Minister's office to determine if our process runs contrary to the recent announcement.

### **CARRIED**

The Chief Executive introduced the report, noting it was completed on a fast-track basis due to ongoing consultations on the Development Contributions Policy and recent legislative changes made by the Government.

The District Planner provided a brief overview, noting that the changes are approximately 18 months away from being enacted.

Elected members noted:

- The importance of seeking direction from policymakers.
- That any matters not included in the consultation process should be addressed during hearings to ensure alignment between the consultation content and government proposals.

## 9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS

Nil

## 10 PUBLIC EXCLUDED ITEMS

## RESOLUTION TO EXCLUDE THE PUBLIC

**RESOLUTION 2025/18**

Moved: Cr Jeremy Harker

Seconded: Cr Melissa Kaimoana

That the public be excluded from the following parts of the proceedings of this meeting at 2:18pm.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>10.1 - MAHANGA BEACH WATER SUPPLY - OPTIONS ASSESSMENT REPORT</b>	s7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment	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 - Professional services procurement review</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>10.3 - Risk Analysis/Due Diligence Report for the Wairoa Airport Upgrade</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>10.4 - Appointment for Interim Chief Executive</b>	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial	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

	activities	withholding would exist under section 6 or section 7
<b>CARRIED</b>		

**RESOLUTION 2025/19**  
Moved: His Worship the Mayor Craig Little  
Seconded: Cr Denise Eaglesome-Karekare  
That Council moves out of Closed Council into Open Council at 3:45pm.  
**CARRIED**

**The Meeting closed with a Closing Karakia by His Worship, the Mayor at 3:46pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 1 April 2025.**

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**CHAIRPERSON**

**MINUTES OF WAIROA DISTRICT COUNCIL  
EMERGENCY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA  
ON TUESDAY, 11 MARCH 2025 AT 2:36 PM**

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

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

**1 KARAKIA**

A karakia was held before the meeting.

**2 APOLOGIES FOR ABSENCE**

**APOLOGY**

**RESOLUTION 2025/19**

Moved: Cr Melissa Kaimoana

Seconded: Cr Denise Eaglesome-Karekare

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

**CARRIED**

**3 DECLARATIONS OF CONFLICT OF INTEREST**

Nil.

**4 CHAIRPERSON'S ANNOUNCEMENTS**

Nil.

**5 LATE ITEMS OF URGENT BUSINESS**

**LATE ITEMS**

**RESOLUTION 2025/20**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Melissa Kaimoana

That the reports 10.2 *Management of the Wairoa Community Centre*, and the *Te Reinga Bridge Update* be received as a late item.

**CARRIED**

**6 PUBLIC PARTICIPATION**

Nil.

**7 MINUTES OF THE PREVIOUS MEETING**

Nil.

**8 GENERAL ITEMS**

Nil

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

Nil

**10 PUBLIC EXCLUDED ITEMS****RESOLUTION TO EXCLUDE THE PUBLIC****RESOLUTION 2025/21**

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the public be excluded from the following parts of the proceedings of this meeting at 2:38pm.

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 - Appointment of Intern Director to QRS</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7



<b>10.2 – Management of the Wairoa Community Centre</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)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>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)</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>Te Reinga Bridge Update</b>	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**CARRIED**

<p><b>RESOLUTION 2025/22</b></p> <p>Moved: His Worship the Mayor Craig Little</p> <p>Seconded: Cr Jeremy Harker</p> <p>That Council moves out of Closed Council into Open Council at 3:34pm.</p> <p style="text-align: right;"><b>CARRIED</b></p>
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**The Meeting closed with a closing karakia by His Worship the Mayor, Craig Little at 3:35pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 1 April 2025.**

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CHAIRPERSON

**12 GENERAL ITEMS**

Nil

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

Nil

**14 PUBLIC EXCLUDED ITEMS**

Nil