

**MINUTES OF WAIROA DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON WEDNESDAY, 29 OCTOBER 2025 AT 9:00 AM**

PRESENT: His Worship the Mayor Craig Little, Cr Trevor Waikawa, Cr Jeremy Harker, Cr Benita Cairns, Cr Roslyn Thomas, Cr Michelle Tahuri, Cr Sara Bird

IN ATTENDANCE: **Matthew Lawson** (Tumu Whakarae | Chief Executive), Juanita Savage (Te Toihau Mahi | Chiefs of Operations), Henare Mita (Māori Standing Committee Chairperson), **Gary Borg** (Tumu Whakarae Tuarua | Deputy Chief Executive & Pouwhakarae – Pūtea/Tautāwhi Rangapū | Group Manager - Finance and Corporate Support), **Hinetaakoha Viriaere** (Pouwhakarae Whakamahere me te Waeture | Group Manager Planning and Regulatory), **Kamal Narang** (Pouwhakarae – Hua Pūmau | Group Manager - Assets and Infrastructure), **Te Aroha Cook** (Kaiarataki Whakaoranga | Recovery Manager & Group Manager - Community Services and Development), **Frances Manase** (Kaiurungi Mana Ārahi | Governance Officer), **Kate Standring** (Executive Principal), **Gabriel Ahkit** and **Davie Borrie** (Ernst & Young Limited), **Tony Gray**, (QRS Board Member), **Lauren Jones** (QRS Board Member), **Fenton Wilson** (QRS Board Member), **Fulton Storey** (QRS Board Member), **Siobhan Storey** (QRS Chief Financial Officer)

1 KARAKIA

The opening karakia was given by Cr Trevor Waikawa.

2 APOLOGIES FOR ABSENCE

Nil

3 DECLARATIONS OF CONFLICT OF INTEREST

Cr Harker declared a conflict of interest in relation to Item 8.1 QRS Annual Report June 2025.

4 CHAIRPERSON'S ANNOUNCEMENTS

His Worship the Mayor reflected on the significance of the first meeting of the 2025 triennium, noting it as an exciting moment and the beginning of a new journey for Wairoa. He acknowledged the positive atmosphere from the previous day's events and welcomed the new faces around the Council table. He encouraged open participation, reminding members that everyone's contribution is equally valued and emphasised the importance of mutual respect and collaboration as Council works together for the benefit of the community.

5 LATE ITEMS OF URGENT BUSINESS

LATE ITEMS

RESOLUTION 2025/53

Moved: His Worship the Mayor Craig Little

Seconded: Cr Benita Cairns

That the verbal updates on:

- Standing Orders
- Code of Conduct
- Structure of Committees

be received as a late items.

CARRIED

6 PUBLIC PARTICIPATION

Nill

7 GENERAL ITEMS**8.1 QRS ANNUAL REPORT JUNE 2025****RESOLUTION 2025/54**

Moved: Cr Roslyn Thomas

Seconded: Cr Sara Bird

That Council receives the QRS Annual Report 2024/25 report.

CARRIED

QRS Chairman Guy Adam introduced the Quality Roding Service (QRS) Annual Plan and the below points were highlighted:

QRS has continued to strengthen its partnership with Wairoa District Council (WDC), maintaining a strong performance across operations, financial management, and community outcomes.

Major achievements for QRS included:

- Successful transition from emergency recovery work following Cyclone Gabrielle to competitive tendering and planned infrastructure projects.
- Progress on the Te Reinga Bridge replacement, managed by QRS with completion expected by Christmas 2025.
- Invested in \$72k into community sponsorships above the 50k target.
- Returned \$300k to WDC.
- Growth in diversification initiatives such as EcoReef, expanding into Gisborne, Ōpōtiki, and Whakatāne. Ongoing development of Bluck's Pit in Nuhaka, which supports the concrete supply chain and aligns with QRS's strategic plan.
- Continued emphasis on local employment and capability building, with 100% of staff living

locally

- Environmental initiatives including internal carbon auditing, emission tracking, sediment and erosion controls, and exploration of low-carbon materials.

Looking ahead, QRS will focus on completing key infrastructure projects, managing debt reduction, meeting environmental standards, and continuing to strengthen shared services and local partnerships.

8.2 APPOINTMENT OF DEPUTY MAYOR

RESOLUTION 2025/55

Moved: Cr Jeremy Harker

Seconded: Cr Trevor Waikawa

That Council receives the report and notes that the Mayor has appointed Councillor Benita Cairns as Deputy Mayor of Wairoa District Council.

CARRIED

8.3 CHIEF EXECUTIVE INAUGURAL REPORT

RESOLUTION 2025/56

Moved: Cr Benita Cairns

Seconded: Cr Roslyn Thomas

That Council receives the report.

CARRIED

The Chief Executive, presented the report and provided an overview of the legislative responsibilities and expectations for elected members.

The Chief Executive emphasised Council's role in promoting the social, economic, environmental, and cultural wellbeing of the community. He also summarised the *Local Government Official Information and Meetings Act 1987*, highlighting requirements for transparency, public access to information, and lawful grounds for withholding or excluding the public from meetings.

8.4 AUDIT CLOSING REPORT FOR THE YEAR ENDED 30 JUNE 2025

RESOLUTION 2025/57

Moved: Cr Jeremy Harker

Seconded: Cr Trevor Waikawa

That Council receives the audit closing report for the year ended 30 June 2025.

CARRIED

Mr Ahkit and Mr Borrie from Ernst & Young introduced the report and highlighted the below

points:

- Overall performance reporting fairly reflected Council's results against measures in the Long-Term Plan. Council met 68 of 101 performance measures, with strong results in water and transport services.
- Recommendations of moderate and low risk were made to improve quality assurance for water-related performance data, ensure regular reconciliation between the Fixed Asset Register and AssetFinda, and strengthen oversight of sensitive expenditure, including credit card use and travel compliance.

Management has acknowledged the findings and will address the recommendations as part of ongoing process improvements.

Cr Bird left the meeting at 10:27am.

Cr Bird returned to the meeting at 10:30am.

8.5 WAIROA DISTRICT COUNCIL ANNUAL REPORT 2024-25

RESOLUTION 2025/58

Moved: Cr Benita Cairns

Seconded: Cr Roslyn Thomas

That Council adopts the 2024-25 Annual Report and the 2024-25 Annual Report Summary subject to staff making the adjustments required to address the matters noted in the Auditor's report.

CARRIED

The closing karakia was given by Cr Trevor Waikawa at 11:29am

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 25 November 2025.

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CHAIRPERSON