

# Council Public Agenda - 27 October 2020



Council Chambers  
Waipa District Council  
101 Bank Street, Te Awamutu

Chairperson  
His Worship the Mayor JB Mylchreest

Members  
EM Andree-Wiltens, EH Barnes, AW Brown, LE Brown, PTJ Coles, RDB Gordon,  
ML Gower, SC O'Regan, MJ Pettit, EM Stolwyk, CS St Pierre, BS Thomas, GRP Webber

Opening Prayer

27 October 2020 09:00 AM - 04:00 PM

<b>Agenda Topic</b>		<b>Presenter</b>	<b>Time</b>	<b>Page</b>
1.	Apologies	Chairperson	09:00 AM-09:01 AM	3
2.	Disclosure of Members' Interests	Chairperson	09:01 AM-09:02 AM	4
3.	Late Items	Chairperson	09:02 AM-09:03 AM	5
4.	Confirmation of Order of Meeting	Chairperson	09:03 AM-09:04 AM	6
5.	Councillor Update on Attendances	Councillors	09:04 AM-09:09 AM	7
6.	Confirmation of Minutes	Chairperson	09:09 AM-09:10 AM	8
6.1	Council Minutes - 29 September 2020	Chairperson		9
7.	Documents Signed Under Council Seal	Chairperson	09:10 AM-09:11 AM	19
8.	Te Waka Six Month Report to 30 June 2020	Steve Tritt and Kiri Goulter	09:11 AM-09:41 AM	20
9.	Te Awamutu Community Board Chairperson's Annual Report	Ange Holt	09:41 AM-09:51 AM	30
10.	Cambridge Community Board Chairperson's Annual Report	Sue Milner	09:51 AM-10:01 AM	31
11.	Pirongia Ward Committee Appointment	Jo Gread	10:01 AM-10:06 AM	32

12.	Lease to the Greater Waikato Railway Modellers Incorporated	John Miles	10:06 AM-10:16 AM	34
13.	Housing for the Elderly Rent Reviews	John Miles	10:16 AM-10:21 AM	41
14.	Resolution to Exclude the Public	Chairperson	10:21 AM-10:23 AM	45

Closing Prayer

**COUNCIL  
AGENDA**



**APOLOGIES**

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# COUNCIL AGENDA



## **DISCLOSURE OF MEMBERS' INTERESTS**

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Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they may have.



## LATE ITEMS

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Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

**COUNCIL  
AGENDA**



**CONFIRMATION OF ORDER OF MEETING**

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**Recommendation**

*That the order of the meeting be confirmed*



## **COUNCILLORS UPDATE ON ATTENDANCES**

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Councillors who have attended a conference, seminar or meeting on behalf of Waipa District Council may provide a verbal update.

# COUNCIL REPORT



**To:** His Worship the Mayor and Councillors  
**From:** Governance  
**Subject:** **CONFIRMATION OF MINUTES**  
**Meeting Date:** 27 October 2020

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## **1 EXECUTIVE SUMMARY**

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To confirm the minutes of the Waipa District Council meeting held on 29 September 2020.

## **2 RECOMMENDATION**

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*That the open minutes of the Waipa District Council meeting held on 29 September 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.*

## **3 ATTACHMENTS**

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Council Minutes – 29 September 2020





**Time:** 9.00am  
**Date:** Tuesday 29 September 2020  
**Meeting:** Council Chambers, Waipa District Council, 101 Bank Street, Te Awamutu

## PRESENT

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### Chairperson

His Worship the Mayor JB Mylchreest

### Members in Chambers

EM Andree-Wiltens, EH Barnes, AW Brown, LE Brown, PTJ Coles, RDB Gordon, SC O'Regan, EM Stolwyk, CS St Pierre, BS Thomas, GRP Webber.

### Members via Zoom

MJ Pettit

## 1 APOLOGIES

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### RESOLVED

1/20/54

*That the apologies for non-attendance from Councillor Gower be received.*

Councillor Gordon / Councillor St Pierre

## 2 DISCLOSURE OF MEMBERS' INTERESTS

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There were no declarations of members' interests.

## 3 LATE ITEMS

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There were no late items.



#### 4 CONFIRMATION OF ORDER OF MEETING

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**RESOLVED**

1/20/55

*That the order of the meeting be confirmed.*

Councillor Gordon / Councillor St Pierre

#### 5 COUNCILLORS UPDATE ON ATTENDANCES

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Councillor Webber attended the Environment Waikato Transport Workshop and the Regional Transport Committee meeting.

Councillor Thomas attended the Commsafe meeting, Pirongia Ward Committee meeting and the Kaipaki Community Association meeting.

Councillor St Pierre attended the Ngāhinapouri Concept Plan meeting, the Pirongia Village concept Plan Refresh meeting, Pirongia Community Association and the Koromatua Hall Association AGM.

Councillor Stolwyk attended the Metro Area Wastewater Treatment Project Governance meeting, the Futureproof meeting, several Transport Committee meetings, the Battle of the Bridges Rugby match - Hautapu v Leamington.

Councillor L. Brown attended the Transport meeting, met with Council staff at Memorial Park and constructing a more constructive method of meeting – will be on the 1<sup>st</sup> Wednesday of every month at 4pm to address public concerns and enable participation in regard to the Memorial Park Concept Plan.

Councillor Barnes attended the Kihikihi Police House and Temple Cottage meetings and the Community Health and Welfare meeting.

Councillor O'Regan attended the Te Awamutu Community Board meeting.

Councillor Gordon attended the NZTA Stakeholders meeting in Hamilton and the Destination Cambridge AGM.

Councillor Coles attended the AGM for Resthaven, the Neighbourhood Watch meeting in Cambridge, the Destination Cambridge AGM.



Councillor A. Brown attended the Te Awamutu to Pirongia Cycleway meeting.

Councillor Andree-Wiltens attended the Cambridge Community Board meeting, coordinated with the property department to attend Horahora Hall, a Zoom meeting in regard to Transport, the Maungatautari Reserve Management Committee meeting.

Councillor Pettit attended the Streets for People Stakeholders meeting.

## 6 CONFIRMATION OF MINUTES

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### RESOLVED

1/20/56

*That the open minutes of the Waipa District Council meeting held on 25 August 2020, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.*

Councillor O'Regan / Councillor L. Brown

## 7 DOCUMENTS SIGNED UNDER COUNCIL SEAL

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### RESOLVED

1/20/57

*That the following schedule of documents to which the Common Seal of the Waipa District Council has been applied under delegated authority be received:*

- a) *Deed of Lease from Brockbank Properties Ltd for the storage unit at 230 Berquist Drive, Te Awamutu,*  
*Deed of Renewal of Lease from Camwil Investments Ltd for the property at 33 Wilson Street, Cambridge,*  
*Deed of Surrender of Lease to Ohaupo Rugby and Sports Club Inc of Ohaupo,*  
*Community Lease – Ohaupo Community, Sport & Recreation Centre Trust.*
- b) *Warrants as set out below:*



<b>Position for Warrant</b>	<b>Name of Staff</b>
<i>Transportation Safety Officer</i>	<i>Jason O'Dea</i>
<i>Enforcement Officer (Contractor)</i>	<i>Brodie Rennie</i>
<i>Network Team Leader</i>	<i>David Kennington</i>

Councillor Webber / Councillor A. Brown

## 8 C4 STRUCTURE PLAN – ENDORSEMENT

In March 2019, Mitchell Daysh was contracted by Council to manage the production of the C4 Structure Plan.

After a process that has involved input from various technical specialists, Council activity area managers and mana whenua, as well as engagement with landowners and the wider public, the draft Structure Plan was ready to be presented to Council for endorsement.

The draft Structure Plan was workshopped with elected members on 7 July 2020. Queries that arose in the workshop were addressed in section 3 of the staff report. Council's endorsement of the draft Structure Plan was sought.

### **RESOLVED**

1/20/58

*That*

- a) *The report titled 'C4 Structure Plan – Endorsement' (document number 10440494) of Justine Kennedy, Strategic Projects Driver, be received;*
- b) *Council endorse the draft C4 Structure Plan (document number 10469501)*

Councillor Stolwyk / Councillor Thomas

## 9 PIRONGIA VILLAGE CONCEPT PLAN REFRESH - ADOPTION

In February 2020, AECOM was contracted by Council to produce a Pirongia Village Concept Plan Refresh document.

With two rounds of public engagement, partnering with iwi, and obtaining guidance from a Project Steering Group comprised of key community leaders, the Pirongia Village Concept Plan Refresh was developed utilising a truly bottom-up approach.



The Pirongia Village Concept Plan Refresh was workshopped with elected members at the Strategic Planning and Policy Committee meeting on 1 September 2020. At that workshop it was indicated that adoption of the draft Pirongia Village Concept Plan Refresh today be approved by Council.

**RESOLVED**

1/20/59

*That Council:*

- a) **RECEIVE** the report *Pirongia Village Concept Plan Refresh - Adoption* (document number 10462665) of Justine Kennedy, Strategic Projects Driver; and
- b) **ADOPTS** the draft *Pirongia Village Concept Plan Refresh* (document number 10471020) attached to this report as Appendix 1.

Councillor St Pierre / Councillor A. Brown

## 10 ADOPTION OF ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

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Group Manager Business Support - Ken Morris, Manager Finance - Sarah Davies and Financial Accountant - Nada Milne presented the report and answered questions of Council members. Director Audit NZ - Leon Pieterse and colleague Kataraina Macown were present to also answer questions of Council members.

Council must prepare and adopt an Annual Report in respect of each financial year within four months of the end of that financial year (31 October), although this has been extended this year to 31 December due to the Covid-19 pandemic situation.

The Annual Report is a key accountability document reporting the actual activities and the actual performance of Council for the year, against the activities and levels of performance set out in the relevant 10-Year Plan or Annual Plan.

The process was well within the statutorily required timeframes of having the report adopted by 31 December 2020.

**RESOLVED**

1/20/60

*That –*



- a) *The 'Adoption of Annual Report for the year ended 30 June 2020' report (document 10473587), of Nada Milne, Financial Accountant, be received;*
- b) *Pursuant to section 98 of the Local Government Act 2002, Council receives the 2019/20 Annual Report and with the inclusion of the unmodified opinion to be received from Audit New Zealand, Council adopts and approves publication of the Waipa District Council Annual Report 2019/20 (document 10417989); and*
- c) *Pursuant to section 98 of the Local Government Act 2002, Council receives the Waipa District Council Summary of the Annual Report 2019/20 and with the inclusion of the unmodified opinion received from Audit New Zealand, Council confirms and approves the publishing of the Waipa District Council Summary of the Annual Report 2019/20 (document 10418001).*
- d) *The information contained in the 'Representation Letter for the Year Ended 30 June 2020' (document number 10474340), and the 'Letter of Representation for Summary Annual Report for the year ended 30 June 2020' (document number 10474324), be received and approved for signing by the Mayor and Chief Executive.*

Councillor A. Brown / Councillor St Pierre

## **11 REPORT TO APPROVE ANNUAL REPORT ON DOG CONTROL POLICY AND PRACTICE 2019/20**

Section 10A of the Dog Control Act 1996 requires all territorial authorities to report annually to central government on their Dog Control Policy and Practices. Manager Compliance, Karl Tutty presented the report and answered questions of Council members.

### **RESOLVED**

1/20/61

*That:*

- a) *the information contained in the 'Report to approve Annual Report on Dog Control Policy and Practice 2019/20' (document number 10457099) of Karl Tutty, Manager Compliance be received; and,*
- b) *Council APPROVE the "Report on Waipa District Council Dog Control Policy and Practices 2019/20" (document number 10457071) for forwarding to the Department of Internal Affairs.*

Councillor Pettit / Councillor A. Brown



## 12 DELEGATIONS

Legal Counsel, Diana Aquilina presented the report and answered questions of Council members. The purpose of the report was for Council to authorise delegations to the Chief Executive relating to the Urban Development Act 2020, Amusement Devices Regulations 1978 and to clarify certain wording in the Delegations Register.

### RESOLVED

1/20/62

That –

- a) *The report titled 'Delegations' (document number 10468825) of Diana Aquilina, Legal Counsel, be received;*
- b) *Pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, Council:*
  - i. *agrees to delegate to the Chief Executive all of Council's responsibilities, duties and powers under section 21A of the Machinery Act 1950 and under any regulations made under the Health and Safety at Work Act 2015;*
  - ii. *agrees to delegate to the Chief Executive all of Council's responsibilities, duties and powers under the Urban Development Act 2020 and any regulations made under that Act, except the power:*
    - a) *to transfer to Kāinga Ora Council's responsibilities under section 97 of that Act;*
    - b) *to make or amend any bylaws under sections 175 and 176 of that Act; or*
    - c) *to approval the delegation of functions from Kāinga Ora to Council under section 297 of that Act;*
  - iii. *agrees to amend Council's Delegations Register so that wording restricting delegations to exclude:*  
*"...any power, responsibility or duty that has been delegated to a Community Board, Committee, Subcommittee, or other sub-ordinate decision-making body etc"*  
*is deleted, and the following paragraph is inserted instead on the first page of the Register:*  
*"The Chief Executive or Council officers exercising Council delegated duties or powers may choose to refer any matter back to Council, or the*



*committee, sub-committee or subordinate decision-making body with the appropriate area of responsibility. This may be appropriate where, for example, the matter is contentious, or requires political input because of the high degree of policy involved.”; and*

- c) *The Delegations Register be updated accordingly.*

Councillor Gordon / Councillor L. Brown

### **13 REGIONAL CONNECTIONS COMMITTEE APPOINTMENTS**

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The purpose of the report was to appoint representatives to the Regional Connections Committee of the Waikato Regional Council.

**RESOLVED**

1/20/63

*That –*

- a) *The report titled ‘Regional Connections Committee Appointments’ (document number 10468308) of Jo Gread, Manager Governance, be received; and*
- b) *Council appoints Councillor Webber to the Waikato Regional Council’s Regional Connections Committee, and Deputy Mayor Stolwyk as Councillor Webber’s alternate.*

Councillor St Pierre / Councillor Coles

### **14 RESOLUTION TO EXCLUDE THE PUBLIC**

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(Section 48, Local Government Official Information and Meetings Act 1987)

**RESOLVED**

1/20/64

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

*The general subject of the 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(1) 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(1) for the passing of this resolution
15. <i>Confirmation of Public Excluded Minutes</i>	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>
16. <i>Appointment of Iwi Representatives to Committees</i>		
17. <i>Stopping of Unformed Road Pirongia</i>		

*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:*

Item No.	Section	Interest
15,17	<i>Section 7(2)(i)</i>	<i>To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</i>
15	<i>Sections 7(2)(j)</i>	<i>To prevent the disclosure or use of official information for improper gain or advantage.</i>
16	<i>Sections 7(2)a)</i>	<i>Protect the privacy of natural persons, including that of deceased natural persons</i>

Councillor L. Brown / Councillor Andree-Wiltens

There being no further business the meeting closed at 11.03am.

*Closing prayer.*

**CONFIRMED AS A TRUE AND CORRECT RECORD**



**CHAIRPERSON:** .....

**DATE:** .....

# COUNCIL REPORT



**To:** His Worship the Mayor and Councillors  
**From:** Governance  
**Subject:** **DOCUMENTS SIGNED UNDER COUNCIL SEAL**  
**Meeting Date:** 27 October 2020

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## 1 EXECUTIVE SUMMARY

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Council policy and delegated authority provides for use of the Council seal prior to notification to Council in specified cases.

## 2 RECOMMENDATION

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*That the following schedule of documents to which the Common Seal of the Waipā District Council has been applied under delegated authority be received:*

*a) Warrants as set out below:*

<b>Position for Warrant</b>	<b>Name of Staff</b>
<i>Building Compliance Leader</i>	<i>Leanne Beal</i>



INFORMATION ONLY

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**To:** His Worship the Mayor and Councillors  
**From:** Business Development Manager  
**Subject:** **TE WAKA SIX MONTH REPORT TO 30 JUNE 2020**  
**Meeting Date:** 27 October 2020  
**File Reference:** 10482171

## 1 EXECUTIVE SUMMARY

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Te Waka is the Waikato regional economic development agency established in July 2018. Te Waka has partnership agreements in place with ten of the region's local authorities, sponsorship agreements with leading businesses in the region and support from regional trusts.

Te Waka reports performance against the functions and services each six months. The attached six-month report provides a summary of activity to the councils for the six-month period to 30 June 2020.

Kiri Goulter, Director at Te Waka will be presenting the Te Waka six-month report.

The following appendix accompanies this report:

- Appendix 1 – Te Waka Six Monthly Report June 2020 (*document number 10482103*).

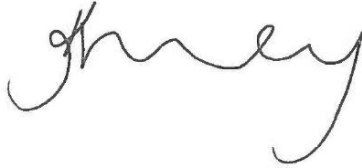
## 2 RECOMMENDATION

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*That the Te Waka Six Month Report to 30 June 2020 report (document number 10482171) of Steve Tritt, Business Development Manager be **RECEIVED**.*



Steve Tritt  
**BUSINESS DEVELOPMENT MANAGER**



Kirsty Downey  
**MANAGER STRATEGY**



Debbie Lascelles  
**GROUP MANAGER STRATEGY AND COMMUNITY SERVICES**

# Appendix 1

Te Waka Six Month Report to 30 June 2020 (document number 10482103)



## Te Waka 6 Monthly Stakeholder Report January – June 2020

### Introduction

The initial vision was clear

- Waikato Means Business was a great tag line, the fundamentals underpinning the formation of Te Waka remain as valid today as ever
- **A joined-up regional approach supported by localised delivery has significant benefit**

But the world has changed, and our focus must now shift

- We **learnt a lot** over the last six months – and Covid will have a once in a generation impact
- We must now **focus our attention** on where we can achieve material economic impact
- And on how we best focus limited resource to **add the most value**

We continue to engage widely on our new Strategic Plan – the focus our efforts moving forward.

Te Waka is:

- The Economic Development Agency for the Waikato Region, serving as a **Champion for and the Collective Voice of the region's** Economic and Business Needs and Opportunities

We exist to:

- **Lift Economic Performance** across the Waikato Region
- Support and **Enable Business & Industry Growth**
- **Attract Business and Investment**

We will achieve this by:

- **Gathering Intelligence, Sharing Insights, Advocate** on behalf of the region and its businesses
- Building Connections, Creating **Partnerships & Driving Collaboration**
- Being **well managed and financially sustainable**

And by living our Values:

- Collaborative, Inclusive, Outcome Focused, Agile / Nimble, Responsive, Courageous

This report updates and builds on the 6-month report to December 2019.



## Executive Summary

Much has been achieved to date

- Despite being in establishment mode, we have **met the KPIs set by our council stakeholders**
- Real support delivered in volume to business across the region, plus **some decent regional wins**
- We doubled down during Lockdown and significantly **extended our support** and engagement

### Business Support & Business Attraction

- Waikato **Business Support Centre** established, and staff doubled in response to Covid
- Delivered **\$4.4m in funding to 1373 businesses**, with ~\$4m more to come
- Successfully spearheaded the **NZIST head office bid** alongside Hamilton City Council, Waikato Tainui and the Waikato Chamber of Commerce
- Supported delivery of **\$110m in inwards investment** (PGF & CIP)
- Attracted further support from TPK for **Maori ED** and from MSD to support **job redeployment**
- Supported the **Waikato Plan** refresh plus the establishment of the **interim Regional Skills Leadership Group**

### Regional Collaboration & Stakeholder Engagement

- Established **Regional Communities of Learning** – enabling localised engagement, understanding of needs
- Launched **Mighty Local** with Hamilton Waikato Tourism and started discussions with others re collaboration
- **Re-engaged** with local stakeholders, and lifted engagement with large business
- Launched the new **Waikato.com** website as a one-stop destination

### Market Intelligence & Advocacy

- **Expert groups** mobilised to gather/interpret intelligence - **Economic Radar** launched
- **Targeted advocacy** on a range of issues and opportunities

And lastly, we acknowledge and celebrate Dallas Fisher who was instrumental in the establishment of Te Waka and getting it operational, Dallas stepped down as Chair in March 2020.





The functions and services outlined in our Partnership Agreement with our 10 funding councils remain relevant and are reported on in the sections below.

### **Contribute to operationalising the Waikato Regional Economic Development Strategy**

Te Waka continues to coordinate alignment between regional agencies. The need for this was magnified during COVID-19 with several hosted forums per week to ensure alignment in response efforts. We continue to host forums for Local Authority economic development staff to increase alignment and economic development capability across the region.

Craig Barrett was appointed as Iwi representative to the Board in early 2020. Craig was selected by Tainui Waka Iwi and nominated by the Waikato Mayoral Forum as allowed for by the Te Waka constitution. This appointment has already resulted in improved engagement with Iwi and increased momentum with delivery of the Māori economic development agenda.

Aside from deviations in work priorities caused by the response to COVID-19, Te Waka has met all key performance indicators agreed under the partnership agreement with 10 Waikato councils.

Te Waka's role as a connector with central and local government about economic development priorities in the region has continued to strengthen. Currently four government agencies have active partnerships supporting regional delivery with resourcing aligned with Te Waka.

Hamish Bell was appointed Acting Chair in March and permanent Chair in June following the resignation of previous Chair, Dallas Fisher in March. With stewardship from Hamish, the board has undertaken a refresh of the Te Waka Strategy to incorporate experience gained during the first two years of operation and learning from COVID-19 response efforts. Engagement continues with key stakeholders on the refreshed strategy.

Te Waka has continued to provide resource and support to the Regional Housing Initiative and Waikato Wellbeing Project. We seek to link the critical function of housing as an enabler to economic growth, linking and connecting the Wellbeing agenda to Economic agenda is a critical and important function for Waikato leaders and leadership.

### **Provide contracted Business Growth Advisory, Innovation and Mentoring Services**

Business support has dominated the work of Te Waka with the equivalent of nearly three years of business engagements completed in the period from April to June supported by a doubling of staff numbers during lockdown. Over \$4.4 million in support funding has been allocated to 1373 Waikato businesses during the year comprising capability development vouchers, COVID-19 support funding, and research and development funding. **Waikato continues to be the leading region nationally for R&D funding per SME business.**



With recent expansion into the Matamata-Piako district, we have now completed the hub and spoke model of delivery that has permanent locations in towns around the region for monthly visits. This represents seven years of working with Local Authority partners to provide joint services across 10 districts and city.

A highlight during COVID-19 was the establishment of a regional business response framework comprising an Eastern, Southern and Central economic communities of learning. These cross-functional groups of business support agencies work together to support businesses and garner intelligence. Looking ahead these groups will continue to develop, building a network to:

- Enable a common voice and advocacy channel for sub-regional and regional projects/opportunities;
- Growing capability of the network to ensure local businesses thrive; and
- Developing, designing and collaborating on shared work programmes.

#### **Deliver and continue to develop the Waikato Story**

The Waikato Story supported the Mighty Local initiative by telling the stories of businesses who have innovated during the COVID-19 lockdown. Eight businesses were profiled across hospitality and tourism, services for the deaf and children's entertainment.

The Waikato Story had 9,500 story views between January and June 2020 with 42 new stories published.

A focus for the last year has been the development of a new website to act as a platform to better tell Waikato's story. It is now live and the Waikato Story toolkit has updated infographics available using 2019 data.

#### **Develop and deliver a Sector and Industry Development Programme**

Sector development has been a focus of COVID-19 recovery efforts. The strength of relative sectors has been assessed alongside their traditional contribution to the Waikato Economy. Sector resilience, ability to respond and provide growth in a time of recession, potential contribution to employment and collaborative opportunities across business in industry were considered, together with Te Waka's ability to influence the sector and industry. Key sectors prioritised as part of our future work plan include:

- |  |                  |
|--|------------------|
| 1. Logistics and Distribution  | 4. Agriculture   |
| 2. Technology and Innovation   | 5. Manufacturing |
| 3. Construction  | 6. Healthcare    |
| 7. Education (with an emphasis on international education) and education as an enabler of sector development |                  |



We recognise the significant role of Hamilton & Waikato Tourism, Destination Coromandel and Enterprise Great Lake Taupo in the Tourism sector and will continue to support these organisations with development of this important sector.

Sector development has a strong connection to labour market and workforce planning. Work programmes for each priority sector are being developed, with recent work including:

- Supported construction sector leaders to develop a comprehensive bid for Waikato to host the Centre of Vocational Education (CoVE) for Construction. Whilst unsuccessful in the bid, initiatives developed during the bid preparation will proceed.
- Working with Hamilton City Council on an innovation workstream with initial traction developed with tech sector leaders with actions currently being progressed.

#### **Support Māori Enterprise and co-facilitate the implementation of the Iwi Economic Development Plans**

20 out of 22 economic goals have been achieved in Te Whare Ohaoha (Māori Economic Action Plan Refresh) launched by Minister Mahuta in mid-2019, with two actions still in progress. The action plan celebrates collaboration with Iwi, Te Hūmeka, Te Puni Kōkiri, the Ministry for Social Development, Ministry for Business Innovation and Employment and Tainui Waka Tourism to deliver outcomes for Māori Collectives and Whānau Enterprises, including support for regional projects and land development.

Whānau Enterprise remains the heart of the Māori economy. Te Waka continues to prioritise Māori enterprise through business growth engagement and partnering to deliver business support events, for which Waikato is recognised as a national leader in this space. **More than 100 Māori enterprises** received funding, coaching and mentoring, and in-market connections in their pursuit of financial independence through enterprise.

Just before lockdown and in conjunction with Te Hūmeka and He Waka Eke Noa, we hosted a social procurement event for suppliers in Waikato to promote and encourage business entry into diverse supply chains across the region. We work closely alongside Te Ahikōmako to foster enterprise start-up and acceleration through focussed capability programming and resourcing.

Iwi engagement continues under the guidance of our Kaumaatua, Tame Pokaia. Critical to success is understanding Tainui Waka Iwi economic recovery plans and ongoing engagement to identify and monitor how we can support the delivery of outcomes, in these plans.



### **Support and Facilitate, as agreed, a Waikato Regional Labour Market Strategy, actions and Initiatives**

Te Waka continued to lead the Regional Labour Market Working Group as it explored forums and trends in education and workforce development. COVID-19 dramatically changed New Zealand’s workforce landscape, moving the Waikato from less than 4% unemployment with themes of skills shortages to projected 10-15% unemployment with a focus on redeployment and skills shortage in a changing economic context.

We partnered with Cambridge Chamber of Commerce to launch the Waikato Nxtstep job redeployment website, support by funding from WEL Energy Trust. The Ministry for Social Development has aligned redeployment focused resources alongside the Te Waka team.

Te Waka provided guidance to the Ministry for Business, Innovation and Employment in the formation of the interim Regional Skills Leadership Group, part of the Review of Vocational Education. Te Waka holds a position on the group alongside industry sector leaders and aims to find better ways of meeting future skills and workforce needs, and a joined-up approach to labour market planning.

### **Develop, support and promote proposals to local regional and national funding programmes including Provincial Growth Fund**

Te Waka continues its advocacy on regional priority projects including projects to the Provincial Growth Fund and the Crown Infrastructure Partners “shovel ready” initiative. We have **assisted to develop 15 successful funding applications alongside project owners and advocated for an additional 10 successful projects for a total of \$110 million** of government investment into the region. Many more projects are still being considered by government.

Momentum has continued with businesses interested in establishing in Waikato. The successful NZIST head office bid is a great example of how regional leaders rally in support of common objectives. It follows the Rabobank head office announcement in Hamilton. There are many other business attraction opportunities underway that will transpire over the coming months and years.

Te Waka will continue to develop its relationship with Waikato LASS in support of council-initiated projects.



**Deliver a communications and engagement programme to inform stakeholders of the Te Waka programme and information on the state of the economy.**

Prior to the COVID-19 lockdown Te Waka had been working with councils and other partners to consider effective ways to bring meaningful economic data to inform investment decisions. During lockdown we established the Waikato Economic Radar collating weekly live information on consumer spending, employment, business leases and sales, residential consents and property sales, financial indicators (interest rates, exchange rates and trade data). We will continue to evolve this report to track and monitor Waikato Economic progress.

In partnership with Waikato Regional Council, we released quarterly economic reports that focused on GDP, labour market, international markets and tourism in relation to COVID-19. We will continue to partner with Waikato Regional Council, Waikato Wellbeing Project and Waikato LASS to align intelligence and insights for the region.

To guide and support the establishment and enablement of regional insights we formed an Intelligence Network. It includes senior partners from PWC, KPMG and Deloitte, and Waikato Regional Council senior economists. Regular insights and advice are sourced from national economic specialists Brad Olsen and Cameron Bagrie.

During COVID-19, business support communications grew significantly, encompassing newsletters, social media news and events. A total of 30 webinars were developed and presented in partnership with various business advisory experts. These webinars had more than 2,000 attendees and are available on [Waikato.com](http://Waikato.com) to view on-demand.

# COUNCIL REPORT



**To:** His Worship the Mayor and Councillors  
**From:** Governance  
**Subject:** **TE AWAMUTU COMMUNITY BOARD CHAIRPERSON'S ANNUAL REPORT**  
**Meeting Date:** 27 October 2020

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## **1 EXECUTIVE SUMMARY**

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The Chairperson of the Te Awamutu Community Board Ange Holt, will provide a verbal update on the activities of the Te Awamutu Community Board from December 2019 to October 2020.

## **2 RECOMMENDATION**

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*That the update of the Chairperson of the Te Awamutu Community Board be received.*

# COUNCIL REPORT



**To:** His Worship the Mayor and Councillors  
**From:** Governance  
**Subject:** **CAMBRIDGE COMMUNITY BOARD CHAIRPERSON'S ANNUAL REPORT**  
**Meeting Date:** 27 October 2020

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## **1 EXECUTIVE SUMMARY**

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The Chairperson of the Cambridge Community Board Sue Milner, will provide a verbal update on the activities of the Cambridge Community Board from December 2019 to October 2020.

## **2 RECOMMENDATION**

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*That the update of the Chairperson of the Cambridge Community Board be received.*

# COUNCIL REPORT



**To:** His Worship the Mayor and Councillors  
**From:** Manager Governance  
**Subject:** **PIRONGIA WARD COMMITTEE APPOINTMENT**  
**Meeting Date:** 27 October 2020

## 1 STAFF COMMENTS

Under Section 31(1) and (3) of Schedule 7 of the Local Government Act 2002, a local authority may appoint any member to a committee and that person does not have to be an elected member if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee.

At the 18 November 2019 meeting, Council approved the following membership for the Pirongia Ward Committee:

*Membership: Two Pirongia Ward Councillors – Councillor Thomas and Councillor St Pierre, John Wood (Pirongia Community Association), Alan Rawlings (Te Pahu Residents’ and Ratepayers Association), G Orchard (Kaipaki Community), Haupai Puke (Purekireki Marae) and Janet Williams (Koromatua), C Gatenby (Ohaupo Community), plus a representative from Te Whakakitenga o Waikato.*

At the time the Pirongia Ward Committee was re-established after the 2019 election, there was no representative from Ngahinapouri as the previous representative had resigned in June 2019. A representative has now been identified, Jan Thomas. Jan is a member of the Ngahinapouri Community Group and will be well placed to represent Ngahinapouri on the Pirongia Ward Committee.

This report requests that Council appoint Jan Thomas (Ngahinapouri Community Group) to the Pirongia Ward Committee.

## 2 RECOMMENDATION

That –

- a) *The ‘Pirongia Ward Committee Appointment’ report (document 10484440), of Jo Gread, Manager Governance, be received; and*



- b) Pursuant to section 31(1) and 31(3) of Schedule 7 of the Local Government Act 2002, Council appoint Jan Thomas (Ngahinapouri Community Group) as the Ngahinapouri representative to the Pirongia Ward Committee.



Jo Gread  
**MANAGER GOVERNANCE**



Ken Morris  
**DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT**

## COUNCIL REPORT



**To:** His Worship the Mayor and Councillors  
**From:** Manager Property  
**Subject:** **LEASE TO THE GREATER WAIKATO RAILWAY MODELLERS  
INCORPORATED**  
**Meeting Date:** 27 October 2020

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### 1 EXECUTIVE SUMMARY

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At its meeting on 16 June 2020, the Finance and Corporate Committee considered a request by Greater Waikato Railway Modellers Incorporated for a new lease to be granted by Council, in its capacity as the 'administering body' of the Leamington Domain (a classified recreation reserve) under the Reserves Act 1977. The Committee approved the application subject to staff undertaking public notification of the new lease, which has been completed with no submissions received.

The layout of the Leamington Domain and Greater Waikato Railway Modellers lease area is detailed in aerial maps attached as Appendix 1 and 2 of this report.

Pursuant to a delegation from the Minister of Conservation (June 2013), Council must also undertake a supervisory role as the 'delegate' of the Minister in relation to certain powers and functions under the Reserves Act 1977 ('the Act'). This supervisory role is to ensure that decisions have been made in compliance with the requirements of the Act.

There is an expectation that Council will maintain a distinction between the two roles, and that the exercise of each role will be recorded.

The purpose of this report is therefore to enable Council to exercise its responsibilities as the delegate for the Minister of Conservation in relation to the granting of a lease to The Greater Waikato Railway Modellers Incorporated, pursuant to the Act.

## 2 RECOMMENDATION

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*That –*

- a) The ‘Lease to the Greater Waikato Railway Modellers Incorporated’ report (document number 10476595) of John Miles, Manager Property be received; and*
- b) Pursuant to a delegation from the Minister of Conservation (Instrument of Delegation for Territorial Authorities, 12 June 2013) and in accordance with sections 54(1)(b), 119 and 120 of the Reserves Act 1977, Council consent to the granting of a new lease of part of the Leamington Domain recreation reserve to The Greater Waikato Railway Modellers Incorporated, on the basis that Council in its role as the administering body:
  - i. has followed the Reserves Act 1977 processes;*
  - ii. has taken the functions and purpose of the Act into account, in relation to the particular classification and purpose of the Leamington Domain;*
  - iii. has considered any objections or submissions received in respect of the proposal (if any); and*
  - iv. on the basis of the information provided, has made a reasonable decision to approve the application by The Greater Waikato Railway Modellers to be granted a new lease.**

## 3 STAFF COMMENT

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In performing the role of the delegate of the Minister of Conservation, Council is required to consider the following:

- a) That the status of the land has been correctly identified and the administering body has the power and authority to make the decision;**

The Leamington Domain (more correctly described as the ‘Leamington Square’) was classified as recreation reserve under the Act in 1984 and vested in the Cambridge Borough Council. With the local government reorganisation in 1989 the Cambridge Borough Council ceased to exist, so the Leamington Domain was vested in the newly formed Waipa District Council. Council is therefore the administering body for the Leamington Domain and thus responsible for receiving and considering requests for leases and issuing a decision to grant or decline accordingly.

Section 54(1)(b) of the Act allows for the administering body of a recreation reserve to: *“lease to any voluntary organisation part of the reserve for the erection of stands, pavilions, gymnasiums, and, subject to section 44 and 45, other buildings and structures associated with and necessary for the use of the reserve for outdoor sports, games, or other recreational activities, or lease to any voluntary organisation any such stands, pavilions, gymnasiums, and, subject to section 44, other buildings or structures already on the reserve.”*

The Leamington Domain is covered by Council’s Urban Reserves Management Plan, Volume 1 – 2006 (“the URMP”). The proposed lease is generally ‘in conformity with’ the URMP, which includes as its aims (s4.2):

- *“the development and maintenance of reserves and facilities ... to enable maximum public use, enjoyment and safety ...;*
- *the management of reserve land to ensure that the present and future needs are not in conflict and that management decisions enhance future recreational opportunities.”*

The URMP does not, however, specifically ‘contemplate’ the proposed lease, given that The Greater Waikato Railway Modellers is a relatively new organisation and the facility it occupies was constructed and occupied by the Leamington Bowls Club. This triggers the requirements for public notification of the proposed lease (s54(2)) and also the prior consent of the Minister (s54(1)), except that the Instrument of Delegation for Territorial Authorities (12 June 2013) enables Council to perform the Minister’s function in this regard.

Section 2.3.5 of Council’s Procedural Policy Manual 2010 deals with Leasing. Policy 2.3.5.2 (‘Leasing Land for Recreational Use’) states:

*“Where land is reserve, Council will support recreational, educational, cultural and sporting clubs by permitting use of existing reserve land at minimal cost, provided the use meets the criteria of the relevant Reserve Management Plan and the Community Leisure Plan.”*

**b) That the necessary statutory processes have been followed;**

If a proposed lease is not “in conformity with and contemplated by the approved management plan for the reserve”, section 54(2) of the Act requires that the public be notified of the administering body’s proposal to grant the lease and be given an opportunity to make submissions in respect of the proposal. Sections 119 and 120 of the Act lay out the process and timing requirements for public notification. Section 120(1)(b) indicates that the community should be given not less than one month from the date of publication of the notice to respond in writing.

In accordance with the above provisions, the proposed lease was publicly notified in the 'Cambridge News' newspaper on Thursday 16 July 2020 and submissions could be made until Thursday 20 August 2020. No submissions were received.

Schedule 1 of the Act sets out the provisions that must (and may) be included in leases of recreation reserve land. Council has a standard community lease document that is based upon these provisions and contains terms and conditions to protect Council's interests.

**c) That the administering body has taken the functions and purposes of the Reserves Act into account in respect of the particular classification and purposes of the reserve, as required by section 40 of the Act;**

Council's function, as the administering body of a reserve, is to manage the reserve for the purpose for which it is classified (s40). Council's management duties are to ensure, as appropriate, the use, enjoyment, development, maintenance, protection and preservation of reserves.

In relation to recreation reserves, s17(1) of the Act states that their purpose is:

*"providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside."*

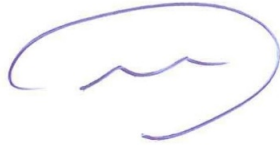
The proposed lease is consistent with the purpose and classification of the reserve and will not inhibit the public's access to the reserve, as is required by s17(2)(a).

**d) That the administering body has considered any objections of submissions from affected parties; and that, on the basis of the evidence, the decision is a reasonable one;**

No submissions were received by Council in respect of the proposed lease.



John Miles  
**MANAGER PROPERTY**



Approved by Ken Morris  
**DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT**

## Appendix 1

### Aerial map of North End of Leamington Domain



#### Key:

- A Leamington Croquet Club
- B** former Leamington Bowling Club facilities
- C Car Park
- D Cambridge Netball Association
- E Skating Rink  
(formerly Cambridge Roller Sportz)
- F Cambridge Model Engineering Society  
(formerly Cambridge-Rotorua Live Steamers)  
and Cambridge Cricket Club
- G Playground
- H Band Rotunda

## Appendix 2

### The Greater Waikato Railway Modellers Lease Area



The Lease Area is outlined in yellow (building footprint and surrounding concrete skirt only) – approx. 400m<sup>2</sup>



## COUNCIL REPORT



**To:** His Worship the Mayor and Councillors  
**From:** Manager Property  
**Subject:** **HOUSING FOR THE ELDERLY RENT REVIEWS**  
**Meeting Date:** 27 October 2020

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### 1 EXECUTIVE SUMMARY

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The purpose of Council's housing for the elderly activity is to provide safe accommodation for elderly people with limited incomes. The activity is ring-fenced so there is no impact on rates, and while assessed at market rental, the rents are capped at 30% of national superannuation after taking into account the accommodation supplement. Rents are normally reviewed annually by way of registered valuation and increased on 1 July each year.

In response to COVID-19 the government introduced a six month freeze on rent increases resulting in Council deferring its normal 1 July rent review process.

While Council can now increase rents with 60 days' notice, it was proposed to a recent meeting of the Housing Working Group that we defer any increase until 1 July 2021 in order to avoid increases around the Christmas period, and to ensure we incorporate the new accommodation supplement and superannuation entitlements that are set to apply from 1 April each year.

The Residential Tenancies Act now limits rental increases to once every 12 months, so if we are to get back to our normal rent review cycles at some point we are going to have to delay a rent review by around 6 months. The Housing Working Group has agreed that it is better to have this 6 month delay now rather than in the first 6 months of 2022.

## 2 RECOMMENDATION

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*That –*

- a) The ‘Housing for the Elderly Rent Reviews’ report (document number 10484073) of John Miles, Manager Property Services be received; and*
- b) Council approve the deferral of rent increases for the Housing for the Elderly portfolio to 1 July 2021.*

## 3 STAFF COMMENT

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Waipa District Council currently owns 93 housing for the elderly units, located in seven complexes within the urban centres of Kihikihi, Cambridge and Te Awamutu.

Each year an independent market assessment is carried out by Quotable Value Limited (QV) and rents are increased effective from 1 July in line with the relevant provisions of Council’s Pensioner Housing Policy 2017 which requires that the tenants will pay the lesser of market rent, or 30 per cent of the gross National Superannuation (after taking into account the maximum accommodation supplement), however there will be no individual increase exceeding \$30 per week from these annual rent reviews.

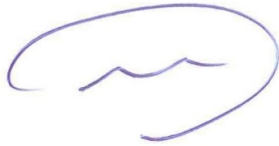
In line with our policy, QV assessed the market rentals in February 2020 and rents would have been increased from 1 July 2020, however, in response to COVID-19, the government introduced a freeze on rent increases from 26 March 2020 to 25 September 2020, that meant landlords couldn’t increase rent during that period. Additionally new legislation came into effect from 12 August 2020, limiting rent increases to once every 12 months. This is a change from once every 180 days (six months).

Council can now increase rents with 60 days’ notice, however an increase notified now would result in an increase in rentals around the Christmas period, and additionally will not incorporate the 2021 accommodation supplement and superannuation entitlements notified by government on or about 1 April each year and used to calculate rental under the pensioner housing policy.

The issues was raised at the Housing for the Elderly Working Group meeting on 14 October 2020 and it was agreed that Council should defer any increase until 1 July 2021 in order to avoid increases around the Christmas period, ensure we incorporate the new accommodation supplement and superannuation entitlements and to align the rental increases with Councils financial planning process.



John Miles  
**MANAGER PROPERTY**



Approved by Ken Morris  
**DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT**

## SUPPORTING INFORMATION: ASSESSMENT OF PROPOSAL

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### 1 Statutory and policy requirements

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In accordance with the Pensioner Housing Policy (2017) rent reviews need to be initiated as part of the annual financial planning process and provided they fall within policy, will take effect from 1 July with an advisory note to Council before any communication with Tenants.

### 2 Background to proposal/issue

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The Pensioner Housing Policy provides direction for the ongoing management of Council's pensioner housing stock.

The policy is made up of core values which are the overarching principles that govern the management of the Portfolio. These principles are as follows:

- There is a genuine and growing need for long-term affordable accommodation for the elderly in the Waipa District and Waipa District Council has a role in meeting this need
- Council's investment in pensioner housing will continue to be self-funding without rates input
- Pensioner housing is held to provide 'Housing for the Elderly' and is to be regarded as a strategic asset in Council's Significance and Engagement Policy
- Any monies generated within the activity in excess of operational needs (including the proceeds of any divestment) will remain in the activity and be utilised as considered appropriate for the maintenance, management, renewal and extension of the pensioner housing activity
- Council will recover reasonable administration costs in the management of the pensioner housing portfolio

Council remains committed to the provision of Housing for the Elderly, with a 5 yearly review of the pensioner housing policy. The review will include among other things, the level of rent charged to tenants.

# COUNCIL REPORT



**To:** His Worship the Mayor and Councillors  
**From:** Governance  
**Subject:** RESOLUTION TO EXCLUDE THE PUBLIC  
**Meeting Date:** 27 October 2020

## 1 RECOMMENDATION

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

*The general subject of the 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(1) 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(1) for the passing of this resolution</b>
15. Confirmation of Public Excluded Minutes 16. Land Acquisition for Intersection Improvement – Peake, Pickering and Bruntwood Roads	Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)

*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:*

<b>Item No.</b>	<b>Section</b>	<b>Interest</b>
15, 16	Section 7(2)(i)	To enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
15	Sections 7(2)(j)	To prevent the disclosure or use of official information for improper gain or advantage.

