

Waharoa (Matamata) Aerodrome Committee

Kaupapataka Wātea | Open Agenda

Notice is hereby given that an ordinary meeting of Waharoa (Matamata) Aerodrome Committee will be held on:

Ko te rā | Date: Thursday 15 May 2025
Wā | Time: 10:00
Wāhi | Venue: Matamata-Piako Civic and Memorial Centre

Ngā Mema | Membership

Ngāti Hauā

Mātua Muna Wharawhara (Co-Chairperson)

Whaea Rangitionga Kaukau

Mātua Deacon Paul

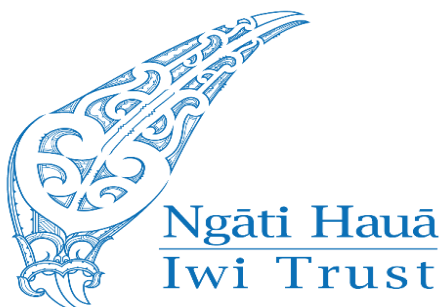
Matamata-Piako District Council

Mayor Adrienne Wilcock, JP (Co-Chairperson)

Deputy Mayor James Thomas

Cr Kevin Tappin

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te kaunihera ā-rohe o
matamata-piako
district council

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1 Whakatūwheratanga o te hui | Meeting Opening

Co-Chairperson to welcome members and open the meeting.

2 Karakia | Prayer

The opening karakia is to be performed by Mātua Muna Wharawhara.

3 Ngā whakapāha/Tono whakawātea | Apologies/Leave of Absence

At the close of the agenda no apologies had been received.

4 Pānui i Ngā Take Ohore Anō | Notification of Urgent/Additional Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
 - (i) The reason why the item is not on the agenda; and
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

5 Whakaaetanga mēneti | Confirmation of Minutes

Minutes, as circulated, of the Ordinary meeting of Waharoa (Matamata) Aerodrome Committee, held on 24 October 2024

6 Papa ā-iwi whānui | Public Forum

At the close of the agenda, there was no public forum

7 Pūrongo me whakatau | Decision Reports

7.1 Appointment of Co-Chairperson of Waharoa (Matamata) Aerodrome Committee

CM No.: 3019036

Te Kaupapa | Purpose

The purpose of this report is to advise appointment of Co-Chairperson of the Waharoa (Matamata) Aerodrome Committee, as required under the Ngāti Hauā Claims Settlement Act 2014.

Rāpopotonga Matua | Executive Summary

In accordance with the Ngāti Hauā Claims Settlement Act 2014 (the Act), the Waharoa (Matamata) Aerodrome Committee, was established for Council's Waharoa Aerodrome land and the Waharoa Aerodrome land. The Committee is to be chaired jointly between Ngāti Hauā Iwi Trust and Matamata-Piako District Council.

Tūtohunga | Recommendation

That:

1. **The report be received.**
2. **The Committee confirm the appointment of Muna Wharawhara as representative of Ngāti Hauā Iwi Trust to perform the duties of Co-Chair for the Waharoa (Matamata) Aerodrome Committee, alongside the Mayor of Matamata-Piako District Council.**

Horopaki | Background

The Waharoa (Matamata) Aerodrome Committee (the Committee) was established on 26 March 2015, following the Ngāti Hauā Claims Settlement Act 2014.

Ngāti Hauā Iwi Trust have appointed three members to the Committee. Section 90 of Ngāti Hauā Claims Settlement Act 2014, prescribes that the Mayor and Deputy Mayor of the district are members of the Committee; and that Council must appoint a Councillor who is not the Mayor or Deputy Mayor to the Committee.

As a requirement of the Ngāti Hauā Settlement Act 2014, the Committee must be jointly chaired by one representative nominated by Ngāti Hauā Iwi Trust, and one representative of Matamata-Piako District Council (Council). How the meetings are conducted are to be agreed upon by the co-chairs, within the parameters of Standing Orders. Examples of jointly chaired meetings are provided below:

- Chairing alternate meetings;
- Shared facilitation;
- The Ngāti Hauā chairperson might like to welcome members and perform the opening / closing karakia, opening comments and introducing the agenda items. While the Council chairperson runs the procedural items of the meeting and facilitating discussions.

These examples have been provided as options below. Alternatively, the co-chairs may determine another method of facilitation that is not outlined in this report.

Ngā Whiringa | Options

Option One – Status Quo

Description of option

Ngāti Hauā co-chairperson performs the opening and closing karakia at each meeting, while the Matamata-Piako District Council co-chairperson facilitates the agenda items and guides discussion.

Option Two – Chairing alternate meetings

Description of option

Each chairperson to facilitate the equal amount of meetings each year (or otherwise agreed). Both chairs should ensure the overall structure and objectives of the meetings remain aligned.

Option Three – Shared facilitation

Description of option

Alternate leading different parts of the meeting, so each chairperson has the opportunity to guide discussions, ask questions and facilitate decision-making. Both chairs should ensure the overall structure and objectives of the meetings remain aligned.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

Ngāti Hauā Claims Settlement Act 2014

90 Membership of committee

- (1) *The trustees may appoint 3 members to the committee.*
- (2) *In deciding whom to appoint, the trustees must have regard to the views of the trustees of the Raungaiti Marae.*
- (3) *The Council may appoint 1 member.*
- (4) *The member appointed by the Council must be a councillor who is not the mayor or deputy mayor of the district.*
- (5) *The mayor and deputy mayor of the district are members of the committee.*
- (6) *Except in the case of the mayor and deputy mayor, a member of the committee—*
 - (a) *must be appointed by the appointer giving a written notice with the following details to the other appointer:*
 - (i) *the member's full name, address, and other contact details; and*
 - (ii) *the date on which the appointment takes effect, which must be no earlier than the date of the notice:*
 - (b) *may be appointed, reappointed, or discharged at the discretion of the appointer.*

91 Procedure of committee

- (1) *The committee must, except as provided in this subpart, regulate its own procedures.*
- (2) *The first meeting of the committee must be held no later than 2 months after the settlement date.*
- (3) *The committee must, at its first meeting,—*
 - (a) *appoint 2 co-chairpersons of the committee (1 being a Council appointee and 1 being a Ngāti Hauā appointee) and state the terms of those appointments; and*
 - (b) *adopt a set of standing orders for the operations of the committee.*
- (4) *Every member of the committee must comply with the standing orders of the committee.*
- (5) *The appointers may agree how frequently the committee meets.*
- (6) *At each meeting, a quorum consists of 2 Council appointees and 2 Ngāti Hauā appointees.*
- (7) *The committee must endeavour to make decisions by consensus.*
- (8) *If there is no consensus, a decision of the committee may only be made by a 75% majority of those members present at a meeting of the committee.*

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a low level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonable practicable options available.	Options are addressed above in this report.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered above. This issue is assessed as having a low level of significance.





Policy Considerations

1. To the best of the writer’s knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the Local Government Act 2002 or any other enactment.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes


Matamata Piako District Council’s Community Outcomes are set out below:

MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE	MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION
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TŌ MĀTOU WHAKAKITENGA OUR VISION			
Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. 'The heart of our community is our people, and the people are the heart of our community.'			
TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES)			
			
He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi puawaitanga A place to thrive	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment	He wāhi whakapapa, he wāhi hangahanga A place to belong and create

All of the above community outcomes are relevant to this report.

Ngā Tāpiritanga | Attachments

[A↓](#). Co-Chair Waharoa Aerodrome Committee


Ngā waitohu | Signatories

Author(s)	Tamara Kingi Kaiārahi Kāwana Governance Team Leader	
Approved by	Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	



8 April 2025

Manaia Te Wiata

Chief Executive

Matamata Piako District Council



Ngāti Hauā
Iwi Trust

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Confirmation of Co-Chair – Waharoa Aerodrome Committee

Tēnā koe Manaia

This letter serves to formally confirm that **Muna Wharawhara** has been mandated by **Ngāti Hauā Iwi Trust** as Co-Chair on the **Waharoa Aerodrome Committee**.

If you require any further information or clarification, please don't hesitate to contact me.

Nāku noa, nā

Lisa Gardiner
Chief Executive



7 Pūrongo me whakatau | Decision Reports

7.2 Standing Orders

CM No.: 3018521

Te Kaupapa | Purpose

The purpose of this report is to seek agreement to amend the Standing Orders adopted by the Waharoa (Matamata) Aerodrome Committee on 1 June 2023, to:

- include the provision for members to attend meetings via audio and visual links, and be counted towards a quorum
- extend the timeframe for requesting public forums from one clear working day to three clear working days
- extend the timeframe for requesting deputations from five clear working days to eight clear working days.

Rāpopotonga Matua | Executive Summary

The adoption of Standing Orders and any amendment to Standing Orders must be made by a vote of not less than 75% of the members present. Standing Orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies.

The Standing Orders can be found here: [standing-orders](#). Matamata-Piako District Council adopted the suggested amendments to Standing Orders at their meeting on 26 March 2025.

Tūtohunga | Recommendation

Note: amendment of Standing Orders requires a vote of not less than 75% of members present

That:

1. The information be received.
2. Standing Orders are amended to reflect Schedule 7 of the Local Government Act, clause 25A, which now allows provision for Council and Committee members to attend meetings by audio / visual link as follows:
 - **Clause 13.8: Member's status: quorum – Provided conditions in 13.1, 13.7, 13.11 and 13.12 of the Standing Orders have been satisfied, and in accordance with Schedule 7 of the Local Government Act, clause 25A (4), a member of the local authority or committee who attends a meeting by means of audio link or audio-visual link, is to be counted as present for the purpose of a quorum.**
3. Standing Orders are further amended to:
 - **Clause 15.1: Time limits to request to speak at a public forum – requests to speak at a public forum must be made to the Chief Executive, or their delegate, at least three clear working days before the meeting (previously one clear day). However, the requirement of notice may be waived by the Chairperson.**
 - **Clause 16.1: Deputations – requests to speak at a deputation must be made to the Chairperson, or their delegate, at least eight working days before a meeting (previously five working days). However, the requirement of notice may be waived by the Chairperson.**

Horopaki | Background

Standing Orders contain rules for the conduct of the proceedings of local authorities, committees, sub-committees and subordinate decision-making bodies. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner.

Matamata-Piako District Council (MPDC) adopted its Standing Orders on 9 November 2022 and adopted the amendments on 26 March 2025. The Waharoa (Matamata) Aerodrome Committee adopted its Standing Orders on 1 June 2023.

The decision to amend Standing Orders requires a vote of not less than 75% of its members. This equates to a minimum of five members required if all members are present to agree for a decision to be carried.

Ngā Take/Kōrerorero | Issues/Discussion

Right to attend by audio or audio-visual link

Standing Orders adopted by MPDC in 2022, do not allow for attendance by elected / committee members via audio or audio-visual link to be counted towards a quorum as this was not allowed under legislation at the time.

Schedule 7 of the Local Government Act 2002 clause 25A, now allows provision for a member of a local authority, unless lawfully excluded, the right to attend any meeting of the local authority or committee by means of audio link or audio-visual link to be counted towards a quorum. This only applies where Council adopt Standing Orders equivalent to:

- Provided all required conditions are met, members of the local authority and its committees (and members of the public for the purpose of a deputation approved by the chairperson), have the right to attend meetings by means of an audio or audio-visual link, unless they have been lawfully excluded.
- Noting the above, the chairperson may give approval for a member to attend meetings by audio or audio-visual link, either generally or for a specific meeting. Examples of situations where approval can be given include:
 - i) Where the member is at a place that makes their physical presence at the meeting impracticable or impossible;
 - ii) Where a member is unwell; and
 - iii) Where a member is unable to attend due to an emergency.
- Where possible, a member will give the chairperson and the Chief Executive Officer (CEO) at least two business days' notice when they want to attend a meeting by way of audio or audio-visual link. Should, due to sickness or emergency, this is not possible the member may give less notice. Where such request is made, and the technology is available, the CEO will take reasonable steps to enable the member to attend by audio or audio-visual link. MPDC has no obligation to make the technology available. Therefore, if the member's request cannot be accommodated, or there is a technical issue with the link, it will not invalidate any acts or proceedings.
- Where an audio or audio-visual link fails, or there are other technical issues that prevent a member who is attending via an audio or audio-visual link from participating in a meeting, that member must be deemed to be no longer attend the meeting.
- A member who is attending a meeting by audio or audio-visual link must ensure that the meeting's proceedings remain confidential during any public excluded items. At such time, the chairperson may require the member to confirm that no unauthorised people are able to hear or view the proceedings. Should the chairperson not be satisfied, they may direct that an audio or audio-visual link be terminated.

Public Forum

The current Standing Orders state that requests to speak to a public forum must be received by the CEO (or their delegate) at least one clear day before the meeting. There is an opportunity to extend this timeframe. It is suggested that this timeframe be extended to 3 clear working days for scheduling purposes.

Deputations

In contrast to public forums, deputations allow individuals or groups to make a formal presentation to a meeting as an item on the agenda. The current Standing Orders state that requests to speak

to a deputation must be received by the chairperson, or an official with delegated authority, 5 working days before a meeting. However, this requirement may be waived. Agendas close 7 working days before a meeting. It is suggested that this timeframe be extended to 8 working days to align with the closing of the agenda.

Adoption of Standing Orders

The adoption of Standing Orders and any amendments to Standing Orders must be made by Council/Committees of not less than 75% of the members present.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

23 Quorum of councils and committees

- (1) A meeting is duly constituted if a quorum is present, whether or not all of the members are voting or entitled to vote.*
- (2) Business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted.*
- (3) The quorum at a meeting of—*
 - (a) a local authority consists of—*
 - (i) half of the members if the number of members (including vacancies) is even; or*
 - (ii) a majority of members if the number of members (including vacancies) is odd; and*
 - (b) a committee—*
 - (i) is not fewer than 2 members of the committee (as determined by the local authority or committee that appoints the committee); and*
 - (ii) in the case of a committee other than a subcommittee, must include at least 1 member of the local authority.*

25A Attendance at meetings by audio link or audiovisual link

- (1) A member of a local authority, or of a committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the local authority or committee by means of audio link or audiovisual link if—*
 - (a) the standing orders of the local authority permit attendance at that meeting by means of audio link or audiovisual link; and*
 - (b) the presiding member at that meeting is satisfied that all conditions and requirements in the standing orders in relation to attendance at that meeting by means of audio link or audiovisual link are met.*
- (2) A person other than a member of a local authority, or committee, may participate in a meeting of the local authority or committee by means of audio link or audiovisual link if—*
 - (a) the standing orders of the local authority permit participation at that meeting by persons other than members by means of audio link or audiovisual link; and*
 - (b) the presiding member at that meeting is satisfied that all conditions and requirements in the standing orders are met in relation to—*
 - (i) participation at that meeting by persons other than members; and*
 - (ii) the use of audio link or audiovisual link for that participation.*
- (3) The person presiding must, for the purposes of subclause (1) or (2), ensure that—*

- (a) *technology for the audio link or audiovisual link is available and is of suitable quality; and*
- (b) *the procedure for the use of that technology in all the circumstances of the particular meeting will ensure that—*
 - (i) *all those participating in the meeting can hear and be heard by each other; and*
 - (ii) *in relation to subclause (1), the attendance of a member by means of audio link or audiovisual link does not reduce the accountability or accessibility of that person in relation to the meeting; and*
 - (iii) *the requirements of [Part 7](#) of the Local Government Official Information and Meetings Act 1987 are met.*
- (4) *A member of the local authority or committee who attends a meeting by means of audio link or audiovisual link, in accordance with this clause, is to be counted as present for the purposes of [clause 23](#).*
- (5) *Nothing in this clause requires a local authority to make technology for an audio link or audiovisual link available.*
- (6) *A document may be given or shown to, or by, a person appearing at a meeting by way of audio link or audiovisual link—*
 - (a) *by transmitting it electronically; or*
 - (b) *by use of audiovisual link (if the person is appearing by audiovisual link); or*
 - (c) *by any other manner that the person presiding thinks fit.*
- (7) *In this clause,—*
 - audio link** *means facilities that enable audio communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting*
 - audiovisual link** *means facilities that enable audio and visual communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting.*

Local Government Act 2002 (LGA 2002) Decision-making requirements





Having regard to the decision-making provisions in the LGA 2002 and Councils Significance Policy, a decision in accordance with the recommendations is assessed as having a low level of significance.

All Council decisions, whether made by the Council itself or under delegated authority, are subject to the decision-making requirements in sections 76 to 82 of the LGA 2002. This includes any decision not to take any action.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata-Piako District Council’s Community Outcomes are set out below:

MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE	MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION
TŌ MĀTOU WHAKAKITENGA OUR VISION	

<p>Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. 'The heart of our community is our people, and the people are the heart of our community.'</p>			
<p>TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES)</p>			
			
<p>He wāhi kaingākau ki te manawa A place with people at its heart</p>	<p>He wāhi puawaitanga A place to thrive</p>	<p>He wāhi e poipoi ai tō tātou taiao A place that embraces our environment</p>	<p>He wāhi whakapapa, he wāhi hangahanga A place to belong and create</p>

All of the above community outcomes relevant to this report.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	<p>Tamara Kingi Kaiārahi Kāwana Governance Team Leader</p>	
Approved by	<p>Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager</p>	

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Policy and Bylaw Consultation Update

CM No.: 3027671

Te Kaupapa | Purpose

To provide an update on the formal consultation for the Policies and Bylaws, as recently consulted on.

Rāpopotonga Matua | Executive Summary

Council is required to regularly review its policies and bylaws. The review times for statutory policies are set out in the relevant legislation, and bylaws must be reviewed five years after they were first made and then every ten years after that. In addition to this, Council reviews its Fees and Charges annually alongside the Annual Plan/Long Term Plan process.

Consultation was open from 27 February to 13 April 2025 on the following documents:

- Draft Gambling Venue Policy
- Draft TAB Venue Policy
- Draft Community Safety Bylaw
- Draft Cemeteries Bylaw

Consultation was open from 13 March to 13 April 2025 on the following documents:

- Draft Fees and Charges 2025/26
- Draft Dangerous and Insanitary Buildings Policy
- Draft Alcohol Licensing Bylaw

Due to the number of topics available for community feedback, a staggered timeline allowed for a more targeted engagement approach across a longer consultation period.

Formal consultation has now been completed. At the time of writing this report, a hearing was scheduled on 7 May 2025 for those submitters who chose to speak to their submission, and to undertake deliberations and decision making. This report provides the Committee with an update upon the completion of the consultation process.

Tūtohunga | Recommendation

That:

1. **The information be received.**

Horopaki | Background

Policy and Bylaw Reviews

Council is required to regularly review its policies and bylaws under central government legislation. In general, bylaws must be reviewed five years after they were first made and then every ten years after that. Most policies are reviewed either every three or five years, and Fees and Charges reviewed every year alongside the Annual Plan/Long Term Plan process. Policies and bylaws can be reviewed earlier than the statutory requirements, which may be done to implement central government changes or to ensure there is adequate staff resourcing to undertake the review process.

Council's 2024/25 work programme included the following:

- Statutory review of the Gambling & TAB Venue Policies
- Statutory review of the Public Safety Bylaw (now Community Safety Bylaw)
- Statutory review of the Public Amenities Bylaw (now Cemeteries Bylaw)
- Review of the Dangerous and Insanitary Buildings Policy to align with legislation
- Annual review of Fees and Charges for 2025/26
- Drafting of a new Alcohol Licensing Fees Bylaw

Early Community Engagement

Early engagement was undertaken with targeted community groups and individuals on the policies and bylaws. This included a community survey, Te Manawhenua Forum mō Matamata-Piako (Forum) and Waharoa (Matamata) Aerodrome Committee (Committee) engagement. Staff arranged focus groups, staff/internal engagement, and community pop-in days. Early engagement allowed staff to capture common themes and concerns within the community, and provide the initial feedback to Council for consideration during the drafting and review process.

Formal Consultation

Council sought formal community feedback on the draft documents from 27 February to 13 April 2025. Due to the number of topics available for community feedback, a staggered timeline allowed for a more targeted engagement approach across a longer period.

Submissions could be made on a dedicated consultation website: Kōrero Mai | Let’s Talk <https://letstalk.mpd.c.nz/>. Hard copy submissions could also be made, with forms available from Council offices and Libraries.

Staff attended three market days in each main town in March 2025 to engage with the community, build relationships, and provide information on the topics. Mayor Adrienne Wilcock also hosted a Q&A during a webinar on 18 March 2025 to provide a high level summary and answer questions on the various topics.

The following section provides information on submissions received.

Ngā Take/Kōrerorero | Issues/Discussion

In total, 72 submissions were received. Five late submissions were received after the closing date and are included in this total. One further submission received after the due date by the Policy Team (Grassroots Trust) is also included in this total.

The following table provides a breakdown of submissions per topic.

Policy, Bylaw, and Fees and Charges consultation 2025 (including late submissions)	
Total number of submissions (topics) (Policies, Bylaws and Fees and Charges)	72
Number of submissions per topic	
1) Draft Fees and Charges 2025/26	3
2) Draft Gambling Venue Policy	21

3) Draft TAB Venue Policy	20
4) Draft Dangerous and Insanitary Buildings Policy	3
5) Draft Alcohol Licensing Fees Bylaw	4
6) Draft Community Safety Bylaw	14
7) Draft Cemeteries Bylaw	7

Summary of Submissions and Themes

The following table provides information on submissions received. The option that received the most support is in **red and bolded** text.

Fees and Charges
<p>Which of these Policy options do you support?</p> <p>Other - 2 Proposed (most fees increased by inflation with some further increases due to legislation or a wider restructure of the way costs are charged to customers) – 1</p>
<p>Summary of Submissions</p> <p>One submitter expressed concern about new/increased Council fees and their impact on residents, especially during a time of economic hardship. They suggested that if additional revenue is needed, the Council could consider reinstating library late fees or increasing charges for services such as pools, spas, and libraries rather than raising building consent fees, which they see as a barrier to private property improvement.</p> <p>One submitter was particularly concerned about dog registration fee increases, noting that responsible dog owners - who do not require services like Animal Control Officers, are unfairly penalised for the actions of those who let their dogs roam or don't register them. They noted that the increase may discourage compliance and create financial strain, particularly for those on fixed incomes like pensions.</p> <p>One submission supported the proposed option but did not provide reasoning.</p>

Gambling Venue Policy & TAB Venue Policy	
<p><u>Gambling Venue Policy</u></p> <p>What option do you support? Sinking lid - 14 Proposed (Absolute cap) - 4 Decrease - 2 Increase - 1</p>	<p><u>TAB Venue Policy</u></p> <p>What option do you support? No standalone TAB venues - 10 No selection - 6 Proposed option (one TAB venue allowed per main town (Matamata, Morrinsville and Te Aroha)) - 3 Other - 1</p>

<p>Summary of Submissions</p> <p>Submissions note that gambling harm disproportionately affects Māori and Pacific Peoples, and people in high deprivation areas.</p> <p>Some submissions noted the harm gambling has had on themselves, someone close to them, or people they work with. Submissions also noted that electronic gaming machines are the most harmful forms of gambling and the harm caused by gambling (such as emotional and psychological stress, financial harm such as increased credit card debt, reduced performance at work or education, relationship conflict, disruption and breakdown, and criminal activity) can also harm children by extension.</p> <p>Several local groups and community members expressed the importance of gambling grants that fund a range of activities that support community wellbeing.</p> <p>Submissions were received from Gaming Trusts noting the economic and wellness benefits from grants to local community groups and the harm minimisation measures in place.</p>	<p>Summary of Submissions</p> <p>10 submissions did not want Council to allow any standalone TAB venues in the district and noted that that Māori and Pacific Peoples are at higher risk of gambling harm, and allowing other forms of gambling like TAB venues will negatively impact wellbeing. Submissions also noted that as there are no in-person gambling specific support services in the district, there are limited options for people to access gambling support.</p> <p>Some submitters supported the proposed TAB policy option (a maximum of one standalone TAB venue per town), but no reasoning was provided.</p>
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Dangerous and Insanitary Buildings Policy

Which of these Policy options do you support?
Proposed (minor changes made following Ministry of Business, Innovation and Employment audit) – 3

Summary of Submissions

All three submissions were in support of the proposed option. One submitter highlighted the significant challenges facing St Marks Church in Te Aroha, noting extensive costs to repair. Funding efforts to date suggest it may take many years or even decades before restoration can proceed.

Alcohol Licensing Fees Bylaw

Which of these Policy options do you support?
Proposed (A new bylaw would result in increased costs to apply for an alcohol licence to reflect actual costs) – 2
Status Quo (Alcohol Licensing Fees would remain as per the 2012 legislation)- 2

Summary of Submissions

The feedback received expressed concern about proposed fee increases to alcohol licensing. One submitter queried the costs to Council especially given the new requirement for individual licenses unless they are considered linked.

Submitters highlighted the financial strain already faced by businesses during a time of economic hardship. They suggested that raising fees will ultimately lead to increased costs for consumers and place further pressure on the hospitality sector, which may not be in a position to absorb additional expenses.

Submitters in support of the proposed option did not provide reasoning.

Community Safety Bylaw

Which of these Policy options do you support?

With amendments - 5

Proposed Bylaw – 4

No option selected - 4

Other - 1

Summary of Submissions

Many submitters supported the overall direction of the bylaw review but offered suggestions for improvement, clarity, and enforcement. There was support for clearer, plain language to make bylaws more accessible.

Some submitters raised concerns around animal management including dogs in shops and roaming or feral cats. There was a call for stronger rules around the feeding, relocating, or dumping of cats and the submitter highlighted the environmental harm they can cause.

General support for the alcohol ban areas was noted including a submission received from the New Zealand Police. Some submitters wanted alcohol bans to be more widely known and enforced, noting incidents involving intoxicated individuals in public places. Skate zones and safety for tamariki and kaumātua were mentioned as priorities, with support for retaining no-skate areas and the inclusion of more signage to support this.

Some submissions called for more effective enforcement and signage to support compliance with bylaws - particularly in parks, reserves, and alcohol ban areas.

A submitter noted that bylaws play an important role in setting clear expectations for acceptable public behaviour. They caution that leaving offences unaddressed or assuming Police or central government will handle them can lead to the normalisation of harmful behaviour, especially given Police resourcing challenges. They did not support removing the bylaw clauses relating to illegal behaviour. There were several submitters that wanted a focus on crime prevention and anti-social behaviour.

Cemeteries Bylaw

Which of these Policy options do you support?

Proposed Bylaw – 3

With amendments – 2

Other – 1
No option selected - 1

Summary of Submissions

Positive feedback on the clarity of the bylaw was received whilst one submitter asked for the term "people without means" to be used instead of "poor persons" to be used in the bylaw.

One submitter noted support for Council to enable natural burials, reflecting a growing public interest.

There were some submissions concerned about Council placing restrictions on headstone decorations with feedback reflecting that families should be able to decide this themselves with only offensive items restricted. General agreement was received relating to the rule against breakable containers. One submitter suggested flowers etc. should be allowed in non-breakable containers and to state in the bylaw how they must be placed (for amenity/maintenance reasons).

Operational comments were received relating to the requirement for consistency in specifications for memorials and plaques across the three main cemeteries. There is also a request to standardise the size of berms for memorials across the district. Additionally, one submitter recommends that any new ash walls be designed to accommodate both standard ash container sizes used.

At the time of writing this report, 7 submitters were scheduled to present their submission to Council at the hearing on 7 May 2025. Following the hearing of submitters, Council will read through and consider all submissions received, followed by deliberations and decision making.

Following the decisions made, staff will provide the Committee with a further update at the next meeting.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

Legislative requirements for the policy and bylaw reviews are noted in the relevant Statements of Proposal as provided to the community for the purposes of consultation.

Consultation was undertaken in accordance with the special consultative procedure of the Local Government Act (LGA) and to give effect to section 82 (principles of consultation).

Local Government Act 2002 (LGA 2002) Decision-making requirements

Having regard to the decision making provisions in the LGA and Council's Significance and Engagement Policy, the Council decisions associated with the documents recently consulted on were assessed as having a medium level of significance. This is due to the following considerations:

- The proposals for consultation were thought to affect a large number of people in the community (and represented a wide and varied number of topics of interest);
- It was determined that the proposals would have a moderate level public interest; including the public health issues of gambling, and wellbeing considerations in the Community Safety Bylaw.

- The public health issues were anticipated to be of interest to iwi/Māori organisations and health providers as they have a focus on protecting health and wellbeing of their communities;
- Early engagement was undertaken as part of the review process, with a wide range of views shared. The consultation period provided an opportunity for formal feedback to Council on the draft documents to understand if any additional changes should be made. The documents were made available for public feedback as drafts and further changes could be made following the consultation period and prior to the documents being formally adopted by Council.

Policy Considerations

To the best of the writer’s knowledge, this recommendation is not significantly inconsistent with nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by this local authority or any plan required by the LGA or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement
Early engagement

Early engagement was undertaken to understand community views to support the review of Council’s policies and bylaws. Staff and Elected Members supported these events which included:

- Community surveys and direct email/phone calls to key stakeholders.
- Pop in sessions in Matamata, Morrinsville and Te Aroha – where the community could talk about issues of importance to them and ask questions.
- Workshops held with community leaders to understand important community issues and how Council’s bylaws could support this.

Formal engagement

Council is required to use the special consultative procedure and principles of consultation as detailed in sections 82 and 83 of the LGA respectively. This states (amongst other requirements as detailed in the legislation), that the period of consultation must be not less than one month and Council must provide an opportunity for persons to present their views in a manner that enables spoken (or New Zealand sign language) interaction between the person and Elected Members.

The consultation period was open from:

27 February 2025 – Gambling Venue Policy, TAB Venue Policy, Community Safety Bylaw and Cemeteries Bylaw

13 March 2025 – Fees and Charges 2025/26, Dangerous and Insanitary Buildings Policy, Alcohol Licensing Fees Bylaw

13 April 2025 – Consultation closed for all topics/documents.

Submissions could be made electronically via the website or alternatively, hard copies of the Statement of Proposal (including submission form) were available from the Council’s libraries and offices for each document.





Timeframes

Timing	Engagement/Description
11 December 2024 -	Draft Gambling Venue Policy, TAB Venue Policy, Community Safety Bylaw and Cemeteries Bylaw approved by Council for consultation
5 February 2025 -	Draft Fees and Charges 2025/26, Dangerous and Insanitary Buildings Policy, Alcohol Licensing Fees Bylaw approved by Council for consultation

<p>Ongoing during consultation period 27 February – 13 April 2025</p>	<p>A wide range of tools were utilised to share the messaging and to encourage our community to submit their feedback. This included:</p> <ul style="list-style-type: none"> • Kōrero Mai Let’s Talk Website <ul style="list-style-type: none"> ○ Use of a dedicated consultation website (mpdc.nz/letstalk), building on the success of the Long Term Plan 2024–34 site, where the community could access information and complete a feedback form. ○ Newspaper advertising (Council in Focus). ○ Email newsletters to subscribers (e.g. Business, Bylaws, Māori stakeholders etc.) and direct emails/letters to stakeholder groups, including as required by legislation. • Use of social media – Facebook/Antenno etc. • Presentation/discussion of the issues at meetings e.g. Business after 5 events, Business Breakfast, Grey Power (Morrinsville). • Attending community events including markets in Matamata, Morrinsville and a Day at the Domain (Te Aroha). • Youth/rangatahi workshop held in Morrinsville.
<p>18 March 2025</p>	<p>Webinar hosted by Mayor Adrienne Wilcock</p>
<p>13 April 2025</p>	<p>Consultation closed on all topics/documents.</p>
<p>7 May 2025</p>	<p>Hearing of submitters Council may choose to adopt on 7 May 2025 following deliberations or request further changes for adoption at a later date.</p>
<p>1 July 2025</p>	<p>All documents come into force</p>

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

Matamata-Piako District Council’s Community Outcomes are set out below:

<p>MATAMATA-PIAKO TŌ MĀTOU WĀHI NOHO OUR PLACE</p>	<p>MATAMATA-PIAKO DISTRICT COUNCIL TE ARA RAUTAKI STRATEGIC DIRECTION</p>		
<p style="text-align: center;">TŌ MĀTOU WHAKAKITENGA OUR VISION</p> <p>Matamata-Piako District is vibrant, passionate, progressive, where opportunity abounds. ‘The heart of our community is our people, and the people are the heart of our community.</p>			
<p style="text-align: center;">TŌ MĀTOU WHĀINGA MATUA OUR PRIORITIES (COMMUNITY OUTCOMES)</p>			
			

He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi puawaitanga A place to thrive	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment	He wāhi whakapapa, he wāhi hangahanga A place to belong and create
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The bylaws and policies contribute to the achievement of all of Council’s community outcomes above.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

The costs of reviewing Council’s policies/bylaws relate to the consultation process including print advertising and public notices. Costs are funded within existing budgets through the Strategies and Plans activity as outlined in Council’s Long Term Plan 2024-2034.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Laura Hopkins Kaitohu Kaupapahere Mātāmua Senior Policy Advisor	
Approved by	Niall Baker Kaiārahi Tima Kaupapahere Policy Team Leader	
	Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	

8 Ngā Pūrongo Whakamārama | Information Reports

8.2 District Plan and RMA Reform Update

CM No.: 2997506

Te Kaupapa | Purpose

The purpose of this report is to provide the Waharoa (Matamata) Aerodrome Committee with an update on the rolling review of the District Plan and Resource Management Act Reform.

Rāpopotonga Matua | Executive Summary

A District Plan and Resource Management Reform summary is provided below. The update specifically refers to Waharoa (PC49), Papakāinga (PC54), Fonterra Waitoa (PPC55), Calcutta (PPC57), and the National Planning Standards (PC61), Resource Management Act Reform (RMA Reform) and the Hauraki Gulf Forum (HGF). Jayshree Kanji and Carolyn McAlley are available to deliver the update and answer any questions.

Tūtohunga | Recommendation

That:

1. The report be received.

Horopaki | Background

Ngā Take/Kōrerorero | Issues/Discussion

Plan Change 49 - Waharoa

This Council initiated District Plan change seeks to review the zoning and development controls of Waharoa. To date, a preliminary community Hui was held in partnership with Ngāti Hauā to understand the invited stakeholder's aspirations for the town. Following this, a Working Group was established that consists of Matamata-Piako District Council elected members and Ngāti Hauā representatives as governance members along with a number of support staff. On 30 November 2022, Matamata-Piako Te Manawhenua Forum and Ngāti Hauā held a community consultation event at Te Kura O Waharoa in order to understand if the initial spatial plan that was developed meets the communities' aspirations and needs for Waharoa. As part of this consultation, an online survey where individuals could share their thoughts on the initial spatial plan was also available following the consultation event for those that could not attend.

In total, 150 participants completed the online survey and there were around 30 participants at the community event. A report that summarises the outcomes of the consultation is available to view on the Council's website. In addition, Warren Gumbley consultants have been engaged to undertake an archaeological assessment of the plan change area. This work was completed in November 2023. In his investigation, Mr Gumbley identified several places of significant cultural and archaeological value within the Waharoa area, most notably the Matamata Pā, Te Tapiri Pā and the CMS Mission Station. However, the exact location of many of these places is uncertain.

The Council has completed drafting the issues and option paper, which signals the likely key objectives of the plan change. The Governance Group has reformed, with Lisa Gardiner as chair and the first meeting was held on 9 October 2024. The Governance Group have approved traffic investigation work to commence and have selected an urban designer. A panel of local panel of champions (3) have been appointed to work in conjunction with the project to ensure local

interests are reflected in that work stream. The informal consultation phase of the plan change also identified some community aspirations regarding the Waitoa River, including provision for recreational access. To facilitate this, staff have proposed several additional areas of Natural Open Space Zone along its banks.

Feedback has been sought from affected property owners regarding this proposal. Three of the affected owners made a response to this consultation, with one very opposed to the idea of public access, the other sought clarification as to the area to be included in the changes, while the third party was supportive while seeking clarification related to stormwater disposal from their sites. Staff will consider this feedback, as they look further into river access, and how this could be achieved in the context of access and pedestrian links within the wider Plan Change area. On 3 April 2025, a site visit was undertaken by staff, the Governance Group, technical experts and local champions to gain a better understanding of the issues and possible solutions in the key areas of interest within Waharoa.

Plan Change 54 – Papakāinga

This plan change involved an update the District Plan provisions to allow for papakāinga development. The aim is to ensure that the District Plan provides an enabling framework for quality papakāinga development that supports the social, cultural and economic wellbeing of tangata whenua. The plan change was originally raised by Te Manawhenua Forum and recommended to Council as a priority. Council took on this recommendation and initiated a plan change, which is now operative in our district plan.

The new Māori Purpose Zone (Precinct 1 – Papakāinga Tahī) will provide the most enabling provisions for papakāinga by increasing housing density in comparison to the Rural Zone and enabling the establishment of home businesses and small-scale community facilities, education facilities and healthcare facilities.

Sites to be rezoned as Māori Purpose Zone (Precinct 2 - Papakāinga Rua) have existing papakāinga. In addition to the Māori Purpose Zone, the plan included general provisions (district-wide) in the Rural and Rural-Residential Zones enabling papakāinga development on Māori Freehold Land, General Land owned by Māori (if it can be demonstrated there is an ancestral connection and a legal mechanism in place to ensure the land is maintained in whanau ownership in perpetuity), and Treaty Settlement Land.

As part of the earlier plan change process, an Iwi Working Group (IWG) Hui was held to discuss key themes that were raised in the submission and members viewed an unbranded papakāinga Toolkit. Council staff are now near completion of the draft toolkit and working with our Iwi Working Group Chairs to organise a Hui to discuss matters related to ‘ancestral connection’ and to test-run the toolkit document. Council staff have also commenced work on a practice note, which will help the Council’s consents planners implement the District Plan’s papakāinga provisions.

Private Plan Change 55 – Fonterra Waitoa

On 13 November 2020, Council received a private plan change request regarding the Waitoa manufacturing site Development Concept Plan (DCP). The request proposed the expansion of the site’s Noise Emission Control Boundary (NECB). It also seeks to amend the rules associated with this boundary. Council made a request, on 22 January 2022, for further information under Clause 23, RMA Schedule 1. Council received a response to this further information request at the end of November 2022 and worked with the applicant to finalise this information.

The application (including the further information) was finalised in February 2024 and lodged with the Council. At the Council meeting on the 27 March 2024, the Council formally accepted the Plan Change for notification. The application was limited notified on 14 May 2024 to those affected parties within the Waitoa community. Two identical submissions from an adjacent landowner were received in response to this notification. A summary of submissions was notified in late November

2024, where Council received two identical further submissions. A hearing is planned for 6 May 2025.

Private Plan Change 57 - Calcutta

On 3 August 2022, the Matamata-Piako District Council received a request for Private Plan Change 57 - Calcutta. This plan change seeks to rezone approximately 41ha of rural land along the southern side of Tauranga Road, Matamata to Industrial Zone. It also proposes to introduce a new General Industrial Zone into the District Plan in accordance with the National Planning Standards. On 11 October 2022, submissions opened for the Calcutta private plan change and closed on Wednesday 9 November 2022. Matamata-Piako District Council received 28 submissions in total. The Council summarised the submissions received and opened for further submissions on 7 March 2023 with a closing date of 21 March 2023. During this submission phase, a further 20 submissions were received. A hearing date was initially scheduled for February 2024, however, the applicant had asked for this to be deferred.

Due to this delay, the application exceeded the two-year threshold in which a decision has to be made on a plan change. To be able to progress the existing application beyond a two-year timeframe, approval was required from the Minister for the Environment. The applicant requested that the Council make an application for this to occur. Council requested a two-year extension, which was declined. The Ministry indicated that the Council should not have let the application be placed on hold. Staff have met with the applicant to discuss the potential next steps.

National Planning Standards (NPS) (PC61)

The Council continues to work on reformatting its District Plan to comply with the National Planning Standards (NPS). The purpose of the NPS is to make council plans and policy statements easier to prepare, understand and comply with. They do this by improving the consistency of the format and content across all resource management documents throughout New Zealand.

Some changes are simply a reorganisation of the Operative District Plan provisions, while other changes are more significant. While this work has taken longer than expected to develop, it is now sufficiently progressed to be subject to informal consultation with iwi, stakeholders and the public and will be known as Plan Change 61 (PC 61). An informal public consultation process was undertaken in October 2024 with some additional meetings in early November. The feedback from the informal consultation, together with suggested amendments was presented to the Council workshop on 11 December 2024.

On 5 February 2025, the revised draft material was taken to Council for content approval and approval to forward to iwi authorities. Following approval from Council, the draft material was sent to all relevant iwi authorities from mid Feb until the end of March 2025. No feedback was provided during this consultation. Following this, Council staff made 'tidy up' changes to PC 61, which largely involved formatting and cross-referencing changes to the text alongside fixing any inconsistencies on the planning maps. On 30 April 2025, the revised draft material, which included all PC61 District Plan chapters and mapping, was taken to Council to seek approval for formal notification. Council has approved the Plan Change for formal notification, which will start on 27 May 2025 and close on 26 June 2025. Additionally, Council staff will hold information sessions in each town to engage with public and stakeholders during the formal notification period.

Resource Management Act Reform (RMA Reform)

In March 2024, the Government made an announcement regarding its proposed RMA reform processes, which would occur in three phases. The first phase repealed existing RMA reform legislation. The second phase is to occur in two stages.

First stage

The first stage of phase two was the introduction of the new Fast-track Approvals bill. Recently, the decisions on the fast track projects that will be included as part of the bill have been released, with two located in Matamata-Piako. The Fast-track Approvals Act came into force December 2024 and the Council has already been invited to provide comments on a referral application lodged under it.

Second stage

The second stage of phase two will make targeted changes to the RMA to unlock development and investment. This will require two bills, the first of which was Resource Management (Freshwater and Other Matters) Amendment Bill. This came into force in late October 2024.

The Government introduced the Resource Management (Consenting and Other System Changes) Amendment Bill in December 2024 to progress the following government priorities:

The Bill would serve to amend the following existing provisions in the RMA:

- Infrastructure (including energy) – specify default maximum timeframes for consent processing, establish default consent timeframes for renewable energy and infrastructure consents to improve process and outcome certainty.
- Housing growth - optional for councils to implement the medium density residential standards and provides plan-making processes to deliver for housing.
- Farming and the primary sector – greater flexibility and certainty for marine farming consent processes.
- Natural hazards and emergencies – more tools to deal with natural hazards and emergency events to promote better decision making.
- System and enforcement improvements - simplify the consenting regime by clarifying the scope of further information requests, increasing the penalties for noncompliance and enable the consideration of an applicant's compliance history in consent decisions.

The Council's RMA Policy team made a submission on this Bill in time for the close of submissions on 10 February. Key areas of interest include proposed amendments to consenting processes, natural hazards and system and enforcement improvements. The submission was taken to the Council meeting on 5 March 2025 for retrospective endorsement.

In the third phase of the reform, the Government is proposing to replace the RMA with two new acts. One act will manage environmental effects arising from activities that use natural resources. The second is intended to enable urban development and infrastructure, and will be aligned with the Government's Going for Housing Growth plan and its 30-year National Infrastructure Plan. This work is being signalled for mid-2025.

Hauraki Gulf Forum (HGF)

Councillor James Sainsbury and staff attended the Hauraki Gulf Forum (HGF) meeting held on 3 March 2025 at Waikato Regional Council in Hamilton.

The meeting commenced with the public forum, which included a presentation from Environment Law Initiative (ELI) regarding two significant recent High Court judgements. In the case between ELI and Environment Southland, it was determined that Environment Southland failed to carry out its obligations under s35 of the RMA to effectively monitor and protect its wetlands. ELI also challenged the Minister for Oceans and Fisheries on the Total Allowable Catch decision for crayfish in Northland (NZ Rock Lobster Fishery extending from the Kaipara Harbour on the west coast of the North Island around North Cape and then south to Te Arai Point). In both situations, Environment Law Initiative won the case.

The Co-Chairs report signified that 2025 is an important year for the Forum as it celebrates its 25th anniversary. Additionally, 2025 also marks 50 years since the establishment of New Zealand's first Marine Reserve at Cape Rodney-Okakari Point (Goat Island). Concerns over the ecological health of the Gulf were also expressed particularly regarding exotic caulerpa infestation and the need to continue community education to enable rapid responses.

In August 2024, Co-Chairs announced the appointment of Lucy Baragwanath to the role of Executive Officer, replacing Alex Rogers. However, Lucy has recently resigned from her role and will be leaving on 4 April 2025. On 3 December 2024, Mayor Toby Adams resigned from his position as Co-Chairperson. However, he will continue to remain as a member of the Forum.

Co-chairperson Nicola MacDonald led a discussion regarding the timing of the election of the new Co-chairperson and their responsibilities and governance functions. Forum members collectively agreed to hold an election during this meeting. Two nominations were received and a vote was held among forum members that attended both in person and remotely. Councillor Warren Maher from Waikato Regional Council was formally appointed as Co-chairperson after receiving the most votes.

There were several Constituent party reports, the purpose of which is to brief Forum members on key priorities and work programmes occurring among the Forum's Constituent parties. This included presentations from Waikato Regional Council about the Ohinemuri River Mine Discharge Event that occurred on 23 August 2024 due to a historic mine shaft near the Karangahake Gorge car park. This caused the Ohinemuri River to turn into a bright orange colour, which was observed as far as Mackay Town, just upstream of Paeroa. Biosecurity New Zealand also presented their findings on exotic caulerpa and provided further information about the Sea Eagle superyacht that was permitted to enter the Hauraki Gulf despite biosecurity compliance issues. Concerns were raised due to the vessel's dirty hull while competing in a regatta within the Gulf. However, Biosecurity NZ confirmed that there were no high-risk organisms associated with the vessel.

The Department of Conservation and Fisheries NZ provided a brief oral update in relation to their written report on progress and actions to revitalize the Gulf.

Forum members also agreed to endorse the position that the Forum calls for the Government to discard the proposed amendments and pass the Hauraki Gulf Tikapa Moana Bill in the form recommended by the Select Committee. The proposed amendments to the Bill would allow limited ring net fishing in two of the high protection areas within the Gulf.

Co-chairperson Nicola MacDonald also provided an update on the RMS Niagara. Mapping of the remaining oil at the site has been undertaken with the support of Mana whenua. The mapping data should be available and presented in 3D to determine the extent and severity of the remaining oil and potential next steps.

The Forum discussed the schedule of meetings for 2025. This included a request for volunteers to host the upcoming May and August meetings. The next HGF meeting will be held on 19 May in Auckland.

Link to agenda and minutes for 3 March 2025 HGF meeting
<https://infocouncil.aucklandcouncil.govt.nz/>

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Jayshree Kanji	
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Approved by	Nathan Sutherland Kaiārahi Rautaki RMA Team Leader RMA Policy	
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8 Ngā Pūrongo Whakamārama | Information Reports

8.3 Waharoa (Matamata) Aerodrome Reserve Management Plan Review Update

CM No.: 3018443

Te Kaupapa | Purpose

The purpose of this report is to provide the Waharoa (Matamata) Aerodrome Committee (WMAC) with an update on the Waharoa (Matamata) Aerodrome Reserve Management Plan (RMP) review

Rāpopotonga Matua | Executive Summary

On 24 October 2024, the WMAC received several reports relating to the RMP review and resolved to approve staff to progress the project. These reports highlighted that further engagement was required to clarify how the positions, concerns and aspirations of the Ngāti Hauā, Ngāti Te Oro, Ngāti Rangi Tawhaki, Raungaiti Marae, and Matamata Aerodrome users should be addressed and reflected in a new RMP.

In line with the direction provided by WMAC, the Council Project Team connected with the Ngāti Hauā Representative Group and the Unified Waharoa Aviators (UWA) in November 2024 to develop draft memorandums of understanding (MoUs) or similar agreements with WMAC. The purpose of these MoUs is to establish terms and conditions to guide future engagement on the RMP review.

The draft MoU with UWA is completed (Attachment A). Discussions on the draft MoU with the Ngāti Hauā Representative Group are ongoing. This report seeks delegation of authority to the WMAC Co-Chairs to sign the draft MOUs or similar agreements once both are finalised.

Tūtohunga | Recommendation

That:

1. **The report is received.**
2. **The Committee delegates to the Waharoa (Matamata) Aerodrome Committee Co-Chairs authority to sign the Memorandums of Understanding or similar agreements with the Unified Waharoa Aviators and the Ngāti Hauā Representative Group.**

Horopaki | Background

[This report has been prepared by Anna McElrea of Xyst Limited who has been engaged to assist Council with the RMP review process].

On 11 April 2018, Matamata-Piako District Council (Council) resolved to initiate the formal review of the RMP for the Waharoa (Matamata) Aerodrome (henceforth referred to as the Aerodrome). Council proceeded to notify its intention in accordance with the Reserves Act 1977 and suggestions were sought between January and February 2019.

Twenty-four submissions were received, and further feedback was provided by the public at a public information morning and a meeting organised by members of the Walton community on 27 February 2019. A hui was held at Raungaiti Marae on 17 December 2018 with Raungaiti Marae and Ngāti Hauā representatives. The submissions and informal feedback highlighted a range of issues and opportunities that were summarised in a report to the WMAC on 21 March 2019.

Drafting of the RMP was delayed because of Covid and the need to further explore land status, the Reserves Act gazettal and classification options and options to respond to concerns and aspirations raised through the initial engagement.

On 1 June 2023, the WMAC recommended that Council approve the development of a draft RMP and masterplan and delegate functions related to developing and approving these plans to the WMAC (Resolution number/2023/00004). Council subsequently endorsed these recommendations at its 23 August 2023 meeting (Resolution number CO/2023/00013).

As part of the review, independent facilitators were engaged by Council, to create opportunities for dialogue to explore concerns, aspirations, opportunities and potential ways forward. This facilitation brought forward various but separate positions and aspirations from Ngāti Hauā and the UWA representatives.

At its 24 October 2024 meeting, WMAC heard that further engagement was required to clarify how these positions, concerns and aspirations should be addressed and reflected in a new RMP. WMAC supported the suggestion of entering separate MoUs or similar agreements with UWA and the Ngāti Hauā Representative Group respectively, to clarify who the groups represent, the purpose and scope of the future work required to develop the RMP and the approach to this future work.

In line with the direction provided by WMAC, the Council Project Team connected with the Ngāti Hauā Representative Group and the Unified Waharoa Aviators (UWA) in November 2024 to develop draft memorandums of understanding (MoUs) or similar agreements with WMAC. The purpose of these MoUs is to establish terms and conditions to guide future engagement on the RMP review.

The draft MoU with UWA is completed (Attachment 1). Discussions on the draft MoU with the Ngāti Hauā Representative Group are ongoing.

This report seeks delegation of authority to the WMAC Co-Chairs to sign the draft MOUs or similar agreements once both are finalised.

Ngā Tāpiritanga | Attachments

[A↓](#). Attachment A



Ngā waitohu | Signatories

Author(s)	Mark Naudé Kaiārahi Mahere Paparēhia me ngā Taiwhanga Parks & Facilities Planning Team Leader	
Approved by	Mark Naudé Kaiārahi Mahere Paparēhia me ngā Taiwhanga Parks & Facilities Planning Team Leader	

	Susanne Kampshof Pou Rawa me ngā Kaupapa Assets and Projects Manager	
	Manaia Te Wiata Tumu Whakarae Chief Executive Officer	

DRAFT Memorandum of Understanding

Between Waharoa (Matamata) Aerodrome Committee and Unified Waharoa (NZMA) Aviators

For the Review of the Waharoa (Matamata) Aerodrome Reserve Management Plan 2010

1. Purpose

This Memorandum of Understanding (MoU) establishes the terms and conditions under which Waharoa (Matamata) Aerodrome Committee (WMAC) and Unified Waharoa (NZMA) Aviators (UWA) will collaborate from [insert date] to review the Waharoa (Matamata) Aerodrome Reserve Management Plan 2010 and prepare a new reserve management plan (hereinafter referred to as "the RMP") and potentially a masterplan concurrently.

2. RMP Review

On 11 April 2018, Matamata-Piako District Council (Council) resolved to initiate the formal review of the RMP for the Waharoa (Matamata) Aerodrome (henceforth referred to as the Aerodrome). Council proceeded to notify its intention in accordance with the Reserves Act 1977 and suggestions were sought between January and February 2019.

24 submissions were received, and further feedback was provided by the public at a public information morning and a meeting organised by members of the Walton community on 27 February 2019. A hui was held at Raungaiti Marae on 17 December 2018 with Raungaiti Marae and Ngāti Hauā representatives. The submissions and informal feedback highlighted a range of issues and opportunities that were summarised in a report to the WMAC on 21 March 2019.

Drafting of the RMP was delayed because of Covid and the need to further explore land status, the Reserves Act gazettal and classification options and options to respond to concerns and aspirations raised through the initial engagement.

On 1 June 2023, the WMAC recommended that Council approve the development of a draft RMP and masterplan and delegate functions related to developing and approving these plans to the WMAC (Resolution number/2023/00004). Council subsequently endorsed these recommendations at its 23 August 2023 meeting (Resolution number CO/2023/00013).

As part of the review, independent facilitators were engaged by Council to create opportunities for dialogue to explore concerns, aspirations, opportunities and potential ways forward. This facilitation brought forward various but separate positions and aspirations from Ngāti Hauā and the UWA representatives.

At its 24 October 2024 meeting, WMAC agreed that further engagement is required to clarify how these positions, concerns and aspirations should be addressed and reflected in a new RMP. WMAC further resolved to enter separate MoUs with UWA and the Ngāti Hauā Representative Group respectively, to clarify who the groups represent and to clarify the purpose and scope of the future work required to develop the RMP.

3. Scope of Work

The scope of the RMP project is limited to what can realistically be achieved in an RMP, acknowledging that the role of the master plan is to support the RMP directives, by providing a further level of

management detail. It is also acknowledged that some issues may need to be addressed outside the RMP process.

The scope of this MoU is therefore limited to the engagement and consultation with the UWA during the preparation of a new RMP (and potentially a masterplan); including the drafting phase and joint discussions with the Project Team and the Ngāti Hauā Representative Group, the public notification/consultation phase, the submission analysis phase and the adoption/ finalisation phase.

The RMP (and potentially the masterplan) will cover the land set out in the table in Attachment 1 and depicted by the Designation 73 boundaries in the aerial in Attachment 2.

4. Objectives

The objectives of the RMP engagement and consultation covered by this MoU are:

- identify and help clarify the issues, opportunities and aspirations of users and lessees that the UWA represent to inform the new RMP (and potentially a masterplan),
- seek feedback on key aspects of the new draft RMP (and potentially a masterplan) prior to wider public notification/consultation,
- seek feedback on any key changes to the new draft RMP (and potentially a masterplan) being considered following the public notification/consultation,
- ensure timely and accurate communication between the Project Team and UWA, and to the wider group of Aerodrome users/lessees,
- facilitate constructive discussions between the Project Team, UWA and the Ngāti Hauā Representatives Group, and
- ensure there is a safe conflict resolution process established for all parties to be involved in addressing, and seeking resolution of, conflicting views.

5. Representation, Roles and Responsibilities

The WMAC has the delegated authority for all decisions related to the development and adoption of a new RMP and a masterplan. This includes endorsing new draft plans for public notification/consultation, considering submissions and holding a hearing, deliberating and adopting the new RMP and masterplan. WMAC provides direction to Council staff on the RMP review process.

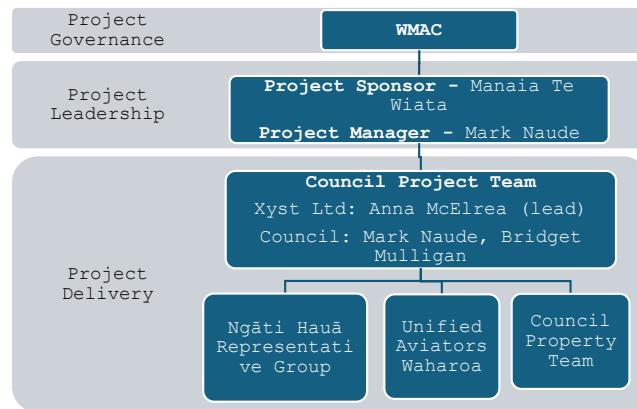
Council has contracted Xyst Ltd to undertake the RMP review. Xyst Ltd will work with Council staff to engage with UWA and may, if required, seek further external facilitation support.

The UWA was appointed at a meeting on 13 March 2024 by users that attended that meeting to work on the future of the Aerodrome and participate in the RMP review process. The UWA represents the following organisations and individuals:

- Clubs and organisations based at the Aerodrome with leases: Piako Gliding Club, Matamata Aero Club, Matamata Piako Model Aero Club, Sky Venture Flying Club, Matamata Soaring Club, Skydive Waikato,
- Walsh Memorial Scout Flying School,
- Hangar owners/lessees,
- pilots and parachuters that regularly use the Aerodrome, and
- General aviation interests (i.e. those that may not be regular visitors).

The UWA is distinct from the Matamata Aerodrome Users Group, who are the representative group that engages with Council on day-to-day operational and safety Aerodrome management matters.

The following organisational structure depicts the arrangement for the RMP review:



Any decisions related to the Aerodrome land ownership, funding of capital and operational projects and/or fees and charges will require Council approval, and likely additional public consultation in accordance with Council’s Significance and Engagement Policy.

5.1 WMAC and Council Project Team

WMAC is established through the “Ngāti Hauā Claims Settlement Act 2014”. The members of the WMAC are set out in Attachment 3.

The WMAC roles and responsibilities with respect to the RMP are:

- **Leadership:** Direct the process for developing the RMP (and potentially a masterplan) in accordance with the Reserves Act 1977 and provide direction on key aspects of the draft plan(s).
- **Approval and Endorsement:** Undertake administering body tasks under the Reserves Act for the RMP review, including review and endorse the draft RMP (and potentially a masterplan) for public consultation, consider submissions and the Project Team’s recommendations and hold a hearing if required, and adopt the final RMP (and masterplan if progressed at this time).

The Council Project Team will undertake the following roles:

- **Stakeholder Engagement:** Facilitate engagement opportunities with UWA to gather input and feedback.
- **Communication:** keep UWA and wider community updated via Council’s website and direct communication with UWA.
- **Collaboration:** provide proactive opportunities for Council, UWA and the Ngāti Hauā Representative Group to explore opportunities for collaboration and resolution of conflicts, with respect and in good faith.
- **Drafting:** prepare the draft plan(s), analyse submissions, prepare the hearing report and prepare related reports to WMAC.

5.2 UWA

The members of the UWA are set out in Attachment 3. Their roles and responsibilities are:

- **Representation:** Represent the interests of the range of aviation-related users that are based at and/or utilise Waharoa Aerodrome, in planning discussions.
- **Input and Expertise:** Contribute knowledge, expertise, and insights regarding the Aerodrome’s use, existing challenges, and opportunities and provide practical solutions and innovative ideas.

- Assistance in Engagement: Support WMAC (and the Project Team) in organising wider user engagement during the public consultation phase.
- Collaboration: Conduct dealings between Council, UWA, and the Ngāti Hauā Representative Group with respect and in good faith and strive to build consensus outcomes

5.3 Key contacts

The parties nominate the following persons as key contacts:

- UWA – Anna Doerr
- WMAC – Anna McElrea

It is the responsibility of these contact people to:

- work collaboratively to arrange meetings and reviews,
- oversee any milestone reporting requirements as agreed by both parties,
- keep both parties fully informed,
- act as a first point of reference between parties and also as liaison persons for external contacts,
- communicate between Council and UWA on matters that arise that may be of interest to either party, and
- collaborate with the Ngāti Hauā Representative Group and Council.

If a contact person changes in either party, the other party will be informed of the new contact person and there should be a handover process so the new person can settle into the role quickly and there is continuity in positions agreed up until that point.

6. Term

This MoU shall commence on [insert date] and shall remain in effect until the RMP (and masterplan if progressed at this stage) is completed and formally adopted and published.

7. Confidentiality and Information Sharing

Both parties agree to share information openly while respecting confidentiality obligations. Information and documents shared in the context of this MoU are intended solely for the purpose of this engagement.

8. Funding and Resources

There are no financial contributions, grants, or resources provided by either party to facilitate this process other than Council's staff (and any contracted consultants or facilitators) time and the use of Council's facilities for hui.

9. Amendments and Termination

- This MoU may be amended by mutual agreement in writing.
- Either party may terminate this MoU by providing a minimum of 30 days' written notice, outlining the reasons for termination.

10. Contractual arrangements

For the avoidance of doubt, the relationship of the parties under this MoU is not one of legal partnership, joint venture or agency.

10. Signatures

By signing below, WMAC and UWA agree to the terms and conditions outlined in this MoU.

Waharoa (Matamata) Aerodrome Committee (WMAC) Co-Chair
Name: _____
Title: _____
Signature: _____
Date: _____

Waharoa (Matamata) Aerodrome Committee (WMAC) Co-Chair
Name: _____
Title: _____
Signature: _____
Date: _____

Unified Waharoa (NZMA) Aviators (UWA) Representative
Name: _____
Title: _____
Signature: _____
Date: _____

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ATTACHMENT 1 LAND PARCELS COVERED BY THE RMP

Ref. no.	Legal Description	Record of title & Area (ha)	Ownership	Notes / restrictions
1	Section 72 Block XIII Wairere Survey District (SO34532)	23C/1294 46.8476 ha	Crown	<ul style="list-style-type: none"> - Ngāti Hauā Claims Settlement Act 2014 ('Waharoa Aerodrome land') - Public Works Act Gazette 1966 (aerodrome purposes) - Vested in MPDC from Crown for purposes of aerodrome (only) - Held under the Reserves Act but not classified - MPDC District Plan Aerodrome designation
2	Matamata North E Block (SO42937)	10C/459 4.9589ha	Council	<ul style="list-style-type: none"> - Ngāti Hauā Claims Settlement Act 2014 ('Council's Waharoa Aerodrome land') - Public Works Act Gazette 1965 (aerodrome purposes) - Held under Local Government Act as fee simple land - MPDC District Plan Aerodrome designation
3	Matamata North F Block (SO42937)		Council	<ul style="list-style-type: none"> - Ngāti Hauā Claims Settlement Act 2014 ('Council's Waharoa Aerodrome land') - Public Works Act Gazette 1965 (aerodrome purposes) - Held under Local Government Act as fee simple land - MPDC District Plan Aerodrome designation
4	Part Lot 1 DP 29064	20651 1.3339ha	Council	<ul style="list-style-type: none"> - Ngāti Hauā Claims Settlement Act 2014 ('Council's Waharoa Aerodrome land') - Public Works Act Gazette 1967 (aerodrome purposes) - Held under Local Government Act as fee simple land - MPDC District Plan Aerodrome designation
5	Part Section 71 Block XIII Wairere Survey District			
	TOTAL	52.1694ha		

ATTACHMENT 2 AERIAL SHOWING EXTENT OF LAND COVERED BY RMP (SHOWN AS DESIGNATION 73)

Waharoa Aerodrome

SITE PLAN A

SCALE 1:3000 @ A1
0 100 200m



MAP LEGEND

- MATAMATA-PIAKO DISTRICT PLAN DESIGNATION 73: AERODROME AND ANCILLARY SERVICES
- WAHAROA AERODROME LAND (HELD UNDER RESERVES ACT)
- COUNCIL'S WAHAROA AERODROME LAND (HELD UNDER LOCAL GOVERNMENT ACT)
- RAUINGATI MARAE
- ① RUNWAY 1 DIMENSIONS: 1137m(L) x 137m(W)
- ② RUNWAY 2 DIMENSIONS: 896m(L) x 91m(W)



ATTACHMENT 3 MEMBERSHIP OF WMAC AND UWA

Waharoa (Matamata) Aerodrome Committee (WMAC) members:

- Mayor Adrienne Wilcock (Co-Chair)
- Deputy Mayor James Thomas
- Clr Kevin Tappin
- Ngāti Hauā – Mr Muna Wharawhara (Co-Chair)
- Ngāti Hauā – Mrs Rangitonga Kaukau
- Ngāti Hauā - Mr Deacon Paul

Unified Waharoa (NZMA) Aviators (UWA) Committee members:

- Anna Doerr, Matamata Aero Club
- Iggy Wood, Piako Gliding Club
- Julian Elder, Piako Gliding Club
- Aaron Silcock, Walsh Memorial Scout Flying School
- Robin Britton, Piako Gliding Club

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8 Ngā Pūrongo Whakamārama | Information Reports

8.4 Waharoa (Matamata) Aerodrome Committee Work Programme - May 2025 update

CM No.: 3028427

Te Kaupapa | Purpose

The purpose of this report is to provide the committee with an update of the work programme.

Rāpopotonga Matua | Executive Summary

The work programme for the Committee is attached. It is intended this is a standing item for each Committee meeting.

Tūtohunga | Recommendation

That:

1. The information be received.

Ngā Tāpiritanga | Attachments

[A↓. Waharoa \(Matamata\) Aerodrome Committee work programme update May 2025.docx](#)


Ngā waitohu | Signatories

Author(s)	Tamara Kingi Kaiārahi Kāwana Governance Team Leader	
Approved by	Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	

Waharoa (Matamata) Aerodrome Committee Work
Programme – May 2025 update



Meeting Date	Scheduled Reports	Status – included in agenda	Comment / Expected reporting dates
15 May 2025	Waharoa (Matamata) Aerodrome Reserve Management Plan	✓	
	Plans, Policies, Bylaws update	✓	
	Community Facilities Update	X	Due to conflicting work commitments – an update will be provided at the September meeting
	District Plan Update	✓	

Item 8.4

Attachment A