

Kaunihera | Council

Kaupapataka Wātea | Open Agenda



Notice is hereby given that an ordinary meeting of Matamata-Piako District Council will be held on:

Ko te rā | Date: Wednesday 23 July 2025
Wā | Time: 9:00
Wāhi | Venue: Council Chambers
35 Kenrick Street
TE AROHA

Ngā Mema | Membership

Manuhuia | Mayor

Adrienne Wilcock, JP (Chair)

Koromatua Tautoko | Deputy Mayor

James Thomas

Kaunihera ā-Rohe | District Councillors

Caleb Ansell

Sarah-Jane Bourne

Sharon Dean

Bruce Dewhurst

Dayne Horne

Peter Jager

James Sainsbury

Russell Smith

Kevin Tappin

Gary Thompson

Sue Whiting

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1 Whakatūwheratanga o te hui | Meeting Opening

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

An apology from Councillor Kevin Tappin has been received.

3 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
 - (iii) 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.”

4 Whākī pānga | Declaration of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

5 Whakaaetanga mēneti | Confirmation of Minutes

Minutes, as circulated, of the ordinary meeting of Matamata-Piako District Council, held on 30 June 2025

6 Papa ā-iwi whānui | Public Forum

At the close of the agenda there were no speakers scheduled to the public forum.

7 Pūrongo me whakatau | Decision Reports

7.1 Approval of Top Risks 2025/26

CM No.: 3048199

Te Kaupapa | Purpose

To provide the Top Risks 2025/26 document to Council for approval, as endorsed and recommended by Council's Risk and Assurance Committee.

Rāpopotonga Matua | Executive Summary

A Top Risks 2025/26 document has been developed, endorsed by Council's Risk and Assurance Committee, and is attached to this report for adoption by Council.

This document builds on work previously done within the organisation and by the Risk and Assurance Committee, to identify and rate the Top Risks of the organisation.

That work has now been reflected, and extended, in a register that provides fairly comprehensive detail for each of the Top Risks identified, including Inherent, Residual and Risk Appetite ratings, detail of controls already in place, Key Risk Indicators that assist in determining the effectiveness of those controls, and further controls that could be implemented to further mitigate the risks.

There are 11 Top Risks proposed. A 'Top Risk' is seen as a risk of any nature – strategic, operational, project – so significant, that it could result in the non-achievement of any or all of Council's strategic objectives. It is important that these Top Risks are contained to a manageable number, and 11 Top Risks are considered manageable.

The Risk and Assurance Committee will closely monitor these risks on an ongoing basis. A summary table of these risks including an assessment of any change in trend of that risk is proposed to feature in every Quarterly Risk Report provided to that Committee, together with a heat map visual showing where the Residual Risk sits relative to Risk Appetite. Future Quarterly Risk Reports will also include Key Risk Indicator information and indicated progress on the implementation of additional controls. In addition to this reporting the Risk and Assurance Committee will also carry out a 'deep dive' on each of these Top Risks, on a cyclical basis over the course of the year, providing the opportunity for further detailed examination of the management of the risk.

Because responsibility for Enterprise Risk should be with the governors of the organisation, staff ask that Council approve the Top Risks 2025/26 document (including the risk and appetite ratings assessed within it), knowing that the document has already been reviewed and endorsed by Council's Risk and Assurance Committee, and it is recommended to Council by that Committee.

A full review of the Top Risks document is proposed to be carried out annually.

Tūtohunga | Recommendation

That:

1. The information be received.
2. Council approves the Top Risks 2025/26 document.

Horopaki | Background

The Top Risks 2025/26 document attached to this report has been developed to assist both management and the Risk and Assurance Committee in regularly monitoring the management of the key risks to achieving Council’s strategic objectives.

The document is proposed to have a life of a year, before it is comprehensively reviewed and re-agreed at this time next year. During the course of that year it sets the framework for oversight of these key risks and much of the quarterly reporting to the Risk and Assurance Committee will be built around this framework.

Council’s approval of the document is sought. This is important in ensuring that the governors of the organisation take ownership responsibility of risk in the organisation, as they should.

The red font in Risk #8 reflects some late changes added into the document after discussion with a key staff member who was overseas at the time the document was being developed.

Ngā Take/Kōrerorero | Issues/Discussion

This document builds on work previously done within the organisation and by the Risk and Assurance Committee, to identify and rate the top risks of the organisation. That work has now been reflected, and extended, in a register that provides fairly comprehensive detail for each of the Top Risks identified, including:

- A Risk Owner
- A description of the risk and its consequences, noting it is crucial to properly understand the nature of a risk, in order to manage it
- An Inherent Risk Rating, the assessment of the level of risk if no controls were in place to mitigate the risk
- Detail of the Controls that are already established and in place to manage the risk
- A set of Key Risk Indicators for each of the risks which are designed to assist in determining the effectiveness of the controls already in place. It is intended that these Key Risk Indicators are reported in Quarterly Risk Reports to the Risk and Assurance Committee, to assist the Committee’s ongoing monitoring of the risk mitigation
- The Residual Risk Rating which is the assessment of the level of risk with the existing controls in place
- The Risk Appetite Rating which is an assessment of the level of risk the governors of the organisation are prepared to accept, noting the cost / benefit considerations and trade-offs in implementing further controls. It is important that Council is comfortable with the assessment of Risk Appetite and it is suggested that some focus is given to this at the meeting. A table of all of the proposed Risk Appetite ratings is provided here to assist this:

	1	2	3	4	5	6	7	8	9	10	11
	Ineffective Emergency Response & Recovery	Disruption to Essential Service Delivery	Information Security	Reputation / Relationship with Community Stakeholders	Legislative Non-Compliance	Ineffective Mana Whenua Partnerships	Ineffective Response to Climate Change Impacts	Inadequate Financial Planning	Failure to Respond Appropriately to Political Change	Ensuring Workforce Capacity and Capability	Ensuring Health, Safety & Well-being
RISK APPETITE RATING	VERY HIGH	HIGH	VERY HIGH	MODERATE	LOW	MODERATE	HIGH	MODERATE	MODERATE	MODERATE	MODERATE

- A Tolerance indication which essentially shows whether the assessed Residual Risk is within Risk Appetite or not
- Detail of additional controls that could be implemented to further mitigate the risk and potentially either reach Risk Appetite or otherwise strengthen Council’s risk mitigation position. It is proposed that the implementation of these controls be built into business planning throughout the organisation with implementation progress monitored where it is determined that implementation be within the year.

The risk ratings – Inherent, Residual and Appetite – are determined based on the conventional standard approach of determining likelihood and consequence, both determined on a five-point scale, and the assessed risk rating coming from the combination of those two factors as set out in a risk rating matrix.

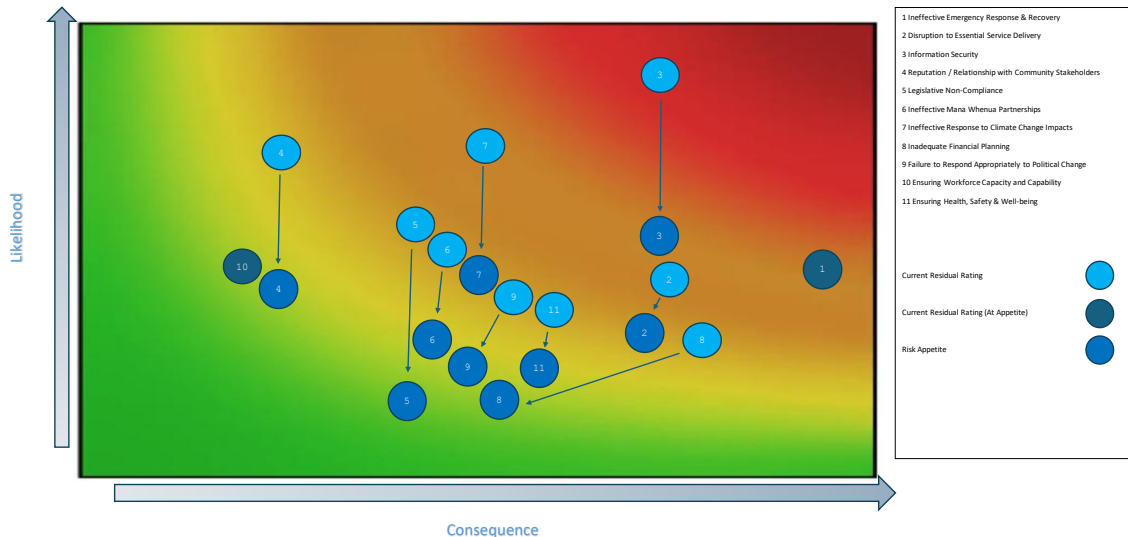
There are 11 Top Risks proposed, with the addition of two key people-related risks added as risks 10 and 11. Those risks are ‘Ensuring Workforce Capacity and Capability’ and ‘Ensuring Health, Safety and Well-being’. Both meet the test of being so significant, that they could result in the non-achievement of any or all of Council’s strategic objectives. It is important that these Top Risks are contained to a manageable number, and 11 Top Risks are considered manageable.

The Risk and Assurance Committee will closely monitor these risks on an ongoing basis. A summary table of these risks including an assessment of any change in trend of that risk is proposed to feature in each Quarterly Risk Report provided to that Committee, together with a heat map visual showing where the Residual Risk sits relative to Risk Appetite. These are both shown below:

SUMMARY OF TOP RISKS

	1	2	3	4	5	6	7	8	9	10	11
	Ineffective Emergency Response & Recovery	Disruption to Essential Service Delivery	Information Security	Reputation / Relationship with Community Stakeholders	Legislative Non-Compliance	Ineffective Mana Whenua Partnerships	Ineffective Response to Climate Change Impacts	Inadequate Financial Planning	Failure to Respond Appropriately to Political Change	Ensuring Workforce Capacity and Capability	Ensuring Health, Safety & Well-being
INHERENT RISK RATING											
Consequences	Extreme	Very High	Very High	High	High	High	High	Very High	High	High	Extreme
Likelihood	Almost Certain	Almost Certain	Almost Certain	Likely	Likely	Almost Certain	Likely	Possible	Likely	Likely	Likely
INHERENT RISK RATING	EXTREME	EXTREME	EXTREME	VERY HIGH	VERY HIGH	VERY HIGH	VERY HIGH	VERY HIGH	VERY HIGH	VERY HIGH	EXTREME
CURRENT RESIDUAL RISK RATING											
Consequences	Extreme	Very High	Very High	Moderate	High	High	High	Very High	High	Moderate	High
Likelihood	Possible	Possible	Almost Certain	Likely	Possible	Possible	Likely	Unlikely	Possible	Possible	Possible
CURRENT RESIDUAL RISK RATING	VERY HIGH	VERY HIGH	EXTREME	HIGH	HIGH	HIGH	VERY HIGH	HIGH	HIGH	MODERATE	HIGH
RISK APPETITE											
Consequences	Extreme	Very High	Very High	Moderate	High	High	High	High	High	Moderate	High
Likelihood	Possible	Unlikely	Possible	Possible	Rare	Unlikely	Possible	Unlikely	Unlikely	Possible	Unlikely
RISK APPETITE RATING	VERY HIGH	HIGH	VERY HIGH	MODERATE	LOW	MODERATE	HIGH	MODERATE	MODERATE	MODERATE	MODERATE
TREND IN RISK STATUS											
TREND	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔	↔

TOP RISKS HEAT MAP



The Quarterly Risk Reports will also show Key Risk Indicator information and an indication of progress on the implementation of additional controls.

The Risk and Assurance Committee will also carry out a ‘deep dive’ on each of these Top Risks, on a cyclical basis over the course of the year, providing the opportunity for further detailed examination of the management of the risk.

Ngā Tāpiritanga | Attachments

[A↓.](#) Top Risk Document 2025-26 - Final



Ngā waitohu | Signatories

Author(s)	Ken Morris Kaitohutohu Mōrearea, Kai-whakahaere ā Pakihi hoki Consultant Risk and Business Excellence Advisor	
Approved by	Kelly Reith Hautū Tāngata, Kāwana me ngā Hononga Group Manager People, Governance & Relationships	

MATAMATA-PIAKO DISTRICT COUNCIL
TOP RISKS 2025/26
June 2025

RISK #1	Risk Owner and Risk Description	Inherent Risk Rating	What are we already doing?	Key Risk Indicators			Status of Risk		
							Residual Risk Rating	Risk Appetite	What can we do to reach appetite / strengthen our position?
INEFFECTIVE EMERGENCY RESPONSE AND RECOVERY	GM Growth & Regulation	Extreme	<ul style="list-style-type: none"> Established sub-regional CDEM arrangements, plans and strategies, noting that these are currently in process of transitioning into a new group arrangement Active involvement in Joint Committee (JC) and Coordinating Executive Group (CEG) Annual full activation exercise with post-exercise scoring by approved assessor Operational Plans in place for our three most likely events, tested via annual exercises Investment in local environmental knowledge including significant investment into flood mapping Programmed visual testing of bridges throughout the district every year, and annual structural testing undertaken on priority bridges on a programmed cyclical basis Active participation in sub-regional 'Lifelines' utilities planning with its focus on identifying critical infrastructure vulnerabilities and improving resilience Loss modelling to ensure insurance cover is adequate to aid reinstatement 	Graded score from annual activation exercise, determined by approved assessor (MPDC focus on improving score)	Findings from post-incident reviews as an opportunity to learn and improve	Involvement of MPDC trained staff in response and recovery efforts in other districts (enhancing their knowledge and experience)	Very High	Very High	<p>Council is within appetite, noting that appetite is set at 'Very High'</p> <p>There are difficulties setting the risk appetite at a lower level than this given our very limited control over the occurrence and severity of any event, incident or crisis. Resourcing up to cover all eventualities is arguably not achievable.</p> <p>Additional mitigations have been identified to strengthen our position:</p> <ul style="list-style-type: none"> Successful transition into the new sub-regional shared service arrangement with Hauraki and South Waikato districts, this should assist cross-boundary resilience The development of Community Response Plans (including marae response plans) as per our work programme Ensuring a full contingent of trained staff, including the full quota of people for critical Emergency Operating Centre (EOC) roles Identification and response to any requirement for change arising from current review of CDEM legislation Ensuring budget commitment to Group Plan and Five-Year Action Plan, with the Five-Year Action Plan reviewed annually
Tolerance							Within Appetite		
RISK #2	Risk Owner and Risk Description	Inherent Risk Rating	What are we already doing?	Key Risk Indicators			Status of Risk		
DISRUPTION TO ESSENTIAL SERVICE DELIVERY	GM Operations	Extreme	<ul style="list-style-type: none"> Performance and condition assessments of all assets Regulatory oversight by Taumata Arowai, NZTA, WRCC Strategies, operational risk assessments and registers, SOPs, compliance monitoring, emergency response plans, staff training and development Shared service support from Co-Lab for RAMM updates (roadway data) Technical response support (via ready response consultants) for water and wastewater operations (necessary in the absence of a 24/7 process control centre) Technology in place - scada, telemetry, reporting etc Business continuity plans and demand management strategy in place (but requiring review) 	Performance and condition data held in RAMM and other asset management records	Trends in outages and failures of assets and/or technology	Trends / patterns in level of occurrence of external events that may cause or contribute to outages (Weather events etc.)	Very High	High	<p>Council is currently operating outside of assessed appetite.</p> <p>Appetite is considered achievable if the following mitigations are successfully introduced:</p> <ul style="list-style-type: none"> Approval of Water Services Delivery Plan (WSDP) by the Minister of Local Government with Water and Wastewater ownership and management transferred to a new Waikato Waters entity Fully developed operations maintenance strategies in place and funded Review and re-adoption of Business Continuity Plans Improved workforce capacity and capability via cadetship programmes and other potential joined up solutions
Tolerance							Outside of Appetite		

RISK #3	Risk Owner and Risk Description	Inherent Risk Rating	What are we already doing?	Key Risk Indicators			Status of Risk		
							Residual Risk Rating	Risk Appetite	What can we do to reach appetite / strengthen our position?
INFORMATION SECURITY	Chief Executive								
	The threat to organisational digital assets and information through the potential impact of a breach. Potential for significant disruption to delivery of services, financial loss, reputation damage, and loss of trust and confidence in Council.	Extreme	<ul style="list-style-type: none"> Sophos cybersecurity solution in place for network security and unified threat management. Sophos offers constant detection and response, firewall, cloud and managed service solutions providing critical malware, phishing website and ransomware protection. Other management and maintenance of the digital environment via Access Control, including multi-factor access authentication, and Cloud Services management Very clear IT security protocols via policy 	Detected presence of malware or other security incursions	Trends in occurrence of phishing emails / scams	Incidents of unusual network activity	Extreme	Very High	<p>Council is currently operating outside of assessed appetite</p> <p>There are difficulties setting the risk appetite at a lower level than this given the likelihood of a security breach and our limited control over the severity of consequence of any breach.</p> <p>Appetite is considered achievable if the following mitigations are successfully introduced:</p> <ul style="list-style-type: none"> Improved cyber-security awareness through an education programme such as 'phishy phishing' and testing of staff behaviour via test phishing emails, noting that staff behaviour is a key vulnerability point for cyber-security Continued focus on improvement of SAM score noting that external security / vendor reliance has been identified as a thing to improve Scheduled Org-wide introduction of Microsoft 365 in 2025 calendar year will enhance operating environment and data security
				SAM for Compliance score	Privacy breach incidents and follow-up findings re cause / response		Tolerance		Outside of Appetite

RISK #4	Risk Owner and Risk Description	Inherent Risk Rating	What are we already doing?	Key Risk Indicators			Status of Risk		
							Residual Risk Rating	Risk Appetite	What can we do to reach appetite / strengthen our position?
REPUTATION / RELATIONSHIP WITH COMMUNITY STAKEHOLDERS	GM Customer Experience								
	Failure to establish and/or maintain meaningful relationships with key stakeholders and gain the trust of the wider community with potential impact on participation in local democracy, and Council's ability to be an effective connector between our community, iwi, NGOs, and government agencies	Very High	<ul style="list-style-type: none"> Communications and engagement (C&E) team proactively involved early and throughout development of key documents and key projects Comms Plans developed for significant projects and documents Proactive communications across multiple channels Use of quick polls to obtain community insights, eg removal of pedestrian crossing, urban trail surfacing Council is participant in 'Key Research Community Views Survey', quarterly wave polling and annual report on community perceptions of Council and Council performance Newly established 'Community Development Team' actively working with grassroots community Established partnerships with some community groups and stakeholders e.g. disability access group, Matamata Stadium project Prompt in Council report templates to use Significance and Engagement Policy to determine level of engagement Various mechanisms in place to receive complaints such as a Council website interface (with 48 complaints lodged Jan-May 2025) 	Trends in score and other findings from Key Research Community Views Survey	Level and quality of community interaction or involvement in engagement processes, including antenno and quick polls (a measure of trust)	Participation in triennial election - numbers of candidates, voter turnout %	High	Moderate	<p>Council is currently operating outside of assessed appetite.</p> <p>Appetite is considered achievable if the following mitigations are successfully introduced :</p> <ul style="list-style-type: none"> Completion of planned stakeholder mapping exercise, establishing key relationship holder for all significant stakeholders Adoption of planned Comms and engagement strategy Education / Awareness campaigns around everyone's role in stakeholder relationship and the importance of appropriate behaviour
				Level of valid complaints about Council performance / service via the various complaint mechanisms			Tolerance		Outside of Appetite

RISK #5	Risk Owner and Risk Description	Inherent Risk Rating	What are we already doing?	Key Risk Indicators			Status of Risk		
							Residual Risk Rating	Risk Appetite	What can we do to reach appetite / strengthen our position?
LEGISLATIVE NON-COMPLIANCE	GM Growth & Regulation	Very High	<ul style="list-style-type: none"> • Knowledge of well qualified, professional staff • Annual compliance attestation using a spreadsheet tool developed by Legal Counsel • Specific delegations in place for various decision-making actions • Horizon scanning for change via Legal Counsel and via established relationships with external legal providers, professional memberships and sector knowledge forums such as Taūruara • Te Ohu Takaitū Arahama (Future Ready Group) reviews impact of proposed legislative changes assists with submissions, etc • Identified changes incorporated into SOPs, policies, strategies, plans and processes • Legal issues arising or already actioned reported to E Team on a bi-monthly schedule • Training and development of our staff • Established performance measures monitor compliance with some of our key legislative requirements • Internal and external reporting such as NMS, consent monitoring, etc 	Annual compliance attestation outcomes	Issues identified from various compliance audits - Building Act, Waters, etc	Number of legal claims made against Council, adverse findings by the Ombudsman	High	Low	<p>Council is currently operating outside of assessed appetite.</p> <p>Achieving appetite is challenging given the wide ambit of legislation that Council is subject to and the reliance on key staff to ensure compliance. It is however considered achievable over time if the following mitigations are successfully introduced:</p> <ul style="list-style-type: none"> • Investigation into and possible introduction of a more developed, systemised tool for comprehensively identifying key legislative requirements (including new legislative changes) and running and reporting on an annual attestation of whether or not they've been complied with. One possible tool in that regard that is well-utilised in NZ local government is 'Comply With'. A tool like this would draw on a fuller and wider sector knowledge-base than what could be built in-house. • Continued education programmes on the importance of legislative compliance. These could include, for example, education on privacy requirements and the consequences of these being breached. Another example where general staff education would be valuable is in the LGOMA space and the requirements for openness and transparency that this drives.
							Tolerance		
							Outside of Appetite		

RISK #6	Risk Owner and Risk Description	Inherent Risk Rating	What are we already doing?	Key Risk Indicators			Status of Risk		
							Residual Risk Rating	Risk Appetite	What can we do to reach appetite / strengthen our position?
INEFFECTIVE STRATEGIC PARTNERSHIPS WITH MANA WHENUA, IWI, HAPŪ AND MĀŌRI	GM People, Governance & Relationships	Very High	<ul style="list-style-type: none"> • Some partnering on key projects, plans and strategies and ensuring of early involvement • Dedicated Te Ohu Tūhono team in place (2 persons), with on-going commitment to relationships with 12 iwi • Te Manawhenua Mo Matamata-Piako forum established and running to provide some means of shared information and input • Māori Ward Councillor in place • Recent commencement of regular Rangatira to Rangatira meetings with active iwi • Some aligning of processes, communications and decisions to Treaty Principles • Support of community-focussed events that celebrate Te Ao Māori, either through collaborative partnership support of events like haurua days or grant funding for events like the celebration of Matangi 	Level of appropriate representation at discussion /decisions, including TMF	Negative feedback or concerns raised by Mana Whenua, Iwi , etc	Number of Rangatira to Rangatira meetings in quarter	High	Moderate	<p>Council is currently operating outside of assessed appetite.</p> <p>Appetite is considered achievable if the following mitigations are successfully introduced :</p> <ul style="list-style-type: none"> • Adoption of a Tangata Whenua Engagement Policy, which will direct specific engagement action and better ensure legislative compliance • Review of work programme and terms of reference for Te Manawhenua Mo Matamata-Piako forum, and reconstitution of this forum in the new triennium • Development of a Partnership Agreement with the Te Manawhenua Mo Matamata-Piako forum that would commit to joint aspirations • Review of iwi capacity and in-house resource availability at MPDC, including potential forward ability to respond to potential settlement agreement requirements • Potential focussed education programmes for staff and elected members on Tikanga and Te Reo knowledge and competency • Identify what the Tiriti / Treaty principles mean to Council
							Tolerance		
							Outside of Appetite		

7 Pūrongo me whakatau | Decision Reports

7.2 Proposal to supply water for the Matamata Country Club

CM No.: 3058383

Te Kaupapa | Purpose

This report seeks Council's consideration and decision on a request from Sanderson Group Limited to provide a bulk water supply connection from the Matamata public water network to the Matamata Country Club retirement village development. The report outlines the background, policy implications, and four potential options for water supply, with a staff recommendation to approve a temporary connection under specific conditions to support the ongoing development while maintaining alignment with Council's current water connection policy.

Rāpopotonga Matua | Executive Summary

Sanderson Group Limited has been granted land use consent to develop a retirement village at 102 Peria Road, Matamata, named Matamata Country Club. As part of this consent, the developer is permitted to establish an internal water supply system to service the village.

Construction of the village is currently underway and will be completed in stages. The developer has obtained a resource consent from Waikato Regional Council to extract drinking water from four bores located within the development site.

The developer is now requesting that Council provide a bulk water supply connection from the Council's water system at the boundary of the property. The developer will manage the internal water supply infrastructure, including reticulation within the development.

Under the current Council Water Supply Connection Policy, new water connections are not permitted outside of urban residential zones unless special circumstances apply. The proposed development lies outside the currently zoned urban area. However, the developer argues that the retirement village presents a unique case and has offered a financial contribution (\$5,000 per villa) to support the connection. The 2021/22 Development contributions for water for a retirement unit in Matamata is \$3,318.94 as comparison.

Council has four options:

1. Decline the Request (Status Quo)
 - Aligns with current policy.
 - Does not support the developer's needs or progress.
2. Provide a Temporary Connection (Up to 3 Years)
 - Allows time for the developer to establish a permanent water treatment system.
 - Minimally deviates from policy.
 - Requires a formal agreement with strict conditions, including:
 - Developer must install and operate a compliant treatment system by the end of the term.
 - Council retains the right to disconnect the temporary supply.
 - Complies with the Local Government Act 2002, which mandates continued supply for sanitary purposes.

3. Provide a Permanent Bulk Water Connection
 - Council supplies bulk water; developer owns and manages internal infrastructure.
 - Contravenes current policy unless deemed a special circumstance.
 - Council benefits from water sales and developer contributions.
4. Provide a Permanent Connection and Assume Ownership of Internal Infrastructure
 - Council becomes responsible for maintaining water assets within the development.
 - Expands Council's water supply network beyond the current urban boundary.
 - Generates revenue but increases long-term maintenance obligations.

Staff recommend Option 2 – Temporary Connection. This approach supports the developer's immediate needs without fully breaching Council policy. It provides a transitional solution while ensuring the developer establishes a compliant water treatment system within the agreed timeframe.

If Council approves either a temporary or permanent connection, an impact assessment must be conducted to evaluate potential effects on existing customers. Any adverse impacts on service levels must be mitigated, with associated costs to be covered by the developer.

Tūtohunga | Recommendation

That:

1. **The report be received;**
2. **Council accept the option 2 as the preferred option;**
3. **Council resolve to authorise the staff to negotiate with the developer and enter into a temporary supply agreement with the developer to provide water up to 3 years for the development;**
4. **Council resolve to authorise the staff to recover a reasonable cost of providing the temporary connection from the developer.**

Horopaki | Background

In 2022, Sanderson Group Ltd obtained land use consent to develop a retirement village at 102 Peria Road, Matamata. The development includes 131 villas, communal facilities, and an 80-bed care facility. Initially, the consent proposed a self-sufficient water supply using on-site bores and an internal treatment plant. However, the developer now seeks a permanent connection to Council's water network for improved operational efficiency and reliability.

Currently, the developer holds a resource consent from Waikato Regional Council to operate four bores, with a maximum daily abstraction of 200 m³—sufficient for the village's needs. A temporary arrangement is in place to supply water to a small number of residents already living on-site.

The developer now requests:

- A temporary connection to Council's water supply for 12 months.
- A permanent bulk supply connection thereafter.

Developer's Justification

- Willingness to contribute approx. \$5,000 per unit (to be confirmed).
- Retirement villages have lower water demand than standard residential developments.
- Only one bulk connection is required, not individual connections.
- Water can be metered and charged, generating revenue for Council.
- The site adjoins the urban boundary of Matamata.

Ngā Take/Kōrerorero | Issues/Discussion

Council currently does not supply water to rural residential customers or extend infrastructure beyond existing residential, commercial, or industrial zones—unless special circumstances apply. Previous applications from rural residential zones have been declined.

3 Waters Infrastructure

According to land use consent conditions, the developer is required to provide its own 3 waters infrastructure within the development in accordance with the Regional Infrastructure Technical Standards (RITS).

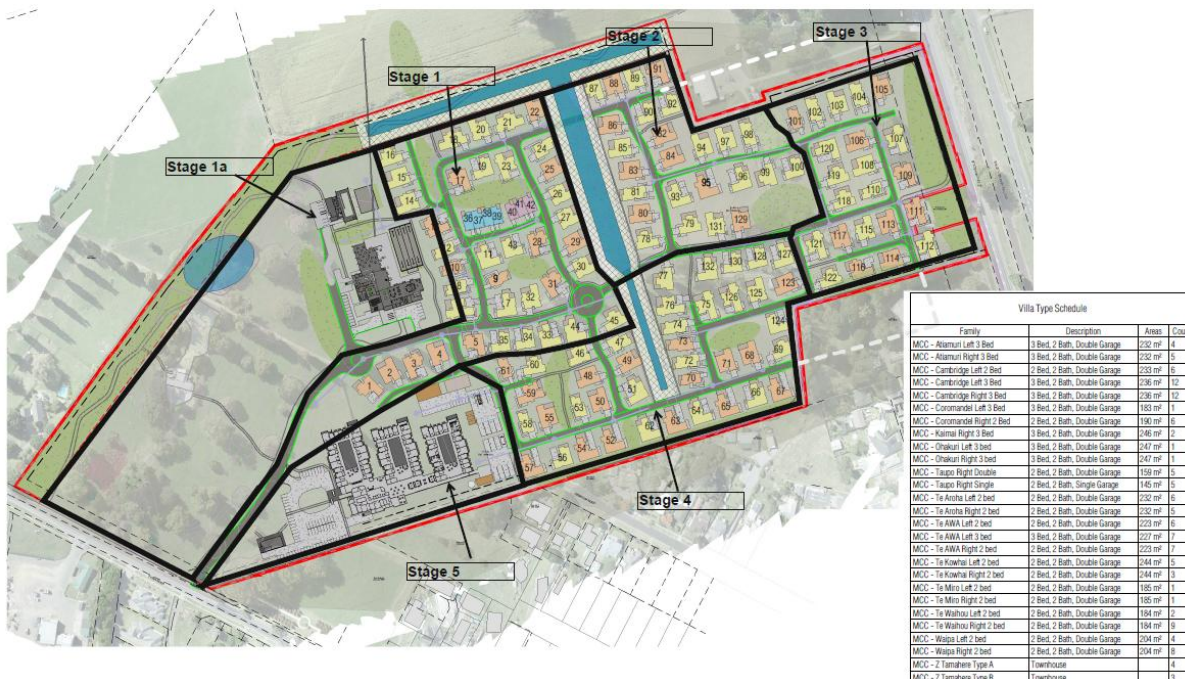
The developer has been granted engineering approval for the infrastructure within the development. The developer's Engineering Approval Plan (EPA) report has provided design plans for water infrastructure which satisfies the requirements of RITS, Drinking Water Standards for New Zealand – Regulation 2022 and the New Zealand Fire Service Firefighting Water Supplies Code of Practice.

The internal reticulated water network has been proposed to be interconnected network of principle and rider mains to provide adequate pressure and flow. The engineering plan also proposes a series of 4 bores within the site that will supply potable water to the development following water treatment.

EPA report also proposes a separate irrigation and firefighting supply system within the development.

Development Status

Development of water infrastructure within the site is planned in 5 stages. Currently construction of the Stage 1 of the infrastructure development is complete. This stage consists approximately 38 lots. There are at least two water bores installed and a temporary water treatment system is in place to treat the water.



According to developer’s consultant, in Stage 1, some houses have been constructed and occupied. These houses are provided with water.

Construction of infrastructure of Stage 2 has been just started and remaining stages will be constructed later.

Taumata Arawai Requirements

As the water supply to the current development is not connected to Council’s water supply system, this supply is a private supply and has to be registered as a private water supply in Taumata Arawai’s registry of water suppliers if currently not done so. This supply has to meet all legislative requirements of Water Services Act 2021.

Matamata Water Supply Scheme

The current Matamata water supply network adequately meets the drinking water needs of existing customers in terms of flow and pressure. However, in some areas, fire hydrants do not meet the required standards for residential firefighting flow. To address these and future challenges, Council has developed a 30-year water masterplan for Matamata. This plan outlines the necessary upgrades to resolve existing issues and accommodate projected demand. A review of the masterplan is scheduled for this year, which will also consider the introduction of universal water metering as proposed in the current Long Term Plan.

Provision of Council Water to the Development

The estimated daily water demand for the retirement village is approximately 83.5 cubic metres. Preliminary assessments suggest that the existing Matamata water supply network can accommodate this demand without significantly impacting other users. However, before any connection is approved, a detailed assessment using Council’s hydraulic water model is required to evaluate potential impacts on firefighting capacity and identify any necessary upgrades to local infrastructure.

As part of their proposal, the developer has also proposed to contribute \$5,000 per villa (for internal connections within the development) towards the provision of a public water supply.

The most practical connection point is the 100mm water main along Peria Road. However, this option may not meet required fire flow standards for some existing customers during peak demand periods. A hydraulic modelling exercise will be essential to determine the feasibility and any mitigation measures needed.

An alternative connection point is the 150mm main on Waharoa Road East, though this option presents greater complexity due to the need to cross a railway line.

If Council agrees to supply water and the internal infrastructure remains under the ownership and management of the developer or a body corporate, the development will be classified as a private supply. Under Taumata Arowai's categorisation framework, this arrangement falls under the "Downstream Supply Category."

In this scenario, Council would act as the bulk water supplier, with the point of supply typically defined as a shut-off valve located at the property boundary. The developer would be responsible for all infrastructure and water quality management beyond this point.

Legislative context of providing bulk water supply

The two key legislations directly relevant to supply of drinking water and applies to Councils are Water Services Act 2021 and Local Government Act 2002.

Water Services Act 2021 – This Act requires all drinking water suppliers to ensure that the water they provide complies with the applicable drinking water standards. However, the obligation to maintain water quality applies only up to the point of supply—typically the property boundary. Beyond this point, responsibility for water quality and management lies with the recipient (e.g., the developer or body corporate).

The Act also empowers Taumata Arowai, the national water services regulator, to direct a territorial authority to undertake emergency works to ensure the availability of safe drinking water if an existing supplier is unable to do so.

Local Government Act 2002 - Under this Act, territorial authorities are required to maintain water services to properties they supply. However, they may impose restrictions in certain circumstances, provided that the minimum sanitary needs of residents are still met.

Implications for Council

If Council agrees to provide a bulk water supply to the development, it must do so under a comprehensive and legally binding agreement. This agreement should clearly define the responsibilities of both parties and include provisions to mitigate any future risks to Council.

RMA reforms and context around future servicing

The Government is in the process of replacing the Resource Management Act 1991 (RMA) with two new pieces of legislation that separate land-use planning from natural resource management. This reform aims to simplify the system, reduce duplication, and provide greater clarity and efficiency in environmental and development decision-making.

The two new Acts are:

- The Planning Act, which will focus on land-use planning and regulation. It is designed to support urban and infrastructure development, align with the Government's housing and infrastructure strategies, and enable well-functioning urban and rural areas.

- The Natural Environment Act, which will focus on the protection, use, and enhancement of natural resources such as land, air, freshwater, and coastal environments.

These reforms place a stronger emphasis on private property rights and are expected to shift more policy-setting to the national level through standardised land-use zones. Each region will have a single combined plan, streamlining the planning process and reducing the number of resource consents required.

As a result, Council policies—including those related to water connections—may need to be reviewed and updated to align with the new legislative framework. These changes could significantly influence how growth and infrastructure are prioritised and managed across the district.

Mōrearea | Risk

The risk of the decision that Council will make on this proposal will be depended on the option that Council choose to agree with the developer. These risks are discussed in the “Options” section

Ngā Whiringa | Options

Council can consider four options as mentioned below.

Option One – Status Quo	
Description of option	
<p>Under this option, Council would not provide any water supply connection to the Matamata Country Club development. Responsibility for sourcing, treating, and distributing water to residents within the retirement village would rest entirely with the developer.</p> <p>The developer would be required to:</p> <ul style="list-style-type: none"> • Source water independently (e.g. via the approved bores). • Treat the water to meet all applicable drinking water standards. • Establish and manage the internal water distribution system. • Ensure ongoing compliance with relevant regulations and service obligations. <p>This approach aligns with the original proposal submitted by the developer during the initial consent application and is consistent with Council’s current Water Supply Connection Policy, which restricts new connections outside of urban residential zones unless special circumstances apply.</p>	
Advantages	Disadvantages
Council remains fully compliant with its current water connection policy for rural and rural-residential zones.	Increased public health risk if the developer fails to maintain the private water supply to required standards.
Council has no obligation to provide safe drinking water to residents within the village.	If the private supply fails to meet legislative requirements, Taumata Arowai may direct Council to intervene and provide safe drinking water.
Council avoids any potential impact on existing customers from extending the water supply network.	Council forfeits the opportunity to generate additional revenue through bulk water supply to the development.

Option Two – Provide a temporary connection from public water supply for a limited period of time

Description of option

Council may choose to provide a temporary water supply connection from the Matamata water supply network to the Matamata Country Club (MCC) for a limited period—typically two to three years. This arrangement would allow the developer sufficient time to establish a compliant, self-sufficient water supply system for the village.

Under this option:

Responsibility: Council would act as the bulk water supplier, while MCC would manage the internal distribution network and supply water to its residents.

Infrastructure: Council would install a bulk water meter at the connection point, along with an appropriate backflow prevention device.

Charging: Water usage would be metered and charged at the same rate as other residential customers.

Cost Recovery: The developer would be required to cover all reasonable costs associated with establishing the connection and any necessary upgrades to the existing network to mitigate potential impacts.

Supply Volume: Council may agree to supply only up to 50% of the total water demand for the full development. This would incentivize the developer to complete their own treatment system before the development reaches full occupancy.

Legal Agreement: A formal agreement must be entered into between Council and MCC, outlining:

- The duration of the temporary supply.
- Conditions for termination.
- Developer obligations, including timelines for establishing their own system.
- Financial contributions or a bond to safeguard Council’s interests and minimize risk.

This option provides a practical, time-bound solution that supports the development while maintaining alignment with Council policy and protecting existing infrastructure and service levels.

Advantages	Disadvantages
MCC will receive a reliable and safe drinking water supply from the public system during the initial development phase.	If the developer fails to establish their own water supply system as agreed, Council may face challenges in fully terminating the temporary supply to residents.
Council will generate additional revenue by supplying water in bulk during the contract period.	This option still represents a deviation from Council’s current policy of not supplying water to properties outside urban residential zones. However, it may be justified as a temporary, special circumstance.
Council is not required to acquire or maintain any additional water infrastructure assets	

within the development.	
Demonstrates Council’s proactive support for growth and development in the Matamata-Piako District.	
Provides flexibility to proceed with development while allowing time for clarity on future water connection policies under upcoming RMA reforms and the new Waikato water entity.	

Option Three – Provide a permanent connection from the public water supply to a supply point at the boundary

Description of option

Under this option, Council would provide a permanent water supply connection from the Matamata public water network to a designated supply point at the boundary of the Matamata Country Club (MCC) development. Council would also assume ownership of the internal water infrastructure assets within the development, effectively incorporating MCC into the wider Council-managed water supply network.

Key aspects of this option include:

Integration: The MCC development would become part of the Council’s water supply area, with residents receiving water directly from the Council network.

Customer Charges: Residents within MCC would be charged standard residential water rates, consistent with other residential customers in Matamata.

Infrastructure Ownership: Council would take over ownership and ongoing maintenance responsibilities for the internal water infrastructure within the development.

Cost Recovery: The developer would be required to:

- Cover all reasonable costs associated with establishing the connection and the connection fee.
- Fund any necessary upgrades to the existing water network to mitigate potential negative impacts on current and future customers.
- Ensure that the integration does not compromise the level of service provided to existing users.

This option would result in a permanent expansion of Council’s water supply boundary and asset base. While it provides long-term service continuity for MCC residents, it also introduces ongoing operational and maintenance responsibilities for Council.

Advantages	Disadvantages
MCC will receive a reliable and safe drinking water supply from the public system during the development phase.	The decision may be perceived as inconsistent with Council’s current water supply policy for rural residential zones, posing a reputational risk.
Council will generate additional revenue by	May set a precedent for other rural residential

acting as a bulk water supplier.	developments to request similar connections, challenging policy boundaries.
Demonstrates Council's commitment to supporting growth and development in the Matamata-Piako District.	Council would need to assume ownership and maintenance responsibilities for additional infrastructure assets, increasing operational costs.

Option four – Provide a permanent connection from public water supply and take over the internal water infrastructure by the Council

Description of option

Under this option, Council would provide a permanent water supply connection from the Matamata public water network to the Matamata Country Club (MCC) and assume ownership of the internal water infrastructure assets within the development. This would effectively expand Council's water supply network to include MCC.

Integration: MCC would be incorporated into the Council-managed water supply system.

Customer Charges: Residents within MCC would pay standard residential water rates, consistent with other customers in Matamata.

Infrastructure Ownership: Council would take over the internal water infrastructure, becoming responsible for its ongoing operation, maintenance, and renewal.

Cost Recovery: The developer would be required to:

- Cover all reasonable costs associated with establishing the connection.
- Fund any necessary upgrades to the existing network to mitigate potential impacts on current and future customers.
- Ensure that the integration does not compromise service levels or infrastructure capacity.

This option provides long-term service continuity and simplifies water management for residents, but it also increases Council's asset base and operational responsibilities.

Advantages	Disadvantages
MCC will receive a reliable and safe drinking water supply from the public system.	The decision may be perceived as inconsistent with Council's current policy on supplying water to rural residential zones, posing a reputational risk.
Council will generate ongoing revenue by supplying water as a bulk provider.	May set a precedent for other rural residential developments to request similar connections, challenging policy boundaries.
Demonstrates Council's commitment to supporting growth and development in the Matamata-Piako District.	Council must take ownership of additional infrastructure assets and bear the cost of their ongoing maintenance and renewal.

Recommended option

After considering all four options and their respective advantages and disadvantages, staff recommend **Option 2 – Temporary Water Supply Connection** to the Matamata Country Club (MCC) development. This recommendation is subject to obtaining a legal opinion on the potential

risks to Council if the developer fails to establish a compliant water supply system within the agreed timeframe. The legal advice should also guide how these risks can be mitigated through a well-drafted agreement with the developer.

Reasons for Recommendation:

Uninterrupted Development: The temporary connection will enable the development to proceed without delays due to the unavailability of a reliable water supply.

Support for Growth: Council demonstrates proactive support for a significant development that benefits the Matamata community and aligns with the district’s growth objectives.

Policy Compliance: This option does not constitute a full breach of Council’s current water connection policy, as it is a time-bound, transitional arrangement that can be justified under special circumstances.

No Adverse Impact on Existing Customers: The temporary supply can be managed to ensure there is no reduction in service levels for existing water users.

Revenue Generation: Council will receive additional revenue from bulk water sales during the temporary supply period.

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

Although section 30 of the Local Government Act 2002 require the Council not to discontinue supply of water to a person or persons, this temporary supply of water to the property is based on prior agreement with MCC to have their own supply before discontinue Council’s supply to the property.

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 78 – requires consideration of the views of Interested/affected people	There are no direct affected parties with this decision.
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.

Section 82 – this sets out principles of consultation.	Consultation not required.
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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.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement





Council staff will communicate or negotiate with the developer depending on the decision made by Council.

Ngā take ā-lhinga | Consent issues

If option 2 is agreed, a variation to consent will be required to ensure land use consent conditions are going to be met for the development.

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			
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

The community outcomes relevant to this report are as follows:

- A place to Thrive
- A place with people at its heart

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

Should Council choose to provide either a temporary or permanent water supply connection to the Matamata Country Club development, additional costs will be incurred for the provision of bulk water. These costs will be fully recovered from the developer.

To ensure there are no adverse financial impacts on Council, the net cost of supply will be offset through a combination of direct payments, contributions, or a financial bond from the developer. This arrangement will serve as a safeguard, ensuring that Council is not exposed to any long-term liabilities or service disruptions resulting from the connection.

Ngā Tāpiritanga | Attachments

[A↓. MCC Water Request to MPDC \(1\)](#)



Ngā waitohu | Signatories

Author(s)	Susanne Kampshof Pou Rawa me ngā Kaupapa Assets and Projects Manager	
	Santha Agas Pūkenga Rawa Wai e Toru 3 Waters Asset Engineer	

Approved by	Susanne Kampshof Pou Rawa me ngā Kaupapa Assets and Projects Manager	
	Fiona Vessey Hautū Whakahaere Group Manager Operations	

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Hamilton & Waikato Tourism - Annual Report 2024/2025

CM No.: 3056461

Te Kaupapa | Purpose

The purpose of this report is to provide Hamilton & Waikato Tourism's Annual Report for the 2024/25 financial year.

Rāpopotonga Matua | Executive Summary

Nicola Greenwell, General Manager of Hamilton & Waikato Tourism, in attendance to present the organisation's Annual Report for the 2024/25 financial year. The Annual Report is attached.

Tūtohunga | Recommendation

That:

1. The information be received.

Horopaki | Background

Hamilton & Waikato Tourism is a recipient of Council's Multi-Year Community Grant funding for the Long-Term Plan 2024-2034. A condition of receiving this funding is for the organisation to provide Council with its Biannual and Annual Report for the current financial year.

The Annual Report for the 2024/2025 financial year has been attached.

Ngā Tāpiritanga | Attachments

[A↓](#). HWT report to Matamata Piako - year end (Jul24-Jun25)



Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins Kaitohu Mātāmua Kāwana Senior Governance Advisor	
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Approved by	Tamara Kingi Kaiārahi Kāwana Governance Team Leader	
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8 Ngā Pūrongo Whakamārama | Information Reports

8.2 Local Government New Zealand Four-Monthly Report (March - June 2025)

CM No.: 3060695

Te Kaupapa | Purpose

The purpose of this report is to present the Local Government New Zealand (LGNZ) Four-Monthly Report (March – June 2025).

Rāpopotonga Matua | Executive Summary

From March to June 2025, Local Government New Zealand (LGNZ) focused on strengthening relationships with government, advocating for reforms, and launching initiatives to support councils. Highlights include the release of the Local Government Quarterly Economic Insights, progress on the Ratepayers Assistance Scheme (RAS), continued advocacy on rates capping, electoral reform, and infrastructure funding. LGNZ engaged actively with media and ministers and hosted an all-of-local-government meeting. Membership retention remained a focus, and new learning tools were launched to support prospective elected members. The period reflected LGNZ's strategic emphasis on championing, connecting, and supporting local councils

The full report is attached.

Tūtohunga | Recommendation

That:

1. **The Local Government New Zealand (LGNZ) Four-Monthly Report (March – June 2025) be received.**
2. **Council provide any feedback *[feedback to be specified]*.**

Ngā Tāpiritanga | Attachments

[A↓. LGNZ Four-Monthly Report for Members June 2025](#)



Ngā waitohu | Signatories

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

8 Ngā Pūrongo Whakamārama | Information Reports

8.3 May 2025 Financial Report

CM No.: 3059497

Te Kaupapa | Purpose

To provide an overview and information on the financial performance of the Matamata-Piako District Council for the period ending 31 May 2025.

Rāpopotonga Matua | Executive Summary

The May 2025 financial report is attached and presented for Council's information.

Tūtohunga | Recommendation

That:

1. The May 2025 financial report be received.

Ngā Tāpiritanga | Attachments

[A↓](#). May 2025 Financial Report



Ngā waitohu | Signatories

Author(s)	Ajay Kumar Kaitiaki Whakahaere Pūtea Management Accountant	
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Approved by	Larnia Rushbrooke Pou Pūtea, Ratonga Pakihi Finance & Business Services Manager	
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	Kelly Reith Hautū Tāngata, Kāwana me ngā Hononga Group Manager People, Governance & Relationships	
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8 Ngā Pūrongo Whakamārama | Information Reports

8.4 Successful grant recipients 2024/25 and amendments to Pride of Place - Community-Led Initiatives Grant Policy

CM No.: 3057569

Te Kaupapa | Purpose

The purpose of this report is to

- provide an update on successful grant recipients for the 2024/25 financial year.
- approve amendments to the Pride of Place – Community-Led Initiatives Grant Policy.

Rāpopotonga Matua | Executive Summary

Matamata-Piako District Council provides and/or administers various grants to support individuals, community groups and organisations within the district.

This report provides an update on successful grant recipients for the 2024/25 financial year and includes some suggested amendments to the Pride of Place – Community-Led Initiatives Grant Policy for clarity.

Tūtohunga | Recommendation

That:

1. The information be received.
2. The attached amendments to the Pride of Place – Community-led Initiatives Grant Policy be approved.

Horopaki | Background

Matamata-Piako District Council provides and/or administers various grants to support individuals, community groups and organisations within the district. Those grants include:

Multi-year grants

Multi-year grants are determined through the Long Term Plan (LTP) process, which occurs every three years and are determined by the full Council. These grants support the operational management of community infrastructure and community gathering spaces to deliver services, programmes and activities that benefit the social, cultural and environmental wellbeing of communities in Matamata-Piako.

In 2024/25, Council allocated over \$640,000 in multi-year grants. The LTP 2024-2034 can be viewed on Council's website [here](#).

Single-year grants

Council allocated \$30,000 over two funding rounds for 2024/25 to support not-for-profit community organisations that deliver services, programmes and activities that benefit the social, cultural and

environmental wellbeing of communities in Matamata-Piako. Note additional funding of \$12,900 (approx.) was also carried forward from the previous year.

Single year grant decisions are made by a committee, consisting of one ward Councillor from each ward (i.e. Matamata, Morrinsville, Te Aroha and Māori wards), individual members are rotated each round.

In 2024/25, Council administered single year grants for the following initiatives:

Funding Round 1

Group/Name	Description	Amount approved
Brian Maginness	Zion Motorhome Golf Tournament	\$500.00
Brian Gibson	A Christmas Display at the Morrinsville Gallery	\$1695.77
Morrinsville Chamber of Commerce	Fireworks and traffic management	\$5000.00
Kiwanis	One day fun day event	\$2000.00
Te Aroha Riding for the Disabled	Operating costs	\$2000.00
Te Aroha Little Theatre	Materials to install an access ramp at the theatre	\$1000.00
Matamata Geriatric Day Centre	Annual end of year event Christmas function	\$350.00
Matamata Men's Shed	Men's Health Expo	\$400.00
Aroha Cruise In Society Inc.	Funding for road closure, to accommodate the display of vehicles in Te Aroha	\$2500.00
Morrinsville Association Football Club Inc.	Part funding of equipment needed to establish the walking football and summer family leagues	\$2564.32
Matamata Scout Group	First aid training costs for staff	\$585.00
Matamata College Interact	Build a study or quiet productive garden within Matamata College grounds	\$2000.00
Positively Morrinsville Community Radio	Funding to purchase a new laptop	\$1299.00

	Total funding allocated	\$21894.09
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Funding Round 2

Group / Name	Description	Amount Approved
Brian Maginness	Gift vouchers for Annual Zion Motorhome Golf Event - December 2025	\$500.00
Te Aroha Group NZ Riding for the Disabled Association Inc	Operational costs and training for coaches	\$2000.00
Matamata Geriatric Day Care Centre	Travel vouchers	\$500.00
Te Aroha Community Support	First aid training for drivers and volunteers	\$2000.00
Morrinsville Croquet Club	50% coring and 50% seed/fertiliser/spray costs for lawns	\$1000.00
Keep Morrinsville Beautiful	Hanging baskets	\$2000.00
Transition Matamata	Sustainability Sunday Fun Day	\$2000.00
Te Tamawai Trust (Taku Wairua)	Taku Wairua Kura Programme delivery, operation and administrative expenses	\$3850.00
Morrinsville Camera Club	Requesting funding for club laptop	\$900.00
Te Ahurei a Rangatahi Trust	Operational costs	\$4000.00
Raungaiti Marae Trust	Van maintenance costs	\$500.00
Matamata Playcentre	Equipment and resources - reading books for tamariki (children)	\$808.70
Te Ōhākī Marae	Whakapapa wānanga	\$500.00
Te Aroha College – Ball Committee	Te Aroha College Ball	\$450.00

	Total funding allocated	\$21008.70
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Creative Community Scheme

Council administers the Creative Community Scheme (CCS), which is funded by Creative New Zealand. The grant supports initiatives that have an arts focus and meets the conditions of:

- Access and participation
- Diversity
- Young people

Nine committee members deliberate over the applications, two of whom are Councillors, the remainder are community members representing different arts specialties.

Council receive a base allocation of funding of \$15,000 per year plus \$0.60 per head of population (based on the most recent census information), the total amount received for 2024/25 was \$37258.80. Some funding was spent on advertising the funding rounds, the rest of the funds are granted over two funding rounds for the year.

In 2024/25, the Committee allocated grants for the following initiatives:

Funding Round 1

Group/Name	Description	Amount approved
Te Aroha Community Choir	Collab 25 project - Te Aroha Community Choir and Matamata Community Choir Join Together	\$1000.00
Adrian Cook	Local Heroes	\$800.00
Pihere Levi	Moko Papa Revitalization	\$2000.00
Matamata Dramatic Society Inc	Ten Minute Play Festival - Best of the Best	\$1500.00
Future Te Aroha	Once Upon a Christmas	\$1000.00
Future Te Aroha	Easter Treat	\$500.00
Bernadette Ballantyne	"Stories of Time and Land" art exhibition proposal	\$500.00
Future Te Aroha	A Dystopian Adventure	\$500.00
Fiona Andersen	Floristry & Styling Workshop for Young Adults	\$1200.00
Francisca Edwards	Fragments of Aotearoa	\$500.00
Pepa Torre	23, 24, 25, LIFE U-TURNS... Fate? My 360° Journey as a conversation starter	\$500.00
Volunteers of Morrinsville Gallery	Volunteers Collective Group Exhibition. 'Many Hands Make Light Work'	\$800.00
Larry Abreno	Sustainable Art: A Coffee Painting Exhibition	\$800.00
Morrinsville Little Theatre	The Addams family	\$1000.00

Group/Name	Description	Amount approved
Matamata Futures Inc	Papakauri Mural at Matamata Domain	\$2000.00
Morrinsville Little Theatre	Once on Chunuk Bair	\$2000.00
Claudia Latisnere	Hang On! A hanging mobile workshop	\$400.00
Creative Fibre Morrinsville	Learn to spin Wool & Craft Yarn	\$382.50
The Gordonton Art & Design Trail	Gordonton Art & Design Trail Exhibition	\$800.00
	Total funding allocated	\$18182.50

Funding Round 2

Group/Name	Description	Amount approved
James Gillies Brodie	BRODIE/ and Figjamin Live Events 2025	\$650.00
Tangata Marae Trust	Te Whiri a Whaanau	\$500.00
Waikato Embroiderers' Guild	Waikato Embroiderers' Guild Exhibition	\$500.00
Charlotte Waugh	The gears of life	\$250.00
Matamata Dramatic Society Inc.	Kindly Leave the Stage	\$250.00
Matamata Dramatic Society Inc.	Short and Sweet - 10 Minute Play Festival 2025	\$250.00
Matamata Brass	Tutoring programme	\$1,000.00
Morrinsville Community Choir	Morrinsville Community Choir Concerts	\$983.00
Future Te Aroha	The Littlest Princess	\$500.00
Morrinsville Gallery	Exhibitions and workshops that embody celebrations of Matariki	\$650.00
Future Te Aroha	Arts in Action - Mural Project	\$350.00
Future Te Aroha	Final Curtain	\$925.00
Te Aroha Community Choir	A Repertoire For All Occasions-10 New Songs	\$935.00
Tui Pā Marae	Matariki weaving workshop	\$1,000.00
Morrinsville Little Theatre	Mary Poppins Junior	\$1,000.00
Matamata Country	Matamata Country Music Awards	\$1,500.00

Group/Name	Description	Amount approved
Music Club		
Scholars Baroque Aotearoa	Vivaldi's Gloria & Bach 'Mass in A'	\$500.00
Te Puawaitanga o Ngati Hinerangi Iwi Trust	Wairere Falls – the Ngati Hinerangi story	\$1,500.00
Julia Fausett & Brian Torrey	Opposites Attract II	\$250.00
Matamata Musical Theatre Incorporated	Disney's Alice in Wonderland Junior	\$1,400.00
Te Aroha College	ShowQuest 2025	\$775.00
	Total funding allocated	\$15668.00

Pride of Place Community-led Initiatives grant

Using external funding from the Department of Internal Affairs, Council has \$30,000 per year for three years (2024 – 2027) to allocate to support the community to deliver small-scale initiatives that contribute to an even better district to live, work and learn in.

Council's Community Development and Partnerships team worked with communities to create Pride of Place goals for the Matamata-Piako District.

The maximum grant allowance per application is \$2,000, and while there is no deciding committee, applicants must demonstrate alignment to the Pride of Place goals or present a case for initiatives that will result in general positive social good in the district.

A key requirement of this grant is that events are open to the community. Funding decisions are made by Council staff with delegated authority following an assessment of applications.

In 2024/25, Council allocated grants for the following initiatives:

Group/Name	Description	Amount approved
Aroha Pop-up Pickleball	Aroha Pickle Ball	\$1725.00
Tanya Austin	Te Aroha Bridge Club Character Upgrade	\$1984.65
Te Aroha Rotary	CBD Pot Plant Project	\$1235.96
Morrinsville Extreme Sports	Morrinsville Skate Bowl Design Open Day	\$2000.00
Flurette Powell	Eat the Street – edible plants in pots in the CBS of Morrinsville	\$1480.00
Tangata Marae Trust	Tangata Marae Hauora Day – a wellness family event	\$1600.00

Group/Name	Description	Amount approved
Girl Guiding Association – Brownies Group	Brownies Fairy Garden installation in Centennial Park, Matamata	\$332.97
Starfish Health and Wellbeing Centre	Community Colour Burst event	\$815.22
Te Hauora o Ngāti Hauā	Te Hauora Whānau Hauora Day – a wellness family event in Waharoa	\$2000.00
Carol MacLeod	Matamata Pickle Ball pop-up	\$1953.54
Matamata Futures Project Play Volunteer Committee	Super heroes and princesses day – a free community event	\$1848.50
Manaaki Kaimai Mamaku Trust	Get into the Ngahere – interactive app including cultural stories/histories	\$2000.00
John Howlett / Bernadette Ballantyne	Art on Thames Street – a public art event	\$437.89
Raungaiti Marae	Raungaiti Underpass Art Project	\$1849.00
Tautoru Ngāti Hinerangi	Alternative ED – Tautoru Official Open Day	\$891.50
Waikato Disc Golf Association	Morrinsville Disc Golf Course	\$1892.00
	Total funding allocated	\$24,046.23

With a remaining balance of \$5,953.77, a total of \$35,953.77 will be available for allocation in the 2025/26 funding year.

Natural, Cultural and Built Heritage grant

The Natural, Cultural and Built Heritage grant provides funding for plans, reports and one-off projects that protect, conserve and promote New Zealand's natural, cultural and physical heritage and support community organisations with resource consent costs. This grant remains open year round and is allocated to eligible applicants on a first in basis.

In 2024/25, Council administered grants for the following initiatives:

Group/Name	Description	Amount approved
Steve Southall and Jim Stuckey	Waitoa Riverbank Restoration	\$5000.00
Matamata Futures	Resource consent funding assistance – encroachment of height relative to boundary rule, buildings on a public reserve, working within drip line of scheduled tree and structures under a scheduled tree	\$5000.00

Group/Name	Description	Amount approved
Morrinsville Chamber of Commerce	Resource consent funding assistance - Morrinsville Community Christmas tree	\$4712.50
	Total funding allocated	\$14712.50

Dr Lawrence and Elsie Mackie Memorial Trusts

Dr Lawrence and Elsie Mackie Memorial Trust grants are available to people from Te Aroha and the surrounding country areas (Elstow, Manawarū, Mangaiti, Ngarua, Springdale, Te Aroha West, Wairākau, Waihou and Waitoa). This funding is provided for 'charitable purposes', for both groups and individuals.

This grant opens once every two years and is managed by a Board of Trustees of five members. There was no funding round for the 2024/25 period.

Iwi initiatives grant

A grant was established to support initiatives relating to Matariki or Waitangi Day events / initiatives / series.

Previously, Council accessed external funding to lead such events. In an effort to work more cohesively with iwi, Council staff sought feedback from the Te Manawhenua Forum mō Matamata-Piako (TMF) and it was agreed a grant was favourable to allow iwi organisations or members of the community with support from the TMF, to lead their own events. A key requirement of this grant is that events are open to the community. Funding decisions are made by Council staff following an assessment of applications.

Council had \$5,000 to administer. Additionally, as a one-off, the Mayor contributed \$1,000 from her discretionary fund to support initiatives.

In 2024/25, Council administered grants for the following initiatives:

Group/Name	Description	Amount approved
Ngāti Hauā	Matariki – Mātaai Whetū ki Ngāti Hauā and breakfast (Morrinsville and Matamata)	\$2000.00
Ngāti Tumutumu	Series of Matariki Community Workshops inclusive of community access to the sound baths (Te Aroha)	\$2500.00
Kaitiaki Track n Trap	Community event sharing artwork, vegetable names, karakia, waiata and kai (Waharoa / Matamata)	\$1000.00
Ngāti Hinerangi	Official community opening of nursery in celebration of Matariki (Matamata)	\$500.00
	Total funding allocated	\$6000.00





Ngā Take/Kōrerorero | Issues/Discussion

The Pride of Place – Community-led Initiatives Grant Policy has been in operation for a year. The Community Development and Partnerships team have proposed some changes to this Policy to address situations or issues that came up during the year. These changes are highlighted in red for Councils’ consideration.

In addition some minor amendments have been made to improve clarity, update administrative processes and reflect a departmental name change, these changes have not been highlighted in the attached policy. A tracked changes version is available on request.

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			
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↓](#). 2025 amendment Pride of Place - Community-led Initiatives Grant Policy



Ngā waitohu | Signatories

Author(s)	Tamara Kingi Kaiārahi Kāwana Governance Team Leader	
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	Jennifer Mahon Kaiārahi Whakawhanake Hapori, Rāngaimahi Community Development and Partnerships Team Leader	
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Approved by	Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	
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	Kelly Reith Hautū Tāngata, Kāwana me ngā Hononga Group Manager People, Governance & Relationships	
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8 Ngā Pūrongo Whakamārama | Information Reports

8.5 CCO Performance Monitoring - Final Statement of Intent 2025/26 Waikato Regional Airport Limited (WRAL) Group

CM No.: 3054368

Te Kaupapa | Purpose

The purpose of this report is for Council to receive the Waikato Regional Airport Limited (WRAL) Group Final Statement of Intent 2025/26.

Rāpopotonga Matua | Executive Summary

Council Controlled Organisations (CCO's) are required by the Local Government Act 2002 (LGA) (subject to certain exemptions) to prepare and publish an annual Statement of Intent.

A Statement of Intent must include:

- a) the objectives of the group; and
- b) a statement of the board's approach to the governance of the group; and
- c) the nature and scope of the activities to be undertaken by the group; and
- d) the non-financial performance targets and other measures by which the performance of the group may be judged in relation to its objectives; and
- e) any additional information that is required to be included in the Statement of Intent.

Waikato Regional Airport Limited (WRAL) is a Council Controlled Organisation (CCO) owned by five Waikato councils, with Matamata-Piako's shareholding at 15.6%.

Council received WRAL's draft Statement of Intent on 26 March 2025 and were invited to provide feedback on the document prior to its finalisation. Council resolved to approve the document without feedback.

Council has now been provided with the final Statement of Intent 2025/26 for information.

Tūtohunga | Recommendation

That:

1. **The Waikato Regional Airport Limited Group Final Statement of Intent 2025/26 be received.**

Horopaki | Background

Council Controlled Organisations (CCO) Reporting Requirements

CCO's are required by the Local Government Act 2002 (LGA) (subject to certain exemptions) to prepare and publish an annual Statement of Intent, and produce a Half-Yearly Report for shareholders on the entity's operations during the half year.

Waikato Regional Airport Limited (WRAL)

WRAL is a CCO owned by five Waikato councils, with Matamata-Piako's shareholding at 15.6%. The Group is comprised of the following entities:

- Waikato Regional Airport Limited (trading as Hamilton Airport) is the Group's parent company, and the owner and operator of Hamilton Airport.
- Titanium Park Limited - has a goal to develop and optimise land holdings to generate long-term income streams from a diversified property portfolio.
- Waikato Regional Airport Hotel Limited (Trading as Jet Park Hamilton Airport Hotel & Conference Centre). – has an intent to provide non-aeronautical earnings to the Group through the operation of a Qualmark 4 Star Plus hotel and conference centre facility at Hamilton Airport.
- Hamilton & Waikato Tourism Limited – the Regional Tourism Organisation markets the Hamilton and Waikato region as a visitor and business events destination, and to assist in growing the visitor economy through tourism development and destination management.

WRAL has identified the following core purposes under its current ten-year strategic plan:

1. An enabler of air services to the region.
2. A supporter and developer of aviation through investment in, and provision of, airport infrastructure and support services for both general aviation and commercial airline activities.
3. The operator of a first class, safe, sustainable and compliant airport that connects the Mighty Waikato to New Zealand and beyond.

To strategically position the Group to enhance capital value and be financially self-sustaining through an income diversification strategy.

Ngā Take/Kōrerorero | Issues/Discussion

Council received WRAL Group's draft Statement of Intent on March 26 2025 and were invited to provide feedback on the document prior to its finalisation. Council resolved to approve the document without feedback.

Council has now been provided with the final Statement of Intent 2025/26 for information.

There were no substantial changes made to the statement of intent following the feedback period.

Mōrearea | Risk

No risks have been identified.

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

The LGA requires CCOs to prepare and publish an annual Statement of Intent. The purpose of a Statement of Intent is to:

- a) State publicly the activities and intentions of the CCO for the year and the objectives to which those activities will contribute; and
- b) Provide an opportunity for shareholders to influence the direction of the organisation; and

- c) Provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

CCOs are required to present a draft Statement of Intent to each local authority for feedback on or before 1 March in the year preceding the financial year to which the draft Statement of Intent relates. The local authority then has two months from receiving the draft Statement of Intent, to respond to the CCO with feedback. A final Statement of Intent is to be provided to the shareholders before the commencement of the financial year to which it relates.

WRAL provided its draft and final Statement of Intent within these timeframes.

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.	This report addresses a statutory requirement and the final statement of intent is to be received by Council.
Section 78 – requires consideration of the views of Interested/affected people	No engagement is required, however the final statement of intent will be published on Council’s website as per the LGA requirement.
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.
Section 82 – this sets out principles of consultation.	Public consultation is not required.

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.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

The LGA requires Council to publish the final Statement of Intent on its website within one month of adoption and maintain the document on the website for a period of no less than 7 years.

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			
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

The activities of the WRAL Group supports the achievement of all Council's community outcomes.

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

The current and proposed activities of WRAL are fully funded by the participating local authorities, within existing budgets.

Ngā Tāpiritanga | Attachments

[A↓](#). FINAL WRAL 2025/26 Statement of Intent



Ngā waitohu | Signatories

Author(s)	Charlotte Walker Kaitohu Kaupapahere Paetahi Graduate Policy Advisor	
Approved by	Niall Baker Kaiārahi Tima Kaupapahere Policy Team Leader	

	<p>Sandra Harris</p> <p>Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager</p>	
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8 Ngā Pūrongo Whakamārama | Information Reports

8.6 CCO Performance Monitoring - Final Statement of Intent 2025/26 Waikato Local Authority Shared Services Limited (Trading as Co-Lab)

CM No.: 3057191

Te Kaupapa | Purpose

The purpose of this report is for Council to receive the Waikato Local Authority Shared Services Limited (Trading as Co-Lab) final Statement of Intent 2025/26.

Rāpopotonga Matua | Executive Summary

Council Controlled Organisations (CCO's) are required by the Local Government Act 2002 (LGA) (subject to certain exemptions) to prepare and publish an annual Statement of Intent.

A Statement of Intent must include:

- a) the objectives of the group; and
- b) a statement of the board's approach to the governance of the group; and
- c) the nature and scope of the activities to be undertaken by the group; and
- d) the non-financial performance targets and other measures by which the performance of the group may be judged in relation to its objectives; and
- e) any additional information that is required to be included in the Statement of Intent.

Waikato Local Authority Shared Services Limited (Trading as Co-Lab) (Co-Lab) is a CCO owned by 12 local authorities in the Waikato region. Council received Co-Lab's draft Statement of Intent 2025/26 on 26 March 2025 and were invited to provide feedback on the document prior to its finalisation. Council resolved to receive the document.

Council has now been provided with the final Statement of Intent 2025/26 for information.

Tūtohunga | Recommendation

That:

1. **The Waikato Local Authority Shared Services Limited (Trading as Co-Lab) final Statement of Intent 2024/25 be received.**

Horopaki | Background

Council Controlled Organisation Reporting Requirements

Council Controlled Organisations (CCO's) are required by the Local Government Act 2002 (LGA) (subject to certain exemptions) to prepare and publish an annual Statement of Intent, and produce a bi-annual report for shareholders on the entity's operations during the half year.

Council received the draft Waikato Local Authority Shared Services Limited (Trading as Co-Lab) (Co-Lab) Statement of Intent 2025/26 and the interim half-yearly report to 31 December 2024 at its meeting on 26 March 2025.

Waikato Local Authority Shared Services (trading as Co-Lab)

Co-Lab was established in 2005 as a vehicle through which member councils could collaborate and identify opportunities for undertaking activities on a shared basis.

Co-Lab is a CCO owned by 12 local authorities in the Waikato region. In 2022, Taupō District Council sold its ordinary share in Co-Lab to Western Bay of Plenty District Council. Council approved the resolution to appoint Western Bay of Plenty District Council as a shareholder at its Corporate and Operations Committee meeting on 23 February 2022. On 8 February 2023, Council approved subsequent amendments to the company constitution to reflect this.

Co-Lab’s key purpose is to drive collaboration between councils, to improve customer service and performance, and to reduce costs. They aim to introduce efficiency and effectiveness gains and champion the benefits that collaboration can bring, including a reduction of duplication and waste and the promotion of best practice across councils.

Co-Lab’s vision is that council collaboration through Co-Lab maximises community wellbeing. The company aims to achieve this vision by helping councils identify and realise shared opportunities. It achieves these outcomes by:

- Acting as an ideas laboratory for developing opportunities that create value to councils;
- Providing shared services to councils; and
- Entering joint procurement arrangements for the benefit of councils.

Co-Lab’s three year strategy is below:



To ensure that Co-Lab deliver against their three year strategy, they will be using the following annual Key Performance Indicators:

Strategic goal	3-year Objective	Annual KPI
Shareholding councils understand we provide them value	<ul style="list-style-type: none"> We know the value we provide shareholders has improved by 15%, by 30 June 2027* <i>(baseline y/e 30 June 24).</i> By 30 June 2027, 80% of shareholders agree they get value from Co-Lab. All shareholders take up at least one additional shared service. <p><i>*Based on the regional benefits of collaboration (not an individual councils' benefits from collaboration).</i></p>	<ul style="list-style-type: none"> Year-on-year increase in the value we provide to councils. 80%+ of council survey respondents believe those Co-Lab services they received meet or exceed their expectations (evidenced by an annual survey). Year-on-year increase in the utilisation of services we provide to councils.
Deliver value by growing the scale of our shared service function	<ul style="list-style-type: none"> 24 new instances of Co-Lab shared services being utilised, by June 2027 <i>(baseline y/e 30 June 24)</i> 	<ul style="list-style-type: none"> Year-on-year increase in the utilisation of services we provide to councils. Year on Year increase in the number of services available to councils.
Diverse, talented and motivated people work for us	<ul style="list-style-type: none"> Maintain staff engagement above 85% Staff turnover is less than 15%. Our vacancies are filled by suitable candidates within 3 months. <p><i>All baselined y/e 30 June 24)</i></p>	<ul style="list-style-type: none"> Maintain staff engagement above 85% Staff turnover is less than 15%. Vacancies are filled by suitable candidates within 3 months.

Ngā Take/Kōrerorero | Issues/Discussion

Council received Co-Lab's draft Statement of Intent on 26 March 2025 and were invited to provide feedback on the document prior to its finalisation. Council resolved to receive the document.

Council has now been provided with the final Statement of Intent 2025/26 for information. Minor updates have been made and reflected in the final Statement of Intent which include:

- Page 6: Inclusion of the establishment of Co-Lab Building Services in the Shared Services section.
- Page 7: Inclusion of Co-Lab Building Services and participating Council's under the Co-Lab Delivery Service table.
- Page 9: Adjusted financials to account for establishment of Co-Lab Building Services.
- Page 10: Confirmed Budgets for 2025/26 financial year have been adjusted slightly.
- Page 11: Update of Current Directors of Co-lab to replace Gavin Ion and John Holyoake (MPDC), replaced by Steph O'Sullivan and David Speirs (MPDC).

Mōrearea | Risk

No risks have been identified.

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

The LGA requires CCOs to prepare and publish an annual Statement of Intent. The purpose of a Statement of Intent is to:

- a) State publicly the activities and intentions of the CCO for the year and the objectives to which those activities will contribute; and
- b) Provide an opportunity for shareholders to influence the direction of the organisation; and
- c) Provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

CCOs are required to present a draft Statement of Intent to each local authority for feedback on or before 1 March in the year preceding the financial year to which the draft Statement of Intent relates. The local authority then has two months from receiving the draft Statement of Intent, to respond to the CCO with feedback. A final Statement of Intent is to be provided to the shareholders before the commencement of the financial year to which it relates.

Co-Lab provided its draft and final Statement of Intent within these timeframes, it is being formally received now due to agenda timeframes.

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.	This report addresses a statutory requirement and the final Statement of Intent is to be received by Council.
Section 78 – requires consideration of the views of Interested/affected people	No engagement is required, however the final Statement of Intent is to be published on Council’s website as per the LGA requirement.
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.
Section 82 – this sets out principles of consultation.	Public consultation is not required.

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 Local Government Act 2002 or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

The LGA requires Council to publish the final Statement of Intent on its website within one month of adoption and maintain the document on the website for a period of no less than 7 years.

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			
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

The activities of the Co-Lab supports the achievement of all Council’s community outcomes.

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

The current and proposed activities of Co-Lab are fully funded by the participating local authorities, within existing budgets.

Ngā Tāpiritanga | Attachments

[A↓. FINAL Co-Lab 2025/26 Statement of Intent](#)



Ngā waitohu | Signatories

Author(s)	Charlotte Walker Kaitohu Kaupapahere Paetahi Graduate 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

8.7 Chief Executive Officer Report

CM No.: 3060456

Te Kaupapa | Purpose

The report provides an update on matters or issues that the Chief Executive Officer considers are relevant to Council.

Rāpopotonga Matua | Executive Summary

The monthly report focuses on non-standard matters (beyond business-as-usual activities) and issues that I believe will be of particular interest or relevance to Council decision-making.

This month's report covers the following topics:

- Building Consent Authority Accreditation
- Shared Services
- Refuse Transfer Stations Transition to Council Operations
- Revocation of the Health (Hairdressers) Regulations 1980
- Emergency Management Roadmap
- Mana Whakahono ā Rohe requests
- Water Regulator Drinking Water Report 2024
- Waikato Waters Council Controlled Organisation

Tūtohunga | Recommendation

That:

1. The information be received.

Horopaki | Background

The report provides information and updates on non-standard matters that are considered of interest to Council.

Ngā Take/Kōrerorero | Issues/Discussion

Building Consent Authority - Accreditation achieved

IANZ has confirmed Council's accreditation as a Building Consents Authority, noting as follows:

Council continues to pose a low risk. The main reasons for determining this risk category were:

- Council only had a small number of findings raised during the assessment, with many of these being minor issues resolved within the assessment period.
- Council demonstrated a strong commitment to continuous improvement and ensured that comprehensive records were maintained of any changes made.
- Council had made good progress in addressing their issues with Compliance Schedules, which had been the subject of repeated non-compliances over the last few assessments. Although a issues remained, these were now seen to meet a much higher standard.

IANZ has also confirmed that Council will now move to reassessment every two years after a number of years of annual assessments.

The result is a direct reflection of the efforts of Daniel Kruger and his team to improve systems and processes.

Shared Services

Two shared services commenced on 1 JULY 2025:

- Emergency management functions with South Waikato and Hauraki District Councils. This replaces the agreement that these Councils have with Waikato Regional Council. Our Council is the lead agency, employing all Emergency Management Officers and the Emergency Management Manager across the three councils.
- Colab Building Consent Processing to handle all overflow building consents, previously allocated to private businesses. Waikato, Waitomo, Western Bays, Hauraki District Councils are all participants with Matamata-Piako.

Refuse Transfer Stations

Council took over the operation of the refuse transfer stations from Smart Environmental Limited (SEL) on 1 July 2025. The staff and facilities are part of Kaimai Valley Services. The successful transfer was a team effort involving KVS Management and a number of Council teams. SEL was very helpful and cooperative in the transition.

Revocation of the Health (Hairdressers) Regulations 1980

The regulations are scheduled to be revoked by the end of July. A review by the Ministry for Regulation found *...that the current rules were outdated, inconsistently applied, and did not contribute meaningfully to public health or safety outcomes. The review concluded that general health and safety, building, and public health regulations already provide sufficient oversight*

Emergency Management Roadmap

The Minister for Emergency Management and Recovery announced a roadmap to strengthen New Zealand's emergency management system, implementing the Government's response to the North Island Severe Weather Events inquiry. Cabinet agreed in principle to the five-year plan, pending further policy work, legislation, and future budget approvals.

The roadmap addresses the inquiry's 14 recommendations by strengthening community preparedness, clarifying roles and accountability, building a trained workforce, and modernising warning systems and technology.

Key initiatives include regional support teams across New Zealand, an expanded Resilience Fund, partnerships with businesses and community organisations, professional development pathways, proactive equipment procurement, and a Common Operating Picture system for shared situational awareness.

Mana Whakahono ā Rohe requests

Council has received requests to develop Mana Whakahono ā Rohe agreements from the following:

- Hako Tūpuna Trust
- Raukawa
- Ngāti Pāoa Iwi Trust
- Ngāti Tamaterā
- Ngāti Tara Tokanui
- Ngāti Tumutumu

The agreements are provided for by Sections 58L to 58U of the Resource Management Act (RMA).

The intention of the legislation is:

- to provide a mechanism for iwi authorities and local authorities to discuss, agree, and record ways in which tangata whenua may participate in resource management and decision-making processes under the RMA
- to assist local authorities to comply with their statutory duties under the RMA

Under sections 58O and 58P of the RMA, when an iwi authority formally invites a council to develop a Mana Whakahono ā Rohe agreement, Council **must convene a hui** for discussions. Following a hui for initiating MWR, negotiations must be concluded within 18 months unless all parties agree otherwise

Water Regulator Drinking Water Report 2024

The Regulator has published the Drinking Water Report 2024, which provides an overview of the country's drinking water supplier performance. MPDC is mentioned twice within the report, in regard to:

- The lead exceedance within the distribution zone in Te Aroha, March/April 2024
- The consumer advisory notice on the Pohomihī raw water affecting 9 properties

Council Staff have met with Water Regulator to discuss these issues and other matters relating to Council water supplies.

Waikato Waters Council Controlled Organisation (CCO)

There are two Councils scheduled to finalise decisions in relation to the establishment of the CCO. The entity is expected to be formally established by the end of the month. Staff are preparing for the completion of the Water Services Deliver Plan and the transfer process to the CCO.

Mōrearea | Risk

The one new risk that arises is the challenge of completing all Mana Whakahono ā Rohe agreements with existing resources. Staff are reviewing options to manage the processes.

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

There are no new legal or policy issues identified at this stage.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Manaia Te Wiata Tumu Whakarae Chief Executive Officer	
Approved by	Manaia Te Wiata Tumu Whakarae Chief Executive Officer	

8 Ngā Pūrongo Whakamārama | Information Reports

8.8 Mayoral Diary for May/June 2025

CM No.: 2991595

Te Kaupapa | Purpose

The purpose of this report is to present the Mayoral Diary from the previous few months.

Rāpopotonga Matua | Executive Summary

A summary of the Mayoral diary is attached for the months of May and June 2025.

Tūtohunga | Recommendation

That:

1. The information is received.

Ngā Tāpiritanga | Attachments

[A↓](#). Mayoral Diary for May and June 2025



Ngā waitohu | Signatories

Author(s)	Debbie Burge Kaiārahi Tautoko i te Koromatua me te Tumu Whakarae Executive Assistant to the Mayor & CEO	
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Approved by	Adrienne Wilcock Manuhuia Mayor	
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8 Ngā Pūrongo Whakamārama | Information Reports

8.9 Hauraki Rail Trail Board Minutes - 21 February 2025

CM No.: 3059381

Te Kaupapa | Purpose

The purpose of this report is to provide Council with the minutes from the February meeting of the Hauraki Rail Trail Charitable Trust.

Rāpopotonga Matua | Executive Summary

Council is a stakeholder and funder for the Hauraki Rail Trail (HRT) alongside the Hauraki District and Thames-Coromandel District Councils. The Trust consists of a maximum of six trustees, one appointed by each of the Matamata-Piako, Hauraki and Thames Coromandel District Councils and three by local iwi.

As Council is a stakeholder in the Trust, and has interest in the HRT, minutes are circulated from the board's meetings.

Tūtohunga | Recommendation

That:

1. The information be received.

Horopaki | Background

The Hauraki Rail Trail (HRT) follows the path of two historic railway lines, running from Kaiua to Matamata; crossing the Hauraki, Thames-Coromandel and Matamata-Piako districts. The HRT is part of the New Zealand wide network of cycleways branded as Ngā Haerenga. In March 2012, Thames-Coromandel, Hauraki and Matamata-Piako District Councils formally agreed to establish a charitable trust to be known as the Hauraki Rail Trail Charitable Trust (the Trust). The Trust's purpose under the Trust Deed (dated 26 February 2019) includes the following:

Leasing and/or licensing land from any of the Settlers or any other party for the use of the cycleway;

- Developing and constructing extensions and additions to the cycleway;
- Maintaining all of the cycleway;
- Raising funds to carry out and complete any of the above charitable purposes.

The Trust holds primary responsibility for managing and maintaining the HRT and for completing any future development. Council is a stakeholder and funder for the HRT alongside the Hauraki District and Thames-Coromandel District Councils. The Trust consists of a maximum of six trustees, one appointed by each of the Matamata-Piako, Hauraki and Thames Coromandel District Councils and three by local iwi. The council appointees do not have to be elected members. A person can only be appointed as a Trustee if they have one or more of the following attributes:

- a) An understanding of governance issues
- b) Business experience relevant to the development of tourism and/or the operation of a public cycleway
- c) Sound judgement

- d) Intellectual ability
- e) A high standard of personal integrity
- f) The ability to work as a member of a team; and/or
- g) An understanding of tikanga Māori and the significance to the iwi of the land to be used for the Cycleway.

Council's current trustee is Shaun O'Neill and Dianne Drummond is the Chief Executive Officer.

Ngā Tāpiritanga | Attachments

[A↓](#). 2025FEB21 Hauraki Rail Trail Board Minutes SIGNED



Ngā waitohu | Signatories

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

8 Ngā Pūrongo Whakamārama | Information Reports

8.10 External Committee Minutes - June 2025

CM No.: 3047610

Te Kaupapa | Purpose

The purpose of this report is to provide Council with the minutes of recent external committees meetings that Matamata-Piako District Council have representation on.

The minutes attached to this report are from:

- Future Proof Implementation Committee
 - 5 June 2025
- Regional Transport Committee
 - 9 June 2025
- Waikato CDEM Joint Committee
 - 16 June 2025 – *not available at time of agenda close, to be circulated separately or considered at the next meeting.*

Rāpopotonga Matua | Executive Summary

At the Council meeting on 9 November 2022, Council resolved to have representation on the following external committees:


Committee	Representative	Alternate Representative
Waikato Civil Defence Emergency Management Group Joint Committee	Cr Russell Smith	
Waikato Regional Transport Committee	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Regional Triennial Agreement Forum	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Hauraki Gulf Forum	Cr James Sainsbury	
Hauraki Scheme Subcommittee	Cr Sarah-Jane Bourne	Cr Caleb Ansell
Local Government New Zealand: Zone 2	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Future Proof Implementation Committee	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Pare Hauraki Collective Working Group	Mayor Adrienne Wilcock	Deputy Mayor James Thomas

Tūtohunga | Recommendation

That:

1. The information be received.

Ngā Tāpiritanga | Attachments

 Minutes of Future Proof Implementation Committee Meeting - Thursday, 5 June 2025



 Minutes of Regional Transport Committee Meeting - Monday, 9 June 2025



Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins Kaitohu Mātāmua Kāwana Senior Governance Advisor	
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Approved by	Tamara Kingi Kaiārahi Kāwana Governance Team Leader	
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