

Kaunihera | Council

Kaupapataka Wātea | Open Agenda



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

Ko te rā | Date: Thursday 15 October 2026
Wā | Time: 8:15
Wāhi | Venue: Council Chambers
35 Kenrick Street
TE AROHA

NGĀ MEMA | MEMBERSHIP

Tiamana | Chairperson: Koromatua | Mayor
Ash Tanner

Mema | Members: Koromatua Tautoko | Deputy Mayor
James Sainsbury
Kaunihera ā-Rohe | District Councillors
Vincent Andersen
Grace Bonnar
Bruce Dewhurst
Tyrel Glass
Dayne Horne
Greg Marshall
Andrew McGiven
James Thomas
Gary Thompson
Rewiti Vaimoso
Sue Whiting

Waea | Phone: 07-884-0060
Wāhitau | Address: 35 Kenrick Street, Te Aroha 3320
Īmēra | Email: governance@mpdc.govt.nz
Kāinga Ipuranga | Website: www.mpdc.govt.nz

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1 Whakatūwheratanga o te hui | Meeting Opening

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

Cr James Thomas has provided an apology from the meeting.

3 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

4 Whakaaetanga mēneti | Confirmation of Minutes

Minutes, as circulated, of the ordinary meeting of Matamata-Piako District Council, held on 23 September 2026.

5 Pūrongo me whakatau | Decision Reports

5.1 District Licensing Committee

CM No.: 3231676

Te Kaupapa | Purpose

The purpose of this report is to seek Council's approval, under section 192 of the Sale and Supply of Alcohol Act 2012, to appoint Ms Tegan McIntyre as a list member of the Matamata-Piako District Licensing Committee.

Rāpopotonga Matua | Executive Summary

The Sale and Supply of Alcohol Act 2012 (Act) requires Council to have a District Licensing Committee to consider and determine new and renewals of licences and managers certificates, temporary authorities, special licences and various other matters under the Act.

This report seeks Council's approval to appoint Ms Tegan McIntyre as an additional list member of the Matamata-Piako District Licensing Committee in accordance with section 192 of the Act.

The appointment is being urgently requested due to a scheduled hearing on the 16th of October 2026, that will not be able to go ahead unless we have another DLC member appointed. A current DLC member who was initially available when the hearing was scheduled is now unavailable due to personal reasons. Two other DLC committee members are also unfortunately unavailable. Ms Tegan McIntyre was scheduled to be approved by Council on 28 October 2026; as was not originally required for this hearing.

Tūtohunga | Recommendation

That:

1. **In accordance with section 192 of the Sale and Supply of Alcohol Act 2012, Council approves the appointment of Tegan McIntyre as a list member of the Matamata-Piako District Licensing Committee.**

Horopaki | Background

The Sale and Supply of Alcohol Act 2012 requires each territorial authority to establish a District Licensing Committee.

Council has appointed Councillor Sue Whiting as Chairperson of the Committee and Councillor Greg Marshall as Deputy Chairperson should the Chairperson be unavailable.

When a hearing is required, the Committee must comprise a chair or deputy chair and two list members. Council must therefore maintain an approved list of people who can be appointed as the other members of the hearing panel.

Under section 192 of the Act, people included on the approved list must have experience relevant to alcohol licensing matters and may be approved for a term of up to five years.

Council's current approved list members are Ross Murphy, Alan Sciascia and Neil Goodger. Mr Goodger agreed to remain a list member after stepping down as a Councillor until an additional member could be identified. His appointment expires on 9 November 2026, and he is not seeking reappointment.

Ngā Take/Kōrerorero | Issues/Discussion

Appointing an additional list member would maintain sufficient capacity and flexibility to convene hearings when required. This is particularly important where an approved member is unavailable or has an actual or perceived conflict of interest in relation to an application.

Ms Tegan McIntyre has approximately 10 years' experience in District Licensing Committee roles, including chairing hearings, drafting and peer reviewing decisions, applying alcohol licensing legislation and case law, and training new committee members and elected representatives. The chairperson Sue Whiting and DLC secretary Ryan Johnston have met with Ms Tegan McIntyre and found her to a good fit for our DLC committee.

She currently serves as a Commissioner on the Waikato, Waipā, Waitomo and Ōtorohanga District Licensing Committees. This experience demonstrates that she is suitably qualified for inclusion on Council's approved list under section 192 of the Act.

Her appointment would strengthen the Committee's operational resilience and reduce the risk of hearing delays caused by member unavailability or conflicts of interest. Further details of Ms Tegan McIntyre's experience and qualifications are provided in Attachment A.

Mōrearea | Risk

The principal operational risk is that Council may be unable to convene a three-member hearing panel where an approved member is unavailable or has an actual or perceived conflict of interest. This could delay hearings and affect Council's ability to discharge its statutory functions under the Sale and Supply of Alcohol Act 2012.

Appointing Ms Tegan McIntyre would mitigate this risk by maintaining a broader pool of suitably qualified members following the expiry of Mr Neil Goodger's appointment.

Ms McIntyre's extensive alcohol licensing and hearings experience demonstrates that she meets the relevant experience requirements. The residual risk associated with the appointment is considered low.

Ngā Whiringa | Options

The reasonably practicable options are to appoint Ms Tegan McIntyre as a list member or not to make an appointment at this time. Not appointing an additional member is not recommended, as it would reduce the available pool of members and increase the risk that Council may be unable to convene a hearing panel due to member unavailability or a conflict of interest.

Option One – List member appointment	
Description of option	
Appoint Ms Tegan McIntyre as a list member	
Advantages	Disadvantages
Improved hearing capacity and resilience – Maintains a sufficient pool of members to convene hearings when another member is unavailable or has an actual or perceived conflict of interest.	Less work for each member: The more members you have the less work each member is likely to get as you only need two list members per hearing.
Relevant expertise and continuity – Tegan has extensive alcohol licensing and hearings	

experience, supporting informed, consistent and legally sound decision-making.	
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Option Two – No list member appointment	
Description of option	
Not appointing an additional member	
Advantages	Disadvantages
No additional member costs – Council would avoid training and administrative costs associated with appointing an additional list member.	Reduced hearing capacity and resilience – Following Neil Goodger's departure, the smaller pool of members may make it difficult to convene a three-member hearing panel when a member is unavailable.
No immediate appointment process required – Council would not need to complete appointment and induction arrangements at this time.	Greater risk of delays due to conflicts of interest – An actual or perceived conflict involving one member could leave Council unable to form a valid panel, potentially delaying hearings and the exercise of the Committee's statutory functions.

Recommended option

Option One is recommended.

Appointing Ms Tegan McIntyre would maintain the Committee's hearing capacity and resilience and provide Council with an appropriately experienced list member following the expiry of Mr Neil Goodger's appointment. The limited costs and potential availability constraints are outweighed by the operational and statutory benefits of maintaining a sufficient pool of suitably qualified members.

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

Legal Considerations:

Section 192 of the Sale and Supply of Alcohol Act 2012 authorises Council to approve people for inclusion on the list from which members of the District Licensing Committee may be appointed. A person included on the list must have experience relevant to alcohol licensing matters and may be approved for a period of up to five years.

Ms Tegan McIntyre's alcohol licensing and hearings experience demonstrates that she meets the relevant experience requirement. The proposed appointment is therefore consistent with the requirements of the Sale and Supply of Alcohol Act 2012

Policy Considerations:

The proposed appointment is not inconsistent with any Council policy, bylaw, Long Term Plan or Annual Plan. The decision is administrative in nature and is assessed as having a low level of significance under Council's Significance and Engagement Policy.

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

Having regard to the decision making provisions in the LGA 2002 and Council's 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	No specific community views have been sought because the appointment is administrative and does not materially affect levels of service.
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 <i>low</i> level of significance.
Section 82 – this sets out principles of consultation.	Formal consultation is not considered necessary due to the administrative nature and low significance of the appointment

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

No external consultation or formal communications plan is required, as the appointment is administrative and assessed as having a low level of significance.

Following Council's decision, Ms Tegan McIntyre and the existing District Licensing Committee members will be advised of the outcome. Relevant internal records, member lists and administrative systems will be updated accordingly.

Timeframes

Key Task	Dates
Council considers the appointment	15 October 2026
Tegan McIntyre notified and appointment documentation completed	Following Council approval

Appointment takes effect	Immediately following Council approval
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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:

The appointment contributes to **A place with people at its heart** and **A place to thrive** by supporting fair, timely and effective alcohol licensing decisions. Maintaining a suitably experienced and resilient District Licensing Committee helps protect community wellbeing and supports the responsible sale and supply of alcohol.

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

List members are remunerated only when undertaking District Licensing Committee duties, in accordance with Council's approved remuneration arrangements. Any meeting fees, training costs and reasonable expenses associated with Ms Tegan McIntyre's appointment will be met from the existing District Licensing Committee operational budget. No additional or unbudgeted funding is sought through this report.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Loryna Prinsloo Kaiwhakahaere Hauora Taiao Environmental Health Administrator	
Approved by	Ryan Johnston Pou Whakamaru Hapori, Tūtohu Community Protection and Compliance Manager	
	Ally van Kuijk Hautū Kaitiaki, Rāngai Mahitahi me te Whakawhanake Group Manager Kaitiaki, Partnerships and Develo	