

# Kaunihera | Council

## Mēneti Wātea | Open Minutes



Minutes of an ordinary meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 24 April 2024 at 9:00.

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### 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

## Ngā whakapāha | Apologies

Cr Sue Whiting  
Cr Bruce Dewhurst

## Attendance via audio/visual link

Name	Time In	Time Out
Cr Kevin Tappin	9.00am	10.15am

## Kaimahi i reira | Staff Present

Name	Title	Item No.
Don McLeod	Chief Executive Officer	
Kuljeet Kaur	Governance Support Officer	
Stephanie Hutchins	Governance Support Officer	
Mark Naudé	Parks and Facilities Planning Team Leader	7.1
Niall Baker	Policy Team Leader	7.2, 7.3, 7.4
Sandra Harris	Strategic Partnerships and Governance Manager	

## I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
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**1 Whakatūwheratanga o te hui | Meeting Opening**

Mayor Adrienne welcomed members, staff and those viewing the livestream and declared the meeting open at 9.00am.

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

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

That the apologies from Cr Sue Whiting and Cr Bruce Dewhurst be received and accepted.

**Resolution number CO/2024/00001**

**Moved by: Cr J Sainsbury**

**Seconded by: Cr G Thompson**

**KUA MANA | CARRIED**

**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 Whāki 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**

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

That the minutes of the meeting of the ordinary meeting of Matamata-Piako District Council held on Wednesday, 27 March 2024, be confirmed as a true and correct record of the meeting.

**Resolution number CO/2024/00002**

**Moved by: Cr C Ansell**

**Seconded by: Cr D Horne**

**KUA MANA | CARRIED**

**6 Take i puta mai | Public Forum**

There were no speakers to the Public Forum.

## 7 Pūrongo me whakatau | Decision Reports

### 7.1 Waharoa Recreation Reserve: Hearing of Submissions on Proposed Lease

CM No.: 2845273

#### Te Kaupapa | Purpose

The authority to grant new leases over reserves rests with Council. Prior to making a decision on the proposed lease, Council must first give consideration to the submissions received and hear those submitters who wish to speak to their submissions.

#### Rāpopotonga Matua | Executive Summary

Raungaiti Sports Body Incorporated, would like to relocate a building onto the Waharoa Recreation Reserve (also known as Waharoa Domain) to support sports and recreation activities at the Reserve.

The proposal would require the grant of a lease under the Reserves Act 1977 for the area occupied by the building. The delegation to decide whether to grant a new lease over reserve land currently sits with Council.

Public notification of a proposed lease was required in this particular case as the Reserve is Crown Land and is not vested in Council.

Council resolved to notify the proposed lease on 14 February 2024. Public notice was given on 21 February 2024. Eighteen submissions were received. All submissions were in favour of the proposal. Some submitters wished to speak to their submissions.

Prior to making a decision on the proposed lease, Council is required to consider the submissions received and to hear those submitters who wish to speak to their submissions.

#### Tūtohunga | Recommendation

That:

1. The report be received;
2. Council gives consideration to all submissions received;
3. Council hears those submitters who wish to speak to their submissions;

#### Tūtohunga | Recommendation

4. Pursuant to section 59A, Reserves Act 1977, and Part 3B, Conservation Act 1987, Council resolves to grant a concession, in the form of a ground lease over portion of the Waharoa Recreation Reserve, to Raungaiti Sports Body Incorporated;

OR

Council declines to grant a concession in the form of a ground lease to Raungaiti Sports Body Incorporated over portion of Waharoa Recreation Reserve;

OR

**Council defers its decision to a later date in order to further consider the submissions or investigate any matter relating to the proposal.**

- 5. Council Staff are authorised to undertake the necessary administrative actions to give effect to Council's decision.**

#### **WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

**That:**

- 1. The report be received;**
- 2. Council gives consideration to all submissions received;**
- 3. Council hears those submitters who wish to speak to their submissions;**
- 4. Pursuant to section 59A, Reserves Act 1977, and Part 3B, Conservation Act 1987, Council resolves to grant a concession, in the form of a ground lease over portion of the Waharoa Recreation Reserve, to Raungaiti Sports Body Incorporated;**
- 5. Council Staff are authorised to undertake the necessary administrative actions to give effect to Council's decision.**

**Resolution number CO/2024/00003**

**Moved by: Cr G Thompson**

**Seconded by: Cr C Ansell**

**KUA MANA | CARRIED**

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## 7.2 Submission to Waikato Regional Council's 2024-2034 Draft Long Term Plan

CM No.: 2845787

### Te Kaupapa | Purpose

The purpose of this report is for Matamata-Piako District Council (Council) to approve its submission to Waikato Regional Council's draft 2024-2034 Long Term Plan.

### Rāpopotonga Matua | Executive Summary

Waikato Regional Council (WRC) is currently consulting on its draft 2024-2034 Long Term Plan. Submissions on the draft Long Term Plan close on 2 May 2024.

On 10 April 2024, WRC representatives presented the key issues to Council at a workshop. Council indicated their preference to submit on issues relevant to Council and the Matamata-Piako community.

Council is asked to approve the submission as attached to this report. Alternatively, Council may provide feedback to staff to amend the submission.

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## Tūtohunga | Recommendation

That:

1. The information be received.
2. Council:
  - a) approve the attached draft submission to Waikato Regional Council's draft 2024-2034 Long Term Plan.

OR

- b) approve the attached draft submission to Waikato Regional Council's draft 2024-2034 Long Term Plan subject to further changes as directed by Council *[to be specified]*.
3. The Mayor be authorised to sign the submission to Waikato Regional Council's draft 2024-2034 Long Term Plan on behalf of Council.
4. Council determine if they would like to present to their submission to Waikato Regional Council's draft 2024-2034 Long Term Plan at the hearing to be held on 14 May 2024 (continuing 15-17 May 2024 as required), and if so, which representative/s will attend.

## WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. Council:
  - a) approve the attached draft submission to Waikato Regional Council's draft 2024-2034 Long Term Plan.
3. The Mayor be authorised to sign the submission to Waikato Regional Council's draft 2024-2034 Long Term Plan on behalf of Council.

Resolution number CO/2024/00004

Moved by: Cr C Ansell

Seconded by: Cr G Thompson

**KUA MANA | CARRIED**



## 7.3 CCO Performance Monitoring - Waikato Regional Airport Limited 2024/25 Draft Statement of Intent and Half-Yearly Report

CM No.: 2843920

### Te Kaupapa | Purpose

The purpose of this report is for Council to receive and consider the Waikato Regional Airport Limited (WRAL) 2024/25 draft Statement of Intent and the interim half-yearly report to 31 December 2023 as required by the Local Government Act 2002 (LGA).

### Rāpopotonga Matua | Executive Summary

Council-Controlled Organisations (CCOs) are required by the LGA to prepare and publish an annual Statement of Intent. WRALs draft Statement of Intent for 2024/25 and Half-yearly report is attached to this report. Council are invited to provide feedback on this document prior to its finalisation.

Additionally, within two months after the end of the first half of each financial year, the board of a CCO must deliver to the shareholders a report on the organisation's operations during that half year.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. Council receives the Waikato Regional Airport Limited (WRAL) Interim Half-Yearly Report to 31 December 2023.
3. Council receives the Waikato Regional Airport Limited (WRAL) 2024/25 Draft Statement of Intent.
4. Council:
  - a) Approves the Waikato Regional Airport Limited (WRAL) 2024/25 Draft Statement of Intent.
  - b) Provides feedback to Waikato Regional Airport Limited (WRAL) on the 2024/25 Draft Statement of Intent that Council is in support.

Resolution number CO/2024/00005

Moved by: Cr S-J Bourne

Seconded by: Cr D Horne

**KUA MANA | CARRIED**

## 7.4 CCO Performance Monitoring - Waikato Local Authority Shared Services Limited (Trading as Co-Lab) 2024/25 Draft Statement of Intent, Half-yearly Report and Appointment of Director

CM No.: 2839598

### Te Kaupapa | Purpose

The purpose of this report is to detail the following matters regarding Waikato Local Authority Shared Services; Trading as Co-Lab (Co-Lab). This includes:

1. Council to receive and consider the 2024/25 Co-Lab draft Statement of Intent;
2. Council to receive the interim Co-Lab half-yearly report to 31 December 2023;
3. Council to approve the appointment of Mr John Holyoake, Chief Executive of Western Bay of Plenty District Council as a Director of Co-Lab, representing the Eastern Waikato region.

### Rāpopotonga Matua | Executive Summary

Co-Lab is a Council-controlled organisation (CCO) jointly owned by the 12 councils in the Waikato region. Co-Lab's vision is: 'Council collaboration through Co-Lab maximises community wellbeing' and their purpose is to 'support our councils to achieve this vision by helping them identify and realise shared opportunities.'

CCOs are required by the LGA to prepare and publish an annual Statement of Intent. Co-Lab's draft Statement of Intent for 2024/25 is attached to this report and Council are invited to provide feedback to Co-Lab prior to its finalisation. Within two months after the end of the first half of each financial year, the board of a CCO must also deliver to the shareholders a report on the organisation's operations during that half year. Co-Lab's half yearly report to 31 December 2023 is attached for Council's information.

Additionally, following the resignation as Director of Mr Don McLeod, Council are asked to consider a request to approve the appointment of Mr John Holyoake, Chief Executive of Western Bay of Plenty District Council as a Director of Co-Lab representing the Eastern Waikato region.

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## Tūtohunga | Recommendation

That:

1. The information be received.
2. Council receives the Waikato Local Authority Shared Services (Trading as Co-Lab) Interim Half-Yearly Report to 31 December 2023.
3. Council receives the Waikato Local Authority Shared Services (Trading as Co-Lab) 2024/25 Draft Statement of Intent.
4. Council:
  - a) Approves the Waikato Local Authority Shared Services (Trading as Co-Lab) 2024/25 Draft Statement of Intent.

OR;

- b) Provides feedback to Waikato Local Authority Shared Services (Trading as Co-Lab) on the 2024/25 Draft Statement of Intent [*to be specified*].
5. Council:
  - a) Approves the appointment of Mr John Holyoake, Chief Executive of Western Bay of Plenty District Council as a Director of Waikato Local Authority Shared Services (Trading as Co-Lab).

OR;

- b) Does NOT approve the appointment of Mr John Holyoake, Chief Executive of Western Bay of Plenty District Council as a Director of Waikato Local Authority Shared Services (Trading as Co-Lab).

## WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. Council receives the Waikato Local Authority Shared Services (Trading as Co-Lab) Interim Half-Yearly Report to 31 December 2023.
3. Council receives the Waikato Local Authority Shared Services (Trading as Co-Lab) 2024/25 Draft Statement of Intent.
4. Council:
  - a) Approves the Waikato Local Authority Shared Services (Trading as Co-Lab) 2024/25 Draft Statement of Intent.
5. Council:
  - a) Approves the appointment of Mr John Holyoake, Chief Executive of Western Bay of Plenty District Council as a Director of Waikato Local Authority Shared

**Services (Trading as Co-Lab).**

**Resolution number CO/2024/00006**

**Moved by: Cr R Smith**

**Seconded by: Cr D Horne**

**KUA MANA | CARRIED**

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.1 Hauraki Gulf Forum Meeting 4 December 2023 and 4 March 2024

CM No.: 2846400

### Te Kaupapa | Purpose

The purpose of this report is to present the minutes of the Hauraki Gulf Forum (HGF or “the Forum”) meetings from 4 December 2023 and 4 March 2024.

### Rāpopotonga Matua | Executive Summary

The HGF is a statutory body, which promotes and facilitates integrated management and the protection and enhancement of the Hauraki Gulf, under the Hauraki Gulf Marine Park Act 2000. In addition to representation from Matamata-Piako District Council, the Forum has representation on behalf of the tangata whenua of the Hauraki Gulf and its islands, the Ministers of Conservation, Fisheries and Māori Development, and elected representatives from Auckland Council, Waikato Regional Council, and the Waikato, Hauraki and Thames-Coromandel District Councils. Councillor James Sainsbury is Matamata-Piako District Council's representative on the Forum and is available to speak to the minutes and answer any questions.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2024/00007

Moved by: Cr D Horne

Seconded by: Cr R Smith

**KUA MANA | CARRIED**

*The meeting adjourned for a break at 9.44am and reconvened at 9.58am.*

## 8.2 Staff Long Service Presentation

CM No.: 2838473

### Te Kaupapa | Purpose

The purpose of this report is to provide recognition to staff for their years of service.

### Rāpopotonga Matua | Executive Summary

Jo Gifford to be presented with a Long Service Award in recognition of 30 years' service to Matamata-Piako District Council.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2024/00008

Moved by: Cr G Thompson

Seconded by: Cr C Ansell

**KUA MANA | CARRIED**

10.15 am

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD  
OF THE MEETING OF KAUNIHERA | COUNCIL  
HELD ON 24 APRIL 2024.

**KO TE RĀ | DATE:** .....

**TIAMANA | CHAIRPERSON:** .....