

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 28 May 2025
Wā | Time: 09:00
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

Chairperson to open meeting.

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

At the close of the agenda no apologies had 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 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

Minutes, as circulated, of the ordinary meeting of Matamata-Piako District Council, held on 7 May 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 Adoption of Development Contributions 2025/26

CM No.: 3029825

Te Kaupapa | Purpose

Council updates its Development Contributions annually to include any increase in the Producer Price Index (PPI). The purpose of this report is to present the updated Development Contributions for 2025/26 to Council for review and adoption.

Rāpopotonga Matua | Executive Summary

The Development Contributions for 2025/26 have been updated to include any increase in the Producer Price Index (PPI), once adopted these will be inserted into the Fees and Charges 2025/26, made publicly available, and will come into effect from the 1 July 2025.

The rate for the Producer Price Index (construction) is 1.73%.

The Development Contributions 2025/26 are attached to this report.

Tūtohunga | Recommendation

That:

1. The report is received.
2. That Council adopt the Development Contributions updated to include any increase in the Producer Price Index for 2025/26 to apply from 1 July 2025.

Horopaki | Background

Development Contributions are a way for Council to apportion costs for providing infrastructure to service growth.

Council's Development Contributions Policy sets out the principles, rationale and methodology for recovering costs from those undertaking development in a fair, equitable and proportionate way. The Development Contributions Policy is revised every three years as part of the process of developing the Long Term Plan.

MPDC's Development Contributions Policy [link](#).

Ngā Take/Kōrerorero | Issues/Discussion

Council updates its Development Contributions annually to include any increase in the Producer Price Index (PPI). This is generally done as part of the process of adopting the Fees and Charges. This year the PPI figures were not available at the point at which the Fees and Charges were adopted and as a result have been prepared separately.

Mōrearea | Risk

There is a risk that Development Contributions could be challenged if they do not comply with the requirements outlined in the Local Government Act 2002.

This risk is mitigated, by following a standard methodology for calculation and by ensuring that the methodology and Development Contributions themselves meet the rules for being made publicly available.

Ngā Whiringa | Options

The options are outlined below.

Option One – Adopt the Development Contributions 2025/26 as presented	
Advantages	Disadvantages
Fulfils legislative requirements to make the development contributions publicly available ahead of when they come into effect	Does not allow for further review

Option Two – Require further adjustments or review be undertaken for the Development Contributions 2025/26 before adoption	
Advantages	Disadvantages
Allows for further review	Puts meeting legislative requirements at risk to make the development contributions publicly available ahead of when they come into effect

Recommended option

Option 1: Adopt the Development Contributions for 2025/26, is the recommended option.

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

Consultation

Consultation on Development Contributions is not required:

(2B) Subject to subsection (2C), a development contribution provided for in a development contributions policy may be increased under the authority of this subsection without consultation, formality, or a review of the development contributions policy.

Local Government Act 2002, Section 106

Increasing Development Contributions

The rules for increasing and making publicly available the Development Contributions are set out below.

(2C) A development contribution may be increased under subsection (2B) only if—

- (a) the increase does not exceed the result of multiplying together—
 - (i) the rate of increase (if any), in the PPI since the development contribution was last set or increased; and
 - (ii) the proportion of the total costs of capital expenditure to which the development contribution will be applied that does not relate to interest and other financing

- costs; and
- (b) before any increase takes effect, the territorial authority makes publicly available information setting out—
- (i) the amount of the newly adjusted development contribution; and
 - (ii) how the increase complies with the requirements of paragraph (a)

Local Government Act 2002, Section 106

Making Development Contributions publicly available

The requirements for making Development Contributions publicly available are set out below.

(3) If development contributions are required, the local authority must keep available for public inspection the full methodology that demonstrates how the calculations for those contributions were made.

(4) If financial contributions are required, the local authority must keep available for public inspection the provisions of the district plan or regional plan prepared under the Resource Management Act 1991 that relate to financial contributions.

(5) The places within its district or region at which the local authority must keep the information specified in subsections (3) and (4) available for public inspection are—

- (a) the principal public office of the local authority; and
- (b) such other places within its district or region as the local authority considers necessary in order to provide members of the public with reasonable access to the methodology, provisions, or plan.

Local Government Act 2002, Section 106

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

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

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

Local Government Act 2002 decision making requirements	Staff/officer comment
Section 77 – Council needs to give consideration to the reasonable practicable options available.	Options are addressed above in this report.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered above. This issue is assessed as having a low level of significance.
Section 82 – this sets out principles of	

consultation.	Consultation is 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

The Development Contributions will be made available on our website.

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

Ngā Tāpiritanga | Attachments

A↓. Development Contributions 2025/26



Ngā waitohu | Signatories

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

Development Contribution Fees		2025/26
<p>In accordance with section 106 of the Local Government Act 2002, the development contribution fees for 2025/26 set out below have been increased by an amount not exceeding the result of multiplying together –</p> <ul style="list-style-type: none"> (i) the rate of increase (if any) in the PPI since the development contribution was last set or increased; and (ii) the proportion of the total costs of capital expenditure to which the development contribution will be applied that does not relate to interest and other financing costs. <p>The rate for the PPI (construction) is 1.73%</p>		
Matamata		
2024 to 2027 - LTP 2024-34 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 1,927.48
	Stormwater	\$ -
	Wastewater	\$ 11,820.71
	Water	\$ 361.88
2021 to 2024 - LTP 2021-31 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 7,841.28
	Stormwater	\$ 785.02
	Wastewater	\$ 13,362.79
	Water	\$ 6,669.87
2018 to 2021 - LTP 2018-28 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 5,394.24
	Stormwater	\$ 615.69
	Wastewater	\$ 9,807.03
	Water	\$ 5,239.49
2015 to 2018 - LTP 2015-25 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 2,745.42
	Stormwater	\$ 3,120.19
	Wastewater	\$ 6,467.92
	Water	\$ 4,662.93
2012 to 2015 - LTP 2012-22 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 2,841.35
	Stormwater	\$ 2,841.94
	Wastewater	\$ 5,618.41
	Water	\$ 4,536.82
Morrinsville		
2024 to 2027 - LTP 2024-34 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 1,118.13
	Stormwater	\$ -
	Wastewater	\$ 13,486.92
	Water	\$ 2,297.33
2021 to 2024 - LTP 2021-31 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 2,682.78
	Stormwater	\$ -
	Wastewater	\$ 9,259.91
	Water	\$ 7,161.91

2018 to 2021 - LTP 2018-28 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 2,332.94
	Stormwater	\$ -
	Wastewater	\$ 7,872.14
	Water	\$ 4,971.14
2015 to 2018 - LTP 2015-25 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 3,559.67
	Stormwater	\$ 431.78
	Wastewater	\$ 4,306.07
	Water	\$ 3,647.40
2012 to 2015 - LTP 2012-22 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 2,989.69
	Stormwater	\$ 2,029.41
	Wastewater	\$ 8,790.22
	Water	\$ 2,075.02
Te Aroha		
2024 to 2027 - LTP 2024-34 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 58.54
	Stormwater	\$ -
	Wastewater	\$ 117.08
	Water	\$ 361.88
2021 to 2024 - LTP 2021-31 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 1,288.99
	Stormwater	\$ -
	Wastewater	\$ 1,671.83
	Water	\$ 31.56
2018-2021 - LTP 2018-2028 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 1,142.00
	Stormwater	\$ -
	Wastewater	\$ 3,840.16
	Water	\$ 38.61
2015 to 2018 - LTP 2015-25 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 831.62
	Stormwater	\$ 2,578.37
	Wastewater	\$ 4,880.01
	Water	\$ 2,762.96
2012 to 2015 - LTP 2012-22 Policy	Parks/reserves	\$ 1,717.74
	Roading	\$ 2,947.18
	Stormwater	\$ 4,704.96
	Wastewater	\$ 7,683.57
	Water	\$ 3,796.39

Link to current Fees and Charges 24/25 for comparison [click here](#)

7 Pūrongo me whakatau | Decision Reports

7.2 Matamata Wastewater Treatment Plant Upgrade Project - Budget Increase

CM No.: 3033257

Te Kaupapa | Purpose

The purpose of this report is to update Council on the increased budget requirements of the Matamata Wastewater Treatment Plant Upgrade project, following the completion of design and procurement processes.

Rāpopotonga Matua | Executive Summary

The Matamata Wastewater Treatment Plant (MM WWTP) is undergoing a significant upgrade to increase treatment capacity in line with projected population growth and to meet future environmental discharge standards. While the new comprehensive discharge consent is still pending approval, the plant is required to be fully upgraded and operational by the end of 2027.

The project covers investigations, detailed design, supplier procurement, site reclamation, and civil construction. It is progressing well, with the main plant build contract awarded and construction scheduled to meet the 2027 deadline. Physical works are being delivered in two stages:

- Stage One - Enabling Works contract: Reclaiming the treatment pond area to create a building platform for the new plant and removing sludge from both the reclaimed area and the existing pond (completed by end of May 2025)
- Stage Two - Main Plant Build: Construction of the new wastewater treatment plant.

The project was initially budgeted at \$57.8 million, allocated across the 2022/23, 2023/24 Annual Plans, and 2024/34 Long Term Plan. However, following completion of the detailed design and a competitive procurement process, the revised project cost is now recommended at \$67,050 million. This report outlines the key factors driving the cost increase and presents a recommendation to proceed with the revised budget.

Tūtohunga | Recommendation

That:

1. The information be received.
2. Council approve the revised budget of \$67,050,000 for the Matamata Wastewater Treatment Plant Upgrade Project.

Horopaki | Background

The MM WWTP upgrade began in 2022 following the Calcutta Development Agreement, which committed Council to accept increased wastewater flows from August 2025. The upgrade aligns with a new comprehensive discharge consent application and commits to the delivery of a new WWTP for the Matamata community by 2027.

The project scope has been progressively refined throughout the design phases, including the confirmation of design parameters for incoming flow and updated contaminant loadings. As the design advanced, it became evident that both flow volumes and contaminant loads have increased in recent years, which has contributed to increased project costs.

The various project phases have been procured through competitive procurement processes and have resulted in multiple tenders being received for each stage. These prices have been consistent and have confirmed alignment with market rates.

Ngā Take/Kōrerorero | Issues/Discussion

The budget allocated for the MM WWTP Upgrade within the Annual Plans and subsequent 2024-2034 Long Term Plan is \$57.8 million.

Cost increases within the project have occurred due to several factors:

- Stage One - Enabling Works Contract: A higher-than-expected volume of sludge was discovered and required removal. This required an increase of approximately \$2.4 million in the approved contract sum.
- Stage Two – Main Plant Build:
 - An increase in flow and contaminant loadings, during confirmation of design parameters, resulting in increased size of various treatment process units, including Bioreactor, Membranes and Chemical Dosing.
 - Electrical component increase due to market pricing movement
 - Various design changes to ensure more suitable and better operationally controlled plant

Revised Budget Estimate:

Scope Area	2022 Annual Plan and 2024 LTP	Revised Budget	Pricing Status
Stage One: Enabling Works	\$6,000,000	\$8,855,000	Confirmed
Stage 2: Main Plant Build	\$28,700,000	\$41,500,000	Confirmed – Capped contract value including provisional sums
Principal Supplied Items	\$5,500,000	\$4,695,000	Confirmed
Design & Consultant Support	\$3,500,000	\$4,200,000	Confirmed/Quoted
Additional Consenting	\$600,000	\$300,000	Estimated
Constructed Wetlands / Discharge	\$2,500,000	\$2,500,000	Unconfirmed
Staff & MSQA	\$2,500,000	\$1,500,000	Quoted
Miscellaneous	\$1,500,000	\$1,000,000	Unconfirmed
Contingency	\$7,000,000	\$2,500,000	Reduced
Total	\$57,800,000	\$67,050,000	

There remain some unknowns within the budgets. These include:

- The wetland & discharge design – currently at concept design and still required full detailed design and consenting
- Any cost delays to contract due to incremental weather or delayed principal items which result in Extension of Time claims from the Contractor
- Staff are recommending a conservative project contingency of \$2,500,000* to be held to cover project unknowns.

Note: A contingency allowance of just under 4% is recommended, reflecting the project's scale, complexity, and extended construction period over two winters. While below typical industry benchmarks of 10–15%, this figure provides a balanced and risk-aware provision for potential delays and unforeseen costs.

A Decommissioning Project will need to be set up, in advance of the new plant becoming operational, as several existing assets, including the current treatment ponds, will be made redundant.

A clear, long-term strategy for managing these decommissioned assets is critical to avoid potential environmental risks such as odour and overflows.

This project has not yet commenced and will require a Project Plan and budget approved by 2027/28. The area of land that will no longer be required is substantial, and iwi groups involved in the comprehensive consenting process have already expressed a strong interest in contributing to the development of the long-term site strategy.

Mōrearea | Risk

Risk	Description	Impact if Realised	Mitigation
Funding Shortfall	Delays or failure to increase the budget may stall contract progress and critical path activities.	Delay in plant delivery; breach of consent conditions; potential contractual claims.	Council approval of revised \$67,050M budget based on confirmed and capped pricing.
Regulatory Non-Compliance	The existing plant is at capacity and already experiences seasonal non-compliance.	Enforcement actions by Waikato Regional Council; reputational and legal risks.	Upgrade ensures compliance with upcoming discharge consent; timeline commitment by end of 2027.
Cost Escalation	Market volatility, especially the imported components, may increase costs if delays occur.	Future budget blowouts or contractor withdrawal.	Capped contract value and early procurement of key items mitigate price risk.
Delay in Wetland Design Finalisation	Wetlands remain outside the initial contract award and are subject to design finalisation.	Delayed integration of full treatment system and site landscaping.	Wetland budget held within the \$41,5M Stage 2 envelope; can be varied in later contract phase.
Loss of Contractor Engagement	Delays in decision-making could result in contractor re-prioritising other projects.	Re-tendering or price renegotiation; timeline setbacks.	Prompt award supported by Council budget approval and clear scope.

Ngā Whiringa | Options

Option One	
Approve the Budget Increase to \$67,050 Million	
This is the recommended and most viable option. Increasing the project budget allows the Matamata WWTP upgrade to proceed in line with confirmed market rates, procurement tender outcomes, and scope requirements.	
Advantages	Disadvantages
Regulatory Compliance: Ensures delivery of a fully compliant wastewater treatment facility aligned with the upcoming discharge consent conditions.	An increased budget from what was included in the 2022 Annual Plan and 2024 Long Term Plan
Capacity Increase: Supports the town's projected growth	
Contract Certainty: Enables execution of a capped main plant build contract, including provisional sums, providing cost certainty and limiting future financial exposure.	
Continuation of Momentum: Leverages progress already made in enabling works, design, procurement, and civil contract procurement. Any delay would disrupt this trajectory and may trigger cost escalations or contractor withdrawal.	
Environmental Risk Mitigation: Replaces an ageing system currently operating near capacity and experiencing regular non-compliance events.	

Option Two	
Cancel or place the project on hold	
<p>Staff consider the option to place the project on hold or to cancel the upgrade not viable for many reasons, the main one being the regulatory requirement for the Council to operate a compliant WWTP. The current plant is not able to maintain compliance year-round; it has reached capacity and requires an upgrade to meet current flows and future needs.</p> <p>The plant also needs to be upgraded to enable the discharge quality required by either the proposed comprehensive consent or the proposed wastewater standards. Neither option would be achievable by the current plant or a reduced-scope upgrade.</p>	
Advantages	Disadvantages
There is no additional spend above that approved in the 2022 Annual Plan and 2024 Long Term Plan	Sunk Costs: Over \$15 million has already been spent on design, site works, and procurement. These costs would be unrecoverable.

	Contractual Exposure: Council may face penalties, claims, or loss of contractor engagement if the project is paused or cancelled post-award.
	Non-Compliance Risk: The current WWTP is nearing its treatment capacity and is unable to consistently meet consented discharge limits. Delaying the upgrade would increase the risk of enforcement actions, fines, or further regulatory scrutiny.
	Growth Constraints: Failure to upgrade the WWTP jeopardises future residential and commercial development in Matamata, particularly developments already consented based on the assumption of increased plant capacity.
	Reputational Damage: Council credibility could be harmed with community stakeholders, developers, and regulators if commitments are not followed through.

Option One – Increase budget to \$67,050 million	
Impact assessment	
Legal Implications	The Treatment Plant is currently not meeting regulatory standards and Council is in the process of obtaining a new discharge consent with increased standards. The plant is required to meet these standards by 2027.
Risk	<p>Not proceeding with the Matamata Wastewater Treatment Plant upgrade poses a number of serious risks to Council. The most critical of these is non-compliance with the discharge consent conditions outlined in the resource consent. Failure to meet these conditions could result in:</p> <ul style="list-style-type: none"> Regulatory enforcement action by regional authorities, including potential fines, abatement notices, or prosecution under the Resource Management Act (RMA). Environmental harm, such as degradation of local waterways due to untreated or inadequately treated effluent discharge, which could result in long-term ecological damage and increased remediation costs. Reputational damage to Council, undermining community trust and confidence in Council's ability to manage critical infrastructure. Operational constraints, as non-compliance may lead to restrictions on future development or intensification in the Matamata area due to

	<p>insufficient wastewater capacity or treatment performance.</p> <ul style="list-style-type: none"> Increased future costs, as deferring the upgrade may result in higher capital and operational expenditure down the line due to inflation, further deterioration of existing infrastructure, or the need for emergency interventions.
Policy Implications / Strategic Links	<p>The proposal aligns with Council's infrastructure and financial management policies. While it involves a budget overspend, this is justified to ensure legal compliance and continued service delivery. Any financial policy impacts will be managed through standard reporting and oversight.</p> <p>Linkages to Strategic Documents:</p> <ul style="list-style-type: none"> Long-Term Plan (LTP): Supports goals for reliable, compliant infrastructure. Infrastructure Strategy: Aligns with priorities for maintaining and upgrading essential assets. Strategic Direction: Advances sustainability, environmental protection, and community growth. <p>Contribution to Strategic Direction:</p> <p>Investing in the Matamata WWTP upgrade ensures regulatory compliance, protects the environment, supports future development, and reduces long-term risks—contributing directly to Council's strategic goals.</p>
Costs and benefits	<p>The upgrade supports long-term social, economic, environmental, and cultural wellbeing by ensuring compliance, protecting waterways, enabling growth, and respecting iwi values. While there is a short-term cost, the long-term benefits outweigh it.</p>
Financial Implications	<p>The funding has been identified in the 2022 Annual Plan and 2024 Long Term Plan but there is an increased budget required after the detailed design and procurement has been completed.</p>
Annual Plan / LTP Implications	<p>Budget allocations have already been made in the 2022 Annual Plan and 2024 Long Term Plan, indicating that this project was a key project in our long term planning.</p>
Community Outcomes	<p>The upgrade will allow for a treatment plant that ensures we meet our environmental standards and caters for our communities' growth.</p>
Community Views	<p>The project has been visible and reported on through our Long Term plans and engagement through the discharge consent.</p>
Customer impact	<p>Matamata residents and businesses: Will benefit from reliable wastewater services and capacity for future growth.</p> <p>Iwi and environmental stakeholders: Positive impact through improved environmental outcomes and protection of culturally significant waterways.</p>

Recommended option

Based on confirmed market pricing, procurement outcomes, project progress, and regulatory obligations, it is recommended that Council:

Approve the revised budget of \$67,050,000 for the Matamata Wastewater Treatment Plant Upgrade Project.

This revised budget reflects:

- A competitively procured contract value for all stages, including Main Plant Build contract, which includes provisional sums to manage known cost risks.
- Confirmed pricing for principal-supplied items, inlet works, and membrane supply—critical components with long lead times.
- An increase in design and consultant costs aligned with the expanded and refined project scope.
- A reduction in contingency due to confirmed pricing for the majority of the project scope.
- Additional costs already incurred during enabling works, specifically related to unforeseen sludge volumes and removal.

Failure to increase the budget would place Council at risk of:

- Continued and escalating non-compliance with existing discharge consents,
- Delays or termination of contracts that would lead to financial and reputational harm, and
- Inability to support future growth within Matamata.

Given the extensive design, consenting, and procurement work already completed, and with construction ready to commence, it is both fiscally responsible and operationally necessary to proceed with the project as planned.

Approval of the budget increase will secure delivery of a future-ready, compliant, and efficient wastewater treatment system for Matamata, supporting growth and environmental outcomes.

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

The project itself is consistent with the 2022 Annual Plan and 2024 Long Term Plan and has been identified as a critical project to meet our discharge consent limits and cater for future growth for the Matamata Community.

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	Throughout the discharge consent, key stakeholders have been included in the

	decision making and the community has been consulted on through the Long Term Plan.
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.	The project has been included in the Long Term Plan. The budget overrun is not significant.

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 draft resource consent has been submitted to the Regional Council.

Key stakeholders and Te Manawhenua have been actively involved throughout the development of the discharge consent, and are being kept informed as that process progresses.

An overall project Communication Plan is being drafted to support the wider project context and inform the community regarding this large Council project as it progresses into the new construction phase.

Ngā take ā-Ihinga | Consent issues

Currently, the Council has submitted draft Resource Consent Conditions to the Waikato Regional Council to discharge to the Mangawhero Stream and meet the required discharge standards within the new comprehensive discharge consent.





All construction consents have been obtained other than the discharge structure consenting, this will be obtained in due course once the design has been confirmed with iwi partners.

Another consenting matter for consideration is the plant's current consent, which it is unable to maintain compliance with given the capacity issues at the plant with the increased flow and loadings being received

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

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

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

The community outcomes relevant to this report are as follows:

- A place that embraces our environment.
- A place to thrive.

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

The 2022 Annual Plan and 2024 Long Term Plan have the following funding currently allocated to the Matamata WWTP Upgrade Project:

2022/23 - \$5m

2023/24 - \$5.9m

2024/25, 2025/26 and 2026/27 - \$46.93m

Total Budget of \$ \$57.8m

The revised budget recommends an increase of \$9,250,000 to \$67,050,000 with the funding source for this increase coming from increased borrowing.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Marie McIntyre 3 Waters Project Manager	
	Susanne Kampshof Pou Rawa me ngā Kaupapa Assets and Projects Manager	

Approved by	Fiona Vessey Hautū Whakahaere Group Manager Operations	
	Manaia Te Wiata Tumu Whakarae Chief Executive Officer	

7 Pūrongo me whakatau | Decision Reports

7.3 MPDC response to Waste Legislation amendments

CM No.: 3032535

Te Kaupapa | Purpose

The Ministry for the Environment is consulting on amendments to the Waste Minimisation Act 2008 (WMA) and the Litter Act 1979. Consultation closes on 1 June 2025.

Rāpopotonga Matua | Executive Summary

We have prepared a response for submission on behalf of Matamata-Piako District Council (MPDC) and are seeking your approval to submit our response as consultation closes on 1 June 2025. The submission will be circulated separate to the agenda, in readiness for the meeting.

Tūtohunga | Recommendation

That:

1. The information be received.
2. Council:
 - (a) approve the tabled draft submission to the Ministry for the Environment on the Waste Minimisation Act 2008 and the Litter Act 1979.

OR

- (b) approve the tabled draft submission to the Ministry for the Environment on the Waste Minimisation Act 2008 and the Litter Act 1979 subject to further changes as directed by Council *[to be specified]*.
3. The Mayor be authorised to sign the submission to to the Ministry for the Environment on the Waste Minimisation Act 2008 and the Litter Act 1979 on behalf of Council

Horopaki | Background

MPDC receive waste levy funds quarterly under the WMA. We now receive approximately \$700k per annum. These funds must be spent based on the action items included in our WMMP and be focused on waste minimisation.

The most concerning amendment is the Coalition Government proposal to expand the use of waste levy funds to include activities that 'reduce environmental harm or increase environmental benefits'. This includes activities that have previously been funded through agency baselines including, but not limited to, the Department of Conservation and the Ministry for Primary Industries.

Expanding the use of these funds to offset other government agencies baseline costs and generate further savings for government is not supported by the waste sector.

Given government has acknowledged there is a \$2 billion deficit in waste infrastructure there is a concern the investment required will be delayed and the value of the waste levy funds will be diluted by funding 'other environmental activities'.

Ngā Take/Kōrerorero | Issues/Discussion

MPDC have participated in a number of meetings across our sector including our industry sector group (WasteMinz), neighbouring councils and regions (WRC and EBOP), MfE and the Zero Waste Network.

Staff response reflects the consensus reached between all parties and outlines the concerns raised by our sector on the amendments being proposed.

Your approval to submit our response is required. Staff will make changes based on council feedback prior to submitting our formal response.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Louisa Palmer Kaiārahi Para Māro Solid Waste Lead	
Approved by	Susanne Kampshof Pou Rawa me ngā Kaupapa Assets and Projects Manager	
	Fiona Vessey Hautū Whakahaere Group Manager Operations	

7 Pūrongo me whakatau | Decision Reports

7.4 New private access way to be named off Washbourne Road, Morrinsville

CM No.: 3031432

Te Kaupapa | Purpose

Council is responsible and has the power under sections 319, 319A and 319B of the Local Government Act 1974 to name formed roads including private access ways that are intended for the use of the public generally, and for the numbering of land and buildings.

Rāpopotonga Matua | Executive Summary

Early in May, an application was received to name a new access way created off Washbourne Road, Morrinsville; part of a newly developed 6-lot rural subdivision.

Whenever subdivisions of 6 or more lots are created, decisions on road naming are made in Council consistent with its policy (*Numbering of Properties, Naming of Roads, Access Ways and Open Spaces - 02 October 2019*).

This rural residential subdivision application is under the project management of Mark Strange, Land HQ Consultancy Group, Cambridge – who provide comprehensive subdivision services for a wide range of projects, including rural subdivisions, multi-unit developments, townhouses, and apartments.

It is recommended that the Council accept the proposed private access way name (**Manion Lane**). Road numbering will follow once 224 is approved, however some preliminary investigation has already been undertaken.

Tūtohunga | Recommendation

That:

1. Council approves the preferred private access way name: **Manion Lane** for this 6-lot rural residential subdivision being developed off Washbourne Road, Morrinsville.

Horopaki | Background

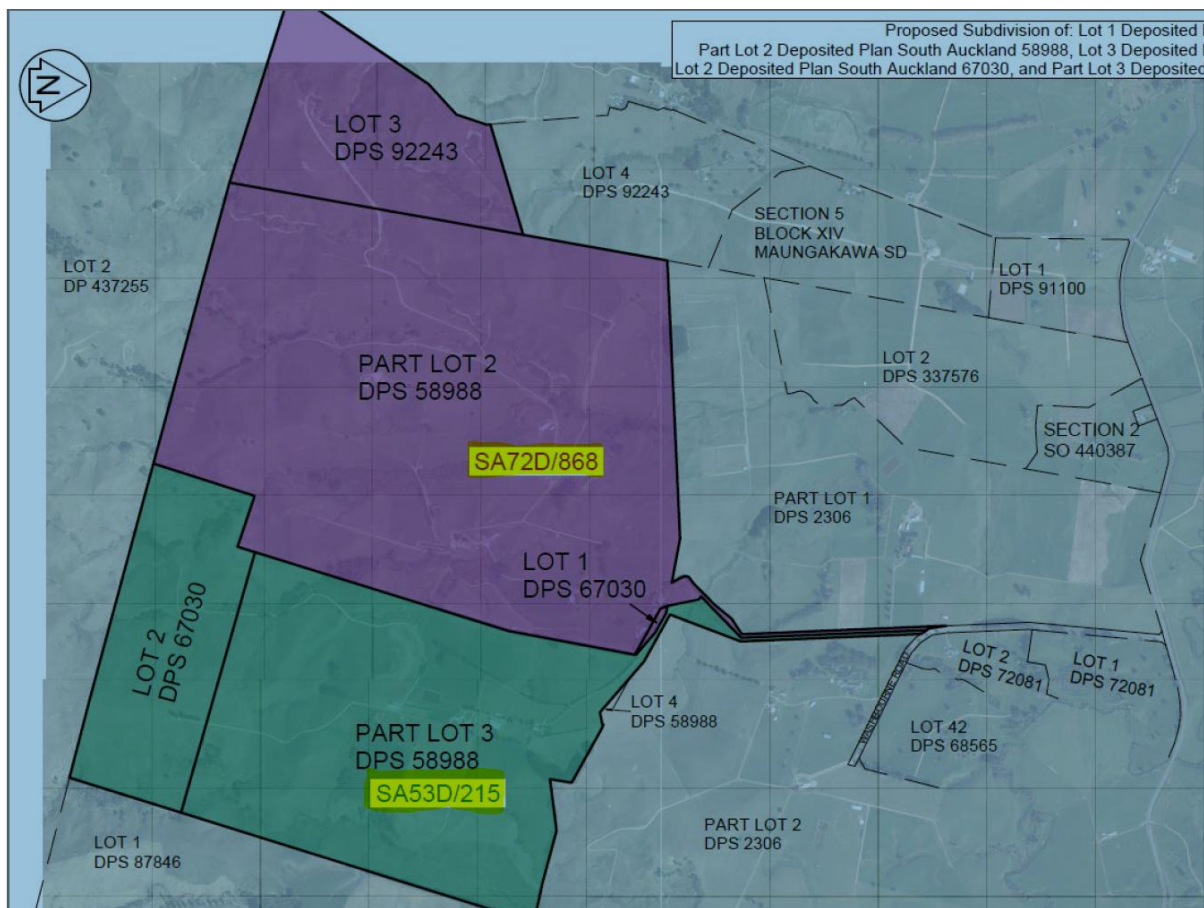
Road names and property numbers are used extensively by a range of individuals and organisations for accurate and efficient identification. Such forms of identification are not limited to emergency services, postal and courier services, visitors, and utility providers e.g. water, power, telephone and internet. For these reasons, it is both appropriate and necessary that individual properties have a formalised and unique address from which they can be identified.

Important road naming objectives include:

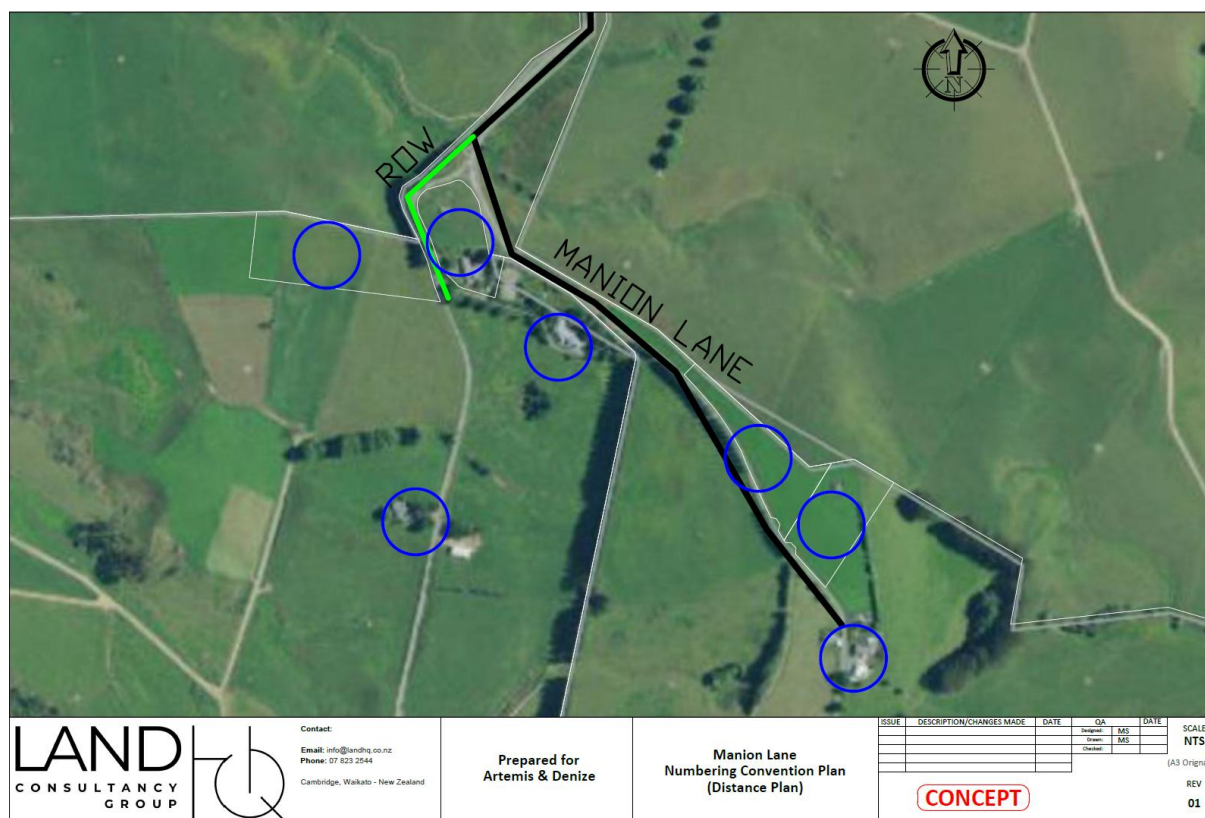
- Ensuring district-wide consistency for the naming of public roads and private access ways.
- Clarifying the meaning of private access ways and rules for their naming.
- Ensuring roads are named so as to reflect the identity of local areas within the district in addition to the ease of property identification.

Background provided by the applicant follows, including a scheme plan of the proposed site with the layout of the new access way. Larger plans will be attached to this report for ease of viewing.

Two separate dairy farming operations collectively obtained subdivision consent for their properties. The first, Mat Denize, director of Denize Brothers Ltd owns the dairy farm located at 66B-D (SA72D/868 - purple), and secondly, Kate & Paul Manion directors of Artemis own the dairy farm located at 66E-F (SA53D/215 - green).



Through subdivision each farm title gains 2 additional lots resulting in 6 lots in total between the two farms. The two properties currently share a driveway which has been constructed to a private access way standard to be utilised by all titleholders. In addition to the new access way a ROW (shown to the left) will be provided.



Ngā Take/Kōrerorero | Issues/Discussion

Once a request for road naming is received from the applicant Council staff check the suitability of chosen *preferred* and *alternative* road names against the street register and road naming policy, then requesting that LINZ perform their database checks.

The two-step process ensures a quality result and that proposed road names conform to policy criteria; specifically that throughout our district and neighbouring districts road names aren't duplicated, or preferably, don't sound similar to existing road names.

In terms of the correct consultation procedures with Mana Whenua, staff encourage applicants to initially refer to Council's road naming policy for guidance. Then for:

- **Public road names to be vested in council:** Applicants are encouraged to obtain information about the cultural identity of select locations/areas within the district.
- **Private access way names (not vested in Council):** The process differs in that the same consultative requirements don't apply in terms of Mana Whenua's involvement – developers/applicants aren't required to consult.

In terms of road name sign installations and their subsequent maintenance:

- **Public road names to be vested in Council:** The road name signs become Council's cost.
- **Private access ways (not vested in Council):** The road name signs are a private landowner cost.

Mōrearea | Risk

The applicant's efforts to select road names present little if any reputational risk to Council. This is because Council's initial street register checks and the subsequent LINZ database searches of preferred and alternative road names are seen as careful and deliberate risk mitigation steps.

Ngā Whiringa | Options

Due to road naming being for a private access way, the Project Manager for this development wasn't required to consult Mana Whenua. Accordingly, *preferred* and *alternative* road names were selected in accordance with 6. *Naming considerations* of the attached road naming policy.

Option One – The 'Preferred' and two Alternative access way names	
Description of option	
<p>Preferred: Manion Lane</p> <p>Kate and Paul Manion are together widely known and respected in the Waikato for excellence in farming practices, farm leadership, innovation, and community-minded values. The Manion's have over a number of years been recognized as top performers, winning several New Zealand Dairy Industry awards both regionally and nationally. The Manion's have also shown a real commitment to mentoring young farmers, providing local employment and advancing community development.</p> <p>Manion Lane is therefore seen as a meaningful local acknowledgment and legacy name, reflecting the spirit of rural excellence and community service.</p> <p>Manion Lane meets Council's naming guidelines: being <i>distinctive</i>, <i>unique</i>, <i>locally relevant</i>, and <i>respectful</i> in nature.</p> <p>Alternative 1: Artemis Lane</p> <p>Artemis is the Manion's farm trading name. The name while unique and distinctive sounding, holds a lesser meaning locally.</p> <p>Alternative 2: Paul Lane</p> <p>This is a name respecting the farm co-ownership provided by Paul Manion.</p>	
Advantages (Manion and Artemis)	Disadvantages (Paul)
Both are <u>not</u> duplicated in the Matamata-Piako District.	NB: Paul Avenue is recorded on the Street Register therefore Paul Lane is best left as Alternative 2 (i.e. while on the list to select is lower down and less likely to be chosen).
All (including Paul) are single words avoiding cartographic problems.	
All (including Paul) are easy to spell and pronounce.	
All (including Paul) are short street names (i.e. are no longer than 12 characters).	

Recommended option

Both the preferred and alternative options are listed under Option One for simplicity. The advantages and disadvantages the names hold were noted above.

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	Future rural residential lot owners are considered in preparing the application and this report.
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	The Significance and Engagement Policy is considered above. This issue is assessed as having a low level of significance.
Section 82 – this sets out principles of consultation.	There is no requirement to consult with Mana Whenua as explained above, due to the access way remaining under private ownership.

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





As soon as reasonably possible after the meeting, Council staff will phone or email the Applicant or Agent to notify of Council's resolution, enabling them to progress orders for road signage etc. Later, upon the release of Council's minutes, Council staff will prepare the "*Official Group Email Notification of Committee Resolution for New Road Names*", which is a group email to numerous contacts e.g. to LINZ, NZ Post, Core Logic NZ Ltd, internal staff and other relevant parties.

Ngā take ā-Ihinga | Consent issues

Road naming approval is a Council requirement prior to the issuing of 223/224 resource consent completion certificates.

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 with people at its heart
- A place to belong and create

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

The access way under consideration is private therefore all cost are on the developer.

Ngā Tāpiritanga | Attachments

- A↓. 66 Washbourne Road - Numbering Convention Plan (Distance 1) R.2

- B↓. 66 Washbourne Road - Numbering Convention Plan (Distance) R.2

- C↓. Final Road Naming Policy Adopted 2 October 2019


Ngā waitohu | Signatories

Author(s)	Barry Reid Pūkenga Rawa Rori Roding Asset Engineer	
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Approved by	Susanne Kampshof Pou Rawa me ngā Kaupapa Assets and Projects Manager	
	Manaia Te Wiata Tumu Whakarae Chief Executive Officer	



LAND

CONSULTANCY GROUP

Contact:
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Cambridge, Waikato - New Zealand

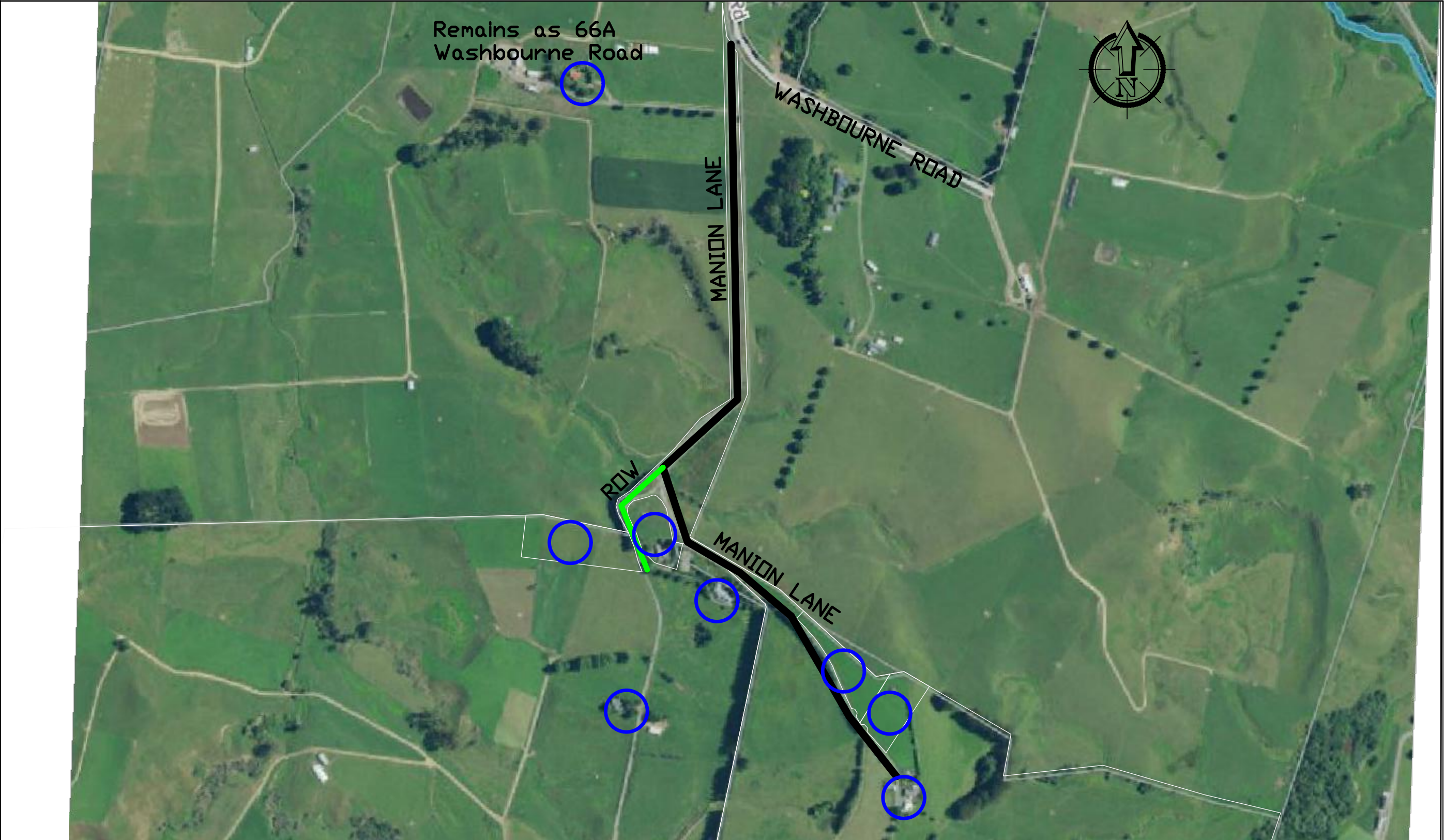
Prepared for
Artemis & Denize

Manion Lane
Numbering Convention Plan
(Distance Plan)

ISSUE	DESCRIPTION/CHANGES MADE	DATE	QA		DATE
			Designed:	MS	
			Drawn:	MS	
			Checked:		

CONCEPT

SCALE
NTS
(A3 Original)
REV
01



LAND

CONSULTANCY GROUP

Contact:
Email: info@landhq.co.nz
Phone: 07 823 2544
Cambridge, Waikato - New Zealand

Prepared for
Artemis & Denize

Manion Lane
Numbering Convention Plan
Distance Plan

ISSUE	DESCRIPTION/CHANGES MADE	DATE

QA	DATE
Designed: MS	
Drawn: MS	
Checked:	

CONCEPT

SCALE
NTS
(A3 Original)
REV
01



Numbering of Properties, Naming of Roads, Access Ways and Open Spaces

Department(s): **Assets, Policy and Strategy**
 Corporate Strategy (Iwi Liaison)
 Regulatory Planning

Policy Type: **External Policy**

Council Resolution Date: **02 October 2019**

1. Introduction

The Council is responsible for the naming of roads and numbering of land and buildings, under section 319, 319A and 319B of the Local Government Act 1974.

Road names and property numbers are used by a wide array of users for the accurate and quick identification of properties including; emergency services, postal and delivery services, personal visitors, service deliveries such as power, telephone and water. It is essential that properties have a formal and unique address by which they can be identified.

This policy covers both the naming of access ways and the naming of roads to ensure there is consistency.

2. Objectives

- a. To ensure consistency in naming of roads and access ways in the district.
- b. To clarify the meaning of access ways and to provide clear rules for the naming of these.
- c. To ensure roads are named to reflect the identity of the local areas as well as ensuring ease of identification for the Council, emergency services and others.

3. Definitions

Developer	An individual or entity, which is making an application. This may include Council, a consent holder or the party developing the infrastructure including
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Morrinsville & Te Aroha 07 884 0060 - Matamata 07 881 9050 - Fax 07 884 8865

	but not limited to a Developer.
Council	Matamata-Piako District Council.
Culturally significant	Ancestral land, water, wahi tapu, valued flora and fauna, and other taonga significant to Mana Whenua.
Name	The word or name used to identify a road, open space or Council facility. Name excludes the road type (see definition: road types).
Open space	Includes all parks and reserves administered by Council. This includes Reserve As defined under s 2 of the Reserves Act 1977 and land owned by Council with a primary recreation function, not held under the Reserves Act 1977.
Access Ways	A single 'lot', right of way or a series of right-of-ways that will be occupied by a physical driveway, providing vehicle access to a minimum of six lots. This also includes common access lots, retirement village roads and common property within a Unit Development as defined under section 5 of the Unit Titles Act 2010.
Road	Road as defined in section 315 of the Local Government Act 1974, and any square and any public place intended for the use of the public generally.
Road types	Road types in accordance with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011 (outlined in Schedule 1 below).

4. Application

The developer must submit their preferred name(s) plus two alternatives for each road or access way¹. A plan identifying all roads or access ways and each property number must be included in the proposal. All proposed roads or access ways to be named must be clearly labelled.

Developers must consider property numbers and road/open spaces names at the early stages of their resource consent application to ensure there are no delays to the process.

5. Property numbering

Property numbers for both public roads and access ways must adhere to the relevant New Zealand standards issued by LINZ. In general:

- a. Addresses on the left side of the road should be ordered by number, using odd numbers beginning with "1" at the start of the road/access way.

¹ Proposals must be submitted in writing to Council's Asset Manager – Strategy and Policy.



- b. Addresses on the right side should be ordered by number, using even numbers starting with “2”.
- c. When numbering a cul-de-sac, the same “odd on the left, evens on the right” approach should be used. Incremental numbering around the cul-de-sac should not be used.
- d. Rural numbering is based on the distance down the road. The distance in metres is divided by 10 and rounded to the nearest odd number (left side) or even number (right side).

6. Naming considerations

A proposal to name or rename a road, or an open space must include evidence that the name(s) reflect one or more of the following:

- a. The identity of the Matamata-Piako District and/or local identity.
- b. The historical significance of particular locations.
- c. The cultural significance of the area to Mana Whenua.
- d. People important in the history of an area.
- e. Events, people and places significant to a community or communities locally, nationally or internationally.
- f. Flora and Fauna significant or important to the history of an area.

7. Consultation with Mana Whenua

Prior to submitting a proposal applicants are to request Council staff² provide guidance as to the appropriate Mana Whenua of an area. Applicants are to provide each Mana Whenua group with at least 15 working days to identify if the area has cultural significance and provide feedback to the applicant.

The purpose of the feedback is to provide non-binding advice to the applicant as to how culturally significant an area is to Mana Whenua. The applicant must provide evidence that they have given Mana Whenua an opportunity to provide feedback in accordance with this section.

For the avoidance of doubt consultation requirements with Mana Whenua do not apply to private access ways.

² Council's Corporate Strategy Team in their role as Iwi Liaison will provide the relevant contact details to Developers in consultation with Mana Whenua on request.



8. Criteria for all road and access way names

Any proposed road and access way names will preferably meet the following criteria:

- a. Not be duplicated in the Matamata-Piako District
- b. Preferably, be short (generally not longer than 12 characters).
- c. Be single words to avoid cartographic problems.
- d. Be easy to spell and pronounce.
- e. Not sound similar, or be similar in spelling, to an existing road name.
- f. Not include a preposition, e.g. Avenue of the Allies.
- g. Not be abbreviated or contain an abbreviation excepting that "St" can be used for "saint" and 'Mt' can be used for "mount".
- h. Names must not include a numeral (e.g. 5 Oaks Drive) but can include a number as a word (e.g. Five Oaks Drive).
- i. Not be in poor taste or likely to cause offense.
- j. Not lead with 'The'.
- k. The name 'Lane' cannot be used for a public road. "Lane" is for private access ways only.
- l. If more than one road or access way is being named, consideration must be given to the names sharing a common theme. Where there is an existing theme or grouping of names in an area, consideration should be given to new names having an appropriate association with existing names in the area.
- m. Road types must comply with Schedule 1

9. Renaming of roads

The name of an existing road or access way may only be changed if a clear benefit to the community can be demonstrated. Examples of this are the incorrect spelling of a name, eliminating duplication in spelling or sound, preventing confusion arising from major changes to road layout or to make geographical corrections

10. Private Access Ways

For the naming of an access way, the following rules also apply:

- a. The name chosen for an access way must be a 'Lane' (e.g. Oaks Lane)



- b. If the access way currently services other existing properties then the property owners must be consulted and evidence of this consultation provided to Council.
- c. The private access way must not be vested in Council
- d. The access way must service a minimum of six lots.
- e. The numbering of the street where the access way is created must not be altered with the exception of the lot being subdivided in its entirety.
- f. The numbering of the lots within the subdivision that will be serviced by the access way must follow Council's existing numbering system.
- g. Council is not responsible for any external agencies refusal to acknowledge the access way name.
- h. Council's refuse collection service will only collect from the road (not up the access way).
- i. Signage displaying the name must be within the boundaries of the access way or as agreed on private property created by the subdivision. This signage must be in reverse colours to that used by the public street name system. Supplementary signage must be fixed to the access way name blade stating that the access way is 'Private Access' and 'No Exit'.
- j. Council will not be responsible for any costs associated with the construction and maintenance of the access way or any related signage.

11. Open spaces

For the naming of an open space, the following rules also apply:

- a. Any naming or renaming of open spaces must consider the obligations set out in Part 6 of the Local Government Act 2002.
- b. Reserves must be named or renamed by resolution of Council and in accordance with the Reserves Act 1977.
- c. The Naming of Reserves should also follow the policies as outlined in the General Policies Reserve Management Plan 2019 (see 11.11 of the GPRMP) or any subsequent replacement policies. The naming of open spaces (those that are not reserves) should use the General Policies RMP criteria as a guideline when naming an open space.



12. Decisions on names

Subject to LINZ approval, the final decision on road, access way and open spaces names rests with Council. Council may, at its sole discretion, delegate this decision making function to another body or member of staff.³

13. Relevant Legislation

Matamata-Piako District Council is responsible for the naming of roads under the Local Government Act 1974 Section 319.

Where a reserve is vested in Council, the Minister of Conservation or Council may specify or change the name of a reserve by notice in the Gazette (Section 16(10) Reserves Act 1977).

14. Related Policies, Strategies or Guidelines

This Policy complies with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011.

15. Audience

- a. Council
- b. Council staff
- c. Developers
- d. Mana Whenua
- e. The community

16. Measurement and Review

This policy will be reviewed yearly by the Asset Manager – Strategy and Policy.

³ Delegations will be made by Council resolution and recorded in Council's delegations register.



Schedule 1

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or towns.	√	√	
Arcade	Arc	Passage having an arched roof or covered walkway with shops along the sides.			√
Avenue	Ave	Broad roadway, usually planted on each side with trees.	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	√	√	
Close	Cl	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		√	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide roadway without many cross- streets.	√		
Glade	Gld	Roadway usually in a valley of trees.	√	√	
Green	Grn	Roadway often leading to a grassed public recreation area.		√	
Grove	Grv	Roadway that features a group of trees standing together.		√	
Highway	Hwy	Main thoroughfare between major destinations.	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway. (reserved exclusively for non-public roads)	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	√		
Mall	Mall	Wide walkway, usually with shops along the sides	√		
Mews	Mews	Roadway having houses grouped around the end.		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	√		
Place	Pl	Short, sometimes narrow, enclosed roadway.		√	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			√
Quay	Qy	Roadway alongside or projecting into the water.	√	√	
Rise	Rise	Roadway going to a higher place or position	√	√	
Road	Rd	Open roadway primarily for vehicles. In general rural roads should be called road.	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	√	√	
Steps	Stps	Walkway consisting mainly of steps.			√
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	√	√	
Track	Trk	√ Walkway in natural setting.			√
View	View	A road with a view	√	√	
Walk	Walk	Thoroughfare for pedestrians			√
Way	Way	Short enclosed roadway. (reserved exclusively for non-public roads)		√	
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√



7 Pūrongo me whakatau | Decision Reports

7.5 Local Purpose (Kindergarten) Reserve, 20 Rushton Road, Morrinsville

CM No.: 3031865

Te Kaupapa | Purpose

Council is asked to consider proposals from the current tenant, Central Kids, to obtain ownership of the land, or to enter into a longer-term lease. Any disposal of the land would be subject to the requirements of the Reserves Act 1977 and would require Council to initiate the public consultation process required by the Act. The delegation to grant a new lease rests with Council and has not been delegated to staff.

Rāpopotonga Matua | Executive Summary

Central Kids currently leases land at 20 Rushton Road, Morrinsville, where it operates a kindergarten. Central Kids own the buildings on the land. The term of the current lease is five years with two rights of renewal i.e. 15 years until expiry of the lease on 31 August 2035. Annual rental is \$155 per annum. Central Kids would like to either acquire ownership of the land, or seek a longer lease term (at least 25 years with options for renewals) (see Attachment A).

The land is a Local Purpose (Kindergarten) Reserve, vested in Council, subject to the Reserves Act 1977. Council is the administering body of the reserve and may, under the Reserves Act 1977, grant a lease for up to 33 years (with or without a right of renewal). The delegation to approve a new lease rests with Council and has not been delegated to staff. As the land is a local purpose reserve and is being used for the purpose for which it is currently held, Council may approve a longer lease period without undertaking public consultation.

Central Kids would prefer to own the land. They would like Council to dispose of it, either by gifting the land to them, or selling it via a closed tender process. To dispose of the land, Council would first need to consider whether the land is surplus and suitable for disposal. In deciding whether the land is surplus, Council should consider Council's strategic priorities and potential alternative uses for the land. If Council does regard the land as surplus, and wishes to dispose of it, the reserve status would need to be revoked, in accordance with the provisions of the Reserves Act 1977, prior to disposal. The Act prescribes a public consultation process that must occur before Council may request the Minister for Conservation to revoke the reserve status. If the reserve status is revoked, making the property available for disposal, it is recommended that Council disposes of the property in such a way as to realise maximum revenue. Proceeds from sale could be applied to fund other parks and reserves activities.

Tūtohunga | Recommendation

That:

1. The report is received;
2. Council considers the proposal by Central Kids, the relevant legislative requirements, potential uses for the land, Council's strategic priorities; and the impact of the decision on communities.
3. Council resolves to either:
 - a) grant a lease to Central Kids under section 61 of the Reserves Act 1977, for a longer term than the current lease but not exceeding 33 years (with or without right of renewal for a further specified period);
 - b) decline to extend the current lease and defers a decision on the lease until closer to the expiry of the current lease in 2035 or the potential disposal of the property (as the case may be);
4. Council considers whether it regards Lot 11 DPS 10522 as surplus to requirements.
5. [If declared surplus] Council confirms its intention to revoke the reserve status of Lot 11 DPS 10522;
6. [If declares surplus], Council authorises staff to give public notice of Council's intention to revoke the reserve status of Lot 11 DPS 10522, and to call for submissions on the proposal;
7. Council Staff are authorised to undertake the necessary administrative actions required to give effect to the decision(s).

Horopaki | Background

The proposal

Central Kids currently leases land at 20 Rushton Road, Morrinsville, where it operates a kindergarten. Central Kids own the buildings on the land. Central Kids would like to either acquire ownership of the land, or seek a longer lease term (at least 25 years with options for renewals) (see Attachment A).

The Land

20 Rushton Road, Morrinsville, (outlined in red in Figure 1) is a 1449 square metre land parcel.

Legally described as Lot 11 DPS 10522, it is held by Council as a Local Purpose (Kindergarten) Reserve, subject to the Reserves Act 1977. It adjoins two other local purposes reserves, also held by Council, which are used as an access strip and small park (outlined in purple and green respectively).

The land was acquired by the former Morrinsville Borough Council through a subdivision process and was initially held as Recreation Reserve. It was reclassified as Local Purpose (Kindergarten) Reserve in 1986.

The Lease

On 1 September 1987, a ground lease was granted for 33 years which also gave permission to erect a building on the land. When the lease expired in 2020, a new lease was drawn up for a term of five years with two rights of renewal (15 years in total) until expiry of the lease on 31 August 2035. Annual rental is currently \$155 per annum.



Figure 1: Locality map

Matters before Council

Council is asked to consider proposals from the current tenant, Central Kids, to obtain ownership of the land, or to enter into a longer-term lease.

Any disposal of the land would be subject to Council declaring the property a surplus and then following the requirements of the Reserves Act 1977 to revoke the Reserve status. This would require Council to initiate a public consultation and hearing process, and if Council wishes to proceed, requesting the Minister for Conservation to revoke the reservation.

The delegation to grant a new lease rests with Council and has not been delegated to staff.

Ngā Take/Kōrerorero | Issues/Discussion

Land status

Lot 11 DPS 10522 is held by Council as a Local Purpose (Kindergarten) Reserve, subject to the Reserves Act 1977. The Reserves Act 1977 regulates the leasing of local purpose reserves, the revocation of reserve status, and disposal of reserves.

Current lease

The erstwhile Morrinsville Borough Council entered into a ground lease agreement with the Central North Island Free Kindergarten for 33 years giving the kindergarten permission to erect a building on the land on 1 September 1987. When the lease expired in 2020 a further lease was drawn up and signed giving the Kindergarten a Five (5) year lease with Two (2) further rights of renewal of Five (5) years each. Final expiry is thus on 31 August 2035. The annual rental is \$155.00 plus GST with a rent review upon each renewal.

The lease allows the Lessee to remove their buildings at the end of the lease.

Current land use

Lot 11 DPS 10522 is currently used for the purpose for which it is classified.

Should the reserve status be removed, the underlying zoning in the District Plan is Residential. It is likely that the kindergarten would be able to continue operating in the Residential Zone, under the existing use rights provisions of the Resource Management Act 1991, however, any additional development may require resource consent.

Potential alternative land uses

When considering whether land is surplus it is appropriate to consider what alternative uses the land might have and how this may, or may not, align with Council's strategic priorities.

If the land were not used as a kindergarten, three potential alternative uses have been identified:

(a) Residential

The land is zoned Residential and is roughly twice the size of a typical residential section along Rushton Road. If the land is not required, it could potentially be sold as a residential section.

(b) Public park

Morrinsville's population is increasing. If more intensification is permitted, increased demand on existing parks and open spaces is expected. Lack of green space was a theme in the Morrinsville Pride of Place Plan. Wisely Park currently provides the neighbourhood playground for north-west Morrinsville. This is not ideal, long-term, as it is a smallish sports park and there is not much space that is not developed for sportsfields. There is little room to expand the playground area if the population increases.

If the Rushton Road reserves were consolidated, they could serve this part of Morrinsville well as a community park. At around 2000 square metres and relatively flat it would provide enough room for informal play and potentially a neighbourhood playspace. The shape and location of the land provides good visibility and connectivity as a park.

To enable its use as a park, Council could change the purpose of the Reserve from Kindergarten to another purpose, like 'community use', or change the reserve classification from Local Purpose Reserve back to Recreation Reserve. This would need to follow the required Reserves Act processes but would be relatively straightforward.

(a) Elderly Persons Housing

A combined land area of around 2000 m² could potentially provide space for Elderly Persons Housing Units. Council's property manager has indicated this land area is comparable to the Mangawhero EPH Complex. Further investigation would be required to assess the feasibility of the site including District Plan requirements. It is likely that development for EPH would require resource consent.

Leasing powers

Section 61 of the Reserves Act 1977 authorises Council to grant leases over local purpose reserves. The Act specifically allows leasing for '...kindergarten,...or like purposes' [s.61(2A)(a)].

The Act stipulates that:

'A lease granted pursuant to subsection (2A) shall be subject to the following provisions:

- (a) the lease shall be for a term not exceeding 33 years, with or without a right of renewal, perpetual or otherwise, for the same or any shorter term, but with no right of acquiring the fee simple, and, subject to paragraph (b), shall be on such other conditions as the administering body determines:
- (b) the lease shall include a condition that the land leased shall be used solely for such purposes as are specified in the lease, and that upon breach of that condition the administering body may terminate the lease in such manner as is prescribed or implied in the lease, whereupon the land, together with all improvements, shall revert to the lessor without compensation being payable to the lessee for improvements or otherwise' [s.61(2B), Reserves Act 1977].

Disposal of reserves

A preliminary site investigation by a property specialist confirmed the land was not acquired under any compulsory provisions in the Public Works Act i.e. there is no 'offer back obligation' to a previous owner or their successors and Council may dispose of the land provided that the reservation is revoked.

The Reserves Act 1977 does not explicitly provide for gifting of reserves. The Act does provide for the Minister to change the administering body of a reserve, or to cancel the vesting of a reserve (at which point it reverts to Crown ownership). Gifting of reserves generally occurs by statute, typically through Treaty Settlement legislation. Council does not appear to have the authority to gift the Reserve.

The Reserves Act 1977 does not explicitly make provision for the sale of reserves. By implication, the reserve status must first be revoked, so that the land is no longer a reserve, before it may be sold. Section 24 of the Reserves Act 1977 prescribes the process to be followed prior to revocation of reserve status. In summary, it requires public notice to be given, for objections to be

received and heard, prior to requesting the Minister for Conservation to revoke the Reserve status by Gazette Notice. This process can take 12 to 24 months from initiation to completion. There are typically administrative and legal costs involved.

Ngā Whiringa | Options

Three potential options to address the request have been identified:

- 1) Status quo
- 2) Longer lease term
- 3) Land disposal.

Option One – Status Quo	
Description of option	
Let current lease run its course until 2035. Revisit the issue closer to expiry of the lease.	
Advantages	Disadvantages
No additional cost to Council.	Ongoing uncertainty for Central Kids.
No effect on staff workload.	Central Kids might not invest in renewal and maintenance of their building during this time.
Option Two – Extend current lease	
Description of option	
Extend the term of the current lease. Central Kids would prefer a minimum lease of 25 years. The Reserves Act provides for a maximum term of 33 years at a time, with provision for further rights of renewal.	
Advantages	Disadvantages
Low cost option (less than \$500).	Locking in the current land use for a longer period could limit Council's ability to use the land for other purposes.
Cost of new lease document partially recoverable from tenant.	
Not a significant impact on Council staff workload or major disruption work plans.	
Greater certainty for Central Kids.	
Option Three – Dispose of the land	
Description of option	
Revoke the Reserve status and dispose of the land.	
Advantages	Disadvantages
Revenue from sale could be used to offset rates and fund Council projects/programmes.	No ability for Council to use the land for other purposes.

Central Kids would have the certainty they seek.	Increases Council staff workload and may delay or disrupt current work programme.
	Administrative and legal costs. This could range from \$5000 to \$20000 depending on whether there is a hearing, any legal challenges etc. If external contractors are employed the cost would be more.
	Council would have no control over use of the land i.e. the new owners could sell it if they chose to.
	Property prices are currently down. Not an ideal time to see if revenue is the goal.

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

Parks and Open Spaces Strategy 2021-51

20 Rushton Road is regarded as a 'Special Purpose Park' in terms of the strategy. These are typically used/leased for a special purpose and there are no provision guidelines or targets for this type of use.

Analysis done as part of the Parks and Open Spaces Strategy indicated that community and amenity parks provision in Morrinsville is below the benchmark in terms of park area per population. The strategy recommended redeveloping existing parks near the town centre or, if a suitable opportunity arises, acquiring additional land in the town centre to redevelop as a park, to address the issue, in addition to acquiring parkland in new residential subdivisions at towards the outskirts of the town.

Community Leases and Licences Policy 2023

This policy prescribes delegations for approving new leases and encourages nominal rental fees for not-for-profit community groups. Providing they meet the criteria, Central Kids may potentially pay reduced, nominal rental if a new lease is entered into as this policy was not yet in force when the current lease was signed.

Public Works Act

A preliminary site investigation by a property specialist confirmed the land was not acquired under any compulsory provisions in the Public Works Act i.e. there is no 'offer back obligation' to a previous owner or their successors and Council may dispose of the land provided that the reservation is revoked.

Reserves Act 1977

As the land is Reserve, Council would need to revoke the reserve status under the Reserves Act 1977 in order to dispose of the land. This would involve a public consultation process and a hearing.

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 to medium level of significance (extending the lease would be low, while disposal would be medium).

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	<p>Section 61 of the Reserves Act 1977 enables Council to grant a lease of a Local Purpose Reserve without requiring public consultation.</p> <p>The Reserves Act 1977 requires a public consultation process prior to revoking the reserve status and enabling disposal of the land.</p>
Section 79 – how to achieve compliance with sections 77 and 78 is in proportion to the significance of the issue	<p>The Significance and Engagement Policy is considered above.</p> <p>This issue is assessed as having a low level of significance if simply extending the term of the existing lease. Potential disposal is considered to have medium significance as it would affect the local community and Council's options for the land.</p>
Section 82 – this sets out principles of consultation.	In this case the Reserves Act 1977 prescribes consultation requires as appropriate to the options.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

No consultation is required for Options 1 or 2. Option 3 would require the consultation process prescribed by Section 24 of the Reserves Act 1977.

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

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

If a new lease is issued the cost is likely to be less than \$500 with partial cost recovery from the Lessee in accordance with the Fees & Charges Schedule.

The cost of a reserve revocation process could range from \$1000 to \$20000 or more depending on matters such as: whether the process is run in-house or outsourced; the volume and nature of submissions received; whether a hearing is required; whether an independent hearings commissioner is used; whether there is a need for a new survey of the land; legal costs. No budget has been identified and it is likely this would have to be funded from operational budgets. If the land is sold there may be an opportunity to recover the costs.

Ngā Tāpiritanga | Attachments

[A](#). Attachment A - CK Property Proposal - 20 Rushton Rd



Ngā waitohu | Signatories

Author(s)	Mark Naudé Kaiārahi Mahere Paparēhia me ngā Taiwhanga Parks & Facilities Planning Team Leader	
Approved by	Susanne Kampshof Pou Rawa me ngā Kaupapa Assets and Projects Manager	
	Manaia Te Wiata Tumu Whakarae Chief Executive Officer	



Property Proposal

Matamata-Piako District Council

Item 7.5

Attachment A





Property Proposal

Date	09-05-2025
For	Matamata Piako District Council c/o: Mark Naudé - Parks & Facilities Planning Team Leader
From	Central Kids c/o: Mark Lovegrove - Property Asset & Project Manager
Purpose	Property Proposal – Lease Renewal & Extension

About Central Kids

Central Kids has been providing high-quality, affordable early childhood education and care since 1951. We are a non-profit provider of early childhood education, with 51 services in 27 towns across the central North Island.

Our educational philosophy is based on learning through play, supported by intentional and outcomes focused teaching practices. Almost 50 per cent of our tamariki are Māori and we are proud of the diversity in our services.

We are a bicultural organisation, committed to honouring Te Tiriti o Waitangi. Our services live and breathe te ao Māori values, to connect our tamariki to our history and heritage. It's important to us that we celebrate diversity and create a culture of inclusiveness for a more connected community, inside and outside of our early education services.

Mātauranga Ake, our social services team, provides whānau with wrap around support and guidance towards achieving a resilient, stable, and supportive home life for tamariki. We believe that through early intervention and creating the right connections, all whānau can make positive changes to address life challenges and enhance their wellbeing.

We are proud of our history in the communities we serve, with generations of parents and grandparents who attended our services now enrolling their tamariki mokopuna.

We believe in maintaining the dignity and standing of others through manaakitanga and kotahitanga and apply these principles to everything we do.

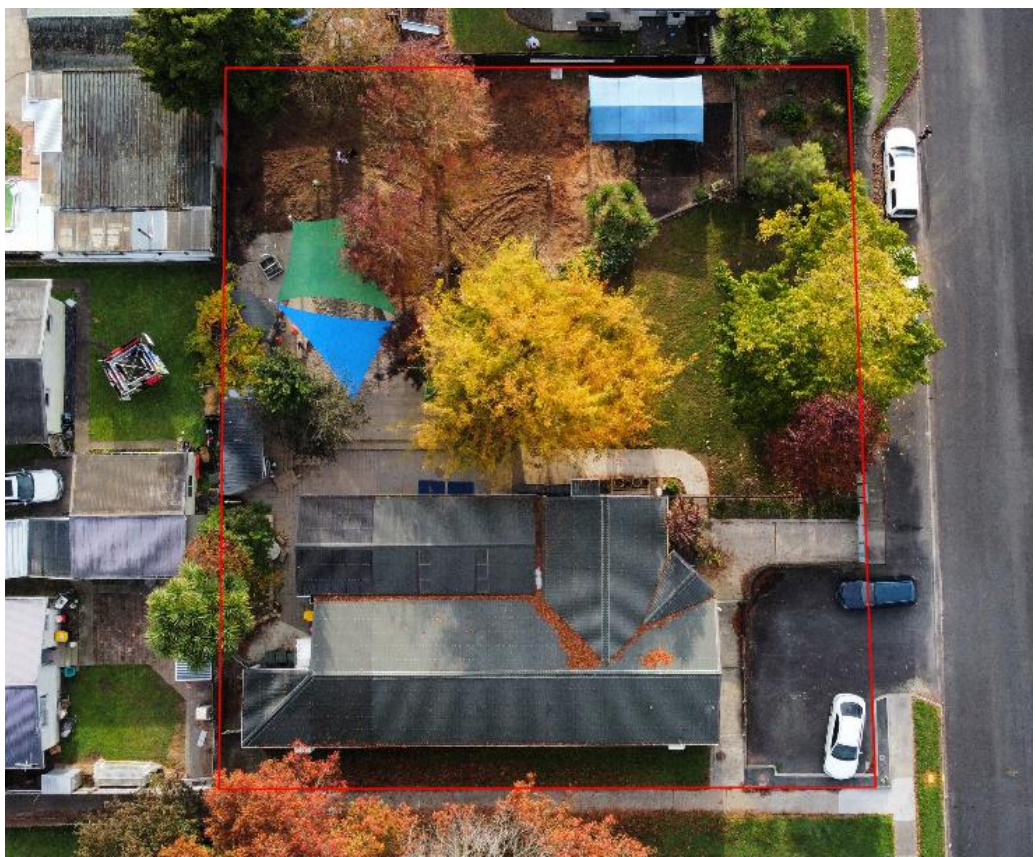
Registered charity number: CC48506

Property Proposal

Background - Existing Property Tenure

We have captured below an outline of the existing tenure for the centre in Morrinsville.

Central Kids Rushton Road – 20 Rushton Road, Morrinsville	
Lease Type	Ground Lease
Lease Term	5 years
Lease Commencement	1 September 2020
Lease Renewal	1 September 2025
Lease Renewal	2 x 5 years
Final Expiry	31 August 2035
Annual Rental	\$155 per annum
Business Use	Activities associated with Early Childhood Education





Property Proposal

Proposed Property Strategy

The Opportunity

The current lease term of 5 years (with options for renewal of 5+5 years) for the property at 20 Rushton Road poses a challenge for Central Kids in justifying the continuing level of investment we intend to make in the building. Given our long-term commitment to the community, we believe that securing a long-term lease would enable us to make these necessary investments more sustainable.

We have held initial discussions with Council staff around the potential opportunity of procuring the land. Following this initial engagement we have outlined a proposal to understand the willingness on the council part to consider a sale of the underlying land.

Central Kids preference would be that any sales process would be via a closed tender, contingent on market valuation. Central Kids would prefer a closed tender process as an open market approach could introduce significant risks for Central Kids, such as the potential for a competitor or developer to acquire the site and our building. Removing this risk would ensure that Central Kids can continue to provide valuable services to the community without interruption.

Your consideration of this request would be greatly appreciated, and I am more than willing to discuss this matter further at your convenience. Thank you for your time and attention to this important matter.

Outcomes

Given the above outline Central kids are seeking to extend the existing lease from Matamata-Piako District Council. The preferred outcome is to purchase the site, however where this opportunity is not viable, we have outlined preferences relating to ongoing tenure options.

- Purchase of existing lease properties
- Engage in discussions around gifting of land to Central Kids
- Extension of lease tenure – greater than 25 years with options for renewals, with no impediments to lease term
- Alternative council locations – disposal of sites / new development areas

Central Kids looks forward to working with Matamata-Piako District Council to explore opportunities and functional outcomes that will enable continuation of this important service to the community,

Ngā mihi nui

Mark Lovegrove
Property Asset & Project Manager
m.lovegrove@centralkids.org.nz
027 505 0117
www.centralkids.org.nz

7 Pūrongo me whakatau | Decision Reports

7.6 Resource Consent Delegation

CM No.: 3032802

Te Kaupapa | Purpose

The purpose of this report is to seek a change to the delegations for resource consent approvals, enabling the Planning Manager to approve Discretionary and Non-Complying consents and the Resource Consent Team Leader to approve Controlled and Restricted Discretionary consents. This is in addition to the current delegations for resource consents.

Rāpopotonga Matua | Executive Summary

The purpose of this report is to seek a change to the delegations for resource consent approvals. Currently, the resource consent delegations give the CEO, GM Growth and Regulation, and GM Operations the ability to approve all resource consents, with the Planning Manager only able to approve Controlled and Restricted Discretionary resource consents. Given that these are technical reports, it is proposed that the delegations are changed to enable the Planning Manager to approve all resource consents and the Resource Consent Team Leader to be able to approve Controlled and Restricted Discretionary resource consents.

Tūtohunga | Recommendation

That:

1. **The delegations under the Resource Management Act 1991 be updated to enable the Planning Manager to approve all resource consents and the Resource Consent Team Leader to approve Controlled and Restricted Discretionary resource consents.**

Horopaki | Background

Section 31 of the Resource Management Act 1991 requires:

- (1) *Every territorial authority shall have the following functions for the purpose of giving effect to this Act in its district:*
 - (a) *the establishment, implementation, and review of objectives, policies, and methods to achieve integrated management of the effects of the use, development, or protection of land and associated natural and physical resources of the district:*
 - (aa) *the establishment, implementation, and review of objectives, policies, and methods to ensure that there is sufficient development capacity in respect of housing and business land to meet the expected demands of the district:*
 - (b) *the control of any actual or potential effects of the use, development, or protection of land, including for the purpose of—*
 - (i) *the avoidance or mitigation of natural hazards; and*
 - (ii) *[Repealed]*
 - (iia) *the prevention or mitigation of any adverse effects of the development, subdivision, or use of contaminated land:*
 - (iii) *the maintenance of indigenous biological diversity:*
 - (c) *[Repealed]*
 - (d) *the control of the emission of noise and the mitigation of the effects of noise:*

- (e) *the control of any actual or potential effects of activities in relation to the surface of water in rivers and lakes:*
- (f) *any other functions specified in this Act.*
- (2) *The methods used to carry out any functions under subsection (1) may include the control of subdivision.*

In simple terms, each Territorial Authority needs to have a District Plan that has objectives, policies and rules to achieve integrated management of the effects of the use, development, or protection of land and associated natural and physical resources of the district. To achieve this, the District Plan states what is a permitted activity (can happen as a right), what requires a resource consent and what is prohibited (you cannot apply for a resource consent). Other than permitted and prohibited, there are four activity statuses for resource consents, namely; Controlled, Restricted Discretionary, Discretionary and Non-Complying. These are listed in order of complexity with Controlled consents being consents that Council must grant through to Non-Complying, which requires a robust assessment against the objectives and policies and must pass an additional threshold test to enable the consent to be granted.

In addition to this, Section 34(A) of the Resource Management Act 1991 states:

Delegation of powers and functions to employees and other persons

- (1) *A local authority may delegate to an employee, or hearings commissioner appointed by the local authority (who may or may not be a member of the local authority), any functions, powers, or duties under this Act except the following:*
 - (a) *the approval of a proposed policy statement or plan under clause 17 of Schedule 1:*
 - (b) *this power of delegation.*
- (1A) *.....*

This section allows Council to delegate the function of approving resource consents. Currently, our delegation register gives the CEO, GM Growth and Regulation, and GM Operations the ability to approve all resource consents with the Planning Manager being able to approve Controlled and Restricted Discretionary resource consents. It is noted that no staff have the delegation to decline a resource consent, as this process usually requires a hearing.

Ngā Take/Kōrerorero | Issues/Discussion

Staff have been reviewing the delegations to ensure that they are at the appropriate level and resource consent applications have the appropriate technical oversight. Having delegations at the right level enables Council to be as efficient and effective as possible.

Resource consents are an operational function where a planner (internal or external) makes a recommendation to approve a resource consent and then this is “signed off” currently by any one of the following; the Planning Manager (Controlled and Restricted Discretionary), the CEO, GM Growth and Regulation or the GM Operations. A planner typically holds a relevant tertiary qualification and experience relative to the consent they are processing.

While the previous and current GM Growth and Regulation had/have significant experience in resource management this might not always be the case. Given the technical nature of resource consents, the Planning Manager is most likely to have the best oversight of current practices, case law while also holding the greatest technical expertise. This is followed secondly by the Resource Consent Team Leader.

As a result, it is our recommendation that the Planning Manager be delegated the ability to approve all resource consents and the Resource Consent Team Leader, Controlled and Restricted Discretionary resource consents. This effectively drops the delegations down one level

while still maintaining resilience with the CEO and the two GMs still able to approve all resource consents.

Mōrearea | Risk

Overall, the risk it thought to be small as the Planning Manager is most likely to have the best oversight of current practices, case law while also holding the greatest technical expertise followed by the Resource Consent Team Leader.

Ngā Whiringa | Options

Option One – Status Quo

Continue with the current delegations where all resource consents can be approved by the CEO, GM Growth and Regulation, and GM Operations. The Planning Manager would continue to approve Controlled and Restricted Discretionary resource consents.

Option Two – Updating the delegations

Drop the delegations down one level enabling, in addition to the current delegation that the Planning Manager can approve all resource consents and the Resource Consent Team Leader can approve Controlled and Restricted Discretionary resource consents.

Option One – Status Quo	
Description of option	
Continue with the current delegations where all resource consents can be approved by the CEO, GM Growth and Regulation and GM Operations, and the Planning Manager can approve Controlled and Restricted Discretionary resource consents.	
Advantages	Disadvantages
The delegations sit at the highest level.	Resource consents are an operation matter and approving approximately 200 consents takes the GMs and CEO away from focusing on strategic matters.
	The people who most likely have the best oversight of current practices, case law and technical expertise are not the people approving the resource consents.
	Our leaders are not sufficiently empowered to make decisions

Option Two – Updating the delegations	
Description of option	
Drop the delegations down one level enabling in addition to the current delegation that the Planning Manager can approve all resource consents and the Resource Consent Team Leader can approve Controlled and Restricted Discretionary resource consents.	
Advantages	Disadvantages
Delegations sit at the most appropriate level to enable efficient and effective workflows.	The delegation are dropped a level.
The people who most likely have the best	

oversight of current practices, case law and technical expertise are approving the resource consents.	
Our leaders are sufficiently empowered to make decisions within their expertise and knowledge.	
Provides more resilience in relation to who can approve resource consents.	

Option One

Impact assessment

Legal Implications	There are no legal issues as Council has the ability to delegate this function.
Risk	As previously raised, the risk is considered to be low as the Planning Manager and the Resource Consent Team Leader are most likely the people who have the best oversight of current practices, case law and typically will have the best technical expertise. It is also noted that typically another planner has prepared the recommendation so there are two planners that will have oversight of any resource consent.
Policy Implications / Strategic Links	There are no policy implications.
Costs and benefits	It is our recommendation that updating the delegations will achieve the most efficient and effective solution.
Financial Implications	There are no financial implications.

Recommended option

It is our recommendation that Council chooses Option Two (update delegations) for the reasons set out above.





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

There are no legal implications as Council has the ability to delegate this approval function.

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

Resource consents have an impact under all of the community outcomes, some to a greater impact than other:

- 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

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

There are no financial impacts of this decision.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Ally van Kuijk Hautū Tipu me te Whakamatua General Manager Growth & Regulation	
Approved by	Ally van Kuijk Hautū Tipu me te Whakamatua General Manager Growth & Regulation	

7 Pūrongo me whakatau | Decision Reports

7.7 Waikato Local Authority Shared Services (Trading as Co-Lab) Changes to Constitution for Approval

CM No.: 3027962

Te Kaupapa | Purpose

Council agreement is sought for Co-Lab's proposed amendments to its constitution, specifically regarding the removal of the maximum tenure for board appointments.

Rāpopotonga Matua | Executive Summary

Peter Stubb, the current Chair of Co-Lab, is due to end his term on 30 June 2025 after serving two terms.

Currently, the company's constitution precludes the ability for the Chair to be reappointed for a further term, as the maximum tenure is stated as being two consecutive terms of three years.

Co-Lab has proposed amendments to the constitution to remove wording in the constitution, allowing for board members to be reappointed without a tenure limit.

A letter from Kelvin French, Co-Lab Chief Executive seeking approval to change Co-Lab's Constitution is attached to this report.

Tūtohunga | Recommendation

That:

1. The information be received.
2. Council:
 - a) Council approves the following amendment to the company constitution of Waikato Local Authority Shared Services Limited (trading as Co-Lab):
 - Proposed Change in section 13.6 Tenure of office.
 - 13.6.1: Other than as set out under 13.6.2, all Board terms are three years.
 - Any Board member may be reappointed.

The amendment removes the following from the end of the clause sentence:
... for a further term but can serve only a maximum of six years consecutively.

OR

- b) Council provides feedback to Waikato Local Authority Shared Services Limited (trading as Co-Lab) regarding the proposed amendment to the company constitution [*feedback to be specified*].

Horopaki | Background

About Co-Lab

Co-Lab is a Council Controlled Organisation (CCO) jointly owned by 12 Councils in the Waikato and Bay of Plenty regions.

Co-Lab's primary purpose is to enhance collaboration between councils, improve customer service and performance, and reduce costs. They aim to improve efficiency and effectiveness in council operations through collaboration by minimising duplications and promoting 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.

Ngā Take/Kōrerorero | Issues/Discussion

Co-Lab's constitution may be changed by special resolution (approved by 75% or more), of the shareholders

Proposed Amendments to Company Constitution

Co-Lab requires approval from the stakeholders to implement changes to the constitution.

The proposed amendments are in section 13.6 Tenure of Office.

- 13.6.1: Other than as set out under 13.6.2, all Board terms are three years. Any Board member may be reappointed. ~~for a further term but can serve only a maximum of six years consecutively.~~

Mōrearea | Risk

No risks associated with this decision have been identified.

Ngā Whiringa | Options

Option One – Approval of the proposed changes to the constitution
Description of option
Council approves the proposed amendment to the company constitution of Waikato Local Authority Shared Services Limited (trading as Co-Lab):
Option Two – Provide feedback on the proposed amendment to the constitution.
Description of option
Council provides feedback to Waikato Local Authority Shared Services Limited (trading as Co-Lab) regarding the proposed amendment to the company constitution [<i>feedback to be specified</i>].

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

In accordance with Council's Significance and Engagement Policy, staff determine that this decision is of low significance. Therefore no consultation/communication is required.

Co-Lab's constitution may be changed by special resolution (approved by 75% or more), of the shareholders.

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	Not applicable
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.	No consultation 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.

Timeframes

Key Task	Dates
Council is presented with proposed amendment report for decision	28 th May 2025.
	By 31 st May 2025.
	30 th June 2025.

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:

- He wāhi kaingākau ki te manawa | A place with people at its heart
- He wāhi puawaitanga | A place to thrive
- He wāhi whakapapa, he wāhi hangahanga | A place to belong and create

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

Co-Lab is funded in accordance with Council's Long Term Plan 2024-34.

Ngā Tāpiritanga | Attachments

[A↓](#). Request to Amend Constitution - Board Member Tenure 2025



Ngā waitohu | Signatories

Author(s)	Charlotte Walker Kaitohu Kaupapahere Paetahi Graduate Policy Advisor	
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Approved by	Niall Baker Kaiārahi Tima Kaupapahere Policy Team Leader	
	Sandra Harris Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	

17 April 2025

To: Co-Lab Shareholding Council Chief Executives
Via email

Dear Sir/Madam

Approval to change Co-Lab's Constitution

I am writing in relation to a proposed change to Co-Lab's constitution and ask that you obtain your council's approval of the change.

From correspondence with Gavin Ion last year, you will be aware that Peter Stubb's term as Chair of Co-Lab is due to end on 30 June 2025. Currently, the company's constitution precludes the ability for Peter to be reappointed for a further term (the maximum tenure is stated as two consecutive terms of three years).

I understand that you collectively agree that Peter should stay on as Board Chair for a further term. While the appointment of the Board Chair is made by unanimous resolution of the Council Representative Directors, they obviously can't act contrary to the company's constitution.

We are therefore seeking the following change to the company constitution highlighted below".

"... 13.6 Tenure of office

- 13.6.1: Other than as set out under 13.6.2, all Board terms are three years. Any Board member may be reappointed. ~~for a further term but can serve only a maximum of six years consecutively.~~
- 13.6.2: To ensure continuity of knowledge, Board terms will initially be staggered such that:
- on 30 June 2020, two of those persons appointed under 13.1 b. – f. shall resign (to occur in alphabetical order with reference to surname); and
 - on 30 June 2021, a further two of those persons appointed under 13.1 b. – f. (not being those who resigned on 30 June 2020) shall resign (to occur in alphabetical order with reference to surname); and
 - on 30 June 2022, the person appointed under 13.1 a. and the remaining person appointed under 13.1 b. – f., who has not previously resigned under a. or b. of this clause, shall resign.

- 13.6.3: Notwithstanding anything else in this clause, each director of the company can only hold office until:
- a. Removal: removal in accordance with the constitution; or
 - b. Vacation of office: vacation of office pursuant to section 157 of the Act; or
 - c. Insolvency: an arrangement or composition with creditors made by him or her; or
 - d. Absence from meetings: vacation of office resulting ipso facto from being absent without permission of the board from 3 consecutive meetings of the board; or
 - e. Resignation: written notice of resignation to the address for service of the company...."

It would be helpful to have the necessary approvals in place by 31 May.

I look forward to hearing from you in due course. Of course, don't hesitate to reach out if you have any questions.

Yours faithfully



Kelvin French
Chief Executive

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 March 2025 Finance Report

CM No.: 3032566

Te Kaupapa | Purpose

The March 2025 financial report is presented for Council's information.


Rāpopotonga Matua | Executive Summary The March 2025 financial report is attached and presented for Council's information.

Tūtohunga | Recommendation

That:

1. The March 2025 financial report be received.

Ngā Tāpiritanga | Attachments

 March 2025 Finance Report



Ngā waitohu | Signatories

Author(s)	Ajay Kumar Kaitiaki Whakahaere Pūtea Management Accountant	
Approved by	Manaia Te Wiata Tumu Whakarae Chief Executive Officer	

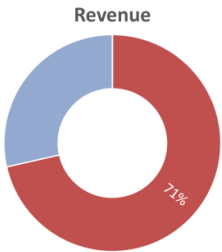
Monthly Report - March 2025

SUMMARY FINANCIALS BY ACTIVITY

At the end of March we are 75% of the way through the 2024/25 financial year. The graphs below show how our operating and capital budgets are tracking at this point per activity. The operating graphs in blue, and capital graphs in green, indicate that the activity is tracking largely in line or favourably to budget. Graphs in red show areas of concern. The Funding Impact Statement follows these graphs, showing how we are performing against budget in funding our operating expenditure and our capital expenditure on an overall basis.

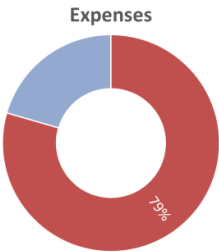
Community Facilities

OPERATING



■ Year to date actual ■ Remaining budget

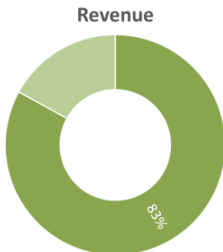
Actual \$13.4m Budget \$14m
Revenue from fees and charges is below budget by \$689k which is partially due to seasonal demand for facilities like the pools and Firth tower. Domain House beauty sales are \$95k below budget due to operational decision not to employ additional therapist which has been vacant since November 2024. Te Aroha Mineral Spas admission fees income is \$509k lower than budget as a result of decreased visitor numbers due to hot summer, issues with the geyser resulted in reduced levels of service and lack of water availability due to bore issues limited capacity. Revenue expectations have been updated in the 2025-26 annual plan to reflect these trends.



■ Year to date actual ■ Remaining budget

Actual \$12.9m Budget \$12.1m
Overall payments to staff and suppliers are \$727k higher than budget. Morrinsville Swim Zone pool painting costs was \$182k. Te Aroha Office building seismic assessment costs was \$71k unbudgeted. Building repairs for Gordon, Tatuanui and Piarere halls are \$10k, \$11k and \$14k over budget respectively. Matamata street furniture costs are \$8k over budget due to significant spending for arborist works (\$122k). Matamata Civic Centre costs are \$57k higher than budget but this is partially offset by the higher than budgeted revenue. Finance costs are \$308k higher than budget.

CAPITAL



■ Year to date actual ■ Remaining budget

Actual \$1.8m Budget \$1.6m
Higher financial contributions received (parks & reserves) from developments in Matamata and Morrinsville.

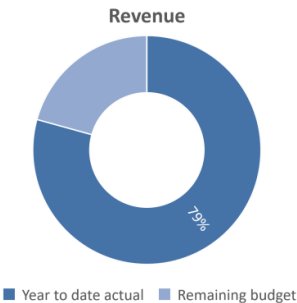


■ Year to date actual ■ Remaining budget

Actual \$2.7m Budget \$1.7m
\$3m for Matamata indoor stadium is expected to be spent by 30 June. \$1.5m budgeted for destination playgrounds will be carried forward to 2025-26.

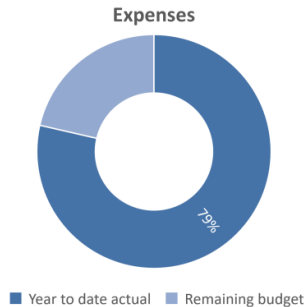
Rubbish and Recycling

OPERATING



Actual \$4.5m Budget \$4.2m

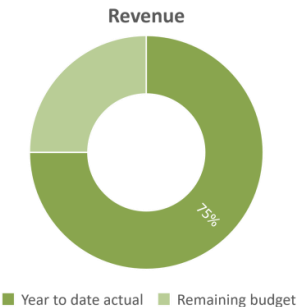
The waste minimisation subsidy received to date is \$158k more than budget and the MFE subsidy is \$72k higher than budget.



Actual \$4.4m Budget \$4.2m

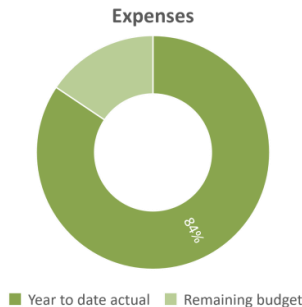
CPI adjustments and potential contract variations have yet to be received/agreed with the contractors, which could potentially exceed the budget by year end.

CAPITAL



Actual \$106,000 Budget \$54,000

The surplus from operations becomes available funding for capital spending (i.e. reducing the need for external borrowing).

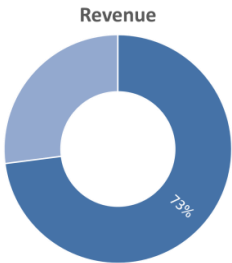


Actual \$422,000 Budget \$375,000

\$262k has been spent to date on Morrinsville Leachate and Waihou Leachate Pump Station Upgrade works carried forward from the 2023-24 budget. \$141k has been spent on Waihou RTS roading upgrade.

Roading

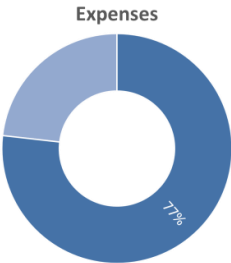
OPERATING



■ Year to date actual ■ Remaining budget

Actual \$10.2m Budget \$10.5m

NZTA subsidies received are lower than budget at this point which is a normal seasonal variation.

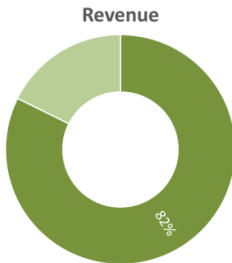


■ Year to date actual ■ Remaining budget

Actual \$7.4m Budget \$7.2m

Subsidised roading costs are \$167k higher than budget and unsubsidised roading costs are \$140k lower than budget. This should balance out as the year progresses. Interest costs are also \$84k higher than budget.

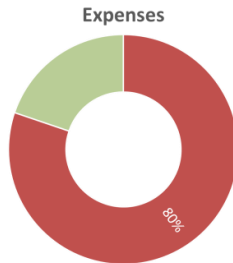
CAPITAL



■ Year to date actual ■ Remaining budget

Actual \$12.1m Budget \$11.1m

Development contributions are \$642k more than budget, NZTA subsidy income is \$442k higher than budget largely due to more works carried out during the summer season. Subsequently, Better off Funding of \$1.3m is now expected to be received and applied to district accessibility projects that was not budgeted for.



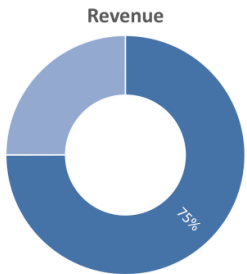
■ Year to date actual ■ Remaining budget

Actual \$6.6m Budget \$6.2m

Capital expenditure is tracking ahead of budget, partially due to seasonal nature of the work and timing.
Note; NZTA has cut funding for the Low Cost Low Risk projects for the year, where budget was \$893k but only \$112k was approved.

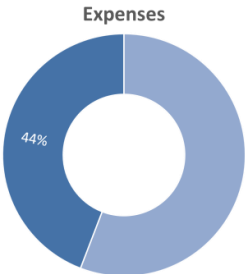
Stormwater

OPERATING



■ Year to date actual ■ Remaining budget

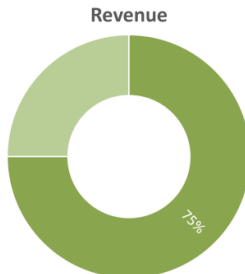
Actual \$925,000 Budget \$925,000
Tracking to budget.



■ Year to date actual ■ Remaining budget

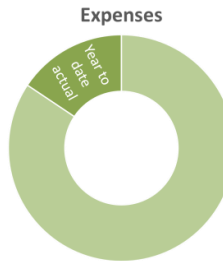
Actual \$417,000 Budget \$708,000
Stormwater is tracking under budget in terms of operating costs, with some savings in interest expenses.

CAPITAL



■ Year to date actual ■ Remaining budget

Actual \$770,000 Budget \$770,000
Tracking to budget.

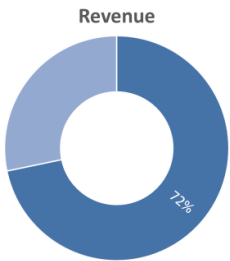


■ Year to date actual ■ Remaining budget

Actual \$258,000 Budget \$1.2m
It is expected \$300k would be spent this financial year for Morrinsville CBD stormwater upgrades, with other projects being carried forward worth \$500k into the 2025-26 and a further \$500k in future years.

Wastewater

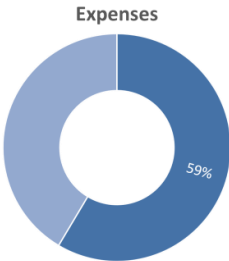
OPERATING



■ Year to date actual ■ Remaining budget

Actual \$7.4m Budget \$7.8m

Trade waste charges are \$325k lower than budget. The budget allowed for some increase in trade waste agreement charges that have yet to be progressed.

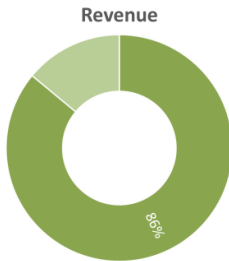


■ Year to date actual ■ Remaining budget

Actual \$4.5m Budget \$5.7m

\$1.125m (for 9 months) that was budgeted to be spent on the desludging of the Te Aroha and Morrinsville Wastewater Treatment Plants have been delayed and awaiting options report to determine the best way forward. Ignoring the impact of the desludging, there are a number of other areas that are both over and underspent, with an overall underspend of \$134k. Finance costs are also \$612k lower than budget as a result of capital works not progressing as quickly as planned. The power costs are also expected to increase significantly as a result of the pumping of waste from Waihou to Te Aroha, these cost pressures have been addressed in the draft 2025-26 Annual Plan budget.

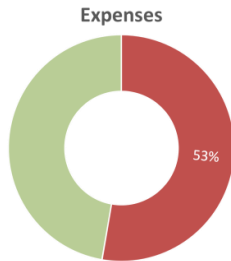
CAPITAL



■ Year to date actual ■ Remaining budget

Actual \$4.3m Budget \$3.8m

Development contributions in Matamata is \$185k lower than budget, however Morrinsville is \$278k higher than budget. Contributions in Te Aroha is \$12k higher than budget.



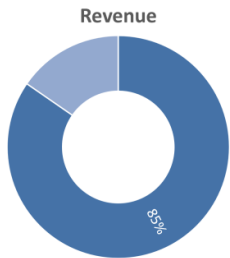
■ Year to date actual ■ Remaining budget

Actual \$17.1m Budget \$24.3m

Wastewater capital works is tracking behind budget. The large capital spend are \$1.3m on the Waihou wastewater treatment plant upgrade project, \$2m on reticulation renewals works and \$9m at the Matamata wastewater treatment plant upgrade project.

Water

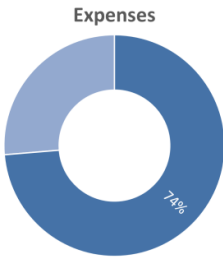
OPERATING



■ Year to date actual ■ Remaining budget

Actual \$9.3m Budget \$8.2m

Metered water income is \$185k higher than budget at this point. This is offset by \$800k Better-off funding that was budgeted in the 2023-24 year but recognised as income in the current financial year.

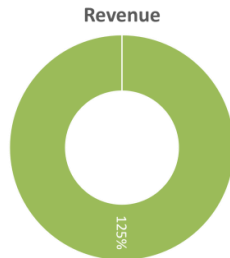


■ Year to date actual ■ Remaining budget

Actual \$5.5m Budget \$5.6m

Overall, payments to staff and suppliers are tracking \$431k below budget. Within this, there are areas of the budget both under and over. The main areas of overspend include; Contractor costs \$305k mainly in respect of the Morrinsville and Te Aroha water treatment plants and Materials purchased \$71k. These areas of overspend are offset by savings against budget in the following areas; reticulation works subcontractors \$40k, external lab analysis \$198k, KVS internal charging is \$326k under budget particularly in respect of reticulation works. Waters unit internal charging is \$74k below budget. Furthermore, Finance costs are \$223k higher than budget.

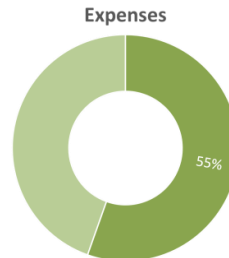
CAPITAL



■ Year to date actual ■ Remaining budget

Actual \$4.6m Budget \$2.7m

Development contributions in Matamata and Morrinsville are \$61k and \$603k higher than budget respectively.



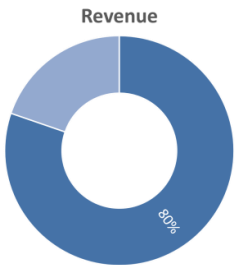
■ Year to date actual ■ Remaining budget

Actual \$5.1m Budget \$6.9m

\$1.7m has been spent to date on Lockerbie Water Treatment Plant works carried forward from the 2023-24 budget. Capital and renewal work budget in 2024-25 has yet to progress, but is expected to catch up in most areas, although the Te Aroha consenting work (approx. \$1.4m) is likely to be pushed out to the 2025-26 year.

Strategy and Engagement

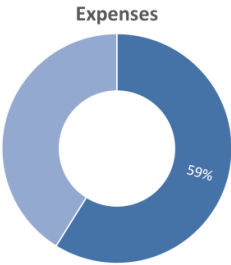
OPERATING



■ Year to date actual ■ Remaining budget

Actual \$7m Budget \$6.5m

\$432k Better off Funding and \$112,500 for the 3 Waters transition funding have been received that were not budgeted for. In addition the interest and investment income is \$157k higher than budget.

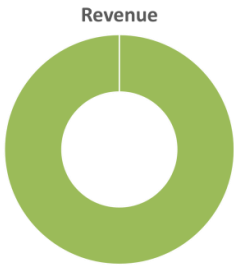


■ Year to date actual ■ Remaining budget

Actual \$5.7m Budget \$7.2m

Budgeted spend on digital enablement, district plan review, climate change policy, Audit fees and election costs are yet to be spent. Spending from reserve funds of \$172k to date for the Freedom Camping Bylaw development and implementation (\$27k) is funded by MBIE, works are ongoing for restoration of the Te Aroha headstones that were affected by the earthquakes in 2023 (\$17k), 3 Waters business review relating to workforce, AMP and other support services (\$72k), Drinking water treatment training (\$15k), Community led initiative grants and materials (\$28k), and other support and overhead expenses (13k).

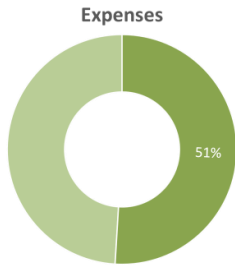
CAPITAL



■ Year to date actual ■ Remaining budget

Actual \$1.3m Budget \$2,000

The surplus from operations becomes available funding for capital spending (i.e. reducing the need for external borrowing).



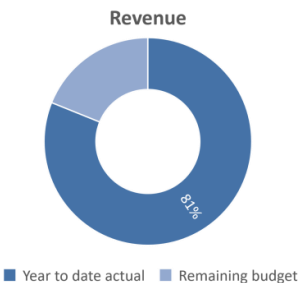
■ Year to date actual ■ Remaining budget

Actual \$1.2m Budget \$1.7m

Largely tracking to budget.

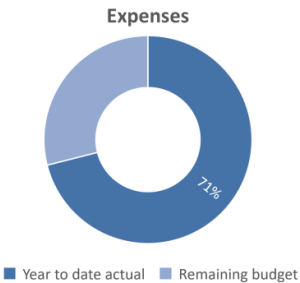
Consents and Licencing

OPERATING



Actual \$6.5m Budget \$6m

Revenue from fees and charges is \$641k ahead of budget at March 2025. The main variance is from Resource Consent income which is \$321k higher than budget. Building Consent income is \$66k higher than budget. Dog registrations are \$149k higher than budget, this is due to registrations being processed at the start of the financial year and will balance out as the year progresses.



Actual \$5.5m Budget \$5.8m

Overall, payments to staff and suppliers is tracking \$309k below budget which is offset by higher consultant costs for processing consents. Overheads are tracking \$100k higher than budget.

COUNCIL-WIDE FUNDING IMPACT STATEMENT

Overall Council Funding Impact Statement - March 2025

	YTD Budget \$000	YTD Actual \$000	Variance \$000	Notes
Sources of operating funding				
General rates, uniform annual general charges, rates penalties	26,828	26,968	141 Favourable	
Targeted rates (includes metered water)	17,315	17,495	181 Favourable	1
Subsidies and grants for operating purposes	3,218	4,483	1,264 Favourable	2
Fees and charges	8,585	8,180	(405) Unfavourable	3
Interest and dividends from investments	450	309	(141) Unfavourable	
Local authorities fuel tax, fines, infringement fees, and other receipts	194	256	62 Favourable	
Total operating funding	56,590	57,691	1,101 Favourable	
<i>Less budgeted depreciation that is funded from rates and used to fund capital</i>	<i>(16,376)</i>	<i>(16,376)</i>	<i>-</i>	
<i>Less reserve funding that comes from rates</i>	<i>-</i>	<i>-</i>	<i>-</i>	
Cash available to fund operating	40,214	41,315	1,101 Favourable	
Applications of operating funding				
Payments to staff and suppliers	44,203	42,422	(1,781) Favourable	4
Finance costs	2,765	2,281	(484) Favourable	5
Other operating funding applications	-	-	-	
Total applications of operating funding	46,967	44,703	(2,264) Favourable	
<i>Less operating expenditure funded from reserves</i>	<i>-</i>	<i>-</i>	<i>-</i>	
Cash used to fund operating	46,967	44,703	(2,264) Favourable	
Cash surplus/(deficit) from operating (A)	(6,753)	(3,388)	3,365 Favourable	6
Sources of capital funding				
Subsidies and grants for capital expenditure	2,723	3,165	442 Favourable	7
Development and financial contributions	1,620	3,313	1,693 Favourable	8
<i>Add budgeted depreciation that is funded from rates and used to fund capital</i>	<i>16,376</i>	<i>16,376</i>	<i>-</i>	
<i>Add any operating cash surplus available to fund capital (A)</i>	<i>-</i>	<i>-</i>	<i>-</i>	
Cash available to fund assets	20,719	22,853	2,135 Favourable	
Applications of capital funding				
Capital expenditure				
—to meet additional demand	8,491	-	(8,491) Underspend	9
—to improve the level of service	20,183	11,871	(8,312) Underspend	9
—to replace existing assets	16,897	21,540	4,643 Overspend	9
Cash used to fund assets	45,571	33,411	(12,160) Underspend	
<i>Remaining cash from capital available to reduce debt OR (debt funding of capital required)</i>	<i>(24,852)</i>	<i>(10,558)</i>	<i>14,294 Favourable</i>	10
<i>Add any operating cash deficit that needs to be funded from debt (A)</i>	<i>(6,753)</i>	<i>(3,388)</i>	<i>3,365 Favourable</i>	
Total (increase)/decrease in internal/external debt	(31,605)	(13,946)	17,659 Favourable	11

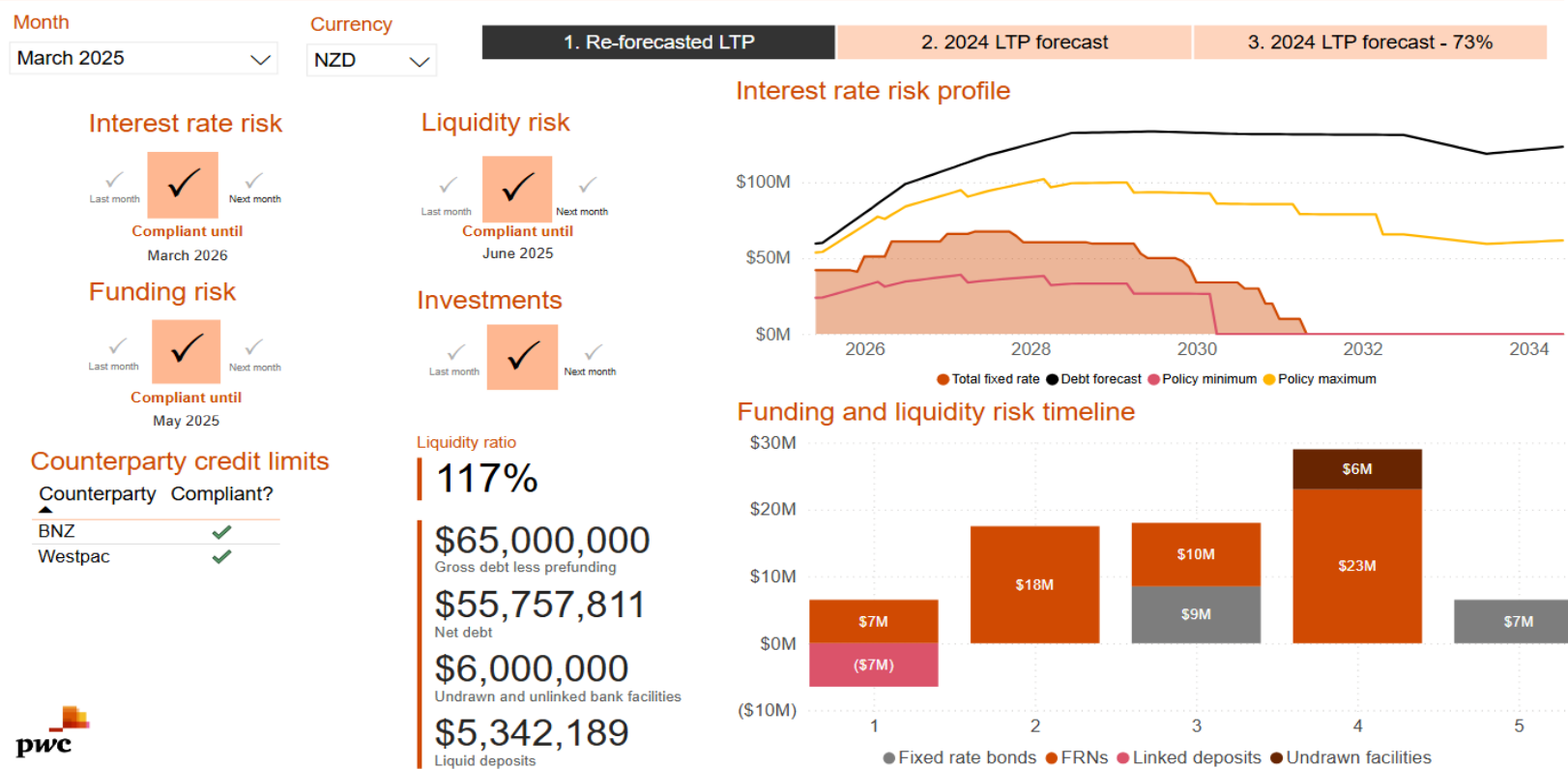
Notes

- 1 Metered water income is \$185k higher than budget.
- 2 NZTA Subsidies received are \$143k lower than budget which is a normal seasonal variation for roading work. \$800k Better-off funding was budgeted to cover an operational funding shortfall for the Water activity in the 2023-24 year but the funding was received and recognised as income in the current financial year. A further \$432k of Better-off funding was also received for other projects and \$112,500 was received for the 3 Waters transition funding, but not budgeted for in this financial year.
- 3 Pools and spas and Domain house beauty fees and charges income is \$604k behind budget at this point, some of which is seasonal variation and also decreased visitor numbers due to hot summer, periods of limited capacity, lack of water availability and operational decision not to employ additional beauty therapist since November 2024. Trade waste charges are \$325k lower than budget which allowed for some increase in trade waste agreement charges that have yet to be progressed. Offset by Resource consent income \$321k higher than budget, Dog registrations \$149k higher than budget which is due to registrations being processed at the start of the financial year and will balance out as the year progresses.
- 4 Payments to staff and suppliers are lower than budget overall at this point, with a significant factor being no spending to date against the \$1.125m budget for operational desludging work at the Te Aroha and Morrinsville plants awaiting options report. The rest are due to seasonal variance, particularly in roading, parks and pools. Furthermore, note some potential pressure points around additional power costs for wastewater, electrical maintenance costs for the water treatment plants, consultant costs for processing of consents and CPI adjustment for the solid waste with potential contract variations have yet to be received/agreed with the contractors.
- 5 Overall interest costs are lower than budget due to the delayed capital spend on the Matamata Wastewater Treatment Plant upgrade.
- 6 From a cash position, the operating result is \$3.4m better than budget at this point, but \$800k of that comes from last year's Better-off funding received in this year, \$1m is due to the desludging that has been delayed at the Te Aroha and Morrinsville plants, and there are a number of seasonal variations in both costs and income at this point.
- 7 At the end of March 2025, NZTA subsidies are \$442k higher than budget, partially expected due to the seasonal nature of the roading work and timing. A note; NZTA has cut funding for the Low Cost Low Risk projects for the year, where budget was \$893k but only \$112k was approved.
- 8 Development contributions from Morrinsville and Matamata are significantly ahead of budget.
- 9 The Matamata wastewater treatment plant upgrade project is tracking behind budget. In Waters, \$1.7m has been spent to date at the Lockerbie Water Treatment Plant works carried forward from the 2023-24 budget. Capital and renewal work budget in 2024-25 are progressing behind schedule, but is expected to catch up in most areas, although the Te Aroha consenting work (approx \$1.4m) is likely to be pushed out to the 2025-26 year. Roading capital is tracking \$428k ahead of budget, partially due to seasonal nature and the timing of work.
- 10 Higher capital funding from DCs than budget, and lower spending on capital than budget to date, means less requirement to borrow funds.
- 11 Overall, the better cash position from both an operating and capital perspective means Council has less pressure to borrow funds as initially planned.

TREASURY MANAGEMENT - REVIEW OF COMPLIANCE WITH TREASURY POLICIES

Treasury summary - positions and compliance

Matamata Piako District Council



Loans and deposits by reporting date

Matamata Piako District Council

Reporting date	Instrument	Counterparty						
March 2025	All	All						
Instrument type	CounterParty	Start date	Maturity date	Drawn amount	Limit	InterestRate	Margin_Float	CommitmentFee
Linked Deposit (pre-funding)	BNZ	20 Jun 24	14 Apr 25	\$6,500,000	\$6,500,000	6.20%		
Floating Rate Note	LGFA	30 Apr 19	15 Apr 25	\$3,000,000	\$3,000,000		0.70%	
Floating Rate Note	LGFA	15 Aug 20	15 Apr 25	\$3,500,000	\$3,500,000		0.87%	
Term Deposit	ASB	28 Feb 25	18 Apr 25	\$1,250,000	\$1,250,000	3.95%		
Term Deposit	Westpac	28 May 24	28 May 25	\$3,900,000	\$3,900,000	6.30%		
Call Account	BNZ	29 Feb 24	01 Jun 25	\$4,092,189	\$4,092,189			
Floating Rate Note	LGFA	30 Apr 19	15 Apr 26	\$3,000,000	\$3,000,000		0.80%	
Floating Rate Note	LGFA	15 Aug 20	15 Apr 26	\$3,500,000	\$3,500,000		0.92%	
Floating Rate Note	LGFA	14 Aug 23	15 Apr 26	\$7,000,000	\$7,000,000		0.54%	
Floating Rate Note	LGFA	16 May 22	15 Oct 26	\$4,000,000	\$4,000,000		0.61%	
Floating Rate Note	LGFA	30 Apr 19	15 Apr 27	\$2,500,000	\$2,500,000		0.90%	
Floating Rate Note	LGFA	12 Jul 21	15 Apr 27	\$3,500,000	\$3,500,000		0.57%	
Floating Rate Note	LGFA	17 Oct 22	15 Apr 27	\$1,500,000	\$1,500,000		0.84%	
Fixed Rate Bond	LGFA	30 Jan 24	15 Apr 27	\$8,500,000	\$8,500,000	5.32%		
Floating Rate Note	LGFA	14 Dec 22	15 Oct 27	\$2,000,000	\$2,000,000		0.76%	
Standby Facility	Westpac	30 Apr 19	30 Apr 28	\$0	\$6,000,000		1.35%	0.45%
Floating Rate Note	LGFA	14 Mar 22	15 May 28	\$4,000,000	\$4,000,000		0.72%	
Floating Rate Note	LGFA	14 Dec 22	15 May 28	\$2,000,000	\$2,000,000		0.78%	
Floating Rate Note	LGFA	15 Apr 24	15 May 28	\$5,500,000	\$5,500,000			
Floating Rate Note	LGFA	07 Oct 24	15 May 28	\$3,500,000	\$3,500,000		0.94%	
Floating Rate Note	LGFA	16 Dec 24	15 May 28	\$8,000,000	\$8,000,000		0.93%	
Fixed Rate Bond	LGFA	04 Jun 24	20 Apr 29	\$6,500,000	\$6,500,000	5.55%		



8 Ngā Pūrongo Whakamārama | Information Reports

8.2 Mayoral Diary for March/April 2025

CM No.: 2990323

Te Kaupapa | Purpose

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

Rāpopotonga Matua | Executive Summary


A summary of the Mayoral diary is attached for the months of March and April 2025.

Tūtohunga | Recommendation

That:

1. The information is received.

Ngā Tāpiritanga | Attachments

 Mayoral Diary for March and April 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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Mayoral Diary March 2025

Sunday 2 March	<p>Real Life Super Heroes Day I attended the day which was to recognise our volunteer emergency service workers. Held in conjunction with Thames Coromandel, Hauraki and Matamata-Piako District Councils. Our Emergency Management staff were present, the Te Aroha Community Patrol and Rural Support Trust.</p> <p>In the afternoon I attended the Matamata superhero event held at The Railside by the Green, this was well supported also with lots of kids having fun. A highlight for them was sitting in a police car.</p>
Monday 3 March	<p>Matamata Library prize draw The Summer Collectathon came to an end at our district libraries, and I joined Library Team Leader Rachel to draw the winner of the three prizes up for grabs.</p>
Tuesday 4 March	<p>Meeting with council staff I met with our governance staff to talk about upcoming council meetings and workshops, and my EA Debbie to go over emails and meeting request.</p>
Wednesday 5 March	<p>Council meeting</p> <p>Media filming Working with our Communications staff for a 'mayors message' at the conclusion of the council meeting.</p>
Thursday 6 March	<p>Campbell Park meeting A discussion around the redevelopment proposal followed by a public workshop with the community and stakeholders.</p>
Friday 7 March	<p>Nga Iwi FM anniversary celebration The radio station was celebrating 35 years on the air, and I joined part of the day's celebration held in Paeroa.</p> <p>Matamata Soaring Centre Sailplane Grand Prix Our CEO Manaia and I visited the Waharoa Aerodrome to see the event in action. A lot of work goes on behind the scenes to run these events.</p>
Saturday 8 March	<p>Morrinsville Skate Bowl launch event Community champion, Alan Murphy, organised a free, family friendly event featuring BMX performance riders, local food vendors and activities on the pump track.</p> <p>It was great to see the Rec Ground was a hive of activity with a cricket match and dog obedience competition also running (where I talked to locals at both).</p>


Item 8.2

Attachment A

Sunday 9 March	<p>Te Aroha Domain Day</p> <p>The domain and main street was bustling with activity, as the annual Domain Day event was held on a stunning sunny day.</p> <p>There was excellent attendance and the domain was looking fantastic, a credit to our KVS team.</p> <p>Council staff were involved in a number of stalls including promoting the libraries and our policies and bylaws that are up for consultation.</p> 
Monday 10 March	<p>Regional Transport Committee meeting</p> <p>Held at the Waikato Regional Council offices in Hamilton.</p>
Tuesday 11 March	<p>Meetings with council staff</p> <p>I had several meetings across the day with staff to discuss an upcoming online Q & A session regarding the policy and bylaw consultation, upcoming meetings and requests, and rounding out with a catch up with our CEO Manaia.</p> <p>ANZAC Day meeting</p> <p>In the lead in to ANZAC Day, staff and I meet with representatives from our respective RSA's to go over the run sheet for the day and to make sure all boxes have been ticked to ensure a seamless event.</p> <p>Today our Events and Venues Manager Lisa joined me to meet with Ian from the Te Aroha RSA.</p>
Wednesday 12 March	<p>Meeting with Te Aroha businessman</p> <p>Manaia and I met with a Te Aroha businessman to discuss general business topics related to Te Aroha, including the proposed Solar Farm in the area.</p>
Friday 14 March	<p>Discussion with council staff</p> <p>This was with regard to an enquiry I received about a planning matter.</p>

Monday 17 March	<p>Meeting with council staff To discuss one of councils reserves.</p> <p>Matamata stadium meeting</p>
Tuesday 18 March	<p>Meeting with council staff This was my weekly catch up with our governance staff</p> <p>Webinar This online forum was an opportunity for the community to hear about the suite of bylaws and policies open for submissions, and ask any questions.</p>
Wednesday 19 March	<p>Council workshop At this meeting we had a presentation on Climate Change Adaptation Planning.</p> <p>Hauraki District Council and Waikato Regional Council have been working with communities on the Wharekawa Coast, and most recently on the Hauraki Plains, to understand the increasing risks to the community from a changing climate, and work together to plan and make decisions on how to adapt to these challenges.</p> <p>The presentation and discussion was a chance to hear about these innovative projects from a range of staff and elected members, including key successes, challenges and lessons learnt, and what is involved and can be achieved in working with multiple stakeholders and the community over an extended period of time.</p> <p>Interview with College students I was asked to meet some students from Te Aroha College who are doing some university papers and one part of the paper is to interview someone in a leadership role. We talked about my role as Mayor in council and other governance positions I have held.</p> <p>Matamata BA5</p>
Thursday 20 March	<p>Kiwirail and NZTA meeting After the tragic accident in Matamata, this meeting was to discuss current safety measures and how our three entities involved in the train corridor can work together on short term and long term solutions.</p> <p>Matamata college meeting Following on from the Kiwirail and NZTA meeting, those reps joined me and college principal Angela Sharples to update her on the meetings and discussions I have had with Kiwirail, NZTA and council staff.</p> <p>MPDC and Morrinsville Chamber liaison meeting Our Morrinsville councillors and CEO Manaia met with the chamber to discuss points of interest and when works will be undertaken in Morrinsville.</p> <p>LGNZ Zone 2 Meeting MPDC hosted the quarterly meeting of elected members and staff from</p>

	<p>around the region at the Silver Fern Farms Event Centre in Te Aroha.</p> <p>There was a good range of discussion and presentations about IA, the Electoral Reform working group, DIA and LGNZ.</p> <p>The organising team appreciated the efforts of our events team and have organised the next Zone 2 event to be held here again in May.</p>
<p>Saturday 22 March</p>	<p>Firth Tower event There was a vintage tractor and machinery club event held at Firth Tower, an ideal location with ideal weather.</p> <p>Rotary quiz night Warwick joined me in supporting the Morrinsville Rotary group by attending the quiz night, with a group of Matamata Rotarians, which was held at the rotary rooms in Morrinsville. Funds raised went to Hato Hone St John.</p>
<p>Monday 24 March</p>	<p>Meeting with Matamata College A check in with Principal Angela.</p> <p>Morrinsville Grey Power meeting Our CEO Manaia and I was invited to speak at the monthly meeting of members held at the Rotary rooms in Morrinsville.</p> <p>We talked about the current policies and bylaws that council was consulting on, and it was an opportunity for members to meet our new CEO.</p> <p>Waikato Waters Done Well (WWDC) This Mayoral Governance programme group meeting was held in Cambridge. Timing meant I had to join online. We were updated on where the group was at in the waters space.</p>
<p>Tuesday 25 March</p>	<p>Meeting with council staff I met the governance staff to discuss the council meeting being held this week.</p> <p>ANZAC Day meeting Prior to the civic services held in April, I met with our RSA's and council staff to go over the proceedings for the day, today I met with the Morrinsville RSA members.</p> <p>Matamata Historical Society meeting I attended the Annual General Meeting (AGM) of the group which was held out at the Firth Tower. They were very positive of the efforts and enjoy working with our Council staff at the Tower. Well done team!</p>
<p>Wednesday 26 March</p>	<p>Council meeting</p>

Thursday 27 March	<p>MPDC/NZTA meeting This meeting was a meet and greet for our CEO Manaia and the new regional manager for our area Andrew Corkill.</p> <p>Matamata Stadium community evening A meeting was held to give the sponsors and supporters an update on where the project is at.</p>
Friday 28 March	<p>Waikato District Police Awards I attended the awards event held at St Pauls Collegiate chapel. I caught up with our Eastern Waikato Commander while there.</p>  <p>Ben Muriwai was an award recipient</p> <p>Mardi Regatta Finals I was invited by Waipa Mayor Susan O'Regan to attend the finals day of the secondary schools Mardi Cup rowing regatta with other local Mayors and Chair.</p>
Monday 31 March	<p>Media meeting Councillor Bruce Dewhurst and I met with the Morrinsville News about the proposal for naming rights at the Morrinsville Event Centre – a court to be named after Hugh Vercoe to acknowledge his contribution into getting it built.</p> <p>Meeting with staff I met a number of council staff to talk about enquiries I have received, and up coming meetings.</p>
Tuesday 1 April	<p>Te Manawhenua Forum Meeting</p> <p>Media filming I filmed a 'mayors message' with council's communications staff to give an update on the last week of council meetings.</p>
Wednesday 2 April	<p>Business Breakfast meeting I hosted a working breakfast meeting at the Matamata Civic and Memorial Centre with a group of business members from around the district. We introduced our CEO Manaia, and talked about Waters Done</p>

	<p><u>Well, and RMA reforms. It was well received by attendees.</u></p> <p>Council Workshop</p> <p>Solar Farm sod turning I was invited to the sod turning of the new solar farm happening on Stanley Road South at Te Aroha West. This will be the largest solar farm in NZ when completed, capable of powering 35,000 homes.</p>  <p>WRC chair Pamela Storey and Minister of Energy, Simon Watts</p> <p>MPDC/Kiwiwrail/NZTA meeting This online meeting was a discussion about safety improvements being considered for the area outside of the college in Matamata.</p> <p>Matamata Business After Five (BA5) This event was hosted by Council and held at the Matamata Civic and Memorial Centre. It was an opportunity to highlight and discuss the policies and bylaws that are currently out for consultation. Our CEO Manaia also spoke about Waikato Waters Done Well (WWDW).</p>	
Thursday 3 April	<p>ANZAC Day Meeting Another pre event meeting in the build up to the civic service being held at the end of the month.</p> <p>Meeting with Matamata Business owner Our CEO Manaia and I met with Matamata businessman. I introduced Manaia and discussed local economy and some of the history.</p>	
Friday 4 April	<p>Business Night Out (BNO) meeting It the lead up to the annual BNO I met with the chairs of our towns Chambers and Business Assn to talk about the format for this years event.</p> <p>Meeting with Council staff I met with staff to talk about the Council hearing being held next month to discuss the policies and bylaws we are consulting on.</p> <p>Diprose Miller Open Day I visited the new buildings the firm has moved into in Te Aroha.</p> <p>Meeting with Matamata resident This meeting was about getting the grand piano in the Civic Centre</p>	

	tuned and repaired.
Monday 7 April	<p>Interview with Morrinsville College student As part of a University leadership paper, I was interviewed by a Morrinsville College student about my role as Mayor.</p> <p>Te Aroha Business Assn meeting This was another event hosted by Council and held at the Te Aroha RSA. It was another opportunity to highlight and discuss the policies and bylaws that are currently out for consultation.</p>
Tuesday 8 April	<p>Meeting with Council staff To talk about enquiries I have received, and up coming meetings.</p> <p>Morrinsville Business After Five This was the final Council hosted event, held in the library, with our businesses to highlight and discuss the policies and bylaws that are currently out for consultation and Waikato Waters Done Well. An excellent turnout.</p>
Wednesday 9 April	Council meeting and workshop
Thursday 10 April	<p>Matamata-Piako community health forum Held at the Methodist hall in Morrinsville, I heard of some of the challenges being faced in our community and at Waikato Hospital. They are looking to organise a health day in Te Aroha later in the year.</p> <p>New staff afternoon tea I met with new staff who have recently begun their career at Council. It is a great opportunity to get to know a little bit about them and their role at Council.</p>
Friday 11 April	<p>Future Proof Implementation Committee meeting Including a pre-briefing LG partners meeting.</p>
Wednesday 16 April	<p>Morrinsville Donny van event Councillor James Thomas and I attended the event/launching of the new vans purchased for the health shuttle and Donny van. A lot of volunteer drivers attended.</p> <p>Meeting with Bedford Park Trustees A meeting was held by Kiwirail and MPDC staff with representatives from Bedford Park Trust and United Matamata Sports regarding the rail corridor for a path.</p>
Tuesday 22 April	<p>Audit NZ meeting An online meeting with our Auditors, and Audit and Risk Chair to discuss what audit will be focusing on this year.</p>
Wednesday 23 April	<p>Tim van de Molen meeting I met with our local MP Tim at his new offices in Matamata to discuss local issues.</p>

Friday 25 April	<p>ANZAC Day</p> <p>This year I attended and spoke at the dawn service at Te Aroha, followed by the Civic Service in Morrinsville mid-morning, and I called into Walton on the way home and had a cup of tea and an ANZAC biscuit in the hall that follows the wreath laying along at the Walton Domain.</p> <p>This is one day of the year where it isn't just a day off work, but where communities come together to reflect and remember those who have served their country and acknowledge those who serve in our defence force today.</p>
Monday 28 April	<p>Meeting with Matamata residents</p> <p>With regard to some district plan related queries around consenting.</p> <p>Federated Farmers AGM</p> <p>I joined the Matamata/Morrinsville group for their Annual General Meeting in Te Aroha. I reminded of the upcoming elections and to encourage people to stand.</p>
Tuesday 29 April	<p>ANZAC Day debrief</p> <p>After the event each year, staff and I meet with our RSA's to discuss the day, and to make notes of what went well, and anything that could be improved on for the following year. We met at the Morrinsville RSA where we had a good discussion about this year's event.</p> <p>We acknowledge the benefits of supporting both the dawn and civic events.</p> <p>MP event</p> <p>I attended the official opening of MP Tim van de Molen's new offices in Matamata.</p>
Wednesday 30 April	<p>Council meeting</p> <p>At the conclusion of the meeting I filmed a social media piece for the upcoming consultation for the waters proposal beginning on 5 May.</p>

8 Ngā Pūrongo Whakamārama | Information Reports

8.3 Minutes of the Waharoa (Matamata) Aerodrome Committee 15 May 2025

CM No.: 3032619

Te Kaupapa | Purpose

The purpose of this report is to provide an update to Council on the Waharoa (Matamata) Aerodrome Committee meeting held on 15 May 2025.

Rāpopotonga Matua | Executive Summary

Minutes of the Waharoa (Matamata) Aerodrome Committee meeting of 15 May 2025, are attached to this report for your information.

Tūtohunga | Recommendation

That:

1. The information be received.

Horopaki | Background

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

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

Ngā Tāpiritanga | Attachments

[A. Waharoa \(Matamata\) Aerodrome Committee Minutes - 15 May 2025](#)



Ngā waitohu | Signatories

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

Komiti o te Waharoa Papa Rereangi | Waharoa (Matamata) Aerodrome Committee

Mēneti Wātea | Open Minutes

Minutes of an ordinary meeting of Komiti o te Waharoa Papa Rereangi | Waharoa (Matamata) Aerodrome Committee held in the Matamata-Piako Civic and Memorial Centre on Thursday 15 May 2025 at 10:00.

[The meeting livestream link is available to view here](#)

Ngā Mema | Membership

Ngāti Hauā

Tiamana Tahi Muna Wharawhara (Co-Chairperson)

Whaea Rangitionga Kaukau

Mātua Deacon Paul

Matamata-Piako District Council

Mayor Adrienne Wilcock, JP (Co-Chairperson)

Deputy Mayor James Thomas

Cr Kevin Tappin



**Komiti o te Waharoa Papa Rereangi | Waharoa (Matamata) Aerodrome
Committee
15 May 2025**



Ngā whakapāha | Apologies

There were no apologies.

**Ngā mema i reira o runga te tūhono ipurangi | Members present via
audio/visual link**

There were no members on audio/visual link.

Ngā mema kua tae ā-tinana | Members Present

Name	Position/Organisation	Time In	Time Out
Tiamana Tahi Muna Wharawhara	Ngāti Hauā	10.03 am	10:56am
Mātua Deacon Paul	Ngāti Hauā	10.03 am	10:56am
Mayor Adrienne Wilcock	Matamata-Piako District Council	10.03 am	10:56am
Deputy Mayor James Thomas	Matamata-Piako District Council	10.03 am	10:56am
Cr Kevin Tappin	Matamata-Piako District Council	10.03 am	10:56am

Kaimahi i reira | Staff Present

Name	Title	Item No.
Manaia Te Wiata	Tumu Whakarae Chief Executive Officer	
Marsha McMillan	Kaitohu Kāwana Governance Advisor	
Tuatahi Nightingale-Pene	Pou Tūhono Iwi Relationship Manager	
Tamara Kingi	Kaiārahi Kāwana Governance Team Leader	7.1, 7.2, 8.4
Laura Hopkins	Kaitohu Kaupapahere Mātāmua Senior Policy Advisor	8.1
Jayshree Kanji	Kaiwhakamahere Rautaki RMA Paetahi Graduate RMA Policy Planner	8.2
Mark Naudé	Matamata-Piako District Council Staff	8.3

I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
Anna McElrea	XYST	8.3	10.43am	10:51am

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Adrienne Wilcock welcomed committee members, staff and the public and declared meeting open at 10:03am.

2 Karakia | Prayer

Co-Chairperson Tiamana Tahi Muna Wharawhara performed the karakia.

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

There were no apologies.

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

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

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

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

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

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

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

5 Whakaaetanga mēneti | Confirmation of Minutes

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That the minutes of the meeting of the Ordinary meeting of Waharoa (Matamata) Aerodrome Committee held on Thursday, 24 October 2024, be confirmed as a true and correct record of the meeting.

Resolution number /2025/00001

Moved by: Cr K Tappin

Seconded by: Tiamana Tahi Muna Wharawhara

KUA MANA | CARRIED

6 Papa ā-iwi whānui | Public Forum

There were no speakers scheduled to the public forum.

NGĀ PŪRONGO O NGĀ ĀPIHA | OFFICER REPORTS

7 Pūrongo me whakatau | Decision Reports

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

CM No.: 3019036

Te Kaupapa | Purpose

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

Rāpopotonga Matua | Executive Summary

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

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

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

Resolution number /2025/00002

Moved by: Cr K Tappin

Seconded by: Deputy Mayor J Thomas

KUA MANA | CARRIED

7.2 Standing Orders

CM No.: 301852

Te Kaupapa | Purpose

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

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

Rāpopotonga Matua | Executive Summary

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

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

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

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

Resolution number /2025/00003

Moved by: Deputy Mayor J Thomas

Seconded by: Mātua D Paul

KUA MANA | CARRIED

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Policy and Bylaw Consultation Update

CM No.: 3027671

Te Kaupapa | Purpose

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

This report provides the Committee with an update upon the completion of the consultation process.

Rāpopotonga Matua | Executive Summary

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

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

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

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

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

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

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

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

1. The information be received.
2. The Committee provided feedback recommending that Council explore opportunities to engage with the Māori community, through social media platforms such as Facebook.

Resolution number /2025/00004

Moved by: Mayor A Wilcock

Seconded by: Tiamana Tahi Muna Wharawhara

KUA MANA | CARRIED

The meeting adjourned at 10:19am and reconvened at 10:25am.

8.2 District Plan and RMA Reform Update

CM No.: 2997506

Te Kaupapa | Purpose

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

Rāpopotonga Matua | Executive Summary

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

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The report be received.

Resolution number /2025/00005

Moved by: Cr K Tappin

Seconded by: Deputy Mayor J Thomas

KUA MANA | CARRIED

8.3 Waharoa (Matamata) Aerodrome Reserve Management Plan Review Update

CM No.: 3018443

Te Kaupapa | Purpose

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

Rāpopotonga Matua | Executive Summary

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

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

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

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

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

Resolution number /2025/00006

Moved by: Cr K Tappin

Seconded by: Mātua D Paul

KUA MANA | CARRIED

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

CM No.: 302842

Te Kaupapa | Purpose

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

Rāpopotonga Matua | Executive Summary

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

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received
2. The committee provided feedback that staff will provide opportunity to members to present additional items to what is in their work programme for the September meeting.

Resolution number /2025/00007

Moved by: Tiamana Tahi Muna Wharawhara

Seconded by: Deputy Mayor J Thomas

KUA MANA | CARRIED

**Komiti o te Waharoa Papa Rereangi | Waharoa (Matamata) Aerodrome
Committee
15 May 2025**



10:56 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 KOMITI O TE WAHAROA
PAPA REREANGI | WAHAROA (MATAMATA)
AERODROME COMMITTEE HELD ON 15 May 2025.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON:

Minutes prepared by:

Marsha McMillan

*Kaitohu Kāwana | Governance
Advisor*

8 Ngā Pūrongo Whakamārama | Information Reports

8.4 External Committee Minutes - March/April 2025

CM No.: 3032831

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:

- Waikato Civil Defence Emergency Management Group Joint Committee
 - 24 March 2025
- Regional Transport Committee
 - 10 March 2025
- Future Proof Implementation Committee
 - 11 April 2025

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	
Waihou-Piako Flood Protection Advisory Committee	Cr Sarah-Jane Bourne	
Waikato Plan Leadership Committee	<i>Appointment Deferred</i>	
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

A . Waikato CDEM Group Joint Committee Minutes - 24 March 2025



B . Regional Transport Committee Minutes - 10 March 2025



C . Future Proof Implementation Committee Minutes - 11 April 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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MINUTES

Waikato Civil Defence Emergency Management Group Joint Committee Meeting

Monday, 24 March 2025

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Waikato Civil Defence Emergency Management Group Joint Committee Meeting

OPEN MINUTES

Date: Monday 24 March 2025, 10.00am
Location: Council Chambers
Waikato Regional Council
Level 1, 160 Ward Street, Hamilton

Members Present: Cr Lou Brown – Deputy Chair – Waipā District Council (Chair from 10.09am)
Cr Phillip Buckthought – Hauraki District Council
Cr Mich'ael Downard – Waikato Regional Council

Deputy-Mayor Allan Goddard – Waitomo District Council
Cr John Grant – Thames-Coromandel District Council (virtually via Teams)
Cr Thomas Lee – South Waikato District Council
Cr Kandi Ngataki – Waikato District Council
Cr Emma Pike – Hamilton City Council (Deputy-Chair from 10.13am)
Cr Russell Smith – Matamata-Piako District Council
Deputy-Mayor Kevin Taylor – Taupō District Council (virtually via Teams)
Deputy-Mayor Annette Williams – Ōtorohanga District Council

Staff Present: Neville Williams – Director, Customer, Community and Services
Julian Snowball – Group Manager/Controller, Civil Defence and Emergency Management
Susan Law – Chair, Co-ordinating Executive Group
Matthew Bramhall – Senior Regional Emergency Management Advisor, National Emergency Management Agency
Brooke Roebeck – Democracy Advisor
Dave Doggart – Team Lead, Democracy Services

The contents of these minutes meet all legal requirements and include a full set of decisions.

An audio-visual recording of the open session of the meeting is available on Waikato Regional Council's public website.

Recording	Document ID #	YouTube Link
Open Recording 1	31697455	https://youtu.be/xAld1Q5Wu8k
Open Recording 2	31698848	https://youtu.be/IuRLqxizoKk
Public Excluded Recording	31699632	–
Open Recording 3	31700112	https://youtu.be/YmcRc4VUrkl

1 KARAKIA TIMATANGA

Item commenced in open recording 1, at 12 seconds.

Cr Kandi Ngataki opened the meeting with a karakia.

5 PRELIMINARY ITEMS

5.1 HEALTH AND SAFETY STATEMENT

Item commenced in open recording 1, at 44 seconds.

The *Health and Safety Statement* was taken as read.

2 APOLOGIES

Item commenced in open recording 1, at 50 seconds.

COMMITTEE RESOLUTION WCDEM25/01

Moved: Cr Mich'eal Downard

Seconded: Cr Emma Pike

That the apologies of Mayor Jacqui Church for absence be accepted.

CARRIED

3 CONFIRMATION OF AGENDA

Item commenced in open recording 1, at 1 minute, 40 seconds.

Action: That a letter be sent to Cr Anna Park conveying our thanks as per the resolution below.

COMMITTEE RESOLUTION WCDEM25/02

Moved: Cr Phillip Buckthought

Seconded: Cr Emma Pike

1. That the agenda of the Waikato Civil Defence Emergency Management Group Joint Committee Meeting of 24 March 2025, as circulated, be confirmed as the business of the meeting, subject to:
2. That the order of items follows the order set out in the minutes.
3. That the meeting may sit longer than two hours continuously and continue longer than six hours including adjournments.
4. That item 7.11 be added to the agenda including a resolution to recognise the long service of Cr Anna Park, thanking her for her dedication, contribution and service.

CARRIED

4 DISCLOSURES OF INTEREST

Item commenced in open recording 1, at 2 minutes 37 seconds.

No interests were disclosed pertaining to items on the agenda or interests not already recorded on a relevant register.

6 MINUTES FOR CONFIRMATION OR RECEIPT

WAIKATO CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE MEETING – 2 DECEMBER 2024

Item commenced in open recording 1 at 2 minutes 47 seconds.

COMMITTEE RESOLUTION WCDEM25/03

Moved: Cr Thomas Lee

Seconded: Deputy-Mayor Annette Williams

That the open and public excluded minutes of the Waikato Civil Defence Emergency Management Group Joint Committee Meeting held on 2 December 2024 be confirmed as a correct record.

CARRIED

7 GENERAL ITEMS

7.11 COUNCILLOR ANNA PARK

Item commenced in recording 1, at 3 minutes 55 seconds.

Presented by Cr Lou Brown.

COMMITTEE RESOLUTION WCDEM25/04

Moved: Deputy-Mayor Kevin Taylor

Seconded: Cr Thomas Lee

That the Waikato Civil Defence Emergency Management Group Joint Committee recognise Cr Anna Park, and thanks her for her dedication, contribution and service to this Committee.

CARRIED

7.1 ELECTION OF JOINT COMMITTEE CHAIR

Item commenced in open recording 1, at 8 minutes 3 seconds.

Presented by the Team Lead, Democracy Services (Dave Doggart).

Nominations were called for the vacant chair position. As only one nomination was received, the committee resolved as follows:

COMMITTEE RESOLUTION WCDEM25/05

Moved: Cr Thomas Lee

Seconded: Deputy-Mayor Allan Goddard

That Councillor Lou Brown be appointed Chair of the Waikato Civil Defence and Emergency Management Joint Committee for the remainder of the 2022-2025 Triennium.

CARRIED

The appointment of Cr Lou Brown to the Chair, created a vacancy in the deputy-chair position. Nominations were called for the deputy-chair. As only one nomination was received, the committee resolved as follows:

COMMITTEE RESOLUTION WCDEM25/06

Moved: Cr Phillip Buckthought

Seconded: Cr Kandi Ngataki

That Councillor Emma Pike be appointed the Deputy-Chair of the Waikato Civil Defence and Emergency Management Joint Committee for the remainder of the 2022-2025 Triennium.

CARRIED

7.2 STRATEGIC GROUP PLAN 2025-2030

Item commenced in open recording 1, at 14 minutes 23 seconds.

Presented by the Strategic Planning Advisor (Vicky Cowley) and Kaiarahi Iwi Māori Advisor (Kale Pompey).

COMMITTEE RESOLUTION WCDEM25/07

Moved: Deputy-Mayor Allan Goddard

Seconded: Deputy-Mayor Annette Williams

1. That the report *Strategic Group Plan 2025-2030* (Waikato Civil Defence Emergency Management Group Joint Committee, 24 March 2025) be received.
2. That the Joint Committee approve the Strategic Group Plan 2025-2030 for public consultation.

CARRIED

7.3 TIERED APPROACH TO RECOVERY MANAGERS POLICY

Item commenced in open recording 1, at 22 minutes.

Presented by the Team Leader, Resilience and Recovery (Irving Young).

COMMITTEE RESOLUTION WCDEM25/08

Moved: Cr Mich'eal Downard

Seconded: Cr Phillip Buckthought

1. That the report *Tiered Approach to Recovery Managers Policy* (Waikato Civil Defence Emergency Management Group Joint Committee, 24 March 2025) be received.
2. That the Tiered Approach for Recovery Manager Policy, as attached to this report, is approved and adopted by the (Waikato Civil Defence Emergency Management Joint Committee, 24 March 2025)

CARRIED

7.4 GROUP WORK PROGRAMME 2024/25 - QUARTER 2

Item commenced in open recording 1 at 24 minutes 9 seconds.

Presented by the Group Manager/Controller (Julian Snowball).

COMMITTEE RESOLUTION WCDEM25/09

Moved: Cr Thomas Lee

Seconded: Cr Kandi Ngataki

That the report *Group Work Programme 2024/25 - Quarter 2* (Waikato Civil Defence Emergency Management Group Joint Committee, 24 March 2025) be received.

CARRIED

7.5 GROUP FINANCES JULY-DECEMBER 2024

Item commenced in open recording 1, at 27 minutes 56 seconds.

Presented by the Group Manager/Controller (Julian Snowball).

COMMITTEE RESOLUTION WCDEM25/10

Moved: Cr Phillip Buckthought

Seconded: Cr Mich'eal Downard

That the report *Group Finances July-December 2024* (Waikato Civil Defence Emergency Management Group Joint Committee, 24 March 2025) be received.

CARRIED

7.6 GOVERNMENT REFORMS UPDATE

Item commenced in open recording 1, at 32 minutes 33 seconds.

Presented by the Strategic Planning Advisor (Vicky Cowley).

COMMITTEE RESOLUTION WCDem25/11

Moved: Cr Lou Brown

Seconded: Cr Thomas Lee

That the report *Government Reforms update* (Waikato Civil Defence Emergency Management Group Joint Committee, 24 March 2025) be received.

CARRIED

10.36am – The meeting adjourned.

10.43am – The meeting reconvened.

7.7 WAI11 DEPLOYMENT SURGE STAFFING COURSE EVALUATION

Item commenced in recording 2, at 10 seconds.

Presented by the Team Leader, Operational Readiness (Aaron Tregoweth).

COMMITTEE RESOLUTION WCDem25/12

Moved: Deputy-Mayor Annette Williams

Seconded: Cr Russell Smith

That the report *Wai11 Deployment Surge Staffing Course Evaluation* (Waikato Civil Defence Emergency Management Group Joint Committee, 24 March 2025) be received.

CARRIED

7.8 COORDINATING EXECUTIVE GROUP MEETING SUMMARY

Item commenced in open recording 2, at 3 minutes 31 seconds.

Presented by the Chair, Coordinating Executive Group (Susan Law).

COMMITTEE RESOLUTION WCDem25/13

Moved: Cr Mich'ael Downard

Seconded: Cr Thomas Lee

That the report *Coordinating Executive Group Meeting Summary* (Waikato Civil Defence Emergency Management Group Joint Committee, 24 March 2025) be received.

CARRIED

7.9 HIKURANGI SUBDUCTION ZONE CONSEQUENCE PROJECT

Item commenced in open recording 2, at 11 minutes 11 seconds.

Presented by the Community Resilience and Recovery Coordinator (Danielle O'Shaughnessy).
Refer Document # 31631704 for the PowerPoint presentation or on the public website.

COMMITTEE RESOLUTION WCDEM25/14

Moved: Cr Lou Brown

Seconded: Cr John Grant

That the report *Hikurangi Subduction Zone Consequence Project* (Waikato Civil Defence Emergency Management Group Joint Committee, 24 March 2025) be received.

CARRIED

7.10 NATIONAL EMERGENCY MANAGEMENT AGENCY (NEMA) UPDATE

Item commenced in open recording 2, at 39 minutes 32 seconds.

Presented by Senior Regional Emergency Management Advisor, National Emergency Management Agency (Matthew Bramhall).

COMMITTEE RESOLUTION WCDEM25/15

Moved: Cr John Grant

Seconded: Cr Phillip Buckthought

That the report *National Emergency Management Agency (NEMA) Update* (Waikato Civil Defence Emergency Management Group Joint Committee, 24 March 2025) be received.

CARRIED

8 PUBLIC EXCLUDED ITEMS

Item commenced in open recording 2, at 48 minutes 25 seconds.

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION WCDEM25/16

Moved: Cr Mich'eal Downard

Seconded: Cr Kandi Ngataki

That in accordance with section 48(1) of the *Local Government Official Information and Meetings Act 1987* (Act) and the interests protected by section 6 or 7 of that Act, the public is excluded from the following parts of this meeting. The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public are set out below:

Meeting item no. and subject	Grounds for excluding the public	Reason for excluding the public
8.2 - Statutory Appointment of Local Controller	s7(2)(a) of the Act - To protect the privacy of natural persons,	section 48(1)(a)(i) of the Act - the public conduct of the

	including that of deceased natural persons	relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
8.3 - Waikato CDEM Group Iwi Partnership Representation Agreements	s7(2)(g) of the Act - To maintain legal professional privilege	section 48(1)(a)(i) of the Act - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

11.32am – The meeting moved into public excluded session.

11.58am – The meeting moved back to open session.

9 KARAKIA WHAKAMUTUNGA

Item commenced in open recording 3, at 19 seconds.

Cr Kandi Ngataki closed the meeting with a karakia.

11.59am – The meeting closed.

APPENDIX ONE: DECISIONS MADE IN PUBLIC EXCLUDED SESSION REPORTED INTO OPEN

8.1 STATUTORY APPOINTMENT OF LOCAL CONTROLLER

COMMITTEE RESOLUTION WCDem25/16

Moved: Cr Mich'eal Downard

Seconded: Cr Phillip Buckthought

1. That the report Statutory Appointment of Local Controller (Waikato Civil Defence Emergency Management Group Joint Committee, 24 March 2025) be received.
2. That as per the Waikato Civil Defence Emergency Management Group Controller Policy, the Waikato Civil Defence Emergency Management Group Joint Committee approve the appointment of Warrick Zander, Taupō District Council, as Tier 2 Local Controller.
3. That the report (appendix two) and decision are reported into open session (the attachments remain publicly excluded).

CARRIED

8.2 WAIKATO CDEM GROUP IWI PARTNERSHIP REPRESENTATION AGREEMENTS

COMMITTEE RESOLUTION WCDem25/17

Moved: Cr Emma Pike

Seconded: Cr Mich'eal Downard

1. That the report Waikato CDEM Group Iwi Partnership Representation Agreements (Waikato Civil Defence Emergency Management Group Joint Committee, 24 March 2025) be received.
2. That Joint Committee undertake to have a collective approach and partner with iwi, hapū and marae at all levels of the CDEM system, including enabling ground-up partnerships with local authority members; as well as enabling appropriate representation on the CDEM Group executive and governance committees.
3. Members use existing, formal, reporting frameworks for any partnership activities and joint-work plans, intended to deliver CDEM within the Waikato CDEM Group area.
4. That the report (appendix three) and decision are reported into open session (the attachments remain publicly excluded).

CARRIED

APPENDIX TWO: REPORT 8.1: STATUTORY APPOINTMENT OF LOCAL CONTROLLER

Item 8.4

Attachment A

Public Excluded Waikato Civil Defence Emergency Management Group Joint
Committee Meeting Agenda

24 March 2025

8.1 STATUTORY APPOINTMENT OF LOCAL CONTROLLER

Rā | Date: 24 March 2025
Kaituhi | Author: Vicky Cowley, Strategic Planning Advisor
Kaituku | Authoriser: Julian Snowball, Group Manager/Controller, Civil
Defence and Emergency Management
Mana whakatau | Delegation Status: Committee has delegated authority to make the
recommended decision

TĀ«MATAITI | PUBLIC EXCLUDED

The following good reasons to withhold this report from the public exist under section 6 or 7 of the
Local Government Official Information and Meetings Act 1987, in accordance with section
48(1)(a)(i):

s7(2)(a) To protect the privacy of natural persons, including that of deceased natural
persons.

TE ARONGA | PURPOSE

1. To provide the Waikato Civil Defence Emergency Management (CDEM) Group Joint
Committee an opportunity to consider and decide on appointments as per Waikato CDEM
Group Controller Policy (the Policy).

KŌRERO WHAKATAHI | EXECUTIVE SUMMARY

2. A nomination was received from Taupō District Council for the appointment of a Local CDEM
Controller.
3. As per the Waikato CDEM Group Controller Policy, the Coordinating Executive Group
Subcommittee, Statutory Roles Advisory and Appointment Committee (STRAAC) undertook
assessment of the nominee.
4. STRAAC recommends the appointment of Warrick Zander for Taupō District Council as a Tier
2 Controller.

TAUNAKITANGA KAIMAHI | STAFF RECOMMENDATION:

1. That the report *Statutory Appointment of Local Controller* (Waikato Civil Defence Emergency
Management Group Joint Committee, 24 March 2025) be received.
2. That as per the Waikato Civil Defence Emergency Management Group Controller Policy, the
Waikato Civil Defence Emergency Management Group Joint Committee approve the
appointment of Warrick Zander, Taupō District Council, as Tier 2 Local Controller.
3. That the report and decision are reported into open session (the attachments remain
publicly excluded).

HOROPAKI | BACKGROUND

5. A nomination for appointment to Local CDEM Controller role was received from Taupō District Council.
 - a. Following individual assessment, in line with the Waikato CDEM Group Controller Policy; the Coordinating Executive Group (CEG) Subcommittee, Statutory Roles Advisory and Appointment Committee (STRAAC), recommend the appointment of Warrick Zander as Tier 2 Local Controller for Taupō District Council.

TE TAKE | ISSUE

6. The Waikato CDEM Group has resolved to develop, appoint, and retain an appropriate cadre of CDEM Local Controllers, to provide CDEM Controller cover across a large geographic area. The Waikato CDEM Group Policy provides for different tiers of Controller; the tiers relate to the geographic scope of the appointment. Tier 2 Controllers can operate anywhere within the Waikato CDEM Group area.

TE URUTAI KI TE HURIHANGA ĀHUARANGI | ADAPTATION TO CLIMATE CHANGE

7. This decision will increase the ability of the region to proactively respond to the relevant impacts of climate change now and in the future.
8. The improved deployment capacity of the region to respond to emergencies relating to climate change will be improved.
9. The decision is not sensitive to higher emission scenarios or more rapid climate changes.

TE WHAKAMAURU – TE WHAKAHEKE I NGĀ PĀNGA KI TE ĀHUARANGI | MITIGATION – REDUCING IMPACTS ON THE CLIMATE

10. This decision is likely to result in no impact in greenhouse gas emissions.

TE AROMATAWAI I TE HIRANGA | ASSESSMENT OF SIGNIFICANCE

11. Having regard to the decision-making provisions in the Civil Defence Emergency Management Act 2002, Local Government Act 2002, the CDEM Act 2002 and Waikato Regional Council's Significance and Engagement Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance.

TE HOROPAKI Ā-TURE | LEGISLATIVE CONTEXT

12. The CDEM Act 2002 requires the appointment of a Group Controller and permits the appointment of Local Controllers at the discretion of CDEM Joint Committees. The Waikato CDEM Group has adopted further classifications of controller for the purpose of:
 - a. Enhancing professional competency by focusing resources on a limited number of controllers, authorised to work across administrative boundaries of the Group.

Public Excluded Waikato Civil Defence Emergency Management Group Joint Committee Meeting Agenda 24 March 2025

- b. Establishing levels competency for operating at the local, intra-region, Group or Inter-Group levels.

KŌWHIRINGA | MANAKOHIA | PREFERRED OPTION

13. The preferred option is for the Waikato CDEM Group Joint Committee to approve the appointment, as recommended by the CEG Subcommittee, STRAAC.

NGĀ WHAIWHAKAARO KAUPAPAHERE | POLICY CONSIDERATIONS

14. Recommendations are consistent with the Joint Committee adopted Waikato CDEM Group Controller Policy.
15. To the best of the writer's knowledge, this decision is not significantly inconsistent with, nor is anticipated to have consequences that will be significantly inconsistent with, any other policy adopted by the Joint Committee, or any plan required by the Civil Defence Emergency Management Act 2002, LGA or any other enactment.

TE TIRITI O WAITANGI | THE TREATY OF WAITANGI

16. Interview of the nominee/candidate included a panel member (identified by the relevant local authority) who is qualified to consider the needs of local Māori. Enhanced response capability enables improved Parenga/protection for Māori.

WHAKAKAPINGA | CONCLUSION

17. All Waikato CDEM Group Controller Policy prerequisites of the named nominee are met. STRAAC have endorsed the nomination received from Taupō District Council for appointment of Tier 2 Local Controller.

NGĀ TOHUTORO | REFERENCES

18. Reference 1 – Waikato CDEM Group Controller Policy

ĀPITIHINGA | ATTACHMENTS

1. Taupo DC Letter of Endorsement
2. Controller application – Resume (W Zander)

**APPENDIX THREE: REPORT 8.2: WAIKATO CDEM GROUP IWI PARTNERSHIP REPRESENTATION
AGREEMENTS**

Item 8.4

Attachment A

Public Excluded Waikato Civil Defence Emergency Management Group Joint
Committee Meeting Agenda

24 March 2025

8.2 WAIKATO CDEM GROUP IWI PARTNERSHIP REPRESENTATION AGREEMENTS

Rā | Date: 24 March 2025
Kaituhi | Author: Mark Bang, Team Leader - Partnerships
Kaituku | Authoriser: Julian Snowball, Group Manager/Controller, Civil
Defence and Emergency Management
Mana whakatau | Delegation Status: Committee has delegated authority to make the
recommended decision

TĀ«MATAITI | PUBLIC EXCLUDED

The following good reasons to withhold this report from the public exist under section 6 or 7 of the
Local Government Official Information and Meetings Act 1987, in accordance with section
48(1)(a)(i):

s7(2)(g) To maintain legal professional privilege.

TE ARONGA | PURPOSE

1. To progress partnership approach with iwi, hapū and marae, at all levels of the CDEM system,
including ground-up delivery models alongside executive and governance representation.

KŌRERO WHAKATAKI | EXECUTIVE SUMMARY

2. A previous decision by Joint Committee and CEG provided for iwi involvement in CDEM at
governance (Joint Committee) and management (CEG) levels. This has not progressed and
some iwi have suggested their involvement in CDEM should be at an operational “ground-up”
level.
3. The operative Waikato CDEM Group Plan enables a ground-up partnership approach. The
CDEM Act and operative Waikato CDEM Group Plan provide mechanisms that enables the
CDEM Group to discharge its legislative functions through such partnerships; including the
requirement to monitor compliance with relevant legislation, and the implementation of the
CDEM Group Plan.
4. By adopting a partnership approach, at all levels of the CDEM system, the Waikato CDEM
Group will create opportunities to improve the resilience of communities, through greater
community inclusion in emergency management.

TAUNAKITANGA KAIMAHI | STAFF RECOMMENDATION:

1. That the report *Waikato CDEM Group Iwi Partnership Representation Agreements* (Waikato
Civil Defence Emergency Management Group Joint Committee, 24 March 2025) be received.
2. That Joint Committee undertake to have a collective approach and partner with iwi, hapū
and marae at all levels of the CDEM system, including enabling ground-up partnerships with

Public Excluded Waikato Civil Defence Emergency Management Group Joint
Committee Meeting Agenda

24 March 2025

- local authority members; as well as enabling appropriate representation on the CDEM Group executive and governance committees.
3. Members use existing, formal, reporting frameworks for any partnership activities and joint-work plans, intended to deliver CDEM within the Waikato CDEM Group area.
 4. That the report and decision are reported into open session (the attachments remain publicly excluded).

HOROPAKI | BACKGROUND

5. The Joint Committee have previously resolved to partner with mana whenua and iwi, irrespective of the absence of legislative settings in the current CDEM Act 2002, or other central government guidance: Initial focus was given to the executive and governance levels of the CDEM Group, as a means to progress the Joint Committee resolution. Attempts to implement the Joint Committees intent have been unsuccessful.
7. Some Iwi have communicated their preference for partnership at an operational delivery over governance and/or executive; using existing partnerships with their local authorities for oversight of delivery.
8. There is some operational partnership work already underway at a local level, albeit with a degree of variability regarding the levels of member engagement and work programme activities.
9. The Group Emergency Management Office (GEMO) is currently supporting the co-development of 'ground-up' workplans with some Iwi. The primary objective of these work plans is to identify shared priority focus areas that will enhance the CDEM system and fulfil the aspirations of iwi in governance and management of the emergency management system; and also identify opportunities for greater synergy between the distinct workplans of various partnerships.

TE TAKE | ISSUE

10. There is currently no statutory ability for the Waikato CDEM Group, or local authority members, to formally delegate any of its CDEM functions to Iwi, Hapū or Marae. The responsibility for delivery of emergency management currently remains with local authorities, who must plan for and provide emergency management within their districts.
11. The CDEM Group is required to monitor the delivery of CDEM matters and ensure the outcomes are aligned to the operative Group Plan.
12. Legal advice was sought regarding what appropriate steps could be considered by the CDEM Group (Joint Committee), to enable it to discharge their legislative functions, in a devolved (ground-up) delivery model involving local authority partnership with Iwi, Hapū and Marae.
13. The legal opinion confirms the Joint Committee can discharge its functions under section 17 of the CDEM Act 2002, using a ground-up (operational delivery) approach. The legal opinion highlights that existing Group Plan settings also support this approach.
14. The legal opinion also made some recommendations regarding a stocktake of all CDEM partnership activities that may already be underway, not just those being proposed for the

Public Excluded Waikato Civil Defence Emergency Management Group Joint
Committee Meeting Agenda

24 March 2025

future partnerships, to gain assurance that the intended outcomes are aligned to the
operative Group Plan.

ĒTAHI ATU TAKE | OTHER MATTERS

15. No other matters.

TE AROMATAWAI I TE HIRANGA | ASSESSMENT OF SIGNIFICANCE

16. Having regard to the decision-making provisions in the Civil Defence Emergency Management Act 2002, Local Government Act 2002, the CDEM Act 2002 and Waikato Regional Council's Significance and Engagement Policy, a decision in accordance with the recommendations is not considered to have a high degree of significance.

TE HOROPAKI Ā-TURE | LEGISLATIVE CONTEXT

17. CDEM Group Plans are set by the CDEM Act 2002. The Act mandates regular reporting to ensure transparency and accountability in the implementation of these plans, with Joint Committees overseeing the progress and effectiveness of the strategies to maintain community safety and resilience.
18. Legal opinion has been provided to the Waikato CDEM Group Joint Committee with this report that outlines relative legislative context to the report and its recommendations.

KŌWHIRINGA I MANAKOHIA | PREFERRED OPTION

19. The preferred option is for the Joint Committee to endorse a partnership model for iwi, hapū and marae that offers participation at all levels of the CDEM system.
20. That local authority members use existing formal reporting mechanisms, to the CDEM Group, regarding any CDEM related work programmes involving partnerships with iwi, Hapū or Marae.

NGĀ WHAIWHAKAARO KAUPAPAHERE | POLICY CONSIDERATIONS

21. To the best of the writer's knowledge, this decision is not significantly inconsistent with, nor anticipated to have consequences that will be significantly inconsistent with any policy adopted by the Joint Committee, or any plan required by the CDEM Act 2002 or any other enactment.

TE TIRITI O WAITANGI | THE TREATY OF WAITANGI

22. The decision sought is relevant and will impact obligations under the Treaty. It enables improved Te whai wāhi/participation and Parenga/protection for Māori by enhancing their involvement in emergency management. The participation of iwi in the development process is essential to enable the plan to reflect shared strategic priorities and iwi/Māori perspectives and tikanga in emergency management.

WHAKAKAPINGA | CONCLUSION

23. The Waikato CDEM Group has committed to enhancing iwi, hapū, and marae involvement in civil defence emergency management.
24. Opportunities should be maintained for iwi to participate at both governance and management levels of CDEM when they are ready. Within the bounds of the current CDEM Act, there are no legal impediments to this involvement. In the interim, alternative mechanisms are available for some local authorities and iwi to deliver and oversee CDEM related local workplans.
25. The operative Waikato CDEM Group Plan enables the partnership approach: The CDEM Act and operative Waikato CDEM Group Plan provide mechanisms that enables the CDEM Group to discharge its legislative functions, in respect of monitoring and assurance, through such partnerships.
26. This approach aligns with the principles of the CDEM Act 2002 and the Treaty of Waitangi, fostering collaboration and shared strategic priorities. The ongoing efforts to co-develop local work plans and monitor their implementation underscore the importance of community resilience and preparedness.

NGĀ TOHUTORO | REFERENCES

- Reference 1 - Civil Defence Emergency Management Act (2002)

ĀPITIHINGA | ATTACHMENTS

1. Legal Advice – Appendix A



MINUTES

Regional Transport Committee Meeting

Monday, 10 March 2025

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7.6	Disability Sector Update	7
7.7	Speed Management Report	7
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7.11	Update from KiwiRail	9
8	Karakia Whakamutunga	9

Waikato Regional Council
Regional Transport Committee Meeting
OPEN MINUTES

Date: Monday 10 March 2025, 9.30am
Location: Council Chambers
Waikato Regional Council
Level 1, 160 Ward Street, Hamilton

Members Present: Cr Mich'eal Downard – Chair – Waikato Regional Council
Cr Angela Strange – Deputy Chair – Waikato Regional Council
Andrew Corkill – Waka Kotahi NZ Transport Agency
Cr Rodney Dow – Ōtorohanga District Council
Deputy-Mayor Angela O'Leary – Hamilton City Council (from 11.08am)
Cr Janette Osborne – Waitomo District Council
Cr Eugene Patterson – Waikato District Council
Mayor Len Salt – Thames-Coromandel District Council (until 11.58am)
Cr Claire St Pierre – Waipā District Council
Deputy-Mayor Kevin Taylor – Taupō District Council
Cr Maxine van Oosten – Hamilton City Council (until 11.08am)
Mayor Adrienne Wilcock – Matamata-Piako District Council
Lynne Morton – KiwiRail (non voting)

In Attendance: Cr Jennifer Nickel – Waikato Regional Council (until 11.29am, back at 12.07pm)
Cr Mike Pettit – Waipā District Council
Cr Pamela Storey – Waikato Regional Council (from 9.44am, until 11.29am)
Cr Maxine van Oosten – Hamilton City Council (from 11.08am)

Staff Present: Phil King – Director, Regional Transport Connections
Dave Doggart – Team Lead, Democracy Services

The contents of these minutes meet all legal requirements and include a full set of decisions.

An audio-visual recording of the open session of the meeting is available on Waikato Regional Council's public website.

Recording	Document ID #	YouTube Link
Recording #1	31586311	https://youtu.be/Xk_7OYjRSWk
Recording #2	31586736	https://youtu.be/wbBrLR0D0yQ

1 KARAKIA TIMATANGA

Item commenced in recording 1, at start.

The Director, Regional Transport Connections (Phil King) opened the meeting with a karakia.

2 APOLOGIES

Item commenced in recording 1, at 40 seconds.

Administrative note: Apologies were received from Cr Phillip Buckthought prior to the meeting but were omitted from the resolution below.

APOLOGY

COMMITTEE RESOLUTION RTC25/01

Moved: Cr Claire St Pierre

Seconded: Cr Rodney Dow

That the apology received from Deputy-Mayor Angela O'Leary for lateness be accepted.

CARRIED

3 CONFIRMATION OF AGENDA

Item commenced in recording 1, at 1 minute 8 seconds.

COMMITTEE RESOLUTION RTC25/02

Moved: Cr Angela Strange

Seconded: Mayor Adrienne Wilcock

1. That the agenda of the Regional Transport Committee Meeting of 10 March 2025, as circulated, be confirmed as the business of the meeting, subject to:
2. That the order of items follows the order set out in the minutes.
3. That the meeting may sit longer than two hours continuously and continue longer than six hours including adjournments.

CARRIED

4 DISCLOSURES OF INTEREST

Item commenced in recording 1, at 1 minute 24 seconds.

Cr Clare St Pierre declared an interest in community transport, as she was developing a community rideshare scheme. It was not operational at the time of the meeting and is still in the preliminary stages.

5 PRELIMINARY ITEMS

Item commenced in recording 1, at 1 minute 48 seconds.

5.1 HEALTH AND SAFETY STATEMENT

The *Health and Safety Statement* was taken as read.

5.2 PUBLIC FORUM

There were no members of the public wishing to speak in the public forum.

6 MINUTES FOR CONFIRMATION OR RECEIPT

Item commenced in recording 1, at 2 minutes 15 seconds.

REGIONAL TRANSPORT COMMITTEE MEETING – 6 DECEMBER 2024

COMMITTEE RESOLUTION RTC25/03

Moved: Cr Janette Osborne

Seconded: Cr Angela Strange

That the minutes of the Regional Transport Committee Meeting held on 6 December 2024 be confirmed as a correct record.

CARRIED

7 GENERAL ITEMS

Item commenced in recording 1, at 2 minutes 55 seconds.

7.1 MINUTES OF THE FUTURE PROOF PUBLIC TRANSPORT SUBCOMMITTEE MEETING HELD ON 21 FEBRUARY 2025

COMMITTEE RESOLUTION RTC25/04

Moved: Cr Angela Strange

Seconded: Cr Eugene Patterson

1. That the minutes of the Future Proof Public Transport Subcommittee meeting held on 21 February 2025 be received.
2. That the recommendations and requests made by the Future Proof Public Transport Subcommittee be noted.

CARRIED

7.2 DIRECTORS REPORT

Item commenced in recording 1, at 3 minutes 5 seconds.

Presented by the Manager, Transport Policy and Programmes (Bryan Sherritt) and the Team Leader, Transport Policy and Programmes (Nigel King) who requested the report be taken as read. The Director, Regional Transport Connections (Phil King) provided an update on State Highway 3.

9.44am – Cr Pamela Storey entered the meeting.

COMMITTEE RESOLUTION RTC25/05

Moved: Cr Claire St Pierre

Seconded: Deputy-Mayor Kevin Taylor

That the *Directors Report* (Regional Transport Committee, 10 March 2025) be received.

CARRIED

7.3 NATIONAL TICKETING SYSTEM

Item commenced in recording 1, at 20 minutes 48 seconds.

Presented by the Director, Regional Transport Connections (Phil King).

COMMITTEE RESOLUTION RTC25/06

Moved: Cr Claire St Pierre

Seconded: Cr Eugene Patterson

That the report *National Ticketing System* (Regional Transport Committee, 10 March 2025) be received.

CARRIED

7.4 PRIVATE SHARE - REGIONAL TRANSPORT COMMITTEE SUBMISSION TO NEW ZEALAND TRANSPORT AGENCY

Item commenced in recording 1, at 36 minutes.

Presented by the Manager, Transport Policy and Programmes (Bryan Sherritt) and the Team Leader, Transport Policy and Programmes (Nigel King).

COMMITTEE RESOLUTION RTC25/07

Moved: Deputy-Mayor Kevin Taylor

Seconded: Cr Claire St Pierre

That the report *Private Share - Regional Transport Committee Submission to New Zealand Transport Agency* (Regional Transport Committee, 10 March 2025) be received.

CARRIED

7.5 ROADS OF NATIONAL SIGNIFICANCE (RONS)

Item commenced in recording 1, at 40 minutes 2 seconds.

Presented by the Director, Regional Relationships, Waikato/BOP, Waka Kotahi NZ Transport Agency (Andrew Corkill) and Senior Project Manager (Jason Harrison) Refer Document # 31592884 for the PowerPoint presentation or on the public website. During the presentation, members viewed a flyover video of the State Highway One Cambridge to Piarere development which is available on Facebook at the following URL:

<https://www.facebook.com/share/v/12FA9rpTgtM/>

COMMITTEE RESOLUTION RTC25/08

Moved: Mayor Adrienne Wilcock

Seconded: Cr Rodney Dow

That the report *Roads of National Significance (RoNs)* (Regional Transport Committee, 10 March 2025) be received.

CARRIED

10.40am – The meeting adjourned.

10.52am – The meeting reconvened.

7.6 DISABILITY SECTOR UPDATE

Item commenced in recording 2, at start.

Presented by the Accessible Transport Coordinator (Maurice Flynn) and Contractor (Bridget Doran).

11.08am – Cr Angela O'Leary entered the meeting.

COMMITTEE RESOLUTION RTC25/09

Moved: Deputy-Mayor Angela O'Leary

Seconded: Mayor Adrienne Wilcock

That the report *Disability Sector Update* (Regional Transport Committee, 10 March 2025) be received.

CARRIED

7.7 SPEED MANAGEMENT REPORT

Item commenced in recording 2, at 21 minutes 4 seconds.

Presented by the Manager, Transport Policy and Programmes (Bryan Sherritt).

11.29am – Cr Pamela Storey and Cr Jennifer Nickel left the meeting.

COMMITTEE RESOLUTION RTC25/10

Moved: Deputy-Mayor Kevin Taylor

Seconded: Cr Claire St Pierre

1. That the *Speed Management Report* (Regional Transport Committee, 10 March 2025) be received.
2. That the submission on speed limit reversals be approved for submitting to New Zealand Transport Agency, noting the committee chair to approve changes based on the discussion held at the meeting.
3. That the Committee write a letter to Chris Bishop, the new Minister of Transport, to advocate for further consultation opportunities on those roads subject to having their speed limits reversed without consultation.

CARRIED

7.8 COMMUNITY TRANSPORT GRANT FUND

Item commenced in recording 2, at 48 minutes 41 seconds.

Presented by the Senior Policy Advisor, Transport and Infrastructure (Madeleine Alderton) and Community Transport Lead (Amantha Bowen).

COMMITTEE RESOLUTION RTC25/11

Moved: Cr Janette Osborne

Seconded: Mayor Adrienne Wilcock

That the report *Community Transport Grant Fund* (Regional Transport Committee, 10 March 2025) be received.

CARRIED

7.9 PUBLIC TRANSPORT OPERATIONS REPORT

Item commenced in recording 2, at 1 hour 4 minutes 44 seconds.

Presented by the Team Leader, Contracts and Insights (Vincent Kuo) and Senior Transport Analyst (Kana Sakai). The report was taken as read.

11.58am – Mayor Len Salt left the meeting.

COMMITTEE RESOLUTION RTC25/12

Moved: Cr Rodney Dow

Seconded: Cr Eugene Patterson

That the report *Public Transport Operations Report* (Regional Transport Committee, 10 March 2025) be received.

CARRIED

7.10 REGIONAL NEW ZEALAND TRANSPORT AGENCY WAKA KOTAHI UPDATE

Item commenced in recording 2, at 1 hour 8 minutes 13 seconds.

Presented by the Director, Regional Relationships, Waikato/BOP, Waka Kotahi NZ Transport Agency (Andrew Corkhill). Refer Document # 31591715 for the PowerPoint presentation or on the public website.

12.07pm – Cr Jennifer Nickel entered the meeting.

COMMITTEE RESOLUTION RTC25/13

Moved: Mayor Adrienne Wilcock

Seconded: Cr Rodney Dow

That the report *Regional New Zealand Transport Agency Waka Kotahi Update* (Regional Transport Committee, 10 March 2025) be received.

CARRIED

7.11 UPDATE FROM KIWIRAIL

Item commenced in recording 2, at 1 hour 17 minutes.

Presented by the General Manager, Engineering and Asset Management, KiwiRail (Lynne Morton). Refer Document # 31593561 for the PowerPoint presentation or on the public website.

COMMITTEE RESOLUTION RTC25/14

Moved: Cr Mich'eal Downard

Seconded: Cr Angela Strange

That the report *Update from KiwiRail* (Regional Transport Committee, 10 March 2025) be received.

CARRIED

8 KARAKIA WHAKAMUTUNGA

Item commenced in recording 2, at 1 hour 29 minutes 12 seconds.

The Director, Regional Transport Connections (Phil King) closed the meeting with a karakia.

12.22pm – The meeting closed.



Future Proof
Te Tau Tītoki

MINUTES

Future Proof Implementation Committee Meeting

Friday, 11 April 2025

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Future Proof Implementation Committee Meeting

OPEN MINUTES

Date: Friday 11 April 2025, 10.06am

Location: Council Chambers
Waikato Regional Council
Level 1, 160 Ward Street, Hamilton

Members Present: Bill Wasley – Independent Chair
Cr Sarah Thomson – Hamilton City Council
Mayor Adrienne Wilcock – Matamata Piako District Council
Mayor Jacqui Church – Waikato District Council
Deputy-Mayor Carolyn Eyre – Waikato District Council
Cr Pamela Storey – Waikato Regional Council
Cr Bruce Clarkson – Waikato Regional Council
Mayor Susan O'Regan – Waipā District Council
Parekawhia McLean – Waikato-Tainui (from 10.14am)
Nanaia Rawiri – Ngā Karu Atua o Te Waka (virtually via Teams, from 10.08am)
Andrew Corkill – Waka Kotahi NZ Transport Agency (non-voting) (until 10.25am, back at 10.43am)

In Attendance: Carolyn Hopa – Ngā Karu Atua o Te Waka (virtually via Teams, from 10.52am)
Cr Eugene Patterson – Waikato District Council (from 11.46am)
Cr Angela Strange – Waikato Regional Council (virtually via Teams)

Staff Present: Robert Brodnax – Independent Advisor, Future Proof Implementation Committee
Manaia Te Wiata – Chief Executive, Matamata Piako District (virtually via Teams)
Tracey May – Director, Science, Policy and Information, Waikato Regional Council
Phil King – Director, Regional Transport Connections, Waikato Regional Council
Rebecca Maplesden – Partnership Director, Ministry of Housing and Urban Development (virtually via Teams)
Blair Bowcott – General Manager Growth, Hamilton City Council
Kirsty Downey – Group Manager Strategy, Waipā District Council
Mark Davey – Urban and Spatial Planning Unit Manager, Hamilton City Council
Will Gauntlet – General Manager, Strategy and Growth, Waikato District Council
Vishal Ramduny – Strategic Initiatives and Partnerships Manager, Waikato District Council
Lyndal Bartley – Future Proof Project Coordinator
Brooke Roebeck – Democracy Advisor

The contents of these minutes meet all legal requirements and include a full set of decisions.

An audio-visual recording of the open session of the meeting is available on Waikato Regional Council's public website.

Recording	Document ID #	YouTube Link
Open Recording #1	31875172	https://youtu.be/mk0n6dLj0lc
Public Excluded Recording	31875475	-
Open Recording #2	31874497	https://youtu.be/0AjQ4T-dzzQ

Unconfirmed

1 KARAKIA TIMATANGA

Item commenced in open recording 1 at start.

The Future Proof Project Coordinator (Lyndal Bartley) opened the meeting with a karakia.

2 PRELIMINARY ITEMS

5.1 HEALTH AND SAFETY STATEMENT

Item commenced in open recording 1, at 30 seconds.

The *Health and Safety Statement* was taken as read.

3 APOLOGIES

Item commenced in open recording 1, at 46 seconds.

COMMITTEE RESOLUTION FP25/01

Moved: Bill Wasley

Seconded: Mayor Jacqui Church

That the apologies of Andrew Corkill for a brief absence, and Deputy-Mayor Liz Stolwyk, Cr Andy Baker, Deputy-Mayor James Thomas, Cr Mike Montgomerie, Mayor Paula Southgate for absence be accepted.

CARRIED

4 CONFIRMATION OF AGENDA

Item commenced in open recording 1, at 1 minute 50 seconds.

COMMITTEE RESOLUTION FP25/02

Moved: Bill Wasley

Seconded: Mayor Adrienne Wilcock

1. That the agenda of the Future Proof Implementation Committee Meeting of 11 April 2025, as circulated, be confirmed as the business of the meeting. That the order of items follows the order set out in the minutes.

2. That the meeting may sit longer than two hours continuously and continue longer than six hours including adjournments.

CARRIED

5 DISCLOSURES OF INTEREST

Item commenced in open recording 1, at 2 minutes 2 seconds.

No interests were disclosed pertaining to items on the agenda or interests not already recorded on a relevant register.

6 MINUTES FOR CONFIRMATION OR RECEIPT

FUTURE PROOF IMPLEMENTATION COMMITTEE MEETING – 5 DECEMBER 2024

Item commenced in open recording 1, at 2 minutes 58 seconds.

COMMITTEE RESOLUTION FP25/03

Moved: Deputy-Mayor Carolyn Eyre

Seconded: Cr Pamela Storey

That the minutes of the Future Proof Implementation Committee Meeting held on 5 December 2024 be confirmed as a correct record.

CARRIED

6.1 MINUTES OF THE FUTURE PROOF PUBLIC TRANSPORT SUBCOMMITTEE MEETING HELD ON 21 FEBRUARY 2025

Item commenced in open recording 1 at 3 minutes 30 seconds.

COMMITTEE RESOLUTION FP25/04

Moved: Cr Pamela Storey

Seconded: Mayor Adrienne Wilcock

That the minutes of the Future Proof Public Transport Subcommittee meeting held on 21 February 2025 be received.

CARRIED

7 GENERAL ITEMS

7.1 IMPLEMENTATION ADVISORS REPORT

Item commenced in recording 1, at 4 minutes.

Presented by the Independent Advisor, Future Proof Implementation Committee (Robert Brodnax).

COMMITTEE RESOLUTION FP25/05

Moved: Mayor Adrienne Wilcock

Seconded: Mayor Susan O'Regan

That the *Implementation Advisors Report* (Future Proof Implementation Committee, 11 April 2025) be received.

CARRIED

7.2 SHORT LIST KEY INDICATORS AND MEASURES FOR ACHIEVING TRANSFORMATIONAL MOVES

Item commenced in recording 1, at 15 minutes 32 seconds.

Presented by the Independent Advisor, Future Proof Implementation Committee (Robert Brodnax).

COMMITTEE RESOLUTION FP25/06

Moved: Mayor Jacqui Church

Seconded: Mayor Adrienne Wilcock

That the report *Short List Key Indicators and Measures for Achieving Transformational Moves* (Future Proof Implementation Committee, 11 April 2025) be received, noting the feedback during the meeting.

CARRIED

7.3 INDEPENDENT CHAIRS REPORT

Item commenced in open recording 1, at 52 minutes.

Presented by the Independent Chair (Bill Wasley) who requested the report be taken as read.

COMMITTEE RESOLUTION FP25/07

Moved: Bill Wasley

Seconded: Cr Sarah Thomson

That the *Independent Chairs Report* (Future Proof Implementation Committee, 11 April 2025) be received.

CARRIED

8 PUBLIC EXCLUDED ITEMS

Item commenced in open recording 1, at 56 minutes 17 seconds.

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION FP25/08

Moved: Bill Wasley

Seconded: Cr Sarah Thomson

That in accordance with section 48(1) of the *Local Government Official Information and Meetings Act 1987* (Act) and the interests protected by section 6 or 7 of that Act, the public is excluded from the following parts of this meeting. The general subject of the matters to be

considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public are set out below:

Meeting item no. and subject	Grounds for excluding the public	Reason for excluding the public
8.1 - Fast Track Update	s7(2)(h) of the Act - To enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) of the Act - To enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	section 48(1)(a)(i) of the Act - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

11.02am – The meeting moved into public excluded session and was adjourned.

11.17am – The meeting reconvened while in public excluded session.

12.29pm – The meeting moved back to open session.

9 KARAKIA WHAKAMUTUNGA

Item commenced in open recording 2, at start.

The Future Proof Project Coordinator (Lyndal Bartley) closed the meeting with a karakia.

12.29pm – The meeting closed.

APPENDIX ONE: DECISIONS MADE IN PUBLIC EXCLUDED SESSION REPORTED INTO OPEN

8.1 FAST TRACK UPDATE

COMMITTEE RESOLUTION FP25/09

Moved: Deputy-Mayor Carolyn Eyre

Seconded: Mayor Jacqui Church

1. That the Fast Track Applications Update (Future Proof Implementation Committee –11 April 2025) report be received.
2. [Redacted s7(2)(h), s7(2)(i)]
3. [Redacted s7(2)(h), s7(2)(i)]
4. [Redacted s7(2)(h), s7(2)(i)]
5. That the receipt of the report is reported into the open session of this meeting.

CARRIED

Unconfirmed