

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



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 Ohorere 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

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*