

Kaunihera | Council

Mēneti Wātea | Open Minutes



Minutes of an ordinary meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Monday 30 June 2025 at 8.30am.

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

Ngā Mema | Membership

Manuhuia | Mayor

Adrienne Wilcock, JP (Chair)

Koromatua Tautoko | Deputy Mayor

James Thomas

Kaunihera ā-Rohe | District Councillors

Caleb Ansell

Sarah-Jane Bourne

Sharon Dean

Bruce Dewhurst

Dayne Horne

Peter Jager

James Sainsbury

Russell Smith

Kevin Tappin

Gary Thompson

Sue Whiting

Ngā whakapāha | Apologies

Cr	Sarah-Jane Bourne	No apologies given - Not Present
Cr	Gary Thompson	No apologies given - Not Present

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

Name	Position/Organisation	Time In	Time Out
Kevin Tappin	Councillor, Matamata-Piako District Council	8.30am	8.50am

Kaimahi i reira | Staff Present

Name	Title	Item No.
Manaia Te Wiata	Tumu Whakarae Chief Executive Officer	
Stephanie Hutchins	Kaitohu Mātāmua Kāwana Senior Governance Advisor	
Anne Gummer	Kaitohu Kaupapahere Mātāmua Senior Policy Advisor	7.1
Larnia Rushbrooke	Pou Pūtea, Ratonga Pakihi Finance & Business Services Manager	7.2
Fiona Vessey	Hautū Whakahaere Group Manager Operations	7.3

I reira | In Attendance

There were no external speakers in attendance.

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Adrienne Wilcock welcomed members and staff and declared the meeting open at 8.30am.

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

No apologies were received.

3 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
 - (iii) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

4 Whākī pānga | Declaration of interest

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

5 Whakaaetanga mēneti | Confirmation of minutes

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That the minutes of the meeting of the ordinary meeting of Matamata-Piako District Council held on Wednesday, 25 June 2025, be confirmed as a true and correct record of the meeting.

Resolution number CO/2025/00001

Moved by: Cr J Sainsbury

Seconded by: Cr C Ansell

KUA MANA | CARRIED

6 Take i puta mai | Public Forum

There were no speakers to the public forum.

7 Pūrongo me whakatau | Decision Reports

7.1 Adoption of Annual Plan 2025/26

CM No.: 3029827

Te Kaupapa | Purpose

The purpose of this report is to present the Annual Plan 2025/26 to Council for adoption.

Rāpopotonga Matua | Executive Summary

Annual Plan

Council is required to produce an Annual Plan each year with the exception of the years when a Long Term Plan (LTP) is produced. The Annual Plan is Council's budget for the financial year 1 July to 30 June. The Annual Plan 2025/26 represents year 2 of the 2024-34 LTP.

Following adoption, the Annual Plan 2025/26 will come into effect from 1 July 2025.

Property Revaluations and Rates

Due to a delay in the property revaluation process, and the impact of this on the rates setting process, two sets of rates figures are being prepared – one based on the current 2021 valuations, and one based on the draft 2024 valuations. Following notification from the Office of the Valuer General on whether verification has been achieved, the relevant set of rates information will be confirmed as the one on which the Annual Plan is based.

Water Reform

The coalition government's Local Water Done Well programme requires council's to prepare a Water Service Delivery Plan outlining how water services will be delivered into the future. Information about this has been included in the Annual Plan under each of the three water activities and in the Financial section under 'Critical accounting estimates and assumptions'. At the time of writing, Council was yet to make its final decision, however at the point at which the Annual Plan is adopted, this decision will have been made and thus this information can be updated in the Annual Plan accordingly.

Documents

The Draft Annual Plan 2025/26 is attached.

The rating information to be circulated separately.

Updated wording reflecting Council's decision on Local Water Done Well to be circulated separately.

Tūtohunga | Recommendation

That:

1. Council receives the report.
2. Council adopts the Annual Plan 2025/26, to come into effect from 1 July 2025.
3. Council confirms that the “Calculation of Rates” and “How much will my rates be?” sections of the Annual Plan 2025/26 are based on the 1 July _____ [2021 or 2024 to be inserted as applicable] district-wide valuation, and authorises staff to insert this information into the Annual Plan 2025/26 document.
4. Council authorises staff to update the commentary on Local Water Done Well with the Council decision made on 25 June 2025.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council receives the report.
2. Council adopts the Annual Plan 2025/26, to come into effect from 1 July 2025.
3. Council confirms that the “Calculation of Rates” and “How much will my rates be?” sections of the Annual Plan 2025/26 are based on the 1 July 2024 district-wide valuation, and authorises staff to insert this information into the Annual Plan 2025/26 document.
4. Council authorises staff to update the commentary on Local Water Done Well with the Council decision made on 25 June 2025.
5. Council authorises staff to make any other minor amendments to the document for clarification or accuracy.

Resolution number CO/2025/00002

Moved by: Cr J Sainsbury

Seconded by: Cr S Dean

KUA MANA | CARRIED

ATTACHMENTS

- A Updated wording to reflect Local Waters Done Well decision - to be inserted into Annual Plan 25/26 document
- B Annual Plan 25/26 Rates Information Using 2021 Valuations and Unverified 2024 Valuations

7.2 Setting of Rates 2025/26

CM No.: 3043094

Te Kaupapa | Purpose

The purpose of this report is to formally set the rates for the 2025/26 year.

Rāpopotonga Matua | Executive Summary

Council is scheduled to adopt its Annual Plan 2025/26, and having done so, in accordance with Section 23 of the Local Government (Rating) Act 2002, can set the rates for the 2025/26 financial year.

Two sets of rates are detailed in tables circulated separately.

Tūtohunga | Recommendation

That:

1. The report be received.
2. The Matamata-Piako District Council:
 - a) hereby resolves to set the following rates, as detailed in Table A based on the 2021 revaluations (circulated separately), under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing 1 July 2025 and ending on 30 June 2026, and to state the due dates and authorise penalties on unpaid rates (under section 24 and 57 and 58 respectively of the Local Government (Rating) Act 2002).

OR

- b) hereby resolves to set the following rates, as detailed in Table B based on the 2024 revaluations (circulated separately), under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing 1 July 2025 and ending on 30 June 2026, and to state the due dates and authorise penalties on unpaid rates (under section 24 and 57 and 58 respectively of the Local Government (Rating) Act 2002).

AND

3. The rates are inclusive of fifteen percent (15%) Goods and Services Tax.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

- 1. The report be received.**
- 2. The Matamata-Piako District Council hereby resolves to set the following rates, as detailed in Table B based on the 2024 revaluations (circulated separately), under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing 1 July 2025 and ending on 30 June 2026, and to state the due dates and authorise penalties on unpaid rates (under section 24 and 57 and 58 respectively of the Local Government (Rating) Act 2002).**
- 3. The rates are inclusive of fifteen percent (15%) Goods and Services Tax.**

Resolution number CO/2025/00003

Moved by: Cr C Ansell

Seconded by: Cr S Whiting

KUA MANA | CARRIED

ATTACHMENTS

A Rates 202526 for Rates Resolution

7.3 Waikato Water Limited - Foundation Documents

CM No.: 3047716

Te Kaupapa | Purpose

The purpose of this report is to seek Council approval for entering into the foundational agreements required to establish Waikato Waters Limited, a new council-controlled organisation (CCO) to deliver drinking water and wastewater services under the Local Water Done Well (LWDW) framework. Specifically, the report presents the Constitution, Shareholders' Agreement, and Transfer Agreement Template for consideration, and seeks confirmation of the Council's appointees to the Shareholder Representative Forum (SRF).

This is a complex situation, as we must avoid pre-determining the outcome of Council's decision on 25 June 2025, while also ensuring that preparatory work is in place to avoid delays should Council endorse the WWDW model. As such, Council's decision is sought on the next steps for progressing the foundation documents—particularly the Shareholder Agreement—should Option 2 (WWDW) be approved.

Rāpopotonga Matua | Executive Summary

In response to national direction under the **Local Water Done Well (LWDW)** programme, councils are required to adopt a financially sustainable and regulatory-compliant model for delivering water services. Following assessment of options and public consultation, Council has identified participation in a multi-council Council-Controlled Organisation—**Waikato Waters Limited**—as its preferred approach. This model is underpinned by the vision *Te Mana o Te Wai, Te Mana o Te Tangata – Healthy Water, Healthy People* and strategic objectives including financial sustainability, health and environmental protection, and a customer-focused, collaborative delivery system.

Council previously confirmed its intention to join Waikato Waters at **Stage 2** of implementation and delegated authority to sign the **Heads of Agreement** in late 2024. Since then, seven Waikato councils have collaborated to develop the foundational documents required to operationalise Waikato Waters. These documents now presented for Council approval include:

- **The Constitution** of Waikato Waters Limited – setting the statutory governance framework for the company;
- **The Shareholders' Agreement (SHA)** – defining the rights and responsibilities of shareholding councils and the terms of collective decision-making; and
- **The Transfer Agreement (template)** – documenting the legal and operational transfer of water services from each council to the CCO.

The **Shareholders' Agreement** is of particular importance as it governs Council's long-term ownership interest in the company, the appointment of directors, decision-making on strategic matters, and how councils will engage through the **Shareholder Representative Forum (SRF)**. Council is also required to appoint its SRF representative and alternate and confirm these by resolution.

The report further outlines how the transition to Waikato Waters aligns with the upcoming submission of Council's **Water Services Delivery Plan** (due by 3 September 2025) and the need for clarity on the future treatment of **development contributions** associated with growth-related water infrastructure.

Risks associated with establishing the CCO have been assessed across financial, legal, reputational, and operational domains, and mitigation measures are in place or under development. The transition will not take effect until Council enters into a formal Transfer Agreement with the Company, aligned with its agreed transfer date as set out in the **Establishment Strategy**.

In adopting the recommendations, Council is formalising its participation in a regionally-led, fit-for-purpose model for sustainable and accountable water service delivery.

Tūtohunga | Recommendation

That:

1. Council withdraws the report titled *Waikato Waters Limited – Foundation Documents* (CM 3047716) if Option 1 – An Enhanced Internal Business Unit within Council (financially ring-fenced) is chosen as Council's water services delivery model at its meeting on 25 June 2025, as set out in the report titled *Local Water Done Well – Consideration of Submissions and Deliberations* (CM 3039587).

OR

2. Council receives the report titled *Waikato Waters Limited – Foundation Documents* (CM 3047716)

Tūtohunga | Recommendation

That:

3. Council notes its decision on the 25 June 2025 to adopt Waikato Water Done Well as its future water services delivery model, in accordance with the Local Government (Water Services Preliminary Arrangements) Act 2024.
4. Council notes that as part of implementing Waikato Water Done Well, Waikato Water Limited is required to be incorporated as a limited liability company, with Council being one of the shareholding companies
5. Council approves:
 - i. The incorporation of Waikato Waters Limited as a limited liability company, with Council being one of the shareholders of that company; and
 - ii. The Shareholders' Agreement and Constitution for Waikato Waters Limited, as attached as A and B to this Report ("Incorporation Documents") including the Transfer Agreement Template.
6. Council confirms the *Shareholder Representative Forum – Terms of Reference* as set out in Schedule 7 of the Shareholders' Agreement for Waikato Waters Limited, which establishes the structure, functions, and delegated responsibilities of the Council's SRF Representative and Alternate in relation to governance and oversight of the new water services entity.
7. Council appoints:
 - i. The Mayor as Council's representative to the SRF; and

ii. An alternate Council representative on the SRF.

8. Council delegates to its appointed Shareholder Representative Form representative and their Alternate, the responsibilities and powers set out in paragraph 7.1 of the Shareholder Representative Forum Terms of Reference.
9. Council agrees, subject to the delegations under clause 7.3 of the Shareholder Agreement, that any matter for a Shareholding Council under this agreement may be exercised by that Shareholdings Council SRF Representative, and in the absence of the SRF representative their Alternate.
10. Council delegates the Chief Executive to provide written notice to the Shareholder Representative Forum and the other shareholding councils (together with a copy of the relevant resolution), of the decisions in relation to the Shareholder Representative Forum and appointed representative and their Alternate.
11. Council appoints the Chief Executive to be an initial director listed in the application for registration of Waikato Waters Limited and pending appointment of the Establishment Board of Waikato Waters Limited, as per the Shareholders Agreement and Schedule 4 – Terms of Appointment of Initial Directors.
12. Council delegates authority to the Mayor on behalf of Council to approve nonmaterial amendments to the Incorporation Documents prior to Waikato Waters Limited being incorporated, and sign such documents, including the Incorporation Documents, as required, to incorporate Waikato Waters Limited and confirm Council's shareholding status of that company.
13. Council requests staff complete a joint Water Services Delivery Plan based on the decision to become a shareholder of Waikato Waters Limited, for approval by Council before 3 September 2025;
14. Council notes that it will continue to set, require, and collect Development Contributions relating to waters capital expenditure, until the transfer of waters related assets and responsibilities is completed on the date identified in the Transition Plan and Water Services Delivery Plan, as it remains responsible for future capital expenditure during the transition.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council receives the report titled *Waikato Waters Limited – Foundation Documents* (CM 3047716)

Resolution number CO/2025/00004

Moved by: Cr C Ansell

Seconded by: Cr S Dean

KUA MANA | CARRIED

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

2. Council notes its decision on the 25 June 2025 to adopt Waikato Water Done Well as its future water services delivery model, in accordance with the Local Government (Water Services Preliminary Arrangements) Act 2024.

3. Council notes that as part of implementing Waikato Water Done Well, Waikato Water Limited is required to be incorporated as a limited liability company, with Council being one of the shareholding companies
4. Council approves:
 - i. The incorporation of Waikato Waters Limited as a limited liability company, with Council being one of the shareholders of that company; and
 - ii. The Shareholders' Agreement and Constitution for Waikato Waters Limited, as attached as A and B to this Report ("Incorporation Documents") including the Transfer Agreement Template.
5. Council confirms the *Shareholder Representative Forum – Terms of Reference* as set out in Schedule 7 of the Shareholders' Agreement for Waikato Waters Limited, which establishes the structure, functions, and delegated responsibilities of the Council's SRF Representative and Alternate in relation to governance and oversight of the new water services entity.
6. Council appoints:
 - i. The Mayor as Council's representative to the SRF; and
 - ii. The Deputy Mayor as Council's alternate representative on the SRF.
7. Council delegates to its appointed Shareholder Representative Form representative and their Alternate, the responsibilities and powers set out in paragraph 7.1 of the Shareholder Representative Forum Terms of Reference.
8. Council agrees, subject to the delegations under clause 7.3 of the Shareholder Agreement, that any matter for a Shareholding Council under this agreement may be exercised by that Shareholdings Council SRF Representative, and in the absence of the SRF representative their Alternate.
9. Council delegates the Chief Executive to provide written notice to the Shareholder Representative Forum and the other shareholding councils (together with a copy of the relevant resolution), of the decisions in relation to the Shareholder Representative Forum and appointed representative and their Alternate.
10. Council appoints the Chief Executive to be an initial director listed in the application for registration of Waikato Waters Limited and pending appointment of the Establishment Board of Waikato Waters Limited, as per the Shareholders Agreement and Schedule 4 – Terms of Appointment of Initial Directors.
11. Council delegates authority to the Mayor on behalf of Council to approve nonmaterial amendments to the Incorporation Documents prior to Waikato Waters Limited being incorporated, and sign such documents, including the Incorporation Documents, as required, to incorporate Waikato Waters Limited and confirm Council's shareholding status of that company.
12. Council requests staff complete a joint Water Services Delivery Plan based on the decision to become a shareholder of Waikato Waters Limited, for approval by Council before 3 September 2025;
13. Council notes that it will continue to set, require, and collect Development

Contributions relating to waters capital expenditure, until the transfer of waters related assets and responsibilities is completed on the date identified in the Transition Plan and Water Services Delivery Plan, as it remains responsible for future capital expenditure during the transition.

Resolution number CO/2025/00005

Moved by: Cr P Jager

Seconded by: Cr B Dewhurst

KUA MANA | CARRIED

8.50 am

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

CONFIRMED AS A TRUE AND CORRECT RECORD
OF THE MEETING OF KAUNIHERA | COUNCIL
HELD ON 30 JUNE 2025.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON:

Minutes prepared by:

Stephanie Hutchins

*Kaitohu Mātāmua Kāwana |
Senior Governance Advisor*