

Kaunihera | Council

Mēneti Wātea | Open Minutes



Minutes of an ordinary meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 27 August 2025 at 9:00.

NGĀ MEMA | MEMBERSHIP

Tiamana | Chairperson: **Manuhuia | Mayor**
Adrienne Wilcock

Mema | Members: **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

An audio-visual recording of the open session of the meeting is available on Matamata-Piako District Council's website and YouTube channel.

Visit <https://www.mpd.govt.nz/live-stream> for the most recent meeting livestream.

Recording	Document Reference#	YouTube Link
Council - 27 August 2025	3085934	https://youtu.be/2pgjxVp6SOw

Minutes prepared by:

Stephanie Hutchins

Kaitohu Mātāmua Kāwana | Senior Governance Advisor

Ngā whakapāha | Apologies

Name	Position/Organisation
Peter Jager	Councillor, Matamata-Piako District Council

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

Name	Position/Organisation	Time In	Time Out
Sarah-Jane Bourne	Councillor, Matamata-Piako District Council	9.00am	10.41am

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	
Tamara Kingi	Kaiārahi Kāwana Governance Team Leader	
Sangeeta Singh	Mātanga Hokohoko Procurement Specialist	7.1
Larnia Rushbrooke	Pou Pūtea, Ratonga Pakihi Finance & Business Services Manager	7.1
Andrea Durie	Pou Whakapā, Whai Wāhi Communications & Engagement Manager	7.2
Jenni Cochrane	Hautū Wheako Kiritaki Group Manager Customer Experience	7.2
Ellie Mackintosh	Rōia Legal Counsel	7.3
Carolyn McAlley	Kaiwhakamahere Rautaki RMA Matua Senior RMA Policy Planner	7.4
Fiona Hill	Kaiwhakamahere Rautaki RMA Matua Team Leader RMA Policy	7.4, 7.5, 8.1
Jayshree Kanji	Kaiwhakamahere Rautaki RMA Paetahi Graduate RMA Policy Planner	8.1
Rapa Young	Kaiārahi Whakahaere Kaupapa Project Management Team Leader	8.2
Susanne Kampshof	Pou Rawa me ngā Kaupapa Assets and Projects Manager	8.2

I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
Paul Decker	Te Aroha Rotary Club	6.1	9.09am	9.17am
Peter Taite Jamieson	Te Aroha Rotary Club	6.1	9.09am	9.17am
Ken Royson		6.2	9.00am	9.09am

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Adrienne Wilcock welcomed members, staff and those in the public gallery and declared the meeting open at 9.00am.

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

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That an apology from Councillor Peter Jager be received and accepted.

Resolution number CO/2025/00001

Moved by: Cr R Smith

Seconded by: Cr K Tappin

KUA MANA | CARRIED

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

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

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

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

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

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

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

4 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, 13 August 2025, be confirmed as a true and correct record of the meeting.

Resolution number CO/2025/00002

Moved by: Cr S Whiting

Seconded by: Cr J Sainsbury

KUA MANA | CARRIED

6 Take i puta mai | Public Forum

6.1 Make 'Tui Park' a park

Paul Decker – Te Aroha Rotary Club

Summary

Paul Decker and Peter Taite Jamieson, in attendance to present a proposal for the development of Tui Park on behalf of the Te Aroha Rotary Club.

Mr Decker began by noting the history of the park, which was originally vested to the Mayor and Councillors in 1975 for a recreational park and has served as a public reserve for the past 50 years. Apart from the Bowling Club, it's an electric-fenced paddock that has livestock. A concept drawing to illustrate the proposed enhancements was shared with Council, and Mr Decker suggested that the Rotary Club will work collaboratively with the local community (with Council's support) to develop a masterplan for the park, which could be implemented in stages, with fundraising efforts supporting each stage. Mr Decker confirmed there would be no cost to Council for the implementation of the masterplan and development.

Enquiries were made by elected members about the types of activities envisioned for the park, to which Mr Decker explained the proposed features include a walking track following the river and connecting East Avenue to Gilchrist Avenue, ending at the Rose Gardens. Native planting is planned near residential areas (Russell Ave to Centennial Ave). A BBQ area is proposed for the area near Gilchrist Avenue, which already has suitable carparking. Additional features include a child-friendly mountain bike area, a community garden, and an off-leash dog area. Mr Decker expressed a strong interest in engaging with local residents following today's presentation to gather feedback and support.

Questions were raised about the ongoing maintenance of Tui Park once livestock are removed from the area, to which Mr Decker responded that livestock removal is part of the plan and that future maintenance responsibilities and costs would fall to the Council.

Mayor Adrienne Wilcock thanked Mr Decker and Mr Jamieson for the proposal and the public for coming and listening to the presentation.

ATTACHMENTS

A Public Forum Item - Te Aroha Rotary Club - Draft Site layout

Item 6.1 – Make Tui Park a park was considered after item 6.2.

6.2 Improving road safety at Waharoa Road East and Pohlen Road crossing

Ken Royson

Summary

Ken Royson in attendance to discuss improving road safety at Waharoa Road East and Pohlen Road intersection due to recent crash.

Mr Royson expressed that closing the railway crossing near the intersection can be done without any additional speed limits or signs. As Mr Royson was travelling along SH27 he noticed there are no signs to stop or slow down with the approaching intersection. Mr Royson suggested closing the railway crossing so traffic can stay at 100kms without needing to brake for cars going slower who are travelling through the crossing to Pohlen Road or vice versa.

Mr Royson advised that he had a personal reason for wanting this crossing closed. His close friend passed away recently as a result of a car crash at the intersection. Mr Royson suggested that traffic travelling from Matamata (coming from the supermarket) can turn left and travel to the roundabout to come down on State Highway 27 to Waharoa, while traffic on Waharoa Road East can travel towards Waharoa and into the township to get onto State Highway 27.

Mayor Adrienne expressed the committee's condolences and advised there is a process that occurs when these incidents happen and requested Chief Executive, Manaia Te Wiata explain the process.

The Chief Executive provided his condolences to Mr Royson's loss. He advised that Council an investigation is underway by a Serious Crash Investigation Unit. He explained that this process has already started and Council is awaiting the report. The report will be high level and thorough and once received, Mr Te Wiata will advise Mr Royson. Due to the seriousness of the incident, Council staff will be working very closely with NZTA to see what can be done to avoid these tragedies.

Mr Te Wiata reassured Mr Royson that the process would be very thorough and open to public scrutiny.

Mr Royson concluded he hoped that the Council could bring about change.

ATTACHMENTS

A Public Forum - Ken Royson - 41 Pohlen Rd - Google Maps - crash site

7 Pūrongo me whakatau | Decision Reports

7.1 Procurement Policy Review

CM No.: 3077462

Te Kaupapa | Purpose

This report presents the revised Procurement Policy for approval.

Rāpopotonga Matua | Executive Summary

Following a comprehensive review of the current procurement policy, the following changes are proposed:

1. A revised vision that reinforces Council's commitment to achieving value for money across all procurement activities, with a focus on maximising public value.
2. Realign Council's strategic commitments to ensure effective implementation of the procurement vision.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Council approves the proposed Procurement Policy for implementation.

Resolution number CO/2025/00003

Moved by: Cr D Horne

Seconded by: Cr K Tappin

KUA MANA | CARRIED

7.2 Waitoa Water Engagement

CM No.: 3081398

Te Kaupapa | Purpose

To confirm Council's preferred approach to the Waitoa Water engagement.

Rāpopotonga Matua | Executive Summary

Waitoa Village water supply has been a matter of discussion between the Village community, Fonterra and Council since 2017.

Fonterra has determined that it will not be the village's long-term water supplier.

Council has a responsibility to help address the risks to this water supply and has investigated options for a Council supply. We have reached the stage where we wish to progress formal processes. The first step is engaging with the Waitoa Village to ascertain affected property owner views on a council-provided supply versus a private one.

At the 25 September 2024 meeting, Council endorsed a deliberative engagement approach that would 'involve' and 'collaborate' with the Waitoa community. Since then, a co-design process has identified what the engagement will entail. This approach and the timeline was discussed at a Waitoa community meeting in July 2025, where there was general agreement to progress.

A deliberative process is made up of a number of key elements that differ to the more commonly used participatory techniques, and includes Council committing to a series of promises at the different phase in the process. These promises are outlined on page seven in the Strategic Engagement Plan (SEP) which will be circulated separately.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council confirms its commitment to progressing with a deliberative engagement process with the Waitoa community, as set out in the Strategic Engagement Plan, including the specific promises outlined on page 7 of the Plan.
2. Council notes that this commitment is necessary to give effect to the approach previously endorsed by Council (September 2024) and to proceed with the next phase of engagement with the Waitoa community.
3. Council acknowledges that staff will continue to work collaboratively with Fonterra, Taumata Arowai, and the Waitoa community to implement the process and mitigate risks arising from actions outside of Council's direct control.

Resolution number CO/2025/00004

Moved by: Cr B Dewhurst

Seconded by: Cr J Sainsbury

KUA MANA | CARRIED

7.3 Water Services Act and Riskpool Delegations

CM No.: 3064022

Te Kaupapa | Purpose

The purpose of this report is to seek Council approval for an addition to the delegations register to include delegations under the Water Services Act 2021, which will provide full delegations to the CEO, including the power to further sub-delegated the powers to appropriate staff. Additionally, this report seeks to provide the CEO, Mayor and Deputy Mayor the power to cast Council's vote at Riskpool annual general meetings.

Rāpopotonga Matua | Executive Summary

Under the Local Government Act 2002, Council may delegate its statutory powers and its functions to a committee or other subordinate decision-making body, or member or officer of the local authority. The Delegation Policy and Delegation Register provides the framework for this and illustrates all the delegations made to staff across multiple legislations.

The purpose of this report is to seek an addition to the delegations register for the inclusion of delegations under the Water Services Act 2021. Currently, there are no delegations under this Act and while the immediate intension is to provide delegations to allow staff to undertake compliance monitoring of backflow preventers, this report proposes full delegation to the CEO rather than seeking continual Council approval for every operational matter under this legislation. Initially, this addition will enabling Council staff to undertake the necessary certification and compliance of backflow preventers to ensure the safety of our drinking water.

Risk Pool (aka Civic Assurance) are still in the winding up years for the liability that Council has under it. This delegation will allow the CEO, Mayor and/or Deputy Mayor to cast a vote for Council without needing to obtain Council's approval.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council delegates to the CEO the complete delegable powers under the Water Services Act 2021, including the power to further sub-delegated the powers.
2. Council delegates to the CEO, Mayor and Deputy Mayor (individually) the power to exercise Council's vote(s) in regards to Riskpool when matters arise.

Resolution number CO/2025/00005

Moved by: Cr C Ansell

Seconded by: Cr B Dewhurst

KUA MANA | CARRIED

7.4 Approval of Staff submissions on RMA Reform Packages 1 - 4

CM No.: 3074844

Te Kaupapa | Purpose

The purpose of this report is to gain retrospective endorsement for the submissions on the Resource Management Reform, those being Package 1-Infrastructure and Development, Package 2-Primary Sector, Package 3-Freshwater and Package 4-Going for Housing Growth programme by the Council's RMA Policy Team.

Rāpopotonga Matua | Executive Summary

The Council's RMA Policy Team recently made submissions and provided feedback on the Resource Management Reform – Packages 1-4. The Council has not yet formally endorsed this material. The packages, a mixture of national policy statements (NPS's), national environmental standards (NES) and discussion documents which were released for submission and feedback over July to August this year.

Packages 1 and 2 were part of a statutory process seeking submissions to specific provisions over a range of infrastructure and development topics including infrastructure, transmission, telecommunications, granny flats, papakāinga, natural hazards, commercial forestry, highly productive land, quarrying and mining and the coastal policy statement. Packages 3 and 4 were initial consultation processes. Package 3 sought feedback on the future direction of changes to the NPS for freshwater and its related NES. Package 4 sought feedback on the first pillar of the Going for Housing Growth programme, with the discussion document focusing on planning related topics for the future management of growth and housing.

One submission responded to packages 1 and 2, with separate feedback provided to each of packages 3 and 4. Council provided support for various elements across the packages including;

- The enabling provisions of the NPS-Infrastructure including the wider consideration of what constitutes infrastructure (package 1), and
- The new NPS-Natural Hazards with recognition of a mitigation approach, and
- The enabling provisions of the NES-Papakāinga (package 1), and
- The proposed inclusion for a Slash Mobilisation Risk Assessment in the NES for Commercial Forestry (package 2), and
- The proposal to require spatial plans with statutory weight (package 4).

However, concerns were raised regarding:

- The timing of some amendments given a proposed reform of the entire RMA is signalled for later in 2025 (package 1 and 2), and
- The potential conflict of more enabling provisions having adverse effects on RMA Section 6-Matters of National Importance (packages 1 and 2), and
- The alternative proposal for the national direction of freshwater management (package 3), and
- The need to better recognise Tier 3 locations and how they will provide for their communities, including providing clear direction as to what measures may be applicable to Tier 3, as opposed to Tier 1 and 2 (package 4), and
- Opportunities for applicants to depart from a spatial plan and the need for stringent parameters if this approach is adopted (package 4).

Fiona Hill and Carolyn McAlley are in attendance to speak to the report and answer any questions.

Tūtohunga | Recommendation

That:

- 1. Council retrospectively endorses the submissions and feedback on the Government's Resource Management RMA Reform-Package 1-Infrastructure and Development, Package 2-Primary Sector, Package 3-Freshwater and Package 4-Going for Housing Growth.**

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

- 1. Council retrospectively endorses the submissions on the Government's Resource Management RMA Reform-Package 1-Infrastructure and Development, Package 2-Primary Sector, Package 3-Freshwater and Package 4-Going for Housing Growth.**

Resolution number CO/2025/00006

Moved by: Deputy Mayor J Thomas

Seconded by: Cr J Sainsbury

KUA MANA | CARRIED

7.5 Private Plan Change 55 - Decision to make Operative

CM No.: 3075427

Te Kaupapa | Purpose

The purpose of this report is to seek approval from the Council to make Private Plan Change 55 (PPC55) – Fonterra Waitoa operative.

Rāpopotonga Matua | Executive Summary

Private Plan Change 55 – Fonterra Waitoa sought to replace the existing Development Concept Plan ('DCP') with a new DCP diagram including a proposed new Noise Emission Control Boundary ('NECB'), replace the existing DCP noise provisions with new noise provisions, introduce new performance standards for existing and new noise sensitive activities, and add new definitions for 'habitable room', 'bedroom' and 'noise sensitive activity'. The plan change also included minor changes to the Industrial Zone boundary to align with the Kaitiaki (Conservation Zone) and the realignment of the Landscape Buffer Area to correctly align with the floodplain along the Waitoa River. Corrections were also made to the legal descriptions of the DCP site in Schedule 5 of the District Plan. The plan change request was granted and the decision publicly notified on 24 June 2025. The 30-day appeal period following notification has since lapsed and no appeals have been lodged. Consequently, this report seeks Council's resolution to seal the plan change and make it operative. Fiona Hill is available to answer any questions.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Pursuant to Clause 17 of Schedule 1 of the Resource Management Act 1991, Private Plan Change 55 is approved, sealed with the seal of the Council and signed by the Mayor and Chief Executive Officer; and
2. Pursuant to Clause 20 of Schedule 1 of the Resource Management Act 1991, Private Plan Change 55 becomes operative on 1 October 2025.

Resolution number CO/2025/00007

Moved by: Cr K Tappin

Seconded by: Cr R Smith

KUA MANA | CARRIED

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 District Plan & RMA Update

CM No.: 3077776

Te Kaupapa | Purpose

The purpose of this report is to provide the Council with an update on the rolling review of the District Plan, the proposed Growth Strategy, the Resource Management Act Reform, Future Proof and the Council's receipt of six Mana Whakahono ā Rohe invitations.

Rāpopotonga Matua | Executive Summary

A District Plan and Resource Management Reform summary is provided below. The update specifically refers to Waharoa (PC49), National Planning Standards (PC61), Papakāinga (PC54), Fonterra Waitoa (PPC55), Calcutta (PPC57), Calcutta (PPC62), the proposed MPDC Growth Strategy, Resource Management Act Reform (RMA Reform), Future Proof, Hauraki Gulf Forum (HGF) and the recent receipt of six Mana Whakahono ā Rohe invitations. Jayshree Kanji and Fiona Hill are available to deliver the update and answer any questions.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report be received.

Resolution number CO/2025/00008

Moved by: Cr C Ansell

Seconded by: Cr J Sainsbury

KUA MANA | CARRIED

The meeting adjourned for a break at 10.00am and reconvened at 10.27am.

8.2 Studholme Street, Morrinsville, RSA Wall update

CM No.: 3081127

Te Kaupapa | Purpose

The purpose of this report is to provide Council with an update on the RSA retaining wall at 27–29 Studholme Street, Morrinsville. This includes progress made since the November 2024 report, particularly in relation to the Dangerous Structure Notice and the steps being taken to address the structural issues.

Rāpopotonga Matua | Executive Summary

This report provides an update on the status of the retaining wall surrounding the RSA Club rooms in Morrinsville. Since the last report to Council in November 2024, further discussions have taken place with the Regulatory team regarding the Dangerous Structure Notice. It has been confirmed that a structural report and design must be completed by November 2025, with the issue fully rectified before ANZAC Day 2026.

A more detailed cost estimate for full replacement of the wall has been completed, revealing significantly higher costs than previously anticipated. As a result, alternative solutions are being explored, including land contouring and construction of a smaller or differently designed wall. A report outlining these options has been commissioned.

Staff have continued engagement with the RSA, who acknowledge the financial challenges and remain committed to working collaboratively with Council. It is recognised that the costs are not solely Council's responsibility.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council receives the updated report.

Resolution number CO/2025/00009

Moved by: Cr C Ansell

Seconded by: Cr R Smith

KUA MANA | CARRIED

8.3 External Committee Minutes - June/August 2025

CM No.: 3080510

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 CDEM Joint Committee
 - 16 June 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	
Hauraki Scheme Subcommittee	Cr Sarah-Jane Bourne	Cr Caleb Ansell
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

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00010

Moved by: Cr R Smith

Seconded by: Cr J Sainsbury

KUA MANA | CARRIED

10.41 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 27 AUGUST 2025.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON: