

# 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 24 September 2025  
**Wā | Time:** 9:00  
**Wāhi | Venue:** Council Chambers  
35 Kenrick Street  
TE AROHA

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### Ngā Mema | Membership

#### 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

**Waea | Phone:** 07-884-0060  
**Wāhitau | Address:** PO Box 266, Te Aroha 3342  
**Īmēra | Email:** [governance@mpdc.govt.nz](mailto:governance@mpdc.govt.nz)  
**Kāinga Ipuranga | Website:** [www.mpdc.govt.nz](http://www.mpdc.govt.nz)

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**1 Whakatūwheratanga o te hui | Meeting Opening**

**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 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**

Minutes, as circulated, of the ordinary meeting of Matamata-Piako District Council, held on 27 August 2025

**6 Papa ā-iwi whānui | Public Forum**

Name	Position/Organisation	Topic
Ezra Campbell	Member of the community	<ul style="list-style-type: none"><li>• Centennial Drive</li><li>• Memorial trees</li><li>• Tamihana Street trees</li></ul>

## 7 Pūrongo me whakatau | Decision Reports

# 7.1 Organisational Climate Risk Assessment

CM No.: 3082853

## Te Kaupapa | Purpose

The purpose of this report is to present the Organisational Climate Risk Assessment to Council.

James Hughes, Technical Director: Climate and Resilience at Tonkin + Taylor, who led this work, in attendance to present the assessment.

Risk and Assurance Committee independent members, Jaydene Kana and Joanne Aoake, invited to attend the presentation and discussion.

## Rāpopotonga Matua | Executive Summary

A Climate Risk Assessment of Council's assets, services and operations has been undertaken, with consultants Tonkin + Taylor leading the work.

The purpose of the risk assessment was to provide answers to the following questions:

1. What risks are Council's assets, services and operations currently facing from climate-related natural hazards?
2. How are these risks likely to change over time?
3. To what extent is Council able to adapt to these risks?

The results of the risk assessment are outlined in the Summary Report (attached) and will be integrated into strategic and operational planning, and used to inform governance and operational decision-making.

## Tūtohunga | Recommendation

That:

1. Council receives the report and presentation.

## Horopaki | Background

### Context

The Organisational Climate Risk Assessment is part of a programme of strategic climate risk focused work being undertaken at Council, aimed at building the understanding and management of climate risk at an operational and governance level.

Alongside the Organisational Climate Risk Assessment, a Carbon Emissions Inventory of Council's emissions, a Climate Resilience Strategy, an ongoing series of climate related workshops for elected members, and climate impacts included as a top risk for Council, are other actions within this work programme.



The overall purpose of the strategic climate related work is to support decision-making that will increase the resilience of Council as an organisation and ensure we are able to continue to provide services to our communities into the future.

The strategic climate risk work is one workstream within the Climate Change Rivermap which was developed by Council as part of the Long Term Plan 2024-34. The Rivermap brings together work happening across the organisation related to climate resilience.



## Ngā Take/Kōrerorero | Issues/Discussion

A full overview of the findings and methodology from this work can be found in the *MPDC Organisational Climate Risk Assessment 2025 - Summary Report* (attached)

### Purpose

The Climate Risk Assessment sought to answer the following questions:

1. **What risks are Council's assets, services and operations currently facing from climate-related natural hazards?**
2. **How are these risks likely to change over time?**
3. **To what extent is Council able to adapt to these risks?**

### Goal

The goal of undertaking this work is to contribute to the climate risk information Council has available when making future focussed decisions, ensuring its continued resilience as an organisation and its ability to continue to provide services to our communities.

The results of the Climate Risk Assessment support Council's long term resilience by:

- Identifying key climate-related risks across Council's activities and operations
- Identifying areas where there is high potential adaptive capacity over time, and areas where the options to adapt may be more limited
- Providing quantitative and qualitative hazard exposure and risk information that can inform infrastructure and strategic planning
- Demonstrating to audit our management of climate risk
- Valuing the expertise of staff, and continuing to grow awareness and understanding amongst staff, thus keeping climate impacts 'front of mind'
- Providing a base of climate risk knowledge on which we can continue to build.

### Methodology

The assessment took two complimentary approaches to identify, analyse and build understanding of climate risks to Council. An overview is presented here. A more detailed explanation of the methodology can be found in Part 6 of the Summary Report (attached).

#### **1) A qualitative climate risk analysis, developed using staff expertise from across the organisation**

Risks to Council from climate-related hazards were assessed using staff expertise from across Council.

Firstly, risks to each area of Council activity were identified. These risks were then screened and rated. Risks to assets and services were rated at the present day, and at mid and end of century, under two different climate scenarios, a mid-range, and higher range scenario.

To rate each risk, the following factors were considered:

**Exposure** - How often, and/or to what extent, is the asset currently exposed to the identified risk? And then, taking the two climate scenarios into account, how often is the asset likely to be exposed in the mid and long term.

**Sensitivity** – If the asset is exposed to the identified risk, how likely is it to be impacted/ damaged by the risk?

**Consequence** – If the asset is impacted by the risk, what would be the consequence to Council?

**Adaptive Capacity** – What can we do about the risk? Are there things that we can do and how easy/ affordable is this?

Strategic risks were treated differently due to the flow on, or indirect nature of these risks. For strategic risks, the focus was on rating the consequence of the risk.

## 2) A quantitative flood hazard exposure analysis, developed through GIS data analysis.

Exposure of Council assets to flooding was assessed using Matamata-Piako District Council's draft urban flood model, noting the model has not been calibrated or validated, but is the best available information.

Exposure to flooding was assessed in the following bands:

- Not exposed to flooding
- Exposed to flooding of up to half a metre in depth
- Exposed to flooding of between half a metre and one metre in depth
- Exposed to flooding of greater than 1 metre in depth

A range of rainfall events in the present day, and in the future incorporating a climate factor, were assessed.

An assessment against Waikato Regional Council's first draft of its regional flood model was used for areas not covered by the urban model. Noting the model represents a work-in-progress version of the outputs. Losses, pump stations, and culverts are not yet included. Depths below 0.2 m have been excluded. The model has not yet been calibrated or validated.

## Outputs

The outputs of the Climate Risk Assessment are:

1) Detailed, **quantified data on Council assets exposed to flooding** under various rainfall events, at present day, and at end of century, taking a changing climate into account. This information to also be developed to be displayed visually as maps and a GIS layer.

2) A detailed, **qualitative risk workbook** looking at the full range of climate hazards and assessing how these are impacting each area of Council now and likely to impact us in the future, rating the exposure, sensitivity and consequence of the risks, and assessing Council's ability to adapt to the risks.

3) **A summary report**, detailing the highest-rated risks for each area of Council (from the qualitative assessment), giving examples of the GIS analysis results, and outlining the methodology and next steps.

### Key Findings

The highest-rated risk for each area of Council is listed below, along with a comment on the adaptive capacity. All risks rated high, very high and extreme are outlined in Part 4 of the Summary Report (attached).

Highest-rated risk for each area of Council activity			
	Risk Statement	Risk Detail	Adaptive Capacity
Strategy, Planning and Governance	Risk to staff health and safety due to extreme weather.	Risks to staff responding to extreme weather events e.g. injury.	<i>Adaptive capacity not rated for strategic risks.</i>
Roading	Risk to bridges and major culverts due to flooding and extreme weather.	Extreme weather can cause inundation/ damage to bridges and major culverts. Bridge piles and foundations can experience increased erosion/scour from waterways. Extreme weather can result in storm debris entering waterways, potentially leading to damage of, and accumulation at bridges and culverts. The cumulative impact of more frequent flooding could reduce the lifespan of bridges.	Adaptive capacity is low. Costs for proactive work are high.
Stormwater	Risk of extreme weather and flooding exceeding the capacity of the stormwater network leading to overland flows and flooding (depth, velocity).	Extreme rainfall can overwhelm stormwater systems, leading to flooding. Urban stormwater systems are often designed for low level of service in historic/ older areas (~2yr ARI) and there are limited options to upgrade them. Council does not have information on the maintenance of private stormwater infrastructure, and it is difficult to enforce maintenance. There is some variance to this risk across towns.	Adaptive capacity is low. We are currently doing hydrologic modelling and future planning. Depending on risk reduction decisions, costs are quite likely very high. In addition, growth and development are continuing.

Highest-rated risk for each area of Council activity			
	Risk Statement	Risk Detail	Adaptive Capacity
	Risk of Te Aroha flood control structures e.g. box culvert being damaged or blocked in an extreme rainfall event.	In high rainfall events there is a high risk of debris flows which could damage or block the flood control structure especially in the hill area, leading to a risk of debris flow into the residential area of Te Aroha.	Adaptive capacity is low. Staff can do periodic assessments of structural integrity. It is difficult to do anything upstream because it is Department of Conservation land.
Water	Risk to water supply due to drought.	Reduced water availability due to drought and rainfall variability - leading to water restrictions. Additionally, stream health could be impacted from the lowered stream and dam levels which could lead to risks to public health from cyanobacteria in consumption of contaminated water supply, including Te Poi water supply, Te Aroha water supply, Morrinsville water supply, and Tahuna water supply. Also includes possible low bore water levels.	Adaptive capacity is low. The ability to adapt to drought is low. It is difficult to find new water supplies. To get consent for a new supply would be very difficult. Extreme case: treating wastewater to create water, is very expensive.
	Risk to the accessibility of the Tills Road water treatment plant site due to extreme weather.	The Tills Road site may become too dangerous for staff to access during and after extreme weather, causing disruptions in treatment activities.	Adaptive capacity is low. We have already sealed the road and added drainage. We restrict access to staff for health and safety reasons. Some of it is on Department of Conservation land.
Wastewater	Risk to the functionality of the wastewater network, due to inflow and infiltration from extreme rainfall events.	Risk of high levels of inflow and infiltration (I&I) leading to uncontrolled overflows and potential public health risks. Very high exposure in Morrinsville and Te Aroha, less so in Matamata.	Adaptive capacity is very low. There is very little capacity to adapt.
	Risk to underground wastewater infrastructure due to erosion from flooding.	Flooding can cause stream erosion and impact our utilities infrastructure. (3 waters, telecom, electricity). Pipes in embankments and slopes may be exposed or damaged if slips occur.	Adaptive capacity is medium. Criticality assessment of pipe network is underway. We will have to stage the work depending on criticality as it will be costly.

Highest-rated risk for each area of Council activity			
	Risk Statement	Risk Detail	Adaptive Capacity
Rubbish and Recycling	Risk to Matamata closed landfill from extreme rainfall.	The Matamata landfill is located adjacent to the Mangawhero Stream and operates under a resource consent that allows for the discharge of leachate into the groundwater, which could eventually enter the stream. During periods of heavy rainfall, this discharge can increase temporarily. The site is routinely monitored and reported on to Waikato Regional Council to ensure all discharges remain within the consented limits.	Adaptive capacity is low. More understanding of the risk and mitigation options is needed.
Community Facilities and Property	Risk to Council owned buildings and venues due to flooding and extreme weather.	Extreme rainfall and flooding can pose risks to Council buildings and venues. Rainfall can also overwhelm guttering and drainage and lead to building/asset damage. This could have implications for service provision e.g. libraries, offices, depots, elderly person housing.	Adaptive capacity is medium. We can make structural changes but these would be costly.
Parks and Reserves	Risk to trees in parks, reserves and berms, during extreme wind events. Risk of damage to trees and associated risks to surrounding infrastructure and people.	Extreme wind events can damage trees and lead to damage to other assets, e.g. sewer lines and risks to people, e.g. falling branches and trees.	Adaptive capacity is medium. We inspect trees on an annual basis. We can improve our data - capture our trees and their condition and put them on a risk based inspection regime. This happens now for playgrounds and mature grove trees. If inspecting regularly, we can then do preventative maintenance e.g. pruning. We can ensure any new planting is the right tree in the right place, including in plant guidelines for developers.

### Next Steps

Key next steps include:



- Integrating the results of the assessment into our Activity Management Plans, Infrastructure Strategy and other planning processes
- Integrating the GIS analysis with our asset database, and developing ways to display it visually
- Using the results to inform strategic documents such as our draft Climate Resilience Strategy, and Growth Strategy
- Setting up a project group to drive further next steps including:
  - Further analysis and refining of the GIS data
  - Keeping the risk workbook as a 'live' document, through regular review and updating of the risks, risk ratings and adaptation options
  - Prioritising and filling identified data and knowledge gaps
- Combining the GIS analysis with other metrics such as asset condition, criticality, and community vulnerability to give us a deeper understanding of risk to support decision-making
- Exploring adaptation options / pathways / thresholds for the highly rated risks, and implications for planning, operations and funding over time.

## Ngā Tāpiritanga | Attachments

[A⇒](#) MPDC Climate Risk Assessment 2025 Summary Report (*Under Separate Cover*)

## Ngā waitohu | Signatories

Author(s)	Anne Gummer <b>Kaitohu Kaupapahere Mātāmua   Senior Policy Advisor</b>	
Approved by	Sandra Harris <b>Pou Kaupapahere, Rāngai Mahitahi me te Kāwana   Policy, Partnerships and Governance Manager</b>	
	Kelly Reith <b>Group Manager, Corporate, People &amp; Relationships</b>	



## 7 Pūrongo me whakatau | Decision Reports

### 7.2 Diprose Miller - Contribution to Community Award

CM No.: 3092810

#### Te Kaupapa | Purpose

The purpose of this report is to formally recognise Diprose Miller with an award which was unable to be presented at the recent Business Night Out event.

#### Rāpopotonga Matua | Executive Summary

Diprose Miller was the recipient of the 2025 Contribution to Community award at the recent Business Night Out celebrations. They were unable to attend on the night, so representatives will be in attendance to receive the award.





#### Tūtohunga | Recommendation

That:

1. The report be 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	
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

All of the above community outcomes are relevant to this report.

### Ngā Tāpiritanga | Attachments

There are no attachments for this report.

### Ngā waitohu | Signatories

Author(s)	Debbie Burge <b>Kaiārahi Tautoko i te Koromatua me te Tumu Whakarae   Executive Assistant to the Mayor &amp; CEO</b>	
Approved by	Adrienne Wilcock <b>Manuhuia   Mayor</b>	

7 Pūrongo me whakatau | Decision Reports

## 7.3 Staff Long Service Presentation

CM No.: 3092356

### Te Kaupapa | Purpose

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

### Rāpopotonga Matua | Executive Summary

Tracy Johnson to be presented with a Long Service Award in recognition of 20 years' service to Matamata-Piako District Council.

### Tūtohunga | Recommendation

That:

1. The information be received.

### Ngā Tāpiritanga | Attachments

There are no attachments for this report.

### Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins <b>Kaitohu Mātāmua Kāwana   Senior Governance Advisor</b>	
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Approved by	Tamara Kingi <b>Kaiārahi Kāwana   Governance Team Leader</b>	
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7 Pūrongo me whakatau | Decision Reports

## 7.4 Morrinsville Chamber of Commerce - Annual Report 2024/2025

CM No.: 3061443

### Te Kaupapa | Purpose

The purpose of this report is to provide Morrinsville Chamber of Commerce's Annual Report for the 2024/25 financial year.

### Rāpopotonga Matua | Executive Summary

Nigel McWilliam, and Cathy Balvert, of Morrinsville Chamber of Commerce, in attendance to present the organisation's Annual Report for the 2024/25 financial year. The Annual Report is attached.

### Tūtohunga | Recommendation

That:

1. The information be received.

### Horopaki | Background

Morrinsville Chamber of Commerce is a recipient of Council's Multi-Year Community Grant funding for the Long-Term Plan 2024-2034. A condition of receiving this funding is for the organisation to provide Council with its Biannual and Annual Report for the current financial year.

The Annual Report for the 2024/2025 financial year has been attached.

### Ngā Tāpiritanga | Attachments

[A↓](#). MCC 2024/2025 ANNUAL REPORT

### Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins Kaitohu Mātāmua Kāwana   Senior Governance Advisor	
Approved by	Tamara Kingi Kaiārahi Kāwana   Governance Team Leader	



# MORRINSVILLE CHAMBER OF COMMERCE

ANNUAL REPORT TO MEMBERS

as at 31<sup>st</sup> March 2025





## NOTICE OF ANNUAL GENERAL MEETING

**Notice is hereby**  
given that the Annual General Meeting of the  
**Morrinsville Chamber of Commerce**  
will be held at the Town & Country Club Inc. Morrinsville,  
on Wednesday 28<sup>th</sup> May 2025 at 5.30pm.

### AGENDA

- 1) Welcome & Apologies
- 2) Chairman's Report
- 3) Sub Committee Reports
  - Morrinsville Information Centre & AA Agency
  - Business after 5
  - Herd of Cows Project
  - Events – MBS Advisors Fireworks & CooperAitken Christmas Parade
  - Community Christmas Tree
- 4) Minutes of the Annual General Meeting held on 29th May 2024
- 5) Receive the annual accounts for the year ended 31<sup>st</sup> March 2025
- 6) Morrinsville Chamber of Commerce Annual Membership Subscriptions
  - Business Membership
  - Associate Membership
- 7) Proposed Budget 2025-2026
- 8) Appointment of Reviewer
- 9) Election of Board
- 10) General Business

For any enquiries please contact Cathy Balvert on  
07 8895575 or email [ceo@morrinsvillenz.co.nz](mailto:ceo@morrinsvillenz.co.nz)

Please RSVP by Friday 23<sup>rd</sup> May thank you.

**Proxy Form is available if you are unable to attend the AGM by contacting Cathy**



## Annual General Meeting 2025

### Appointment of Proxy

I/We the undersigned of \_\_\_\_\_

Do hereby appoint **Nigel McWilliam (Chairman – Morrinsville Chamber of Commerce)**

To act as a proxy at the Annual General Meeting on Wednesday 28<sup>th</sup> May 2025

Signed:

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please sign and return this form to Cathy Balvert  
On or before the 25<sup>th</sup> May 2025

Email: [cathy@morrinsvillenz.co.nz](mailto:cathy@morrinsvillenz.co.nz)

Or drop into - 251 Thames Street, Morrinsville





### Chairman's Report 2025

On behalf of the Morrinsville Chamber of Commerce, I wish to present the Chairman's report for the year ending 31<sup>st</sup> March 2025.

This year, I report an underlying trading loss of \$21,476 tempered by the fact that this is after \$25,875 of non-cash depreciation. Gross trading profit increased by \$20,380 mainly due to increased contributions from the AA service setting off a reduction in the fireworks contributions and kiosk profitability. We also saw increased membership and the first year of the increased grant from the MPDC. Expenses increased through isite staff payroll together with significant increases in insurance cost, software upgrades and chamber and i-site seminars and conferences off-site. The Christmas tree costs of \$8,412 include resource consent costs which have been expensed. There is also \$7,548 on repairs and maintenance to the building which included the redesigning interior and the installation of the miniature cow display. Once we include other income including Christmas tree sponsorship and interest received on term deposits the loss is reduced to \$3,179 after depreciation.

Importantly, working capital improved by \$14,300 from \$194,745 to \$209,045 which is a good cash result with net assets basically stable at \$548,578 after the depreciation provision.

Capital expenditure over the course the year related to the Christmas tree lighting and sundry adornments equating to \$8,396.

Other matters the Chamber addressed, given the available cash, was the continued clean-up of CBD graffiti alongside the Council efforts on the main street and surrounding areas.

The Council grant of \$135,000 per annum is essential and underpins the operations of the information centre with the site fully staffed. The chamber has exited the isite network due to increase compliance costs and no benefit which will see the reduction of the need for conference and seminar costs going forward. Total Council grants equated to \$140,000 which also included Christmas parade and fireworks contributions.

From our cost centre perspective, the fireworks income was down by \$12,186 largely due to inclement weather early in the afternoon which has the effect of reducing walk up crowds however there was a late evening crowd surge, much to the committees relief, which enabled a profitable night showing a \$12,083 surplus.

The kiosk profitability was reduced based on turnover and margin squeeze and we will be addressing pricing and inventory again over the next 12 months. An increased internal camera presence, including a TV monitor is acting as improved deterrent on staff safety and stock theft.

The AA services showed an increase in turnover and we had reduced staff with Liz being sole charge for the greater period of the year as we look to train Casey Hallett as backup. Sole charge is profitable but not sustainable and the \$27,596 surplus is seen as a one-off.

Membership subscriptions increased by 2.8% which reflects a stable membership base and an inflation-adjusted membership fee increase over the course of the year.

We continue to receive great support from members by way of voluntary work and sponsorship and we thank Brian Tunnicliffe Nissan for the use of a sponsored car for Cathy's use on behalf of the Chamber of Commerce.

Further through the agenda, I will ask Cathy to overview the key promotional activities for MCC over the course of the year.

It is pleasing to see the AA and i-site delivering services under the watch of long-standing staff members, CEO Cathy Balvert and AA Manager, Liz McCarthy, Sharron Berry and Carol Burmester and new staff member, Casey Hallett at the i-site.

Over the past 12 months, the Chamber has delivered on :

- Another profitable fireworks extravaganza
- A successful Christmas Parade
- Well attended and professionally organised monthly Ba5 events
- The completion of the town 8m Christmas tree project
- Initiating regular Council liaison meetings which are proving a good forum for direct Council lobbying (MPDC Staff and Councillors) on matters that are important to the business community.
- We continue to assist other community groups with ticket sales and advocacy.
- We will continue to advocate on the Morrinsville streetscape tidy up and staying on top of graffiti
- Completing our requirements under the service agreement to run the information Centre outside of the i-site network
- Continued operation of the AA Franchise as a community service.
- Re-energising the herd of cows project with a further 9 cows ordered
- A publication to the public on what the Chamber of Commerce does for the town through the Morrinsville news per recommendation from last year's AGM.

None of this would be possible without the energy and commitment of the MCC staff and board and I would like to thank fellow board members Grant Summerell, Leigh Blissett, Gerrie Jacobs, Jeanette Cameron, Campbell Lee, Kylie Chase, Marilyn Hopkins & Sheryl Glover for their efforts over the past financial year.

Kylie Chase is stepping down this year to focus on increasing business and personal commitments we thank Kylie for his for her contribution over the past 12 months.

The Chamber remains in a sound financial position due to the hard work of all those involved. The small trading loss is largely bought about by the investment in the Christmas tree compounded by the excessive resource consenting costs to put the structure together.

Importantly , we held a volunteers evening earlier this month to acknowledge the assistance of the wider community to turn chamber ideas into awesome projects. We are grateful for this assistance from various community groups including Lions and Rotary and we hope it will continue to help us complete projects for the betterment of the town.



Nigel McWilliam  
Chairman  
Morrinsville Chamber of Commerce

**Minutes of the Annual General Meeting of the Morrinsville Chamber of Commerce**  
**Held at the Town and Country Club on Wednesday 29th of May at 5.30pm**

**Present:** Nigel McWilliam (Chairperson), Cathy Balvert (Chamber of Commerce CEO/Promotions Manager), Grant Summerell (Committee and Allen Needham & Co), Jeanette Cameron (Committee & Flooring Xtra & Beds are Us), Leigh Blissett (Committee & Kaimai Cycles), Eric Balvert (Farmlands/St John), Campbell Lee (Committee & Rural Urban Surveyors), Sharron Berry (Chamber Secretary), Darrell Russell (Piako Group), Gina Barreto (Morrinsville art Gallery), Russell Fergusson (Fergusson Lockwood), Sheryl Glover (Committee & Morrinsville News), Stephen Lindsay (Accountant) & Marilyn Hopkins (Marilyn Hopkin's Interior Cleaning Specialist)

**Proxies:** Several Proxies giving Nigel McWilliam authority to vote on their behalf were received from Chamber Members who could not attend the meeting in person.

Proxies from:

Karen Bracey & Sandra McCarthy, Images Beauty Therapy Clinic Ltd  
 Lynn Houghton, 24/7 Mortgages  
 Sean Mason, Sean Mason Law  
 Anne Parker, Morrinsville Décor  
 Brendon Fiebig, Tatuani School  
 Russell Galloway, Morrinsville Auto Trim/Upholsterers  
 Gareth Haman, Tauhei Combined School  
 Dean Nicholson, Nicholson Auto Ltd  
 Tammee Wilsom, Everest People  
 Ciaran Tully, Farm Source/Fonterra  
 Roger & Denise Boyles, DR Trim  
 Duncan Laird, Morrinsville Golf Club

Proxies Confirmed:

**Moved: By Nigel McWilliam/Seconded by Leigh Blissett**  
**Unanimously carried**

**Apologies:** Gerrie Jacobs (Committee and Cooper Aitken), Sean Mason (Committee and Sean Mason Law), Lynn Houghton (24/7 Mortgages), Karen Bracey (Images Beauty Therapy Clinic), Brendon Fiebig (Tatuani School), Russell Galloway (Morrinsville Auto Trim/Upholsterers), Gareth Haman (Tauhei Combined School), Dean Nicholson (Nicholson Auto Ltd), Tammee Wilson (Everest People), Ciaran Tully (Farm Source/Fonterra), Roger & Denise Boyles (DR Trim), Duncan Laird (Morrinsville Golf Club)

Apologies Accepted:

**Moved: By Nigel McWilliam/Seconded by Leigh Blissett**  
**Unanimously carried**

**Welcome:**

Nigel welcomed those present and thanked them for attending

**Chairman's Report:** Nigel read his report:

Summary: Nigel confirmed that it had been a successful year for the Chamber and that was down to the Board. Nigel advised that we would be leaving the isite network on 1/7/2024 due to increasing costs, with no benefits. The office would return to being an Information Centre but this would cause no changes to the running of the office. The request for our continued grant from council for the next three years has been submitted and a request to an annual increase from \$125,000 pa to \$135,000 pa was made. No written confirmation of the granting of the request has been formally received but it is looking favourable. Nigel listed the achievements by the Chamber in the last year, including the purchase of a town Christmas Tree and the removal of graffiti in the CBD, among other achievements.

**Motion:** The Chairman's report be accepted as read.

**Moved: By Nigel McWilliam/seconded Jeanette Cameron**  
**Unanimously carried**

**Sub Committee Reports:** Cathy gave her report as isite/Promotions Manager on the following items:

- I-SITE Visitor Information Centre/AA Agency progress
  - Business after 5 continued success
  - Herd of Cows? Project progress
  - MBS Fireworks Extravaganza & CooperAitken Christmas Parade 2023- successful events
- Summary: Both the isite and AA Agency are doing well. Tourism is increasing and the sale of merchandise is going well. There has been a drop in bookings for Hobbiton and accommodation, as a lot now book online. The isite is currently closed on Sundays, due to winter hours. Cathy thanked the sponsors and supporters of the events and the sub-committees

**Moved: By Cathy Balvert/seconded Jeanette Cameron**  
**Unanimously Carried**

**Minutes of Previous AGM Meeting:**

The meeting was held on Wednesday 7<sup>th</sup> of June 2023 at 5.30pm at the Town and Country Club. The Minutes were included in the Annual Report Booklet to Members and were taken as read. There were no matters arising from the Minutes

**Motion:** The Minutes of the 2023 AGM report be accepted as read.

**Moved: By Nigel McWilliam/seconded Leigh Blissett**  
**Unanimously carried**

**Annual Accounts for The Year Ending 31<sup>st</sup> March 2024:**

The annual accounts were presented to members. Nigel went through the accounts, detailing the figures.

Nigel thanked Cooper Aitken for the preparation of the financial reports, which they do free of charge.

Stephen Lindsay that the insurance costs were high and Nigel explained that they had increased by 30%, mainly due to extra cover for the new town cameras and Town Christmas Tree. Discussion followed over the effective use of the cameras in identifying issues for the Police. Stephen Lindsay felt we did not promote enough to the public what the Chamber has done for Morrinsville. General discussion followed on some of the figures.

**Motion:** The annual financial statements for the year ending 31<sup>st</sup> March 2024 be approved as true and correct:

**Moved: By Leigh Blissett/Seconded by Stephen Lindsay**  
**Unanimously carried**

**Annual Membership Fee Increase:**

Nigel McWilliam (Chairperson) moved to increase the annual membership by inflation of 4% from 2025

**Motion:** The annual membership be increased from next years invoicing in 2025 by 4%

**Moved: By Nigel McWilliam/Seconded by Jeanette Cameron**  
**Unanimously carried**

**Proposed Budget for 2024/2025**

Nigel presented the budget

**Motion:** Acceptance of the proposed budget:

**Moved: By Nigel McWilliam/Seconded by Campbell Lee**  
**Unanimously carried**

- Stephen Lindsay requested that future reports exclude showing the cents
- Nigel confirmed that if we have bad weather for the fireworks, the figures will change and we would run at a loss

**Appointment of Preparation and Compiler/Reviewer of Accounts:**

**Motion:** Nigel acknowledged the contribution from Cooper Aitken and proposed that Cooper Aitken be re-appointed as the compiler of the Chambers accounts for the Chamber for the 2024/2025 financial year:

**Moved: By Nigel McWilliam/Seconded by Leigh Blissett**  
**Unanimously carried**

**Election of Chamber Board:**

Nigel advised that all current board members are happy to remain, except Sean Mason who is stepping down due to Rotary commitments. Nigel thanked them for their outstanding work and especially thanked Sean for all his past commitment. There is now room for two more committee members.

Re-elected committee members being Nigel McWilliam, Grant Summerell, Leigh Blissett, Gerrie Jacobs, Campbell Lee, Sheryl Glover and Jeanette Cameron. Nigel advising that the Chairperson would be confirmed at the next Chamber Committee meeting and that he is available to re-stand, if called to do so by the committee.

**Motion:** That the current board be re-elected

**Moved: By Nigel McWilliam/Seconded by Eric Balvert**  
**Unanimously carried**

Nigel called for any nominations from the floor for committee members and Marilyn Hopkins indicated her willingness to join the board. There were also two other parties, not present, that had registered their interest, being Laim Aberhart (Loxies) and Kylie Chase (Subway). Nigel said he would contact all three interested parties to go through the Induction process and advise them of what is expected of a board member and to invite them to the next meeting. New committee members can be co-opted onto the board at that stage, if all parties in agreement. Nigel declared the committee nominations closed and thanked the committee members for their service.

**General Business:**

No further items were proposed for discussion

**Meeting closed at 6.12 pm**

\_\_\_\_\_  
Nigel McWilliam, Chairperson  
MORRINSVILLE CHAMBER OF COMMERCE

Dated: \_\_\_\_\_



**MORRINSVILLE CHAMBER OF  
COMMERCE INCORPORATED**  
**Financial Statements**  
**For the Year Ended 31 March 2025**



Morrinsville Chamber of Commerce Incorporated

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For the Year Ended 31 March 2025

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**Morrinsville Chamber of Commerce Incorporated****Report on the Engagement to Compile Financial Statements****For the Year Ended 31 March 2025****COMPILATION REPORT TO THE MEMBERS OF THE COMMITTEE****Reporting Scope**

On the basis of information that you provided we have compiled, in accordance with "Service Engagement Standard Number 2: Compilation of Financial Information", the Financial Statements of Morrinsville Chamber of Commerce Incorporated for the year ended 31 March 2025 as set out on the following pages.

These statements have been prepared in accordance with the accounting policies as described in Note 1 to the Financial Statements.

These are special purpose financial statements and as such are intended for internal use only and should not be relied upon for any other purpose.

**Responsibilities**

You are solely responsible for the information contained in the financial statements and have determined that the financial reporting basis stated above is appropriate to meet your needs and for the purpose that the financial statements were prepared. The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

**No Audit or Review Engagement Undertaken**

Our procedures use accounting expertise to undertake the compilation of the financial statements from information that you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

**Disclaimer of Liability**

A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not performed an audit or review engagement on the financial statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the material from which the financial statements have been prepared. Further, the financial statements have been prepared at the request of, and for the purposes of, our client only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any other person.

*CooperAitken Ltd*

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**CooperAitken Ltd**  
**Chartered Accountants**  
**20 May 2025**



Morrinsville Chamber of Commerce Incorporated

Directory

As at 31 March 2025

Entity's Purpose or Mission	To promote Morrinsville
Address	Thames Street Morrinsville
Entity Structure	Incorporated Society
Main Sources of Cash and Resources	Grants and paid services
Main Methods Used to Raise Funds	Grants, sponsorship and holding Events with paid services
Entity's Reliance on Volunteers and Donated Goods or Services	Volunteers and Businesses of the Morrinsville District donate time and support
Accountants	CooperAitken Ltd Chartered Accountants
Bankers	BNZ Morrinsville



## Morrinsville Chamber of Commerce Incorporated

## Divisional Profit &amp; Loss Account

For the Year Ended 31 March 2025

	Note	2025	2024
		\$	\$
<b>KIOSK</b>			
<b>Operating Revenue</b>			
Sales - Kiosk & Photocopying		19,200	26,143
<b>Less Cost of Sales</b>			
Opening Stock - Kiosk		4,575	3,551
Purchases - Kiosk		17,310	18,038
		<b>21,885</b>	<b>21,589</b>
Closing Stock - Kiosk		(4,421)	(4,575)
<b>Total Cost of Sales</b>		<b>17,464</b>	<b>17,014</b>
<b>Gross Profit from Trading</b>		<b>1,735</b>	<b>9,129</b>

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.



## Morrinsville Chamber of Commerce Incorporated

## Divisional Profit &amp; Loss Account (continued)

For the Year Ended 31 March 2025

Note	2025	2024
	\$	\$
<b>FIREWORKS</b>		
<b>Operating Revenue</b>		
Grants - MPDC	-	2,609
Sales - Fireworks Display	57,994	67,571
<b>Total Sales</b>	<b>57,994</b>	<b>70,180</b>
<b>Less Cost of Sales</b>		
Purchases - Fireworks	17,852	17,902
Signage	341	2,050
Entertainment	11,048	10,084
Sound System	2,550	2,287
Sanitation	3,104	3,015
Security	5,288	5,051
Parking & Grounds	43	304
Consumables - Fireworks	628	2,040
<b>Total Cost of Sales</b>	<b>40,855</b>	<b>42,734</b>
<b>Gross Profit from Trading</b>	<b>17,138</b>	<b>27,446</b>
<b>Less Expenses</b>		
<b>Administration Expenses</b>		
Advertising	330	-
Donations	4,726	4,924
<b>Total Expenses</b>	<b>5,056</b>	<b>4,924</b>
<b>Profit</b>	<b>12,083</b>	<b>22,522</b>

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.

## Morrinsville Chamber of Commerce Incorporated

## Divisional Profit &amp; Loss Account (continued)

For the Year Ended 31 March 2025

	Note	2025	2024
		\$	\$
<b>AA</b>			
<b>Operating Revenue</b>			
Sales - AA		88,883	81,982
<b>Less Cost of Sales</b>			
Opening Stock - AA		345	1,093
Purchases - AA		983	1,811
		<b>1,328</b>	<b>2,904</b>
Closing Stock - AA		(345)	(345)
<b>Total Cost of Sales</b>		<b>983</b>	<b>2,559</b>
<b>Gross Profit from Trading</b>		<b>87,900</b>	<b>79,424</b>
<b>Less Direct Costs</b>			
Direct Wages		60,304	75,308
<b>Gross Profit</b>		<b>27,596</b>	<b>4,116</b>

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.

## Morrinsville Chamber of Commerce Incorporated

## Combined Profit &amp; Loss Account

For the Year Ended 31 March 2025

Note	2025	2024
	\$	\$
<b>Divisional Revenue</b>		
Profit from KIOSK	1,735	9,129
Profit from FIREWORKS	12,083	22,522
Profit from AA	27,596	4,116
<b>Total Divisional Revenue</b>	<b>41,414</b>	<b>35,767</b>
<b>Operating Revenue</b>		
Subscriptions	52,558	51,087
Grants - MPDC	140,000	125,000
Christmas Parade	4,600	6,339
<b>Gross Profit from Trading</b>	<b>197,158</b>	<b>182,426</b>
<b>Total Gross Profit</b>	<b>238,573</b>	<b>218,193</b>
<b>Less Expenses</b>		
<b>General Operating Expenses</b>		
BA5 Expenses	105	115
Christmas Street Lights	4,179	8,185
Christmas Tree	8,412	-
Christmas Parade	4,665	4,323
Electricity & Gas	3,218	3,153
MPDC Business Awards	522	948
Printing, Postage & Stationery	4,570	2,142
Security Camera Expenses	2,110	2,850
Security	1,895	1,359
Storage Shed	2,918	1,457
Town Promotions - Graffiti	1,477	1,275
Uniforms	1,386	1,460
Wages	155,091	133,997
	<b>190,548</b>	<b>161,265</b>
<b>Repairs and Maintenance</b>		
Buildings	7,548	152
<b>Vehicle Expenses</b>		
Vehicle Expenses	391	636

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.



## Morrinsville Chamber of Commerce Incorporated

## Combined Profit &amp; Loss Account (continued)

For the Year Ended 31 March 2025

	Note	2025	2024
		\$	\$
<b>Administration Expenses</b>			
Payroll Processing Fees		1,080	1,170
Advertising		2,410	3,275
Bank Fees & Charges		25	8
Communication		1,714	1,793
Computer, Software & Office Expenses		6,581	3,615
Donations - Christmas Parade		1,150	100
Health & Safety		-	150
Insurance		8,730	5,489
Merchant Fees & Eftpos		263	120
Merchant Fees & Eftpos (GST incl)		1,500	779
Other Administration Expenses		3,181	493
Seminars & Conferences		8,597	2,313
Staff Amenities		-	943
Subscriptions, Licences & Permits		107	2,000
Travel Expenses		347	126
		<b>35,686</b>	<b>22,372</b>
<b>Non Cash Expenses</b>			
Depreciation		25,875	23,461
Loss on Sale of Fixed Assets		-	314
		<b>25,875</b>	<b>23,775</b>
<b>Total Expenses</b>		<b>260,049</b>	<b>208,199</b>
<b>(Loss) Profit before Other Income</b>		<b>(21,476)</b>	<b>9,994</b>
<b>Other Income</b>			
MPDC Business Awards		391	587
Christmas Tree Sponsorship		9,713	10,000
Interest Received		8,193	7,826
MSD Wage Subsidy		-	600
<b>Total Other Income</b>		<b>18,297</b>	<b>19,013</b>
<b>Net (Loss) Profit</b>		<b>(3,179)</b>	<b>29,006</b>

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.





## Morrinsville Chamber of Commerce Incorporated

## Balance Sheet

As at 31 March 2025

	Note	2025 \$	2024 \$
<b>Current Assets</b>			
Cash on Hand		30	128
BNZ - Business Account		12,598	21,977
BNZ - Town Promotion		73,652	34,540
BNZ - Security Cameras Achiever		233	228
BNZ - Ticketing		9,598	16,060
BNZ - AA Agency		22,563	25,498
BNZ - Herd of Cows		4,427	6,038
Westpac - MPA		1,012	1,017
Accounts Receivable		5,699	180
Stock on Hand - Kiosk		4,421	4,575
Stock on Hand - AA		345	345
Bank Term Deposit		102,171	98,195
<b>Total Current Assets</b>		<b>236,748</b>	<b>208,781</b>
<b>Current Liabilities</b>			
Accounts Payable		17,440	5,460
GST Payable		10,263	8,576
<b>Total Current Liabilities</b>		<b>27,703</b>	<b>14,036</b>
<b>Working Capital</b>		<b>209,045</b>	<b>194,745</b>
<b>Non-Current Assets</b>			
Property, Plant & Equipment		339,533	357,011
<b>Net Assets</b>		<b>548,578</b>	<b>551,756</b>

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.



Morrinsville Chamber of Commerce Incorporated

Balance Sheet (continued)

As at 31 March 2025

	Note	2025	2024
		\$	\$
<b>General Funds</b>			
Capital	2	548,578	551,756
<b>Total General Funds</b>		<b>548,578</b>	<b>551,756</b>

Signed as true and correct on behalf of the Morrinsville Chamber of Commerce Incorporated

President

Date

Treasurer

Date

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.

## Morrinsville Chamber of Commerce Incorporated

## Depreciation Schedule

## For the Year Ended 31 March 2025

RATE & TYPE	% PVT USE	Cost on HAND	OPENING WDV	ADDITIONS	DATE of ADDITION	SALE PRICE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	Cost	CAPITAL GAIN/LOSS	DEPN	ACC DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
<b>Buildings</b>																
Information Centre, Morrinsville (09/14)	.00D	108,305	108,305	-	29/09/14	-	-	-	-	-	-	-	-	-	-	108,305
Building Revaluation (03/15)	.00D	186,695	186,695	-	31/03/15	-	-	-	-	-	-	-	-	-	-	186,695
		<b>295,000</b>	<b>295,000</b>	-	-	-	-	-	-	-	-	-	-	-	-	<b>295,000</b>
<b>Plant &amp; Machinery</b>																
CCTV Security System (10/10)	20.00D	48,776	2,414	-	20/10/10	-	-	-	-	-	-	483	46,845	-	-	1,931
Upgrade CCTV Security System (12/12)	20.00D	7,632	612	-	14/12/12	-	-	-	-	-	-	122	7,142	-	-	490
Christmas Lights - Cows & Santa (12/12)	16.00D	11,464	1,516	-	18/12/12	-	-	-	-	-	-	243	10,191	-	-	1,273
Christmas Lights - 3 x Props (12/13)	16.00D	4,437	735	-	17/12/13	-	-	-	-	-	-	118	3,820	-	-	617
Christmas Lights - Santa (11/14)	16.00D	1,479	287	-	17/11/14	-	-	-	-	-	-	46	1,238	-	-	241
Hose Reel (10/15)	8.00D	107	53	-	14/10/15	-	-	-	-	-	-	4	58	-	-	49
Christmas Lights - Santa (11/15)	16.00D	1,479	342	-	18/11/15	-	-	-	-	-	-	55	1,192	-	-	287
Christmas Lights - Cow (11/15)	16.00D	1,479	342	-	18/11/15	-	-	-	-	-	-	55	1,192	-	-	287
CCTV Security Camera Upgrade	30.00P	7,191	-	-	31/12/18	-	-	-	-	-	-	-	7,191	-	-	-
Christmas Lights - 2 x Wreaths	16.00D	3,380	1,480	-	31/07/19	-	-	-	-	-	-	237	2,137	-	-	1,243
CCTV Static & Licence Plate Security Camera Upgrade	30.00P	48,485	17,915	-	08/02/22	-	-	-	-	-	-	14,546	45,116	-	-	3,369
Christmas Tree Giant 8m	16.00D	28,429	20,222	5,929	04/03/24	-	-	-	-	-	-	3,550	3,828	-	-	22,601
Christmas lights - Wreath 1.2m x 6	16.00D	4,050	3,781	-	03/11/23	-	-	-	-	-	-	605	874	-	-	3,176
Christmas lights - Deluxe Garlands Straight Green 300mm x 3m, x 2	16.00D	302	282	-	03/11/23	-	-	-	-	-	-	45	65	-	-	237
Christmas lights - Molded Props 3D, Tractor, Santa & Cow	16.00D	1,968	1,837	-	03/11/23	-	-	-	-	-	-	294	425	-	-	1,543

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.



## Morrinsville Chamber of Commerce Incorporated

## Depreciation Schedule (continued)

## For the Year Ended 31 March 2025

RATE & % PVT	TYPE	USE	Cost on HAND	OPENING WDV	ADDITIONS	DATE of ADDITION	SALE PRICE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	Cost	CAPITAL GAIN/LOSS	DEPN	ACC DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
16.00D	Christmas lights - Lights & Star		2,468	-	2,468	17/04/24	-	-	-	-	-	-	395	395	-	-	2,073
			171,126	51,818	8,396								20,798	131,709	-	-	39,416
10.00D	Notice Board (03/08)		207	7	-	31/03/08	-	-	-	-	-	-	1	201	-	-	6
10.00D	Shelf Units (03/08)		2,873	103	-	31/03/08	-	-	-	-	-	-	10	2,780	-	-	93
10.00D	Information Board (03/08)		1,956	71	-	31/03/08	-	-	-	-	-	-	7	1,892	-	-	64
24.00D	Air Conditioning Unit (12/08)		1,001	15	-	01/12/08	-	-	-	-	-	-	4	990	-	-	11
30.00D	Security Alarm (04/09)		614	3	-	30/04/09	-	-	-	-	-	-	1	612	-	-	2
13.00D	Eko 4 Draw Mobile (08/14)		113	29	-	14/08/14	-	-	-	-	-	-	4	88	-	-	25
16.00D	2 Door Credenza (08/14)		462	86	-	18/08/14	-	-	-	-	-	-	14	390	-	-	72
13.00D	Precision 3 Drawer Filing Cabinet (08/14)		368	96	-	18/08/14	-	-	-	-	-	-	12	284	-	-	84
10.00D	Cabinets & Shelving (08/14)		524	189	-	19/08/14	-	-	-	-	-	-	19	354	-	-	170
16.00D	Black Chrome Chairs x8 (08/14)		473	87	-	27/08/14	-	-	-	-	-	-	14	400	-	-	73
13.00D	4 Drawer Mobile (08/14)		203	53	-	28/08/14	-	-	-	-	-	-	7	157	-	-	46
16.00D	Black Highback Chair (09/14)		243	46	-	02/09/14	-	-	-	-	-	-	7	204	-	-	39
20.00D	Mitsubishi GE25/A Inverter Heat Pump (08/15)		1,533	238	-	28/08/15	-	-	-	-	-	-	48	1,443	-	-	190
20.00D	Security Cameras (Site) (2) (02/16)		1,350	219	-	29/02/16	-	-	-	-	-	-	44	1,175	-	-	175
67.00P	Vacuum Cleaner Bissell (02/17)		227	-	-	23/02/17	-	-	-	-	-	-	-	227	-	-	-
30.00D	New Town Signs		6,346	4,114	-	31/01/23	-	-	-	-	-	-	1,234	3,466	-	-	2,880
67.00P	Vacuum Cleaner		434	167	-	22/05/23	-	-	-	-	-	-	167	434	-	-	-
			19,027	5,523									1,593	15,097	-	-	3,930
20.00D	Office Equipment																
20.00D	2 Drawer Cabinet		160	-	-	31/03/08	-	-	-	-	-	-	-	160	-	-	-
20.00D	Sundry Furniture		760	-	-	31/03/08	-	-	-	-	-	-	-	760	-	-	-

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Morrinsville Chamber of Commerce Incorporated

Depreciation Schedule (continued)

For the Year Ended 31 March 2025

RATE & TYPE	% PVT USE	Cost on HAND	OPENING WDV	ADDITIONS	DATE of ADDITION	SALE PRICE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	Cost	CAPITAL GAIN/LOSS	DEPN	ACC DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
Sundry Equipment	20.00D	418	-	-	31/03/08	-	-	-	-	-	-	-	418	-	-	-
Map (03/08)	20.00D	1,067	-	-	31/03/08	-	-	-	-	-	-	-	1,067	-	-	-
94/95 Purchases (03/08)	20.00D	1,537	1	-	31/03/08	-	-	-	-	-	-	1	1,537	-	-	-
HP ProBook 455 G7	40.00P	2,224	-	-	30/09/21	-	-	-	-	-	-	-	2,224	-	-	-
AMD Ryzen	40.00P	4,000	2,005	-	30/09/22	-	-	-	-	-	-	1,600	3,595	-	-	405
Website Upgrade	40.00P	4,708	2,665	-	31/03/23	-	-	-	-	-	-	1,863	3,926	-	-	782
HP Pro Mini 400 x 2	40.00P	14,974	4,571	-	-	-	-	-	-	-	-	3,484	13,687	-	-	1,187
Total Assets		590,026	357,011	8,396								25,875	160,493			339,533

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.



## Morrinsville Chamber of Commerce Incorporated

### Notes to and forming part of the Financial Statements

For the Year Ended 31 March 2025

#### 1 Statement of Accounting Policies

##### Reporting Entity

Morrinsville Chamber of Commerce Incorporated is an incorporated society, registered under the Incorporated Societies Act 1908.

These financial statements have not been prepared for external use. They are prepared for Management purposes only and should not be relied on for any other purpose. They are therefore defined as special purpose reports.

##### Statement of Compliance and Basis of Preparation

The accounting principles recognised as appropriate for the measurement and reporting of the Profit & Loss Account and Balance Sheet on a historical basis are followed by the incorporated society, unless otherwise stated in the Specific Accounting Policies.

The information is presented in New Zealand dollars. All values are rounded to the nearest \$.

##### Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Profit & Loss Account and Balance Sheet have been applied:

##### (a) Inventories

Inventories are recognised at lower of cost and net realisable value, determined on a first-in first-out basis.

##### (b) Trade Receivables

Trade Receivables are recognised at estimated realisable value.

##### (c) Property, Plant & Equipment and Investment Property

Property, plant and equipment is recognised at cost less aggregate depreciation. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

All other repairs and maintenance are recognised as expenses in the Profit & Loss Account in the financial period in which they are incurred.

Depreciation has been calculated using the maximum rates permitted by the Income Tax Act 2007.

Gains and losses on disposal of fixed assets are taken into account in determining the net result for the year.

##### (d) Income Tax

The incorporated society is exempt from income tax pursuant to section CW40 (1) of the Income Tax Act 2007 as its principal objects are to promote the Morrinsville area.

##### (e) Investments

Investments in listed companies are stated at valuation. Other non-current investments are stated at cost.

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.



**Morrinsville Chamber of Commerce Incorporated**

**Notes to and forming part of the Financial Statements (continued)**

**For the Year Ended 31 March 2025**

**(f) Goods and Services Taxation (GST)**

Revenue and expenses have been recognised in the financial statements exclusive of GST except that irrecoverable GST input tax has been recognised in association with the expense to which it relates. All items in the Balance Sheet are stated exclusive of GST except for receivables and payables which are stated inclusive of GST.

**(g) Changes in Accounting Policies**

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those from previous financial statements.

**2 Capital**

	2025	2024
	\$	\$
Opening Balance	551,756	522,760
<b>Plus:</b>		
Net Profit	-	29,006
<b>Less:</b>		
Net Deficit	3,179	-
<b>Total Capital</b>	<b>548,578</b>	<b>551,756</b>

**3 Capital Commitments**

The incorporated society has no capital commitments as at 31 March 2025 (2024: Nil).

**4 Contingent Liabilities**

The incorporated society has no contingent liabilities as at 31 March 2025 (2024: Contingent Liabilities Nil).

**5 Events Occurring After Balance Date**

No significant events have occurred subsequent to balance date.

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.



**Budget Summary - Budget 2026**  
**Morrinsville Chamber of Commerce**  
**For the period 1 April 2025 to 31 March 2026**  
**Budget 2026**

	APR 2025	MAY 2025	JUN 2025	JUL 2025	AUG 2025	SEPT 2025	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026	TOTAL
<b>Trading Income</b>													
AA Sales	5,904	5,575	5,976	6,912	7,070	7,738	7,605	6,902	8,434	6,397	7,881	7,450	83,844
Christmas Parade - Donations & Sponsorship	-	-	-	-	-	-	-	-	250	4,350	-	-	4,600
Fireworks Entertainment Sales	-	-	-	-	-	-	-	1,080	-	-	-	-	1,080
Fireworks Food Stall Sales	-	-	-	-	-	-	-	4,883	-	-	-	-	4,883
Fireworks Sponsorship	-	-	-	-	-	-	6,323	10,257	500	-	-	-	17,080
Fireworks Ticket Sales	-	-	-	13	-	-	696	39,152	-	-	-	-	39,861
Grants - MPDC	-	-	-	-	-	71,848	-	-	-	-	67,500	-	139,348
Kiosk Inventory Sales	1,731	2,074	1,768	2,676	4,252	888	3,113	2,982	1,143	3,160	2,264	2,836	28,892
MPDC Business Awards Income	-	-	-	-	-	-	196	261	130	-	-	-	587
Subscriptions	1,313	30,657	9,577	2,022	1,603	800	1,100	1,910	900	-	-	1,483	51,165
Total Trading Income	8,948	38,306	17,321	11,623	12,935	81,274	19,038	67,427	11,357	13,907	77,645	11,569	971,340
<b>Cost of Sales</b>													
AA - Purchases	85	295	96	81	157	138	222	106	177	687	126	288	2,458
AA - Wages	3,902	3,902	4,878	3,902	4,278	3,902	3,902	4,878	4,919	4,069	5,086	4,069	52,287
Christmas Parade Expenses	228	-	-	-	-	-	779	735	2,403	396	-	-	4,541
Christmas Street Lights Expenses	-	-	-	-	4,419	3,320	-	3,320	2,939	-	1,242	-	15,240
Fireworks - Advertising	-	-	-	-	-	-	485	213	-	-	-	-	698
Fireworks - Donations	-	-	-	-	-	-	-	5,173	-	-	-	-	5,173
Fireworks - Entertainment	-	-	-	-	-	-	-	10,546	49	-	-	-	10,595
Fireworks - Parking & Grounds	-	-	-	-	-	-	-	319	-	-	-	-	319
Fireworks - Sanitation	-	-	-	-	-	-	-	3,167	-	-	-	-	3,167
Fireworks - Security	-	-	-	-	-	-	-	5,307	-	-	-	-	5,307
Fireworks - Signage	-	-	-	-	-	-	-	2,154	-	-	-	-	2,154
Fireworks - Sound System	-	-	-	-	-	-	-	2,403	-	-	-	-	2,403
Fireworks - Sundry	-	-	-	-	-	-	141	1,352	651	-	-	-	2,144
Fireworks Purchases	-	-	-	-	-	430	964	17,395	80	-	-	-	18,809
Kiosk - Photocopying Costs	803	147	204	147	166	147	147	204	214	147	147	147	2,620
Kiosk Commission & Event Purchases	-	-	-	-	-	-	-	2,099	-	-	1,288	-	3,387
Kiosk Inventory Purchases	444	597	1,500	1,420	2,355	561	634	4,112	1,083	1,167	1,023	1,451	16,347
Total Cost of Sales	5,462	4,941	6,678	5,550	11,975	8,498	7,274	65,423	12,515	6,466	8,912	5,955	147,649





	APR 2025	MAY 2025	JUN 2025	JUL 2025	AUG 2025	SEP 2025	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026	TOTAL
<b>Gross Profit</b>	3,486	33,365	10,643	6,073	950	72,776	11,764	4,004	1,158	7,441	68,733	5,614	223,691
<b>Operating Expenses</b>													
Accountancy (Wage Preparation)	95	95	-	189	95	95	95	95	95	95	95	95	1,139
Advertising - General	164	-	110	-	-	-	389	-	58	2,096	-	788	3,605
BMS Costs	-	-	40	-	-	-	60	-	-	-	21	-	121
Bank Fees	1	1	1	1	1	1	1	1	1	1	1	1	12
Christmas Tree	-	-	-	-	-	-	-	3,000	-	-	-	-	3,000
Computer, Software & Website Expenses	173	781	447	310	317	173	156	233	504	173	356	173	3,796
<b>Budget Summary - Budget 2026</b>													
Conference Expenses	-	-	-	-	972	302	2,071	-	-	-	-	-	3,345
Donations Deductible	-	-	-	-	-	-	105	-	-	-	-	-	105
Effpos Rental	66	137	-	68	68	68	68	68	68	68	68	68	815
Electricity	277	232	261	314	314	310	257	254	270	267	277	277	3,310
Expense - Document Services	-	-	-	55	55	-	55	-	-	-	58	-	223
Insurance	-	-	-	-	-	-	-	-	-	-	4,389	-	4,389
Kiosk Expenses Sundry Items	52	180	216	131	50	79	22	450	204	47	66	94	1,591
Merchant Fees	6	5	3	12	12	3	12	6	43	9	6	8	125
MPDC Business Awards Expenses	-	-	-	-	-	-	959	37	-	-	-	-	996
Names Badges - Irite	-	-	-	1,142	75	-	-	-	-	-	-	-	1,217
Petty Cash	-	95	-	-	-	105	-	-	95	-	-	-	295
Printing, Postage & Stationery	78	153	618	107	210	186	68	139	291	58	14	347	2,269
Repairs & Maintenance Plant & Equipment	-	207	137	-	263	-	-	-	-	-	870	607	2,084
Security Camera Expenses	-	-	-	-	-	-	1,009	-	-	-	1,104	-	2,113
Security Expenses	116	116	116	118	118	118	118	118	118	118	118	134	1,426
Storage Shed Expenses	128	128	128	128	128	128	128	128	128	128	128	128	1,536
Subscription - Visitor Information NZ	-	-	-	-	2,101	-	-	-	-	-	-	-	2,101
Telephone & Internet	146	283	37	146	146	146	152	152	152	226	162	162	1,910
Town Promotion Expenses	-	-	-	-	-	-	-	-	-	-	-	1,339	1,339
Travel & Entertainment	-	-	-	-	50	-	-	82	-	-	-	-	132
Uniforms	-	-	-	-	-	-	-	316	-	-	-	-	316
Vehicle	-	169	80	-	1,482	-	-	-	116	97	-	-	1,944
Wages	6,404	7,996	11,409	9,383	11,562	8,599	9,551	11,701	12,143	9,569	11,634	9,821	119,772
Wages Tax	4,557	3,145	3,385	4,571	3,750	4,599	3,583	3,797	4,732	4,877	3,568	4,937	49,901
Total Operating Expenses	12,263	13,723	16,988	16,675	21,769	14,912	18,859	20,577	19,018	17,829	23,335	18,979	214,927
<b>Net Profit</b>	8,777	19,642	6,345	10,602	20,819	57,864	7,095	16,573	20,176	10,348	45,398	13,365	8,764

## 7 Pūrongo me whakatau | Decision Reports

# 7.5 Adoption of Submissions to External Organisations Policy

CM No.: 3089654

### Te Kaupapa | Purpose

The purpose of this report is to present the Submissions to External Organisations Policy (Policy) to Council for adoption.

### Rāpopotonga Matua | Executive Summary

The Policy aims to formalise and streamline Council's approach to making submissions to external organisations, ensuring alignment with statutory responsibilities, strategic direction, and community outcomes. It enhances the quality, consistency, and influence of Council's contributions to national and regional policy developments.

### Tūtohunga | Recommendation

That:

1. Council receives the report.
2. Council adopts the Submissions to External Organisations Policy.
3. Council authorise staff to make minor editorial changes to the Policy following adoption if needed.
4. Council approve delegations outlined in the Policy:
  - a) Delegation to the Mayor (or Deputy Mayor in the Mayor's absence) to approve Council submissions.
  - b) Delegation to the Chief Executive to approve Technical submissions.

### Horopaki | Background

Council periodically prepares submissions to contribute to the development of legislation and regulations at the national level. In addition to parliamentary processes, Council engages with external reforms, studies, and projects occurring at both regional and national levels. Submissions may also be made to other organisations undertaking consultations on proposed changes to their services or policies, particularly where such changes may impact residents of the Matamata-Piako District or Council's operations.

The Policy was discussed at a Council workshop on 10 September 2025.

### Ngā Take/Kōrerorero | Issues/Discussion

#### Submissions to External Organisations Policy

This Policy outlines a structured approach to ensure that all submissions made by Council are strategically aligned with its statutory obligations, long-term vision, and desired community outcomes. It also ensures appropriate oversight by Elected Members wherever feasible. By

formalising this policy, Council aims to strengthen the quality, consistency, and impact of its contributions to national and regional policy discussions, while making efficient use of organisational resources.

#### Internal Procedure

A detailed procedure has been developed to guide staff through the process of identifying, preparing, and submitting responses to external consultations and organisations. This procedure promotes consistency, accountability, and timeliness across the organisation, reducing the risk of missed deadlines, duplicated efforts, or inefficient use of staff time.

The procedure is integrated with key Council tools, including the legislative tracker and a submission scoring system. These tools help prioritise submission opportunities and ensure a clear record of decisions and progress. The scoring system, in particular, assists staff in determining which consultation topics warrant further development.

This procedure is intended for internal use and has been made available to Elected Members separately to this report if interested.

#### Approval of Submissions and Delegation of Authority

Due to the often limited timeframes associated with external consultations, it is not always feasible for staff to prepare, consult, and seek formal Council approval for draft submissions within the required deadlines.

To support the timely delivery of high-quality submissions, staff recommend delegations are made. To ensure Council can respond effectively when formal approval is not possible, it is proposed that delegated authority be considered for:

- The Mayor (or Deputy Mayor where the Mayor is unavailable) to approve Council submissions, and
- The Chief Executive to approve technical submissions.

Where time permits, staff will continue to provide draft submissions to Council for review and feedback prior to finalisation. In instances where time allows, a Council workshop may be convened to present key information and recommendations to inform the submission process.

This approach would enable Council to maintain influence in external policy processes while ensuring submissions are well-informed and strategically aligned.

### **Mōrearea | Risk**

#### Time Constraints and Missed Opportunities

- **Risk:** Tight consultation timeframes may prevent staff from preparing submissions in time, especially if formal Council approval is required.
- **Impact:** Council may miss opportunities to influence important regional or national decisions.

#### Elected member Delegation

- **Risk:** Delegating submission approval to the Mayor/Deputy Mayor or Chief Executive could reduce elected member oversight in the approval of submissions.
- **Impact:** Submissions may not fully reflect the collective views of Council or community priorities.

### **Ngā Whiringa | Options**

Option One – Status Quo	
Description of option	
Council do not adopt the Submissions to External Organisations Policy	
Advantages	Disadvantages
No process change for elected members or staff.	Will not confirm Council's approach to making submissions to external agencies, e.g. managing time constraints and decision making processes.
Option Two – Council adopt the Submissions to External Organisations Policy	
Description of option	
Council decide to adopt the Submissions to External Organisations Policy.	
Advantages	Disadvantages
Streamlined and standard process across Council.	Process change for staff to adapt to.
Utilisation of developed tools such as the legislative tracker and submission scoring system to ensure staff are maintaining a record of submissions and providing local input on issues where appropriate.	

### **Recommended option**

Staff recommend Council select option 2, to adopt the Submissions to External Organisations Policy.

### **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 recommendation 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	None identified.
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.
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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.

### **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

All community outcomes are relevant to this report.

### **Ngā Tāpiritanga | Attachments**

[A↓](#). Submissions to External Organisations Policy - For Council Adoption

### **Ngā waitohu | Signatories**

Author(s)	Charlotte Walker	
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	<b>Kaitohu Kaupapahere Paetahi   Graduate Policy Advisor</b>	
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Approved by	Niall Baker <b>Kaiārahi Tima Kaupapahere   Policy Team Leader</b>	
	Sandra Harris <b>Pou Kaupapahere, Rāngai Mahitahi me te Kāwana   Policy, Partnerships and Governance Manager</b>	
	Kelly Reith <b>Group Manager, Corporate, People &amp; Relationships</b>	

## Submissions to External Organisations Policy



Department	Policy, Partnerships and Governance
Policy Type	External
Approved by Executive Team	N/A
Approved by Council	24 September 2025 (TBC)
Review Frequency	Three Yearly
Next Review Date	24 September 2028 (TBC)
Policy Supersedes	Not Applicable
Policy Reference	CM 3075341[v3]

### 1. Purpose

The purpose of the Submissions to External Organisations Policy (Policy) is to ensure that:

- Council is looking at issues on the horizon, forward thinking and future ready in regards to proposed changes by external organisations.
- Submissions are strategic, transparent, and aligned with Council's statutory responsibilities and community priorities.
- Council has a framework to guide when and how Council makes submissions to external organisations.
- Council staff are taking a consistent approach, ensuring appropriate input and approval processes for all submissions made to external organisations.

### 2. Scope

This Policy applies to all submissions to external organisations whether approved by Council staff, Council or Committees.

External Organisations include but not limited to central government, regional or sector groups and regulatory bodies.

- Central government, agencies and regulators (e.g. Ministry for the Environment, Department of Internal Affairs, Taumata Arowai).
- Regional councils or other territorial authorities.
- Other relevant sector organisations.

This Policy excludes Council controlled organisations (CCOs) making submissions to other organisations, as the organisations will have their own submission processes. If the CCO requests Council's feedback on a submission that they are preparing, the review of the submission will follow the process highlighted in this Policy.

### 3. Why Council Makes Submissions

Council makes submissions to external organisations to:

- Represent and advocate for the interests of our communities and district.

35 Kenrick Street - PO Box 266 - Te Aroha 3342 - [www.mpd.c.govt.nz](http://www.mpd.c.govt.nz)  
Morrinsville & Te Aroha 07 884 0060 - Matamata 07 881 90 50

- Ensure local voice, knowledge and subject matter expertise and experience inform national or regional decisions.
- Influence national, regional, or sector policy and legislation.
- Influence outcomes that impact Council's ability to deliver on its responsibilities.

#### 4. Principles

Council may make submissions where the subject matter:

- Affects the district or region.
- Impacts Council's roles, functions or resources under the Local Government Act 2002, Resource Management Act 1991, or other relevant legislation.
- Affects Council's strategic direction, vision and outcomes, Long Term Plan, or adopted policies.
- Presents an opportunity to advocate for better outcomes for our communities.

In deciding whether or not to make a submission:

- For Council submissions, staff will seek direction from Elected Members. If time allows this will be through formal workshops/meetings, if timing doesn't allow this will be through email/Microsoft Teams. Council may opt not to make a submission on a particular issue.
- For technical submissions, staff will seek direction from the Chief Executive or relevant Group Manager under staff delegations as to whether or not it is appropriate to make a submission.

A considered approach will be taken, guided by an internal submission scoring system, taking into account staff capacity, any other sector submissions being made and any other factors that may be deemed appropriate at the time.

#### 5. Types of Submissions

Submissions fall under two types, council submissions and technical submissions.

Type	Description	Examples	Approval Required
Council	A council submission focuses on high level strategic matters, examples include policy, reform and funding. It represents the official view of Council's Elected Members.	Regulatory Systems (Internal Affairs) Amendment Bill – lifting the \$25k p.a. limit on Elected Members contracts with their local authority to \$100k.  Resource Management Act – reform of housing growth programme.  Building Act – structure of building consent authorities.	Approval required from Council or delegated Committee. Approval may be delegated to the Mayor or Deputy Mayor in time-sensitive cases (Elected Members will still have the opportunity to input).  Each submission will clearly state who it is on behalf of and approved by.
Technical	A technical submission focuses on operational,	Local Government Act – amendments regarding placing of newspaper advertising.	Chief Executive or relevant Group Manager under staff delegations.



Type	Description	Examples	Approval Required
	technical, regulatory, service level or implementation matters. It represents staff views of technical/ operational matters.	<p>Resource Management Act – technical specifications for small standalone dwellings (granny flats).</p> <p>Building Act – allowing of international products into New Zealand.</p>	Each submission will clearly state who it is on behalf of and approved by.

Where a submission could fall under both a Council or a Technical submission or it is unclear the default should be Council submission as that requires a higher approval process.

#### 6. Council Oversight

Council submissions will be reported for Elected Member approval, wherever possible.

A report of all Council and Technical submissions will be reported to Council's Executive Team and Council on a quarterly basis to ensure good process, transparency and Council are kept informed.

#### 7. Related Documents and Legislation

- Legislative tracker and process
- Process to make submissions to external organisation

7 Pūrongo me whakatau | Decision Reports

## 7.6 McPherson Drive - Cancellation of Encumbrance

CM No.: 3092645

### Te Kaupapa | Purpose

Council is to determine whether an encumbrance restricting the age people must be to live on a piece of land (elderly housing) should be removed or not given the information outlined in this report.

### Rāpopotonga Matua | Executive Summary

Back in 2006, Council, via a tender process, sold a piece land on McPherson Drive in Morrinsville (Parcel ID 37383). The company that won the tender at the time was CT Investments Limited, they are now known as TKR Properties Limited.

TKR Properties Limited are requesting that Council allow for the removal of an Encumbrance on their title which restricts the residents of the land to be age 55+.

### Tūtohunga | Recommendation

That:

1. Council agrees/does not agree to remove Encumbrance 7540819.1, currently on the Land (Record of Title SA72A/435).

### Horopaki | Background

Up until 2006, Council owned some bare land at the end of McPherson Drive, sitting between the Council Own Your Owns on Maber Place and McPherson Drive. In 2006, Council put the land in question up for tender, the tender was run by Curnow Tizard on Council's behalf.

Part of the tender process, as outlined in the tender documentation, was that if the prospective purchaser outlines that they intend to develop the land for elderly housing (see image 1 below) then an encumbrance (restriction) would be placed on the title to reflect this (see image 2 below).

Image 1:

## 14. ELDERLY HOUSING

### 14.1 The Purchaser intends to develop the Property for elderly housing (please circle one option):

- (a) Yes  
(b) No

If the option in clause 14.1 (a) **"Yes"** is circled then the purchaser agrees to the vendor registering the encumbrance referred to in clause 14 of the special conditions of the Agreement.

If the option in clause 14.1 (b) **"No"** is circled then the purchaser must delete clause 14 of the special conditions of the Agreement.

For the avoidance of doubt, if neither option is circled the purchaser will be deemed to have circled the option in clause 14.1(b) **"No"**.

### Image 2:

## RESTRICTIVE COVENANT

- 14.0 If the purchaser has circled the option in clause 14.1(a) 'Yes' of the particulars and conditions then the purchaser agrees that the land transferred to the purchaser on settlement of this agreement will be subject to an encumbrance more or less in the following form:

*The land contained in this certificate of title SA72A/435 shall be subject to an encumbrance in favour of the vendor (Matamata-Piako District Council) MPDC requiring that the land shall only be used to provide residential accommodation predominantly for persons over the age of 55 years and their spouses or partners ('Use'). For the avoidance of doubt, the Use may include establishing a retirement village as defined in the Retirement Villages Act 2003.*

TKR investments have also applied for and had granted a resource consent for a subdivision of this property. Through the subdivision the planner's report noted that the subdivision is not the place for the encumbrance to be removed or not. The subdivision was free to be granted with or without the encumbrance in place.

### Ngā Take/Kōrerorero | Issues/Discussion

Council sent out/provided 40 sets of tender documents to prospective purchasers, four tenders were received.

Of the four tenders, two indicated that it was not their intention to develop the property for elderly housing, one did not specify either way and one (CT Investments) indicated that it was their intention to develop the property for elderly housing.

It is important to note that the tender from CT Investments was significantly more than the next closest tender, meaning that it is not an unreasonable assumption that they likely would have won the tender regardless if they agreed to use it for elderly housing or not.

TKR Properties Limited have now approached Council requesting that this encumbrance be removed.

TKR Properties, have outlined that they believe they received a letter from Council allowing for the removal of this encumbrance back in 2012. Unfortunately, they are unable to find this letter and after looking through the system staff have been unable to find any evidence of a letter allowing for the removal. Staff also reached out to Council's external lawyers who also did not find anything.

### Mōrearea | Risk

This encumbrance is in favour of Council and Council is free to do with it as they believe is best for the Morrinsville Community.

### Ngā Whiringa | Options

There are two main options here, remove the encumbrance or not.

Option One – Status Quo (keep the encumbrance on the title)	
Description of option	
This would require the encumbrance to stay and the property and any subdivided lots therefore must be lived in by over 55s only, aka used as elderly housing.	
Advantages	Disadvantages
This would ensure that the intention of the tender is kept.	Additional housing for the general community is not able to be increased.
The assurance from the winning tenderer is upheld that the property would be used for elderly housing.	This will potentially provide an increase in staff resources if a complaint is made that the encumbrance is not being adhered to.
Enable for more dedicated elderly housing in the Morrinsville community.	
Option Two – Remove the encumbrance allow land to be lived in by anyone.	
Description of option	
The property and any subdivided lots would only be allowed to be lived on by anyone.	
Advantages	Disadvantages
More available housing/land for the general population in Morrinsville.	No dedicated housing for the elderly as intended by Council in 2006.
The tenderer likely still would have won the tender, even if they hadn't ticked the box that the land would be used for elderly housing. Meaning no other tenderer would have lost out.	The intention of the tender is not retained.
Remove the need for staff to take action against if the encumbrance is not adhered to.	

Given the nature of this, staff believe Council are in the best position to make this decision.

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

There are no legal implications as Council is free to act in regard to the encumbrance as they wish.

### **Ngā Tāpiritanga | Attachments**

There are no attachments for this report.

### **Ngā waitohu | Signatories**

Author(s)	Ellie Mackintosh <b>Rōia   Legal Counsel</b>	
Approved by	Ally van Kuijk <b>Hautū Tipu me te Whakamatua   General Manager Growth &amp; Regulation</b>	

## 8 Ngā Pūrongo Whakamārama | Information Reports

# 8.1 Quarterly Legislative Tracker Report

CM No.: 3087047

### Te Kaupapa | Purpose

To provide Council with the latest updates from the legislative tracker, along with an overview of any significant submissions lodged during the quarter.

### Rāpopotonga Matua | Executive Summary

Council staff have developed and implemented a legislative tracker to record submission opportunities, capture decisions on whether to submit, and provide a central record of the locations of submission documents.

The attachment to this report is a consolidated version of the submission tracker, exported on 12 September 2025.

### Tūtohunga | Recommendation

That:

1. The report be received.
2. Council provide any feedback on the legislative tracker [*feedback to be specified*].

### Horopaki | Background

Council periodically makes submissions to Parliament to contribute to the development of laws and regulations. These submissions enable Council to advocate for legislative outcomes that reflect the needs and interests of the district.

In addition, Council engages with external reforms, studies, and projects occurring at both regional and national levels, providing feedback and perspectives to help shape broader policy and planning initiatives.

A legislative tracker has been implemented to strengthen oversight of submission activity, ensure consistency in decision-making, and provide a transparent record of opportunities considered and responses made. The tracker also enables easier access to past submissions and supports accountability in how Council engages with legislative processes.

### Ngā Take/Kōrerorero | Issues/Discussion

Council staff have developed a legislative tracker informed by weekly updates received from Taituarā. These updates highlight open, upcoming, and recently closed submission opportunities relevant to local government.

The tracker serves as a central record of submission opportunities and is maintained weekly. It is shared with Third Tier Managers and the Executive Team, who are responsible for recording decisions and indicating involvement in submission processes. Once a submission period concludes, the item is moved to the appropriate section of the tracker.

It is intended the tracker is presented to Council on a quarterly basis, accompanied by a summary report. The tracker is also included in the relevant weekly Governance Updates to Elected Members.

Summary of recent submissions made:

<b>Initiative Title</b>	<b>Closure Date</b>	<b>Reason for Submitting</b>
Emergency Management Bill – Discussion Document	20.05.2025	Central Government has committed to reviewing emergency management legislation in response to the Government Inquiry into the Response to the North Island Severe Weather Events. Given Council's role and responsibilities under current legislation, the proposed direction, and our identification of disaster response and recovery as one of our top risks, staff recommended submitting on the development of the new legislation. This recommendation was endorsed by Council, which delegated authority to the Group Manager Growth and Regulation to approve the submission.
Proposed product stewardship regulations for agrichemicals, their containers and farm plastics.	01.06.2025	MPDC staff supported the changes and Mayor Adrienne approved the submission.
Ministerial Advisory Group for Victims of Retail Crime – Anti-social Behaviour Issues Paper.	24.06.2025	Following recent consultation and adoption of the Community Safety Bylaw, staff provided a technical submission in support of the paper and encouraged further engagement with small town and rural communities.
Review of Freedom Camping Homelessness Exemption: Council Survey.	25.07.2025	Suggested changes to the review to include mechanisms to deal with homelessness and people living in vehicles, especially when the behaviour is destructive or abusive.  Have the ability to direct homeless campers to less obvious public areas.
Integrated National Direction Packages 1-3	27.07.2025	Technical submission, presented to Council retrospectively due to timing on 27.08.2025.
Going for Housing Growth	17.08.2025	The outcomes of the Going for Housing Growth initiative will have implications for planning within the district.  Technical submission but will require retrospective Council approval.
Regulatory Systems (Internal Affairs) Amendment Bill	24.09.2025	Council supported lifting the limit increases for elected member contracts with their local authority as highlighted in the amendment bill and supported staff to make a Council submission.

Summary of submissions supported:





Initiative Title	Closure Date	Reason for Submitting
Building and Construction (Small Stand-Alone Dwellings) Amendment Bill.	23.06.2025	Draft submission was provided by Waikato Building Consent Group, staff provided feedback on the draft submission which was submitted as a representation of eight Councils across the Waikato region.

**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.

**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

All community outcomes are relevant to this report.



## Ngā Tāpiritanga | Attachments

[A↓](#). Combined Tracker September

### Ngā waitohu | Signatories

Author(s)	Charlotte Walker <b>Kaitohu Kaupapahere Paetahi   Graduate Policy Advisor</b>	
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Approved by	Niall Baker <b>Kaiārahi Tīma Kaupapahere   Policy Team Leader</b>	
	Sandra Harris <b>Pou Kaupapahere, Rāngai Mahitahi me te Kāwana   Policy, Partnerships and Governance Manager</b>	
	Kelly Reith <b>Hautū Tāngata, Kāwana me ngā Hononga   Group Manager People, Governance &amp; Relationships</b>	

<b>Purpose:</b> By consolidating open, closed, and upcoming submission opportunities in one place, the tracker enables timely identification of issues, clearer allocation of responsibilities, and better coordination across teams. Opportunities currently open for submission are located in this section, closed for submission in the next and upcoming for submission in the third.							
Highlight = Newly Added		Currently Open for Submission					
Tracking Number	Name of Initiative	Due Date	Agency Engaging	Description	Manager responsible	MPDC to submit (Y/N/Undecided)	Comment / reason for submitting or not
						Refer to scoring system below for guidance	
						<a href="#">Submission Scoring System</a>	
31	Regulatory Systems (Internal Affairs) Amendment Bill	24.09.2025	Governance and Administration Select Committee	Omnibus Bill that makes minor, non-controversial changes to legislation administered by the Department of Internal Affairs. Includes a lifting of the limit on the contracting rule from \$25K to \$100K.	Sandra H	Yes	Council supported the limit increases relatively strongly.
33	Chilean Flame Creeper BCA  <a href="#">contentmanager://record?DB=PR&amp;Type=6&amp;Items=1&amp;[Item1]&amp;URI=2948489</a>	19.09.2025	Environmental Protection Authority	The EPA has received an application from Environment Southland to import and release the Chilean flame creeper leaf beetle, <i>Blathea elguetai</i> , as a biological control agent for Chilean flame creeper ( <i>Tropaeolum speciosum</i> ), which we believe you may have an interest in.		No	Outside the expertise of Council planning staff.
34	<a href="#">Anti-Social Road Use Legislation Amendment Bill</a>	30.09.2025	Justice Committee	Increases penalties for various activities regarded as anti-social including boy-racing and anti-social dirt-bike use.	Ryan J	Undecided	
35	Building Reforms - TBC	TBC	TBC	TBC	Daniel K	Undecided	

36	<a href="#">Government Policy Statement on Housing and Urban Development</a>	21.09.2025	Ministry of Housing and Urban Development	The GPS-HUD sets out the government’s long-term direction for housing and urban development, alongside five priority actions aimed at addressing the causes of Aotearoa New Zealand’s housing challenges. The priorities include supporting housing growth, reforming the resource management system, resetting investment to better support those most in need, improving efficiency and competition in building and construction, and strengthening rental markets.	Nathan S	Undecided	The policy statement is broad and covers far more than planning related issues. From a resource management perspective, many of the actions proposed or indicated in the statement are already in-train, so it may not be an efficient use of resource to comment on them at this time.
37	<a href="#">Draft Code of Conduct for Elected Members</a>	26.09.2025	Local Government Commission	A draft of a code of conduct for elected members that will be made binding by the System Improvements Bills. Includes a process for investigation, a set of sanctions and provisions governing the freedom of expression.	Sandra H	Undecided	To be workshopped with Council 10/9/25
38	<a href="#">Economic Regulation of Water Services - Information Disclosure</a>	20.10.2025	Commerce Commission	The package includes a draft determination, draft decision summary, explanatory paper, draft regulatory framework paper, and a submission template.	Fiona V	Undecided	

Upcoming for Submission							Last Updated 22.08.2025	
Tracking Number	Bill	Type of Bill	Description	Status in Parliament	Proposed Taituara Action	Manager Responsible	Actions MPDC are taking to ensure we are prepared for the changes ahead (e.g keep watching brief, discuss at sector meetings).	MPDC likely to submit if opportunity becomes available (Y/N/Undecided).
36	Local Government (Port Companies Accountability) Amendment Bill	Members Bill (Introduced on 22 May 2025)	Reverses the exclusion of port companies from the rules applying to a CC).	A member's bill is awaiting first reading.	To be determined			Undecided
37	Te Ture Whenua Māori Amendment Bill	Government Bill	Amends Te Ture Whenua Māori Act 1993 to “better enable Māori economic development”.	Announced in the release of the Quarter One 2025 Action Plan. Policy decisions in the first quarter and legislation late 2025.  <u>Speculative:</u> This may include changes to the Rating Act.	Submit if extends to Rating Act, otherwise no action.	Tuatahi N-P		Undecided
38	RMA Replacement Bill	Government Bill	Bill to enable urban development and infrastructure. This act will also be aligned with the Government’s Going for Housing Growth plan and its 30-year National Infrastructure Plan.	Signalled in coalition agreements – mid-late 2025.	Submit	Nathan S	Keep watching brief.	Yes
39	Building Act Amendment Bill	Government Bill	More comprehensive changes to Building consenting making it easier for private BCAs, address barriers to voluntary consolidation, national consenting body, ensuring national consistency, strengthening roles and responsibilities, new consent pathway for commercial buildings, new assurance pathways more self certification – further streamlining, risk and liability.	Late 2025?	Submit	Daniel K		Undecided

40	Emergency Management Bill	Government Bill	The Government will implement a programme of changes in five broad areas: <ul style="list-style-type: none"><li>• Give effect to the whole-of-society approach to emergency management.</li><li>• Support and enable local government to deliver a consistent minimum standard of emergency management across New Zealand.</li><li>• Professionalise and build the capability and capacity of the emergency management workforce.</li><li>• Enable the different parts of the system to work better together.</li><li>• Drive a strategic focus on implementation and investment to ensure delivery.</li></ul>	In preparation - expected late 2025.	Submit			Undecided
41	Treaty Clauses Legislation Bill	Government Bill	Bill implementing results of the review of existing Treaty clauses in legislation.	Mid-late 2025.	To be determined	Tuatahi N-P		Undecided
42	Local Government (Infrastructure Funding and Financing) Amendment Bill	Government Bill	Bill will replace development contributions with a system of development levies. Possible changes to targeted rates.	Signalled in Ministerial speech on 28 February, Expected in September 2025	Submit with 'in principle' support.	Susanne K		Undecided
43	Infrastructure Funding and Financing Amendment Bill	Government Bill	Would give effect to refinements to the vehicle for special purpose vehicles.	Signalled in Ministerial speech on 28 February, Expected in September 2025	Submit with 'in principle' support.	Susanne K		Undecided
44	Biosecurity Amendment Bill	Government Bill	Bill to give effect to any policy decisions to modernise this legislation. Consultation closed December 2024.	Mid-late 2025.	To be determined			Undecided
45	Public Works Act Amendment Bill #2	Not Specified	Bill to implement results to the wider PWA review.	Signalled by Ministers of Land Information and Infrastructure.	Signalled by Ministers of Land Information and Infrastructure			Undecided
46	Land Transport Legislation Bill	Government Bill	Bill to place government under an obligation to prepare the GPS Land Transport with a ten-year investment horizon (as signalled in the draft GPS). Will empower road tolling. Will be needed to empower transition away from fuel excise, and value capture.	Signalled by minister - expected in late 2025.	Submit	Susanne K		Undecided

<b>Purpose:</b> By consolidating open, closed, and upcoming submission opportunities in one place, the tracker enables timely identification of issues, clearer allocation of responsibilities, and better coordination across teams. Opportunities currently open for submission are located in this section, closed for submission in the next and upcoming for submission in the third.							
Highlight = Newly Added		Closed for Submission					
Tracking Number	Name of Initiative	Due Date	Agency Engaging	Description	Manager responsible	MPDC to Submit (Y/N/Undecided)  <a href="#">Submission Scoring System</a>	Comment/reason for submitting or not
1	Regional consultation under the new speed rule <a href="https://www.nzta.govt.nz/about-us/public-consultation-hub/current-consultations/regional-consultation-under-the-new-speed-rule/">https://www.nzta.govt.nz/about-us/public-consultation-hub/current-consultations/regional-consultation-under-the-new-speed-rule/</a>	13.03.2025	Waka Kotahi	NZTA is consulting on some sections of state highway to see if there is support in retaining current speed limits. We are seeking feedback from local road users and communities for a range of 'interregional and rural connectors' in several regions around the country.	Susanne K	No	Council's speed limits are managed via NZTA
2	Information Disclosure Discussion Paper <a href="https://comcom.govt.nz/regulated-industries/water-wai/economic-regulation-of-water-services-information-disclosure">https://comcom.govt.nz/regulated-industries/water-wai/economic-regulation-of-water-services-information-disclosure</a>	26.03.2025	Commerce Commission	As a first step in engaging with water sector stakeholders to get views on how we could develop a new performance reporting regime (known as 'information disclosure' or 'ID') for water service providers.			
3	Consumer Guarantees (Right to Repair) Amendment Bill	03.03.2024	Economic Development, Science and Innovation Select Committee	The bill would amend the Consumer Guarantees Act 1993. It seeks to require manufacturers to make repair parts and information available to consumers in order to extend the lifetime of products. The bill would require manufacturers to: <ul style="list-style-type: none"><li>• reasonably ensure that facilities for repair of goods and supply of parts for the goods are reasonably available for a reasonable period after supply</li><li>• provide the consumer with, upon request, information, spare parts, software, and other tools used for diagnosing, maintaining, or repairing goods.</li></ul>			

Tracking Number	Name of Initiative	Due Date	Agency Engaging	Description	Manager responsible	MPDC to Submit (Y/N/Undecided)	Comment/reason for submitting or not
						<a href="#">Submission Scoring System</a>	
4	<a href="#">Government Procurement Rules Consultation Document</a>	08.04.2025	MBIE	The Government’s expectations when goods and services are being procured using public money. NB – local authorities are encouraged to, but not required to, apply the rules.			
5	<a href="#">Term of Parliament (Enabling a 4-year Term) Legislation Amendment Bill</a>	17.04.2025	Justice Committee	Bill empowers a 4 year Parliamentary term subject to certain criteria being met. Bill only takes effect if New Zealanders vote for a 4 year term in a referendum. This is a Government Bill awaiting a first reading - the three Government parties have committed only to support the Bill to Select Committee at this point.	Sandra H	No	This relates to Parliamentary elections, the only impact would be if local elections would also be 4 yearly instead of 3.
6	<a href="#">Help Shape New Zealand's Wastewater Future</a>	24.04.2025	Taumata Arowai	Proposes a set of four national wastewater environmental performance standards.			
7	Land Transport Management (Time of Use Charging) Amendment Bill	27.04.2025	Transport and Infrastructure Committee	This bill establishes a framework for implementing time of use charging schemes in New Zealand. It enables local authorities to identify areas of problematic congestion, propose indicative scheme areas, and outline potential charging zones for approval by the Minister of Transport.			
8	<a href="#">Draft Electoral Reform Position Paper</a>	28.04.2025	LGNZ	LGNZ’s draft proposals for electoral reform.			

Tracking Number	Name of Initiative	Due Date	Agency Engaging	Description	Manager responsible	MPDC to Submit (Y/N/Undecided) <a href="#">Submission Scoring System</a>	Comment/reason for submitting or not
9	<a href="#">Emergency Management Bill - Discussion Document</a>	20.05.2025 (Deadline Extended)	National Emergency Management Agency	Engages on options to strengthen New Zealand’s overarching emergency management legislation and inform the design of a new Emergency Management Bill.	Ally v K	Yes	Central Government has committed to reviewing emergency management legislation in response to the Government Inquiry into the Response to the North Island Severe Weather Events. Given Council's role and responsibilities under current legislation, the proposed direction, and our identification of disaster response and recovery as one of our top risks, staff recommended submitting on the development of the new legislation. This recommendation was endorsed by Council, which delegated authority to the GM Growth and Regulation to approve the submission.
10	<a href="#">Auditor-General's Draft Annual Plan</a>	21.05.2025	OAG	The draft annual plan outlines OAG’s proposed programme of work for 2025/26, which includes performance audits, special studies, regular reports and updates, and good practice guidance. It considers issues facing the public sector and how the OAG can best use its role to influence positive change.			



Tracking Number	Name of Initiative	Due Date	Agency Engaging	Description	Manager responsible	MPDC to Submit (Y/N/Undecided) <a href="#">Submission Scoring System</a>	Comment/reason for submitting or not
11	<a href="#">Sale and Supply of Alcohol (Sales on Anzac Day Morning, Good Friday, Easter Sunday, and Christmas Day) Amendment Bill</a>	25.05.2025	Justice Committee	This Bill would prevent the need to apply for a special licence to serve alcohol after ANZAC Day services, and allow hospitality businesses to operate under normal conditions on these public holidays.	Ryan J	Undecided	
12	<a href="#">Proposed product stewardship regulations for agrichemicals, their contained and farm plastics.</a>	01.06.2025	MFE	The Government is seeking feedback on proposed regulations to enable a national take-back and recycling scheme for agrichemicals, their containers, and farm plastics.	Susanne K	Yes	we support the changes proposed  Mayor approved
13	<a href="#">Proposed amendments to the Waste Minimisation and management Act and the Litter Act</a>	01.06.2025	MFE	Amendments that: <ul style="list-style-type: none"><li>• create a framework for extended producer responsibility</li><li>• change how the waste levy is allocated to territorial authorities, and what they can spend the money on</li><li>• clarify roles and responsibilities for central government, local government and the waste sector</li><li>• improve tools for compliance, monitoring, and enforcement</li><li>• enable efficient and effective controls for littering and other mismanaged waste.</li></ul>	Susanne K	Yes	important changes proposed with significant possible impact  Approved by full Council
14	<a href="#">Public Works (Critical Infrastructure) Amendment Bill</a>	13.06.2025	Primary Production Select Committee	This Bill amends the Public Works Act 1981 to enable the delivery of critical infrastructure projects by using an accelerated process.			

Tracking Number	Name of Initiative	Due Date	Agency Engaging	Description	Manager responsible	MPDC to Submit (Y/N/Undecided) <a href="#">Submission Scoring System</a>	Comment/reason for submitting or not
15	Regulatory Standards Bill (copy URL to open) <a href="https://www.legislation.govt.nz/bill/government/2025/0155/latest/096be8ed81f45b9e.pdf">https://www.legislation.govt.nz/bill/government/2025/0155/latest/096be8ed81f45b9e.pdf</a>	23.06.2025 (close is at 1pm).	Finance and Expenditure Select Committee	This well-publicised Bill specifies a set of regulatory standards that Crown agencies should adhere to in designing legislation.	Sandra H	No	The Bill it applies to public sector agencies only. Local government is excluded.
16	Building and Construction (Small Stand-Alone Dwellings) Amendment Bill (copy URL to open) <a href="https://www.legislation.govt.nz/bill/government/2025/0166/latest/096be8ed81f48688.pdf">https://www.legislation.govt.nz/bill/government/2025/0166/latest/096be8ed81f48688.pdf</a>	23.06.2025	Transport and Infrastructure Committee	This bill would amend the Building Act 2004 to allow small stand-alone dwellings ("granny flats") to be built without needing a building consent, as long as certain conditions are met.  <a href="https://insidegovernment.co.nz/easier-pathway-for-garden-sheds-and-garages/?utm_medium=email&amp;utm_campaign=Inside-Government-06082025&amp;utm_content=insidegovernment.co.nz%2Feasier-pathway-for-garden-sheds-and-garages%2F&amp;utm_source=email.jslmedia.com.au">https://insidegovernment.co.nz/easier-pathway-for-garden-sheds-and-garages/?utm_medium=email&amp;utm_campaign=Inside-Government-06082025&amp;utm_content=insidegovernment.co.nz%2Feasier-pathway-for-garden-sheds-and-garages%2F&amp;utm_source=email.jslmedia.com.au</a>	Daniel K	Yes	Bill applies to stand alone dwellings up 70sq metres  MPDC will submit and with WBCG will also submit
17	<a href="#">Draft Building Product Specifications</a>	23.06.2025	MBIE	The Building Product Specifications is a new legislative instrument that incorporates product standards by reference and sets out other specifications for the use of some building products. It will be used in conjunction with acceptable solutions and verification methods, and enable amendments more regularly.	Daniel K	Undecided	

Tracking Number	Name of Initiative	Due Date	Agency Engaging	Description	Manager responsible	MPDC to Submit (Y/N/Undecided) <a href="#">Submission Scoring System</a>	Comment/reason for submitting or not
18	<a href="#">Biodiversity Strategy implementation plan and Predator Free 2050</a>	30.06.2025	DOC	DOC wants thoughts on two important plans to help nature: the next implementation plan for New Zealand’s Biodiversity Strategic and he Predator Free 2050 Strategy to 2030.  Bill modernises the Valuers Act. This is a revision Bill - it modernises language and concepts without making any policy change.	Susanne K	No	
19	Valuers Bill	27.06.2025	Primary Production Select Committee	Bill modernises the Valuers Act. This is a revision Bill - it modernises language and concepts without making any policy change.			
20	<a href="#">Ministerial Advisory Group for Victims of Retail Crime - Anti-social Behaviour Issues Paper</a>	24.06.2025	LG Sector	The Ministerial Advisory Group for the Victims of Retail Crime (MAG) is progressing its next policy focus: Anti-Social Behaviour in Retail Environments.  They are seeking Te Kāuru Group’s discussion input on the proposed responses to persistent anti-social behaviours affecting retailers, staff, and customers.	Sandra H	Yes	Technical submission - Anti-social behaviour in retail settings is an urgent and serious concern for our businesses and wider communities (pg. 4).
21	<a href="#">NZ ETS Auction and Regulatory Settings</a>	29.06.2025	MFE	Consultation is now open on the Government’s annual review of auction settings and other regulations for the New Zealand Emissions Trading Scheme (NZ ETS).			
22	Review of Freedom Camping Homelessness Exemption: Council Survey	25/07/2025	MBIE	Feedback to MBIE on freedom camping bylaw homelessness exemption	Sandra H	Yes	Survey relates to the recent Freedom Camping Bylaw that Council recently undertook.
23	<a href="#">Climate Change Response (ETS - Forestry Conversion)</a>	07.07.2025 (note urgency)	Environment Committee	This bill would limit whole-farm conversions to exotic forestry with the aim of protecting productive land for agricultural purposes.			

Tracking Number	Name of Initiative	Due Date	Agency Engaging	Description	Manager responsible	MPDC to Submit (Y/N/Undecided) <a href="#">Submission Scoring System</a>	Comment/reason for submitting or not
24	<a href="#">Waikato Region Future Bus Services</a>	13.07.2025	Waikato Regional	As mentioned during the last RAG meeting, Waikato Regional Council has now commenced public consultation as part of the Bus Contract Renewal Programme. This consultation focuses on proposed changes to future bus services within the Waikato region.	Susanne K	No	
25	<a href="#">Integrated National Direction Packages 1-3</a> <a href="#">Freshwater national direction - Ministry for the Environment - Citizen Space</a>	27.07.2025	MFE	The first 3 of 4 packages setting out proposed changes to the suite of NPS?NED instruments.	Nathan S	Yes	Technical submission, but will need retrospective approval from Council.
26	<a href="#">Options to Improve Take-up of EV chargers</a>	01.08.2025	MBIE	Government proposals to improve take-up of EV chargers.			
27	<a href="#">National Infrastructure Plan</a>	06.08.2025	Te Waihanga	Calling for feedback on the themes and key projects in the draft infrastructure plan. Note; As a national organisation Taituara considers it inappropriate to make a case for (or against) any individual project or programme e.g, a new Michel Delving Hospital or the Bree - Staddle Bypass.		Undecided	
28	MOT - Long-Term Insights Briefing	06.08.2025	Ministry of Transport	The Ministry of Transport is consulting on a draft of its Long-Term Insights Briefing for 2025 which focuses on moving people in 2055. In particular are seeking views on: <ul style="list-style-type: none"><li>• The trends MOT identified as being most important for the land transport system.</li><li>• The use of the National Transport Modelling or 'Monty' tool, including possible future applications.</li></ul>			

Tracking Number	Name of Initiative	Due Date	Agency Engaging	Description	Manager responsible	MPDC to Submit (Y/N/Undecided) <a href="#">Submission Scoring System</a>	Comment/reason for submitting or not
29	<a href="#">Going for Housing Growth</a>	17.08.2025	MFE	Engagement regarding going for housing growth pillar one and its interaction with the new resource management system.	Nathan S	Yes	The outcomes of the Going for Housing Growth initiative will have implications for planning within the district.
30	<a href="#">Local Government Systems Improvements Bill</a>	27.08.2025	Governance and Administration Select Committee	The Bill that removes the four wellbeings from the Local Government Act and widens the scope of the DIA powers to set mandatory measures of non-financial performance.	Sandra H	No	Council supported what Taituara said in their submission but did not want to comment and make more work for staff.
32	<a href="#">Insights Briefing: NZ's building resilience to natural hazards</a>	27.08.2025	MFE	How can New Zealand build long-term resilience to hazards, such as severe weather, pandemics, volcanic activity and earthquakes.	Ally v K	No	The planning team have had a look at this and felt it more fitted with the CDEM team. Given we didn't have an EMM in place and Group has made a submission we decided not to.

## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.2 District Plan and RMA Update

CM No.: 3088288

#### 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 (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.

#### Tūtohunga | Recommendation

That:

1. That the report be received.

#### Ngā Take/Kōrerorero | Issues/Discussion

##### Government to stop plan changes

In July 2025, the Government announced its intention to stop “councils wasting their officers’ time and their ratepayers’ money on plan changes”. This included the suspension of councils mandatory RMA requirements to undertake district plan reviews, as well as the requirement to implement the National Planning Standards. Those councils that are in the process of plan changes will be required to withdraw these provided they have not started hearings. The Plan Stop requirements became law on 20 August 2025 as part of Resource Management (Consenting and Other System Changes) Amendment Act 2025.

##### Summary of Plan Stop legislative requirements:

- These changes do not apply to private plan changes.
- Councils are no longer required to implement the National Planning Standards – this requirement has been suspended.
- Some plan changes can still go ahead if they meet the [automatic exemptions under section 80U](#) – for example, those related to natural hazards.
- Councils have 90 working days to either withdraw affected plan changes or reviews or apply for an exemption.
- Councils must publish a public notice within the 90-working-day period to explain what's happening with each proposed plan or change.

Council staff are currently reviewing the new legislation to see whether our plan changes have potential to meet the exemption criteria. As part of this work, staff will also be engaging with Ministry for the Environment (MfE) staff. The outcomes of this work and engagement will be covered in more detail at a later Council meeting.

For more information about the changes, see [Understanding Plan Stop | Ministry for the Environment](#)

#### Plan Change 49 - Waharoa

This Council initiated District Plan change seeks to review the zoning and development controls of Waharoa. However, the Government has made changes to the Resource Management Act, which affects how councils process plan changes. These changes are part of the Resource Management (Consenting and Other System Changes) Amendment Act 2025, which became law on 20 August 2025. Staff have paused work on Plan Change 49 Waharoa and are currently reviewing the new legislation to see whether this plan change has the potential to meet the exemption criteria. As part of this work, staff will also be engaging with Ministry for the Environment (MfE) staff. Our technical experts have been asked to stop work on PC49 Waharoa for the time being.

#### National Planning Standards (NPS) (PC61)

The Government has made changes to the Resource Management Act, including suspending the requirement for councils to implement the National Planning Standards and changing the way councils process plan changes. As a result, staff have paused work on Plan Change 61. Council staff are investigating whether the other matters included in PC61 could meet the 'plan stop' exemption criteria.

#### Plan Change 54 – Papakāinga

One of the new national direction instruments included in Phase 2 of the Government's Resource Management Act Reform is a new National Environmental Standard for Papakāinga (NES-P), which is expected to take effect by the end of the year. If implemented, it is likely that this NES will supersede the current District Plan provisions.

#### Private Plan Change 55 – Fonterra Waitoa

On 13 November 2020, Council received a private plan change request regarding the Waitoa manufacturing site Development Concept Plan (DCP). The request proposed the expansion of the site's Noise Emission Control Boundary (NECB) and also sought to amend the rules associated with this boundary. At the Council meeting on 27 August 2025, Council staff sought approval to make Private Plan Change 55 operative. The plan change was approved and will become operative on 1 October 2025.

#### Private Plan Change 62 - Calcutta

On 3 July 2025, the Council received a request for Private Plan Change 62 - Calcutta. This plan change seeks to rezone approximately 20ha of rural land along the southern side of Tauranga Road, Matamata to Industrial Zone. This is in the same location as Private Plan Change 57, however Private Plan Change 62 has a smaller footprint. Staff are reviewing the application and have issued a further information request to the applicant.

#### MPDC Growth Strategy

At the Council workshop on 14 May 2025, Council staff took an item to seek support to commence work on a proposed Growth Strategy. The workshop discussion covered matters related to the proposed scope and timeline of the work. Council has given support for staff to progress this work. Council staff are finalising project planning and will be reporting back to Council at regular intervals.

#### Resource Management Act Reform (RMA Reform)

In March 2024, the Government made an announcement regarding its proposed RMA reform processes, which is occurring in three phases.

Phase	Status
-------	--------



1 Repealed Existing RMA Reform	<b>COMPLETE</b>
2 Stage 1 Freshwater and Other Matters Bill	<b>COMPLETE</b>
2 Stage 2 Resource Management Consenting and Other Matters Act and national policy changes	<b>PARTIALLY COMPLETE</b> Act passed into law. National policy changes to take effect end of 2025
3 New Planning Act and Natural Environment Act	Bills expected end of 2025

### Mana Whakahono ā Rohe invitations

The Council recently received six Mana Whakahono ā Rohe invitations. A Mana Whakahono ā Rohe is a binding statutory arrangement that provides for a more structured relationship under the RMA between local authorities and iwi authorities. Their intent is to improve the working relationship between tangata whenua and local authorities as well as enhancing Māori participation in resource management and its associated decision-making processes.

While the Mana Whakahono ā Rohe policy is driven by the RMA, agreements are not necessarily limited to processes under this legislation. The parties involved may also decide to incorporate or formalise other arrangements between themselves that occur under other legislation (e.g. the Local Government Act). The RMA provides a relatively structured timeline and process for negotiating and concluding a Mana Whakahono ā Rohe unless alternatives are agreed by the parties involved. The Council must convene a hui within 60 working days of receiving the invitation(s), the purpose of which is to discuss and potentially agree on the process for negotiation, which parties wish to be involved and the times at which specified stages of the negotiations must be concluded.

The Council recently sent out letters to those iwi and local authorities whose rohe and district or region respectively overlaps with that of the inviters. The purpose of the letter was to advise the relevant parties that the invitations had been received and that a hui would likely be held mid to late September 2025. The letter asked the recipients for expressions of interest in attending this hui. Staff had received six responses. Four expressed an interest in further involvement, two have declined to be involved any further. Staff are currently working through the next steps.

### Future Proof

There are several projects currently being driven by Future Proof, which affect Matamata-Piako. The first is the Hamilton to Tauranga (H2T) spatial corridor project. The aim of this project is to ensure that future economic growth along this corridor is well-coordinated, and that the necessary transport infrastructure decisions are made with a clear understanding of a potential growth area's unique needs and opportunities. The study will provide a high-level conceptual overview of the H2T which will be used to inform the review of the Future Proof Future Development Strategy in 2026. The study will provide a 30-year vision for potential development without delving into the specifics of a masterplan or Structure Plan. The completion date for this project is late 2025.

The second project is looking to assess the current and predicted demand for retirement villages in terms of locality, type, and price point within the Future Proof sub-region over the next 30 years. This is expected to help Future Proof partners understand retirement living preferences and needs of the aging population, determine the suitable locations for retirement living, identify specialised requirements for retirement living within the Future Proof Strategy and identify any implications for public infrastructure and services. A final report providing strategic recommendations for Future Proof's role in planning and supporting retirement village developments is expected by the end of October 2025.

In addition to the above, the Future Proof partners have recognised that they are entering a period of considerable change in the planning and infrastructure environment, which presents both



challenges and opportunities. The partnership needs to be well-positioned to respond to these. To that end, Future Proof is proposing to:

- Refresh the Terms of Reference and Partnership Agreement for Future Proof, and
- Develop a three-year work programme, to be reviewed and endorsed by the current Future Proof Implementation Committee (FPIC) and formally adopted by the new FPIC early next year.

This will allow the partnership maintain momentum during the transition period and ensure that Future Proof continues to add value to regional and sub-regional efforts. It will also help inform Council budgeting processes and provide clarity on priorities.

### Hauraki Gulf Forum (HGF)

Councillor James Sainsbury and staff attended the Hauraki Gulf Forum meeting on 25 August 2025, which was held at Waikato Regional Council in Hamilton.

The meeting started with the public forum, which included presentations from UN Ocean Conference participants, who emphasised that more action is needed to protect our oceans from New Zealand's harmful bottom trawling practices. There was also a presentation from BirdCare Aotearoa expressing concerns for avian biodiversity around Auckland (including Hauraki Gulf).

There was a visit and update from Minister of Conservation, Hon Tama Potaka on work related to the Hauraki Gulf. This included an update on the Hauraki Gulf / Tīkapa Moana Marine Protection Bill, which is expected to be passed into law soon. In anticipation of its assent to law, there are ongoing preparation works underway to educate and inform the community and wider public of the new marine protection areas and other changes as part of the new legislation. Additionally, an update was given regarding the Waiheke Hākaimangō-Matiatia Marine Reserve, the disestablishment of Predator Free 2050 Ltd, and the upcoming review of Treaty clauses.

The Co-Chairs report highlighted the first Tangata Whenua-only wānanga held on 18 July which was also extended to Māori members of the Forum. The hui enabled feedback on scoping of the 2026 State of the Gulf Report and offered reflections on the Forum's Governance Statement.

There were Constituent party reports, the purpose of which is to brief Forum members on key priorities and work programmes occurring among the Forum's Constituent parties. This included a verbal update from DOC, highlighting ongoing preparation for online communication, signage, engagement with mana whenua and additional training for staff as part of getting ready for the passing of the Hauraki Gulf / Tīkapa Moana Marine Protection Bill.

Fisheries NZ highlighted work is being undertaken to address issues with harvesting from rockpool and foreshore, mainly within the Auckland area. This includes seeking internal approval to undertake actions outlined in the Fisheries Plan and potentially re-evaluating daily catch limits for certain species.

The Executive Officer report addressed that work has started on the scoping for the next State of the Gulf report which includes early engagement and feedback from Technical Officers and Tangata Whenua members. The 2024/25 Annual Report had also been given to Forum members for their consideration and approval.

The minutes and agenda for the August meeting can be viewed through <https://infocouncil.aucklandcouncil.govt.nz/>

### **Ngā Tāpiritanga | Attachments**

There are no attachments for this report.

### Ngā waitohu | Signatories

Author(s)	Jayshree Kanji <b>Kaiwhakamahere Rautaki RMA Paetahi   Graduate RMA Policy Planner</b>	
	Fiona Hill <b>Kaiwhakamahere Rautaki RMA Matua   Team Leader RMA Policy</b>	

Approved by	Nathan Sutherland <b>Pou Whakamahere   Planning Manager</b>	
	Ally van Kuijk <b>Hautū Tipu me te Whakamatua   General Manager Growth &amp; Regulation</b>	

## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.3 Regulation 19 Report

CM No.: 3091711

#### Te Kaupapa | Purpose

The purpose of this report is to:

- Provide an update on Council's licensing function for the sale and supply of alcohol.

#### Rāpopotonga Matua | Executive Summary

Council are one of the administrators of the Sale and Supply of Alcohol Act 2012. This report includes an update on this activity as well as the Regulation 19 report which we are required to produce each year. The Regulation 19 report is in line with the guidance material released by the Ministry of Justice in October 2018.

Cr Sue Whiting as Chairperson of the District Licensing Committee (DLC) along with staff will provide an update on this activity for alcohol licensing including the attached report.

#### Tūtohunga | Recommendation

That:

1. The information be received

#### Horopaki | Background

The object of the Sale and Supply of Alcohol Act 2012 (Act) is contained within section 4 as stated below:

##### **Section 4 – Object**

(1) *The object of the Act is that –*

(a) *The sale, supply and consumption of alcohol should be undertaken safely and responsibly; and*

(b) *The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.*

(2) *For the purpose of subsection (1), the harm caused by the excessive or inappropriate consumption of alcohol includes –*

(a) *Any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and*

(b) *Any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a)*

Further to this, Regulation 19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 requires us to make publicly available each year a report showing the fees payable in relation to and the costs incurred for this activity. In October 2018, the Ministry of Justice released guidance material on how this should be calculated as each council was calculating it differently and no clear comparisons could be made. The report for the 2024/2025 financial year is attached.

Council may, under the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, adopt a bylaw, setting its own fees and if it has not adopted a bylaw then the regulated fees and charges as prescribed in this report must be used.

Council adopted a Sale and Supply of Alcohol Fees Bylaw and this was effective from the 1<sup>st</sup> of July 2025.

This increased the fees for alcohol licencing in a staged approach with a 25% increase, followed by a 25% increase the following year and a 3% increase on the third year. Once fully implemented the activity should be close to cost neutral.

### **Special Licence Activity 2024/2025**

Council had previously delegated under section 10 of the Sale and Supply of alcohol (fees) regulations 2013 to the Group Manager Growth and Regulation (Ally van Kuijk) and the Community Protection and Compliance Manager (Ryan Johnston) the ability to reduce a fee category for special licences provided it meets certain criteria.

The reduced fee category has not been used for any applications this year.

### **Discretionary conditions**

Two of the discretionary conditions under the Local Alcohol Policy 2023 are the ability to limit special for any six-month period and that no more than 18 specials are issued for any premises in a six-month period. The DLC did not have any applications where a discretionary condition was used.

### **Digitising of our Alcohol Application forms**

As part of our corporate strategy to work smarter, easier, better and safer, we've streamlined our processes to create a more convenient way for customers to submit their alcohol licensing applications.

We've developed online application forms within the MPDC portal, allowing customers to submit renewals or new applications, make payments, and receive their completed licences all in one place. This new system eliminates the need for printing or mailing documents, reduces the risk of incorrect or incomplete information being submitted and ensure accurate fees are charged.

Additionally, we've digitised the signing process for licences. While we previously had the District Licensing Chairperson set up for electronic signatures, we have now also set up the District Licensing Secretary. This means the entire process, from receiving the initial documentation to the signing of the final licence, is now completely digital.

### **Public Advertisement Requirements for Alcohol Licences**

As required by the Sale and Supply of Alcohol Act 2012, all licence holders must provide notification of their application as per the below section:

#### **101 Notification requirements**

*An applicant for a licence must, —*

- (a) within 10 working days after filing the application, ensure that notice of the application in the prescribed form is attached in a conspicuous place on or adjacent to the site to which the application relates; and*
- (b) within 20 working days after filing the application, give public notice of the application.*

Currently, licence holders are required to advertise in their local newspaper. For high-risk venues, such as a Tavern, a second advertisement is also required. However, as many local newspapers

are no longer in operation, licence holders now often have to place advertisements in newspapers outside of their area to meet the above requirement.

To address this issue, we will soon provide an alternative method for public advertising. We are working with our digital team to post public notice advertisements directly on our website, eliminating the need for licence holders to advertise in local papers and reducing costs for our customers. We expect this new system to be live on 1 July 2026.

## Ngā Take/Kōrerorero | Issues/Discussion

### Alcohol update

Councillor Sue Whiting will provide a brief update on the activity as a whole.

### Rising Cost

As predicted the cost of alcohol licencing has increased (See table below), we have addressed this by introducing an alcohol fees bylaw, 1 July 2025. This fee increase should offset the growing expenditure going forward.

	Income	Expenditure	Cost
2024/25	\$151,107.36	\$231,153.59	-\$80,046.23
2023/24	\$141,704.95	\$211,448.90	-\$69,743.95
2022/23	\$130,345.89	\$192,745.68	-\$65,399.79

### Mōrearea | Risk

No enforcement was undertaken largely due to police being unavailable for controlled purchase operations. The work involved in delivering the alcohol fee bylaw also took up staffs' time in this space. Improvement has been made in this area with the establishment of an infringement system for alcohol licencing offences and stronger partnerships with local police and medical health officer.

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

### 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

Stake holders are communicated with regularly through emailed news letters and face to face premises checks by the alcohol licencing inspector.

## 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 thrive
- A place to belong and create

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

Funding of this activity is within existing budgets.

## Ngā Tāpiritanga | Attachments

[A↓](#). Regulation 19 & ARLA 2024-2025 report

## Ngā waitohu | Signatories

Author(s)	Loryna Prinsloo	
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	<b>Kaiwhakahaere Hauora Taiao   Environmental Health Administrator</b>	
Approved by	Ryan Johnston <b>Pou Whakamaru Hapori, Tūtohu   Community Protection and Compliance Manager</b>	
	Ally van Kuijk <b>Hautū Tipu me te Whakamatua   General Manager Growth &amp; Regulation</b>	

## Alcohol Update

### Executive Summary

Under the Sale and Supply of Alcohol Act 2012, Council is required to publically report annually on the income received from alcohol applications and also the cost associated with processing them. In addition to this, each year the Alcohol Regulatory and Licensing Authority (ARLA) request an annual report detailing various information including number and the type of applications received.

Cr Sue Whiting as Chairperson of the District Licensing Committee will provide an update on the 2024/25 year for alcohol licensing including the attached reports.

<b>Recommendation</b> <b>That:</b> <b>1. The information be received.</b>
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### Attachments

- A. S19 Report 2024/2025
- B. Annual ARLA Report- 2024/25

### Signatories

Author(s)	Ryan Johnston <b>Community Protection and Compliance Manager</b>	
Approved by	Ally van Kuijk <b>Group Manager Growth and Regulation</b>	



## Alcohol Licensing Fees and Costs Report

### Sale and Supply of Alcohol (Fees) Regulations 2013

#### Regulation 19 – Reporting by territorial authorities

- 1) Every territorial authority must each year, prepare and make publically available a report showing its income from fees payable in relation to, and its costs incurred in,-
  - a) The performance of the functions of its licensing committee under the Act; and
  - b) The performance of the functions of its inspectors under the Act; and
  - c) Undertaking enforcement activities under the Act.
- 2) The first report required by the regulation must relate to the year commencing 1 July 2023.

Income	\$	Costs	\$
Application and Annual Fees	\$ 163,262.86	District Licensing Committee Function - 19(1)(a)	\$ 208,309.33
Less ARLA* fees	\$ 12,155.50	Inspectors Function - 19(1)(b)	\$ 22,844.26
		Enforcement Function – 19(1)(c)	\$ 0.00
<b>TOTAL</b>	<b>\$ 151,107.36</b>		<b>\$ 231,153.59</b>

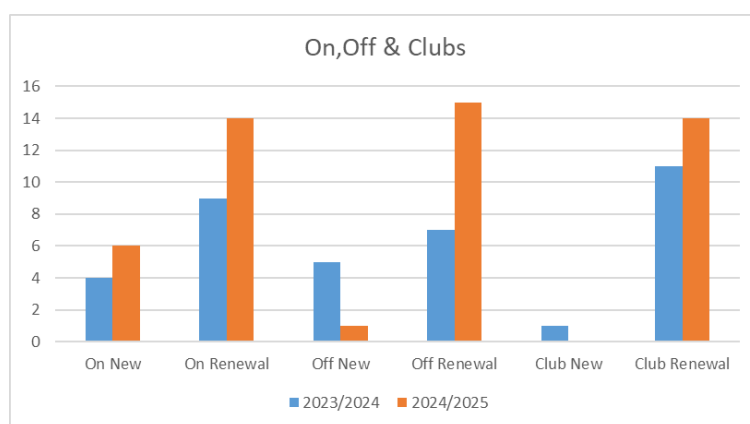
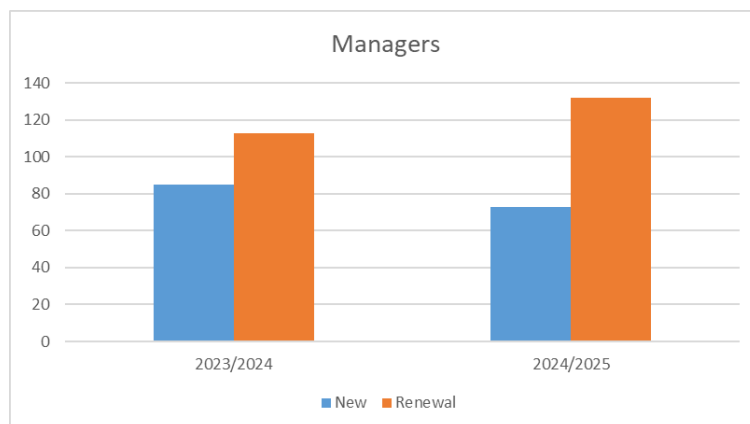
\*Alcohol Regulatory and Licensing Authority

#### Explanatory Notes:

All figures in this report are inclusive of GST and relate to the financial year 2024/2025; that is, 1 July 2024 through 30 June 2025. They are consistent with the figures from the Annual Report 2024/2025.

No costs in relation to the management of the activity or maintenance of Council systems are included.

Comparison of licences processed for the last two Years:



## Annual Return (Fees) to Alcohol Regulatory and Licensing Authority

Territorial Authority:

Annual Return for the Year Ending 30 June 2025

On-licence, Off-licence and Club Licence Applications Received						
Application Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence new	0	3	3	0	0	6
On-licence variation	0	0	0	0	0	0
On-licence renewal	0	7	6	1	0	14
Off-licence new	0	1	0	0	0	1
Off-licence variation	0	0	0	0	0	0
Off-licence renewal	0	3	12	0	0	15
Club licence new	0	0	0	0	0	0
Club licence variation	0	0	0	0	0	0
Club licence renewal	7	6	0	1	0	14
<b>Total number</b>	<b>7</b>	<b>20</b>	<b>21</b>	<b>2</b>	<b>0</b>	<b>50</b>
<b>Total fees payable to ARLA (GST incl)</b>						
<b>Total fees paid to ARLA (GST incl)</b>	<b>\$120.75</b>	<b>\$690.00</b>	<b>\$1,086.75</b>	<b>\$172.50</b>	<b>\$0.00</b>	<b>\$2070.00</b>
Annual Fees for Existing Licences Received						
Licence Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence	1	16	22	2	0	41
Off-licence	0	6	26	1	0	33
Club licence	15	12	0	0	0	27
<b>Total number</b>	<b>16</b>	<b>34</b>	<b>48</b>	<b>3</b>	<b>0</b>	<b>101</b>
<b>Total fees payable to ARLA (GST incl)</b>						
<b>Total fees paid to ARLA (GST incl)</b>	<b>\$276.00</b>	<b>\$1,173.00</b>	<b>\$2,484.00</b>	<b>\$258.75</b>	<b>\$0.00</b>	<b>\$4,191.75</b>

Managers' Certificate Applications Received	
Application Type	Number Received
Managers' certificate new	73
Managers' certificate renewal	132
<b>Total number</b>	<b>205</b>
<b>Total fees payable to ARLA (GST incl)</b>	<b>\$5,893.75</b>

Total fees paid to ARLA (GST incl)

**Special Licence Applications Received**

	Number Received in Category – Class 1	Number Received in Category – Class 2	Number Received in Category – Class 3
Special licence	8	36	40

**Temporary Authority Applications Received**

	Number Received
Temporary authority	4

**Permanent Club Charter Payments Received**

	Number Received
Permanent club charter payments	0

**Total paid to ARLA**

**\$12,155.50**

## 8 Ngā Pūrongo Whakamārama | Information Reports

### 8.4 Civil Defence Emergency Management (CDEM)

CM No.: 3092130

#### Te Kaupapa | Purpose

The purpose of this report is to provide a quarterly update of the Civil Defence and Emergency Management function and to introduce the new Emergency Management Manager, Andy (Andrew) Bu Bear. Ally van Kuijk, Andy and Toka Wolfswood will be in attendance to present.

#### Rāpopotonga Matua | Executive Summary

Civil Defence and Emergency Management team will be in attendance to present an update to Council on the activities carried out during the previous quarters (Q4) and highlight any matters that are impending or would have an impact on the activity. The activities include work plans, projects, legislation and the intended activities looking forward.

#### Tūtohunga | Recommendation

That:

1. The information be received.

#### Horopaki | Background

Section 64 of the Civil Defence and Emergency Management Act 2002 requires Council to:

- (1) A local authority must plan and provide for civil defence emergency management within its district.
- (2) A local authority must ensure that it is able to function to the fullest possible extent, even though this may be at a reduced level, during and after an emergency.

To meet this Council until the 1 July 2025 had a Service Level Agreement (SLA) with Waikato Regional Council to deliver these services. From the 1 July 2025, Council entered into a new SLA with Hauraki (HDC) and South Waikato (SWDC) District Councils to meet our responsibilities under this Act.

#### Ngā Take/Kōrerorero | Issues/Discussion

##### LOCAL (MPDC)

The following section is to inform Council about activities that we are undertaking at a local level:

- **Service Level Agreement (SLA)**
  - As noted above, Council has transitioned from a SLA with Waikato Regional Council (WRC) to an SLA with HDC and SWDC. MPDC is the lead agency in regards to this SLA employing all CDEM staff across the three Councils as follows:
    - Emergency Management Manger (EMM) manager across all three Councils
    - Emergency Management Officer (EMO) one EMO for each Council

- The purpose of this SLA is to provide resilience across Council's in regards to CDEM as well as achieving efficiencies by doing it at scale while still maintaining local presence.
- Standing up this new SLA has been a key focus of CDEM resources over the since the beginning of the year, in particular the last quarter.
- **Work plan**
  - MPDC workplan currently focused on the following strategic pillars:
    - **Pillar 1 – We are prepared**
    - **Pillar 2 – Build community resilience**
    - **Pillar 3 – Enhance our capability and capacity**
    - **Pillar 4 – Future ready (horizon scanning)**
  - In the last quarter the work plan focus has been on:
    - Finalising operational plans
    - Finalising CDEM compendium (templates and forms)
    - Annual exercise
      - Increased score to 68% - Advancing
    - Initiating Marae Response Plans
    - Operational training for CDEM staff
    - Completion of the MPDC Welfare Annual Plan
    - Controller and Recovery nominations
      - Interview of Ryan Johnston as an MPDC Controller in training – currently scheduled to undertake RRANZ training
      - Interview of Nathan Sutherland as a Recovery Manager in training – currently scheduled to undertake RRANZ training
  - Work plan going forward
    - Currently reviewing this due to:
      - Employment of EMM and transition to new SLA
      - Group Plan and five year action plan adoption September 2025

## **REGIONAL (GROUP)**

The CDEM Group is a Joint Committee of the 11 Local Authorities in the Waikato Regional area and Councillor Smith is the MPDC representative. The following section is to inform Council about activities that the Waikato Group Emergency Management office (GEMO) have been involved with MPDC and other Group Members at a regional level.

### **Policies, Strategies and Plans:**

- Group Strategic Plan 2025 – 2030
  - The Strategic Group Plan 2025–2030 and supporting Group Plan Actions 2025–2030 have progressed through key stages of development, consultation, and review. Following public and targeted stakeholder engagement, the Joint Committee deliberated and resolved decisions at its 16 June 2025 meeting. A technical review by the National Emergency Management Agency (NEMA) was completed, with feedback incorporated through collaboration with GEMO staff. The amended plans were submitted to the Minister for Emergency Management and Recovery on 28 July 2025, with ministerial commentary received on 27 August 2025. The Coordinating Executive Group (CEG) recommended that the Joint

Committee (JC) adopt these documents at the Joint Committee Meeting 22 September 2025.

- Iwi participation in CDEM
  - The Waikato CDEM Group has implemented strategic frameworks to support meaningful engagement and relationships with Iwi Māori, including the Marae Preparedness Strategy (MPS) and Public Awareness and Community Engagement (PACE), which, upon review, remain robust strategies. Strengthening these strategies requires ongoing socialising, collaboration and proactive planning. Further investment may be required to enable a consistent implementation of MPS and PACE across the region. These strategies demonstrate the strong commitment from the Waikato CDEM Group regarding emergency preparedness and community resilience. Strengthening these strategies requires ongoing collaboration and proactive planning.
  - Statutory Roles Advisory and Appointment Committee (STRAAC)
    - Ally van Kuijk was nominated as a Tier 2 Recovery Manager to be confirmed by the Joint Committee. This means that she can be a Recovery Manager in other Waikato Districts when called upon.
  - Hikurangi Subduction Zone update
    - Phase one has been completed and local exposure modelling from a magnitude 9.1 earthquake on the HSZ has been shared with MPDC.
    - Phase two HSZ impact assessment modelling is nearing completion and there will be a presentation of this project to Council following elections.
  - Iwi Representation on CEG
    - Group has long recognised the vital role of iwi Māori in emergency response and recovery. Marae and Māori communities often serve as frontline responders and support hubs during crises. A strategic initiative to incorporate iwi leadership at the governance level has been implemented, resulting in three tribal authorities—Waikato-Tainui, Raukawa, and Te Nehenehenui—agreeing in principle to join the CEG. Further discussion is being held with Tu Wharetoa, Te Arawa and Hauraki iwi.

In preparation for the next triennium, working is being undertaken on an induction programme for new JC members including the introduction of an annual workshop prior to the first meeting to ensure consistent understanding of roles and responsibilities.

## **NATIONAL**

The following section is to inform Council about activities that are happening at a National level.

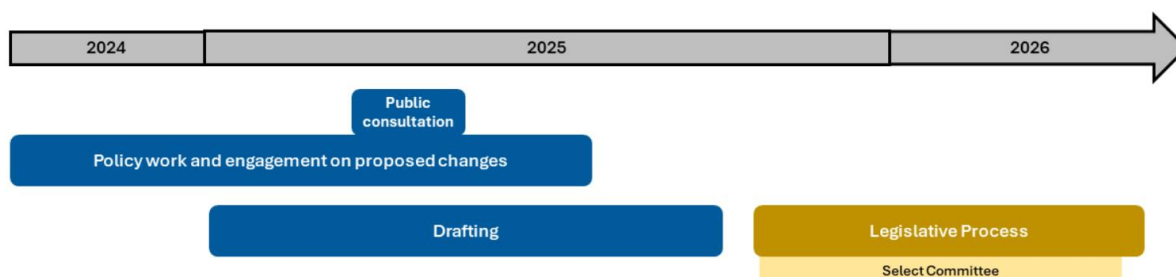
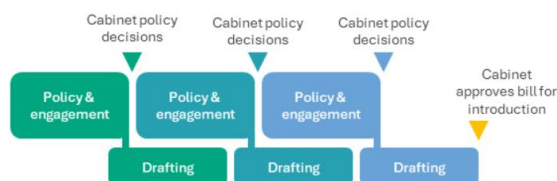
- Legislation, Strategies and Plans:
  - Emergency Management Bill - The legislative reforms aim is to ensure there is a whole-of-society approach to emergency management. In April this year the government released a discussion document which focussed on five key objective areas, these are:
    - Strengthen community and iwi Māori participation
    - Providing for clear responsibilities and accountabilities at the national, regional, and local levels.
    - Enabling a higher minimum standard of emergency management.
    - Minimising disruption to essential services.
    - Having the right powers available when an emergency happen.
- In April, Council delegated the Group Manager Growth and Regulation to approve Council's submission.
- In June this year government released a document "Strengthening Emergency Management, A roadmap for Investment and Implementation". Cabinet has agreed to this roadmap in principle, subject to further policy work, the passage of enabling legislation, and availability of new funding through future budgets.

## Proposed Bill timeline and approach

### Staged approach

A "rolling" policy and drafting approach, where policy decisions are made through a series of Cabinet papers so that Parliamentary Counsel Office (PCO) can progress drafting the bill alongside finalisation of the policy.

This approach makes the most of work undertaken on the previous bill and maximises the time to develop new policy and engage on it. It enables PCO to start drafting straightforward aspects of the bill in parallel to the policy work, reducing the risk of delays or errors.





## Mōrearea | Risk

- Council's legislative responsibilities to plan for, respond and recover from the adverse effects of emergencies is outlined in the Civil Defence and Emergency Management Act 2002 (CDEMA). As outlined on the NEMA website the purpose of the CDEMA includes to: Improve and promote the sustainable management of hazards in a way that contributes to the social, economic, cultural and environmental wellbeing and safety of the public and also to the protection of property;
- Encourage and enable communities to achieve acceptable levels of risk;
- Provide for planning and preparation for emergencies and for response and recovery in the event of an emergency;
- Require local authorities to coordinate, through regional groups, planning, programmes and activities related to civil defence emergency management across the areas of reduction, readiness, response and recovery, and encourage cooperation and joint action within those regional groups;
- Provide a basis for the integration of national and local civil defence emergency management planning and activity through the alignment of local planning with a national strategy and national plan
- Encourage the coordination of emergency management, planning and activities related to civil defence emergency management across the 4Rs – risk reduction, readiness, response and recovery and the wide range of agencies and organisations preventing or managing emergencies under this Act.





Council currently provides resources to meet the above legislation through a shared service with HDC and SWDC. This shared service is currently being embedded with the last milestone being the employment of a shared Emergency Management Manager (EMM), Andy Bu Bear.

Council earlier this year identified that failure to respond to and recover from a natural or man-made disaster is one of our top risks and controls have been put in place to monitor this risk and are reported separately to Council.

## 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
<p><b>TŌ MĀTOU WHAKAKITENGA   OUR VISION</b></p> <p>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.'</p>	
<p><b>TŌ MĀTOU WHĀINGA MATUA   OUR PRIORITIES (COMMUNITY OUTCOMES)</b></p>	

			
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

All of the Council community outcomes are relevant to the activity of Civil Defence and Emergency Management.

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

The costs associated with the SLA for Civil Defence and Emergency Management is within existing budgets.

### Ngā Tāpiritanga | Attachments

There are no attachments for this report.

### Ngā waitohu | Signatories

Author(s)	Tamara Kingi <b>Kaiārahi Kāwana   Governance Team Leader</b>	
Approved by	Ally van Kuijk <b>Hautū Tipu me te Whakamatua   General Manager Growth &amp; Regulation</b>	

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.5 External Committee Minutes - August/September 2025

CM No.: 3080742

### 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:

- Hauraki Gulf Forum
  - 25 August 2025
- Waikato Regional Transport Committee
  - 8 September 2025

**Rāpopotonga Matua | Executive Summary** Matamata-Piako District Council 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

### Tūtohunga | Recommendation

That:

1. The information be received.

## Horopaki | Background

At the Council meeting on 9 November 2022, Council resolved to have representation on various external committees

The following committees have met and minutes for those meetings will be provided for consideration by Council as soon as they become available:

- Hauraki Scheme Subcommittee
  - 20 August 2025
- Future Proof Implementation Committee
  - 12 September 2025
- Waikato Civil Defence Emergency Management Group Joint Committee
  - 22 September 2025

## Ngā Tāpiritanga | Attachments

[A↓.](#) Hauraki Gulf Forum Minutes - 25 August 2025

[B↓.](#) Regional Transport Committee Minutes - 8 September 202

## Ngā waitohu | Signatories

Author(s)	Stephanie Hutchins <b>Kaitohu Mātāmua Kāwana   Senior Governance Advisor</b>	
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Approved by	Tamara Kingi <b>Kaiārahi Kāwana   Governance Team Leader</b>	
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Hauraki Gulf Forum

Tikapa Moana

Te Moananui-ā-Toi

## Hauraki Gulf Forum OPEN MINUTES

Minutes of a meeting of the Hauraki Gulf Forum held in the Waikato Regional Council Chambers, 160 Ward Street, Hamilton Central on Monday, 25 August 2025 at 1.02pm.

### TE HUNGA KUA TAE MAI | PRESENT

<b>Co-chairperson</b>	Cr Warren Maher	Waikato Regional Council
<b>Co-chairperson</b>	Ms Nicola Rata-MacDonald,	Tangata Whenua
<b>Tangata Whenua</b>	MNZM	
<b>Members</b>	Ms Charmaine Bailie	Tangata Whenua
	Cr Deli Connell (Alt)	Thames-Coromandel District Council
	Cr Stephen Croymans (Alt)	Hauraki District Council
		from 1.13pm, Item 4.1
	Mr Joe Davis	Tangata Whenua
	Cr Christine Fletcher, QSO	Auckland Council – via electronic link
	Mr Terrence Hohneck	Tangata Whenua
	Mr Jacob Hore	Ministry for Primary Industries
	Mr Tom Irvine	Tangata Whenua
	Cr Mike Lee	Auckland Council – via electronic link
	Cr Kerrin Leoni	Auckland Council – via electronic link
		from 1.57pm, Item 6
	Mr Martin Mariassouce	Te Puni Kōkiri
	Mr Dean Ogilvie	Tangata Whenua
	Mr Chris Ollivier	Aotea / Great Barrier Local Board (Auckland Council)
		Waiheke Local Board (Auckland Council)
	Ms Bianca Ranson	Department of Conservation
	Mr Alex Rogers	Matamata-Piako District Council
	Cr James Sainsbury	Waikato District Council
	Cr Peter Thomson	Auckland Council – via electronic link
	Cr Wayne Walker	from 1.33pm, Item 1.33pm
		Auckland Council – via electronic link
	Cr John Watson	

### TE HUNGA KĀORE I TAE MAI | ABSENT

Mayor Toby Adams	Hauraki District Council
Mayor Len Salt	Thames-Coromandel District Council

### HE HUNGA ATU ANŌ I TAE MAI | IN ATTENDANCE

Hon Tama Potaka	Minister of Conservation
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Joshua Wetere and Waikato Regional Council's waiata group welcomed the Hauraki Gulf Forum with a Karakia and a Mihi Whakatau. Tangata Whenua member Joe Davis responded on behalf of the Forum, acknowledging the passing of former Executive Officer, Tim Higham, and called for a minute's silence.

Co-Chairperson Cr Warren Maher welcomed everyone to the meeting.

## 1 Apologies

Resolution number HGF/2025/23

MOVED by Cr D Connell, seconded by Member J Davis:

**That the Hauraki Gulf Forum:**

- a) **accept the apologies from:**

**Absence**

**Mayor T Adams**

**Mayor L Salt**

**CARRIED / KUA MANA**

## 2 Declaration of Interest

There were no declarations of interest.

## 3 Confirmation of Minutes

Resolution number HGF/2025/24

MOVED by Member C Ollivier, seconded by Co-chairperson Cr W Maher:

**That the Hauraki Gulf Forum:**

- a) **confirm the ordinary minutes of its meeting, held on [Monday, 19 May 2025](#), as a true and correct record.**

**CARRIED / KUA MANA**

4 Public Forum

4.1 Public Forum - presentation from UN Ocean Conference participants

A presentation was given in support of the item. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number HGF/2025/25

MOVED by Member B Ranson, seconded by Member D Ogilvie:

**That the Hauraki Gulf Forum:**

- a) **thank Veronica Rotman and Quack Pirihi for their presentation on their experiences at the UN Ocean Conference in France.**

**CARRIED / KUA MANA**

**Attachments**

- A 25 August 2025, Hauraki Gulf Forum, Item 4.1 Public Forum - presentation from UN Ocean Conference participants, Presentation

Note: The Co-chairpersons accorded precedence to Item 6 Kōrero by the Minister of Conservation at this time.

6 Kōrero by the Minister of Conservation

The Minister of Conservation provided an update on the passage of the Hauraki Gulf / Tikapa Moana Marine Protection Bill, the preparations underway for its assent into law, and other matters of relevance to the Forum. These included the Waiheke Hākaimangō-Matiatia Marine Reserve, the disestablishment of Predator Free 2050 Ltd, and the forthcoming review of Treaty clauses.

Resolution number HGF/2025/26

MOVED by Cr D Connell, seconded by Member D Ogilvie:

**That the Hauraki Gulf Forum:**

- a) **thank the Minister of Conservation, Hon Tama Potaka, for his attendance at the meeting.**

**CARRIED / KUA MANA**

Note: The meeting adjourned at 2.28pm and reconvened at 2.35pm.



4 Public Forum continued

4.2 Public Forum - BirdCare Aotearoa

A presentation was given in support of the item. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number HGF/2025/27

MOVED by Member J Davis, seconded by Cr J Sainsbury:

**That the Hauraki Gulf Forum:**

- a) thank Dr Rashi Parker and Haley Rodrigo for their presentation on BirdCare Aotearoa's concerns for avian biodiversity.

**CARRIED / KUA MANA**

**Attachments**

- A 25 August 2025, Hauraki Gulf Forum, Item 4.2 - Public Forum - BirdCare Aotearoa, Presentation

5 Extraordinary Business

There was no extraordinary business.

7 Co-Chairpersons' Report

Resolution number HGF/2025/28

MOVED by Cr D Connell, seconded by Member C Bailie:

**That the Hauraki Gulf Forum:**

- a) receive the Co-Chairpersons' report.

**CARRIED / KUA MANA**

8 Administering Authority Agreement

Resolution number HGF/2025/29

MOVED by Cr D Connell, seconded by Member T Irvine:

**That the Hauraki Gulf Forum:**

- a) receive the Hauraki Gulf Forum Administering Authority Agreement report
- b) adopt the refreshed Service Level Agreement between the Hauraki Gulf Forum and Auckland Council as the Administering Authority.

**CARRIED / KUA MANA**

## 9 Governance Statement

Resolution number HGF/2025/30

MOVED by Member T Irvine, seconded by Member D Ogilvie:

**That the Hauraki Gulf Forum:**

- a) receive the Governance Statement report
- b) adopt the refreshed Governance Statement as set out in Attachment A
- c) agree that the refreshed Governance Statement replaces the previous version in full.

**CARRIED / KUA MANA**

## 10 Executive Officer Report

Note: changes were made to clause b), with the agreement of the meeting.

*Member A Rogers left the meeting at 3.31pm and J Galilee replaced him as the Department of Conservation's alternate.*

Resolution number HGF/2025/31

MOVED by Co-chairperson Tangata Whenua Ms N Rata-MacDonald, seconded by Member C Ollivier:

**That the Hauraki Gulf Forum:**

- a) receive the Executive Officer report
- b) note concern regarding the breaches of the ship speed protocol and support subsequent action by Port of Auckland Limited
- c) approve the financial statements for the year ended 30 June 2025, as included in the 2024/25 Annual Report
- d) approve the 2024/25 Annual Report to be submitted to the Minister of Conservation and presented to Parliament
- e) request that Fisheries New Zealand and the Department of Conservation provide technical advice on:
  - i) the terminology and definitions used in reporting marine protection in New Zealand, and
  - ii) the methodology for calculating marine protection percentages
- f) request Fisheries New Zealand and Department of Conservation officers work with the Forum's Executive Officer to identify any current inconsistencies or inaccuracies in marine protection reporting between members, and recommend practical steps to improve alignment, accuracy, and transparency to support informed decision-making and maintain public confidence
- g) actively engage in, support, and shape Fisheries New Zealand's review of shellfish harvesting in the Gulf
- h) provide advocacy and communications support for Ngāti Manuhiri's Section 186A Application (for Hibiscus and Bays and Rodney areas) when the application is ready

- i) commission a detailed case study on intertidal and rock-pool depletion in the Hauraki Gulf, drawing on similar issues elsewhere in Aotearoa to document ecological, cultural, and community impacts; assess the adequacy of existing legislation and policy tools and provide a strong evidence base for improved protection mechanisms.

**CARRIED / KUA MANA**

Note: Pursuant to Standing Order 3.14.4, the following members requested that their abstentions be recorded in respect of clauses e) and f) as follows:

- Member J Hore
- Member J Galilee (Alt)

## 11 Treaty Clause Review

Resolution number HGF/2025/32

MOVED by Member T Hohneck, seconded by Cr J Sainsbury:

**That the Hauraki Gulf Forum:**

- note the update on the Government's review of section 6 of the Hauraki Gulf Marine Park Act 2000 (Treaty Clause)**
- seek an update from the Minister of Conservation on the review process and potential implications for the Forum**
- request that Department of Conservation members and technical officers provide regular updates to the Forum as the review progresses**
- agree that the Co-Chairs will explore opportunities to engage with members of the Ministerial Oversight Group and Ministerial Advisory Group regarding the review.**

**CARRIED / KUA MANA**

Note: Pursuant to Standing Order 3.14.4, the following members requested that their abstentions be recorded in respect of clauses b) and c) as follows:

- Member J Hore
- Member J Galilee (Alt)

## 12 Constituent Party Reports

Member Bianca Ranson provided a verbal update on the plastic pallet (nurdles) pollution at Waiheke Island. A video was shown as part of her update and is available at the following link: <https://www.nzherald.co.nz/nz/watch-horrific-plastic-pellet-pollution-on-beaches-sparks-concerns-about-industry-inaction/U7RFUATAA2ASPG3PQF6W7QNRKU/>

Resolution number HGF/2025/33

MOVED by Member C Ollivier, seconded by Member J Davis:

**That the Hauraki Gulf Forum:**

- thank Department of Conservation and Fisheries New Zealand for the written report**
- thank Biosecurity New Zealand for the update on Exotic Caulerpa Programme**
- thank Forum member Bianca Ranson for the verbal update.**

**CARRIED / KUA MANA**

**13 Amendment to Standing Orders**

Resolution number HGF/2025/34

MOVED by Cr D Connell, seconded by Member T Irvine:

**That the Hauraki Gulf Forum:**

- a) agree to include the amendments to the rules around Public Forum in paragraph 5 in this report in the “Standing Orders – Log of status and amendments”.

**CARRIED / KUA MANA**

**14 Hauraki Gulf Forum Budget 2025-2026**

*Member A Rogers returned to the meeting at 3.54pm.*

Resolution number HGF/2025/35

MOVED by Co-chairperson Tangata Whenua Ms N Rata-MacDonald, seconded by Cr P Thomson:

**That the Hauraki Gulf Forum:**

- a) approve the budget for 2025-2026 as contained in Attachment A to this report.

**CARRIED / KUA MANA**

**15 Schedule of meetings 2026**

Resolution number HGF/2025/36

MOVED by Co-chairperson Cr W Maher, seconded by Member T Hohneck:

**That the Hauraki Gulf Forum:**

- a) agree the schedule of meeting dates for 2026 outlined in this report.

**CARRIED / KUA MANA**

**16 Consideration of Extraordinary Items**

There was no consideration of extraordinary items.

**17 Te Mōtini ā-Tukanga hei Kaupare i te Marea | Procedural motion to exclude the public**

Resolution number HGF/2025/37

MOVED by Cr J Sainsbury, seconded by Member T Hohneck:

**That the Hauraki Gulf Forum:**

- a) agree to exclude the public from the following part of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

**C1 CONFIDENTIAL: Executive Officer recruitment**

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.  In particular, the report contains details relating to salary bands and personal attributes being sought for the role.	s48(1)(a)  The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

**CARRIED / KUA MANA**

3.56pm The public was excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

4.10pm The public was re-admitted.

**RESTATEMENTS**

It was resolved while the public was excluded:

**C1    CONFIDENTIAL: Executive Officer recruitment**

Resolution number HGF/2025/38

MOVED by Cr D Connell, seconded by Member A Rogers:

That the Hauraki Gulf Forum:

- a)    receive the report on the Executive Officer recruitment process and parameters
- b)    note the findings of the independent market assessment undertaken by two external recruitment agencies
- c)    confirm that the current salary band suggested is within market expectations
- d)    delegate authority to the Co-Chairs to work with Auckland Council to undertake the recruitment process for the Executive Officer

Restatement:

- e)    agree that the decision be restated in the open minutes, but the Executive Officer recruitment report and attachments remain confidential.

Member T Hohnneck closed the meeting with a karakia whakamutanga.

4.10pm

The co-chairpersons thanked members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS TRUE AND CORRECT BY  
THE CO-CHAIRPERSONS AND CHIEF EXECUTIVE  
UNDER STANDING ORDER 3.18.2 ON

**DATE:**.....

**CO-CHAIRPERSON:**.....

**CO-CHAIRPERSON**  
**TANGATA WHENUA:**.....

**CHIEF EXECUTIVE OR**  
**NOMINEE:**.....



# MINUTES

## Regional Transport Committee Meeting

Monday, 8 September 2025

Item 8.5

Attachment B

## Order Of Business

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<b>2</b>	<b>Apologies</b> .....	<b>4</b>
<b>3</b>	<b>Confirmation of Agenda</b> .....	<b>4</b>
<b>4</b>	<b>Disclosures of Interest</b> .....	<b>4</b>
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5.1	Health and Safety Statement .....	5
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<b>7</b>	<b>General Items</b> .....	<b>5</b>
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7.3	Road Safety Report.....	6
7.4	KiwiRail Electrification Business Case.....	6
7.5	Public Transport Operations Update.....	7
7.6	Regional New Zealand Transport Agency Waka Kotahi Update .....	7
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<b>8</b>	<b>Karakia Whakamutunga</b> .....	<b>8</b>



**Waikato Regional Council  
Regional Transport Committee Meeting**

**OPEN MINUTES**

**Date:** Monday 8 September 2025, 9.31am  
**Location:** Council Chambers  
Waikato Regional Council  
Level 1, 160 Ward Street, Hamilton

**Members Present:** Cr Mich'eal Downard – Committee Chair – Waikato Regional Council  
Cr Angela Strange – Committee Deputy Chair – Waikato Regional Council  
Andrew Corkill – Waka Kotahi New Zealand Transport Agency  
Deputy-Mayor Hamish Daine – South Waikato District Council (virtually via Teams)  
Cr Rodney Dow – Ōtorohanga District Council  
Cr Janette Osborne – Waitomo District Council  
Cr Eugene Patterson – Waikato District Council  
Mayor Len Salt – Thames-Coromandel District Council (from 9.33am)  
Cr Clare St Pierre – Waipā District Council  
Deputy-Mayor Kevin Taylor – Taupō District Council  
Mayor Adrienne Wilcock – Matamata Piako District Council

**In Attendance:** Cr Mike Pettit – Waipā District Council

**Staff Present:** Phil King – Director, Regional Transport Connections  
Lisa DeCoek – Acting Group Manager Government Engagement, KiwiRail  
Walter Rushbrook – Programme Director, KiwiRail  
Graeme Noble – Safety Camera System Integration Lead, NZ Transport Agency Waka Kotahi  
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
Recording 1	#33115983	<a href="https://youtu.be/_JbabtVu4XU">https://youtu.be/_JbabtVu4XU</a>
Recording 2	#33115978	<a href="https://youtu.be/qYquDqg8QtU">https://youtu.be/qYquDqg8QtU</a>

**1 KARAKIA TIMATANGA**

Item commenced in recording 1, at 35 seconds.

The Democracy Advisor (Brooke Roebeck) opened the meeting with a karakia.

**2 APOLOGIES**

Item commenced in recording 1, at 59 seconds.

**COMMITTEE RESOLUTION RTC25/43**

**Moved:** Cr Rodney Dow

**Seconded:** Deputy-Mayor Kevin Taylor

That the apologies received from Deputy Mayor Angela O’Leary and Cr Maxine van Oosten for absence and Mayor Len Salt for lateness be accepted.

**CARRIED**

**3 CONFIRMATION OF AGENDA**

Item commenced in recording 1, at 1 minute 46 seconds.

**COMMITTEE RESOLUTION RTC25/44**

**Moved:** Cr Clare St Pierre

**Seconded:** Mayor Adrienne Wilcock

1. That the agenda of the Regional Transport Committee Meeting of 8 September 2025, as circulated, be confirmed as the business of the meeting.
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 2 minutes 52 seconds.

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

9.33am – Mayor Len Salt entered the meeting.

**5 PRELIMINARY ITEMS**

**5.1 HEALTH AND SAFETY STATEMENT**

Item commenced in recording 1, at 3 minutes 15 seconds.

The Democracy Advisor (Brooke Roebeck) summarised the *Health and Safety Statement*.

**5.2 PUBLIC FORUM**

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

**6 MINUTES FOR CONFIRMATION OR RECEIPT**

**REGIONAL TRANSPORT COMMITTEE MEETING – 9 JUNE 2025**

Item commenced in recording 1, at 3 minutes 22 seconds.

**COMMITTEE RESOLUTION RTC25/45**

Moved: Mayor Len Salt

Seconded: Cr Clare St Pierre

That the minutes of the Regional Transport Committee Meeting held on 9 June 2025 be confirmed as a correct record.

**CARRIED**

**7 GENERAL ITEMS**

**7.1 DIRECTOR'S REPORT**

Item commenced in recording 1, at 4 minutes.

Presented by the Team Leader, Transport, Policy and Planning (Nigel King).

**COMMITTEE RESOLUTION RTC25/46**

Moved: Cr Clare St Pierre

Seconded: Cr Rodney Dow

That the *Director's Report* (Regional Transport Committee, 8 September 2025) be received.

**CARRIED**

Item continued in recording 1, at 21 minutes 20 seconds.

The Mayor, Thames-Coromandel District Council (Len Salt) provided the committee with a verbal update on the announcement of the Auckland-Coromandel Summer Ferry Trial.

**7.2 VARIATION TO WAIKATO REGIONAL LAND TRANSPORT PLAN FOR MATAMATA LEVEL**

#### CROSSING REQUEST

Item commenced in recording 1, at 25 minutes 32 seconds.

Presented by Team Lead, Transport, Policy and Planning (Nigel King) and the Pou Rawa me ngā Kaupapa, Asset and Projects Manager, Matamata-Piako District Council (Susan Kampshof).

#### COMMITTEE RESOLUTION RTC25/47

Moved: Mayor Adrienne Wilcock

Seconded: Deputy Chair Angela Strange

1. That the report *Variation to Waikato Regional Land Transport Plan for Matamata level crossing request* (Regional Transport Committee, 8 September 2025) be received.
2. That the Regional Transport Committee approves a variation to the operative *Regional Land Transport Plan* to include the activity *Matamata Pedestrian Level Rail Crossing* as a new activity.

CARRIED

#### 7.3 ROAD SAFETY REPORT

Item commenced in recording 1, at 35 minutes and 9 seconds.

Presented by the Team Lead, Transport, Policy and Planning (Nigel King) and Regional Road Safety Advisor (Kendra Corey).

#### COMMITTEE RESOLUTION RTC25/48

Moved: Cr Clare St Pierre

Seconded: Cr Janette Osborne

That the *Road Safety Report* (Regional Transport Committee, 8 September 2025) be received.

CARRIED

#### 7.4 KIWIRAIL ELECTRIFICATION BUSINESS CASE

Item commenced in recording 1, at 43 minutes and 39 seconds.

Presented by the Programme Director, KiwiRail (Walter Rushbrook) and Acting Group Manager Government Engagement, KiwiRail (Lisa De Coek). Refer Document #33112943 for the PowerPoint presentation or on the public website.

#### COMMITTEE RESOLUTION RTC25/49

Moved: Cr Angela Strange

Seconded: Cr Eugene Patterson

That the report *KiwiRail Electrification Business Case* (Regional Transport Committee, 8 September 2025) be received.

CARRIED

10.42am – The meeting adjourned.

10.57am – The meeting reconvened.

#### 7.5 PUBLIC TRANSPORT OPERATIONS UPDATE

Item commenced in recording 2, at start.

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

##### COMMITTEE RESOLUTION RTC25/50

Moved: Mayor Len Salt

Seconded: Cr Eugene Patterson

That the report *Public Transport Operations Update* (Regional Transport Committee, 8 September 2025) be received.

CARRIED

#### 7.6 REGIONAL NEW ZEALAND TRANSPORT AGENCY WAKA KOTAHI UPDATE

Item commenced in recording 2, at 17 minutes 46 seconds.

Presented by the Director, Regional Relationships, Waikato/BOP, Waka Kotahi NZ Transport Agency (Andrew Corkill). Refer Document #33111977 for the PowerPoint presentation or on the public website.

##### COMMITTEE RESOLUTION RTC25/51

Moved: Deputy-Mayor Kevin Taylor

Seconded: Cr Clare St Pierre

That the report *Regional New Zealand Transport Agency Waka Kotahi Update* (Regional Transport Committee, 8 September 2025) be received.

CARRIED

#### 7.7 SAFETY CAMERA UPDATE

Item commenced in recording 2, at 44 minutes 36 seconds.

Presented by the Safety Camera System Integration Lead (Graeme Noble) and Director, Regional Relationships, Waikato/BOP, Waka Kotahi NZ Transport Agency (Andrew Corkill). Refer Document #33112574 for the PowerPoint presentation or on the public website.

##### COMMITTEE RESOLUTION RTC25/52

Moved: Deputy-Mayor Kevin Taylor

Seconded: Cr Clare St Pierre

That the report *Safety Camera Update* (Regional Transport Committee, 8 September 2025) be received.

CARRIED

**7.8 UPDATE FROM KIWIRAIL**

Item commenced in recording 2, at 56 minutes 19 seconds.

Presented by the Acting Group Manager, Government Engagement, KiwiRail (Lisa De Coek). Refer Document #33113747 for the PowerPoint presentation or on the public website.

The Chair thanked everyone for their work, said it was a privilege to lead the committee, and wished them all the best for the next term.

**COMMITTEE RESOLUTION RTC25/53**

**Moved:** Cr Eugene Patterson

**Seconded:** Cr Rodney Dow

**That the report *Update from KiwiRail* (Regional Transport Committee, 8 September 2025) be received.**

CARRIED

**8 KARAKIA WHAKAMUTUNGA**

Item commenced in recording 2, at 1 hour, 18 minutes and 52 seconds.

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

12.16pm – The meeting closed.

8 Ngā Pūrongo Whakamārama | Information Reports

## 8.6 Mayoral Diary for July/August 2025

CM No.: 2991708

### Te Kaupapa | Purpose

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

### Rāpopotonga Matua | Executive Summary

A summary of the Mayoral diary is attached for the months of July and August 2025.

### Tūtohunga | Recommendation

That:

1. The information is received.

### Ngā Tāpiritanga | Attachments

[A↓](#). Mayoral Diary for July and August 2025

### Ngā waitohu | Signatories


Author(s)	Debbie Burge <b>Kaiārahi Tautoko i te Koromatua me te Tumu Whakarae   Executive Assistant to the Mayor &amp; CEO</b>	
Approved by	Adrienne Wilcock <b>Manuhuia   Mayor</b>	




## Mayoral Diary July and August 2025

<b>Tuesday 1 July</b>	<p><b>Meeting with Council staff</b> A check in with our governance staff about the council workshop coming up later in the week.</p> <p><b>Meeting with Matamata business</b> I met to discuss the resource consent process</p>
<b>Wednesday 2 July</b>	<b>Council workshop</b>
<b>Monday 7 July</b>	<p><b>Meeting with Matamata business owners</b> Another discussion around planning application</p>
<b>Tuesday 8 July</b>	<p><b>Meeting with Council staff</b> A check in with our governance staff about the council workshop coming up later in the week.</p> <p><b>Meeting with Sport Waikato</b> I had a discussion with Sport Waikato staff about the feasibility study I am advocating for, about improved connectivity at the southern end of Matamata</p>
<b>Wednesday 9 July</b>	<p><b>Council workshop</b></p> <p><b>Meeting with Morrinsville residents</b> Morrinsville councillors and I met with some residents about a proposed utilities installation in their neighbourhood.</p>
<b>Thursday 10 July</b>	<p><b>Meeting with businessman</b> We talked about future growth opportunities near Hamilton Airport, for which MPDC is a shareholder.</p> <p><b>Meeting with Matamata resident</b> We talked about Centennial Drive, parking and roading in Matamata.</p> <p><b>Subdivision site visit</b> Our CEO Manaia and I met with a developer about a proposal on a development already underway.</p>
<b>Monday 14 July</b>	<p><b>Waikato Waters Done Well governance meeting</b> As a member of the selection panel for the establishment board, this meeting was to discuss recruitment process underway for the WWDW group.</p>
<b>Wednesday 16 July to Friday 18 July</b>	<p><b>LGNZ Conference</b> This year's conference was held in Christchurch and speakers included the Prime Minister Chris Luxon (online), ministers Chris Bishop, Simon Watts, David Seymour and Chris Hipkins. We heard from a number of other presenters covering topics from what successful project management looks like, to CEO relationships with elected members.</p>



<b>Monday 21 July</b>	<b>Life Education Trust AGM</b> At the AGM they recognised Keith Trembath for his long service and a new chair was appointed.
<b>Tuesday 22 July</b>	<b>Online meeting with staff</b> A check in with governance staff about the council meeting being held later in the week.  <b>Waikato Waters Done Well meeting</b> Another recruitment subcommittee meeting to shortlist the candidates the chair and directors of the establishment board.
<b>Wednesday 23 July</b>	<b>Council meeting</b>  <b>CEO performance review committee meeting</b> The annual committee meeting to discuss the performance of our CEO Manaia over the past six months.  <b>Meeting with Matamata residents</b> Cr Sainsbury and I met with a resident to discuss pathways in one of our parks.
<b>Thursday 24 July</b>	<b>Meeting with Matamata business owner</b> To discuss future development in the Matamata area.  <b>Meeting with Te Aroha business owner</b> This meeting was to talk about council's processes in the regulatory area.  <b>Meeting with Morrinsville residents</b> I met with residents of one of Council's Own Your Own complexes to listen to their concerns.
<b>Monday 28 July</b>	<b>Waikato Waters Done Well Mayoral Governance Programme Group</b> The shareholders forum meeting was held at Karapiro followed by a small celebration to mark the milestone of Waikato Waters Limited being incorporated.
<b>Tuesday 29 July</b>	<b>Future Proof online discussion</b> About a possible study suggested for FPIC members.
<b>Wednesday 30 July</b>	<b>Taituarā Webinar</b> I listened to this webinar on: Going for Growth – delivering outcomes for people and places.
<b>Thursday 31 July</b>	<b>Interviews</b> For the position of Chair for the Waikato Waters Ltd establishment board.
<b>Friday 1 August</b>	<b>Morrinsville longest term residents competition</b> To mark Morrinsville hitting the milestone of 10,000 residents, the Morrinsville News ran a series of articles looking for who had lived in the

	<p>town continually for the longest period of time. I had morning tea with two of Morrinsville's longest term residents – Claire Sweeney and Gerald Bolton, both were born here and have lived in Morrinsville all their lives..</p>  <p>Betty and Gerald Bolton, and Gordon and Claire Swney</p>
<b>Monday 4 August</b>	<p><b>Citizenship ceremony</b> We welcomed 28 new residents to the district at a ceremony held at the Matamata Civic and Memorial Centre. Cr's Whiting and Sainsbury were also in attendance.</p>
<b>Tuesday 5 August</b>	<p><b>Waikato Waters Ltd interviews</b> A full day of interviews for the role of chair and directors of the WW Ltd group.</p>
<b>Wednesday 6 August</b>	<p><b>Meetings with council staff</b> Meeting with our CEO Manaia, by EA and the governance team</p> <p><b>Business Night Out meeting</b> I touched base with the major sponsors for the evening to discuss the event.</p>
<b>Friday 8 August</b>	<p><b>Future Proof Implementation Committee workshop/briefing</b> This meeting had presentations from the Ministry of Education, Waikato University and Sport Waikato/Grass Roots. This was a good opportunity to build on relationships we have with these entities.</p>
<b>Saturday 9 August</b>	<p><b>Matamata market</b> I was invited to draw the raffle winner for the fundraiser being run by the Youth Theatre Group.</p>
<b>Monday 11 August</b>	<p><b>Rail Safety Week</b> I was invited to speak at the launch of this year's Rail Safety week, hosted by Right Hon Winston Peters, Minister for Rail, held in the Grand Room at Parliament.</p> <p>I talked about safety and the fencing of the railway line and my advocacy for a new crossing over the railway line and SH 27 just south of Matamata College.</p>

	 <p>Adrienne, Peter McBride CEO of Kiwirail, Megan Drayton – TrackSafe Foundation manager</p>  	
<b>Tuesday 12 August</b>	<p><b>Meeting with council staff</b> In the office to catch up with our CEO Manaia, my EA and the governance team.</p>	
<b>Wednesday 13 August</b>	<p><b>Council special meeting and workshop</b> The meeting was for purpose of approving our Water Services Delivery Plan. All councils are required to submit their plan to the DIA by 3 September.</p> <p>The workshop agenda included receiving annual reports from Sport Waikato and Creative Waikato, Safety and Wellness quarterly report, discussion around bylaws for review and our annual Customer Survey report.</p>	
<b>Thursday 14 August</b>	<p><b>Future Proof/Smart Growth joint meeting</b> Hosted by MPDC at the Matamata-Piako and Civic Centre. Mayors, Chairs, Independent Chairs, Implementation Advisors, NZTA Regional Director; DIA Partnership Directors, MHUD Partnership Director were in attendance</p> <p>The inter-regional meeting was held to discuss the Hamilton to Tauranga Corridor study and the upper North Island rail report. These meetings are developing a more collaborative relationship due to the movement of people and goods and services between the sub regions.</p>	
<b>Friday 15 August</b>	<p><b>Future Proof Public Transport Subcommittee (FPPTS)</b> This was the final FPPTS meeting for the triennium.</p>	

<b>Monday 18 August</b>	<b>Meeting with Morrinsville group</b> I met with representatives of a community group on site, accompanied by one of council's engineers, to talk about possible development work
<b>Tuesday 19 August</b>	<b>Waikato Waters Ltd shareholder forum meeting</b> About recommending the appointments to the establishment board.
<b>Wednesday 20 August</b>	<b>Te Manawhenua Forum</b> After the workshop, elected members joined the forum for lunch at its conclusion  <b>Council workshop</b>  <b>Matamata BA5</b> Held at The Merchant.
<b>Thursday 21 August</b>	<b>Phone conversation with resident</b> With regards to a fast-track application in the district. I have fielded a lot of enquiries from residents about this application.  <b>Powhiri</b> Councils Jenni Cochrane (Group Manager Customer Experience) is currently hosting a local government CEO from Canada as part of a Taituarā exchange programme awarded to Jenni.  We welcomed Linda into our district with a powhiri at Kai-a-te-Mata marae.    <b>Agribusiness Seminar</b> This year's Agribusiness Seminar was presented by KPMG and BNZ. The presenters discussed the volatile world we operate in and provided a global and local perspective, drawing on insights from the Agribusiness agenda, key economic metrics, and innovative on-farm initiatives.
<b>Tuesday 26 August</b>	<b>Meeting with council staff</b> Weekly check in with Governance staff, my EA and our CEO.

<b>Wednesday 27 August</b>	<b>Council meeting</b> <p>We had two members of the public present at the public forum. A variety of items on the agenda followed. As the end of the triennium approaches the decisions to be made are reducing.</p>
<b>Saturday 30 August</b>	<b>St John North Waikato Service Awards</b> <p>I had the pleasure of attending the awards ceremony alongside Hamilton Mayor Paula Southgate and Councillor Tim Macindoe.</p> <p>Lynne, Shaz, Hilary and Harriet were recognised for their service. Pictured below with Trish, who also handed out some of the awards. Also present at the awards were three generations of St John volunteers from the Steiner Family, Mary, Richard and Ella.</p> <p>Thank you for your service along all who serve our community to provide this essential service.</p> <div data-bbox="491 645 948 954" data-label="Image"> </div> <div data-bbox="959 645 1225 954" data-label="Image"> </div>

## Exclusion of the Public: Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

### C1 Chief Executive Performance Committee Update 2024/2025

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
Privacy. Legal Privilege.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.  s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege.  .	s48(1)(a)  The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.