

Kaunihera | Council



Mēneti Wātea | Open Minutes



Minutes of an ordinary meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 24 September 2025 at 9:00.

NGĀ MEMA | MEMBERSHIP

Tiamana | Chairperson: **Manuhuia | Mayor**

Adrienne Wilcock

Mema | Members: **Koromatua Tautoko | Deputy Mayor**

James Thomas

Kaunihera ā-Rohe | District Councillors

Caleb Ansell

Sarah-Jane Bourne

Sharon Dean

Bruce Dewhurst

Dayne Horne

Peter Jager

James Sainsbury

Russell Smith

Kevin Tappin

Gary Thompson

Sue Whiting

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

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

Recording	Document Reference#	YouTube Link
Council – 24 September 2025	3098486	https://youtu.be/S1VCX6kAq0o

Minutes prepared by:

Stephanie Hutchins

Kaitohu Mātāmua Kāwana | Senior Governance Advisor

Kaimahi i reira | Staff Present

Name	Title	Item No.
Manaia Te Wiata	Tumu Whakarae Chief Executive Officer	
Sandra Harris	Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	
Stephanie Hutchins	Kaitohu Mātāmua Kāwana Senior Governance Advisor	
Tamara Kingi	Kaiārahi Kāwana Governance Team Leaders	
Niall Baker	Kaiārahi Tīma Kaupapahere Policy Team Leader	7.5, 8.1
Kelly Reith	Hautū Tāngata, Kāwana me ngā Hononga Group Manager People, Governance and Relationships	
Anne Gummer	Kaitohu Kaupapahere Mātāmua Senior Policy Advisor	7.1
Ken Morris	Pou Tūraru Consultant Risk and Business Excellence Advisor	7.1
Tracy Johnson	Āpiha Rārangi Payroll Officer	7.3
Debbie Darby	Kaiārahi Tīma Tāngata me to Oranga People and Wellness Team Leader	7.3
Debbie Burge	Kaiārahi Tautoko i te Koromatua me te Tumu Whakarae Mayor and Executive Support Team Leader	C1
Charlotte Walker	Kaitohu Kaupapahere Paetahi Graduate Policy Advisor	7.5, 8.1
Ally van Kuijk	Hautū Tipu me te Whakamatua Group Manager Growth and Regulation	7.6, 8.1, 8.2, 8.3, 8.4
Ellie Mackintosh	Rōia Legal Counsel	7.6
Fiona Hill	Kaiārahi Rautaki RMA Team Leader RMA Policy	8.2
Jayshree Kanji	Kaiwhakamahere Rautaki RMA Paetahi Graduate RMA Policy Planner	8.2
Nathan Sutherland	Planning Manager	8.2
Loryna Prinsloo	Kaiwhakahaere Hauora Taiao Environmental Health Administrator	8.2, 8.3
Ryan Johnston	Pou Whakamaru Hapori, Tūtohu Community Protection and Compliance Manager	8.3
Toka Wolfswood	Āpiha Whakahaere Whakararu Civil Defence Emergency Management Officer	8.4
Andy BuBear	Emergency Management Officer	8.4

I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
Ezra Campbell	Member of the public	6	9.00am	9.11am
Craig Campbell	Member of the public	6	9.00am	9.11am
James Hughes	Technical Director: Climate and Resilience, Tonkin + Taylor	7.1	9.00am	9.49am
Jaydene Kana	Risk and Assurance Committee Chairperson	7.1	9.11am	9.49am
Jeanette Club	Director, Diprose Miller	7.2	9.49am	10.05am
Sharon Coombe	Director, Diprose Miller	7.2	9.49am	10.05am
Melissa Slattery	Director, Diprose Miller	7.2	9.49am	10.05am
Nigel McWilliam	Chamber of Commerce Morrinsville	7.4	10.49am	11.00am
Cathy Balvert	Chamber of Commerce Morrinsville	7.4	10.49am	11.00am

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Adrienne welcomed staff and those waiting in the public gallery. The meeting was declared open at 9.00am.

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

There were no apologies.

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

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

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

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

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

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

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

4 Whākī pānga | Declaration of interest

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

5 Whakaaetanga mēneti | Confirmation of minutes

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That the minutes of the meeting of the ordinary meeting of Matamata-Piako District Council held on Wednesday, 27 August 2025, be confirmed as a true and correct record of the meeting.

Resolution number CO/2025/00001

Moved by: Cr C Ansell

Seconded by: Cr J Sainsbury

KUA MANA | CARRIED

6 Take i puta mai | Public Forum

Name	Position/Organisation	Topic
Ezra Campbell – speaker Craig Campbell – support	Members of the public	Centennial Drive Reserve Tamihana Street Swap Park

Summary

Mrs Ezra Campbell in attendance to discuss public safety on Centennial Drive, the damage to memorial trees at Swap Park and to request that trees on Tamihana Street be replaced.

Centennial Drive

Mrs Campbell raised health and safety concerns with the pathway through Centennial Drive. It is wide enough for cars but only fits one car at a time from both directions. Mrs Campbell stated that two accidents have occurred involving high speed through the reserve since two of the speed bumps have been removed. It was suggested to Council that the reserve be made one direction and the addition of speed bumps and footpaths.

Trees on Tamihana Street

Trees were removed some time ago and should have been replanted but to date, have not. Noted a Council employee planted four trees on the berm where they live, which was adhoc.

Memorial Tree damage at Swap Park

198 trees were planted to represent 198 nations of the world during covid. However, since the planting, trees were damaged due to Council staff spraying. Mrs Campbell suggested that this should be rectified to honor the mana. She went on to offer as a member of the Swap Park Community Group, that they will source the trees and work with the Council gardeners to repair the damage.

There were no questions raised by Council. Mayor Adrienne thanked Ezra and Craig Campbell for attending.

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.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council receives the report and presentation.

Resolution number CO/2025/00002

Moved by: Cr S Dean

Seconded by: Cr D Horne

KUA MANA | CARRIED

ATTACHMENTS

- A MPDC Climate Risk Assessment

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.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report be received.

Resolution number CO/2025/00003

Moved by: Deputy Mayor J Thomas

Seconded by: Cr R Smith

KUA MANA | CARRIED

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.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00004

Moved by: Cr C Ansell

Seconded by: Cr G Thompson

KUA MANA | CARRIED

The meeting adjourned for a break at 10.13am and reconvened at 10.49am.

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.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00005

Moved by: Cr G Thompson

Seconded by: Cr C Ansell

KUA MANA | CARRIED

ATTACHMENTS

A MCC Council Presentation 2025

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.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

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.

Resolution number CO/2025/00006

Moved by: Cr S Whiting

Seconded by: Cr K Tappin

KUA MANA | CARRIED

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).

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council agrees to remove Encumbrance 7540819.1, currently on the Land (Record of Title SA72A/435).

Cr Russell Smith voted against the motion and wished for his vote to be recorded.

Resolution number CO/2025/00007

Moved by: Cr B Dewhurst

Seconded by: Cr K Tappin

KUA MANA | CARRIED

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*].

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report be received.

Resolution number CO/2025/00008

Moved by: Cr S Whiting

Seconded by: Cr C Ansell

KUA MANA | CARRIED

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.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report be received.

Resolution number CO/2025/00009

Moved by: Cr C Ansell

Seconded by: Cr D Horne

KUA MANA | CARRIED

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.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received

Resolution number CO/2025/00010

Moved by: Cr S Whiting

Seconded by: Cr R Smith

KUA MANA | CARRIED

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.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00011

Moved by: Cr R Smith

Seconded by: Cr K Tappin

KUA MANA | CARRIED

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

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00012

Moved by: Cr S Whiting

Seconded by: Cr D Horne

KUA MANA | CARRIED

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.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information is received.

Resolution number CO/2025/00013

Moved by: Mayor A Wilcock

Seconded by: Cr R Smith

KUA MANA | CARRIED

9 Take Matatapu | Public Excluded

11.55am The public were excluded.

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

10 Mōtini hei aukati i te iwi whānui | Procedural motion to exclude the public

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

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.

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.

Resolution number CO/2025/00014

Moved by: Deputy Mayor J Thomas

Seconded by: Cr S Dean

KUA MANA | CARRIED

11 Mōtini hei aukati i te iwi whānui | Procedural motion to include the public

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

12.10pm That the public be included.

Resolution number CO/2025/00015

Moved by: Deputy Mayor J Thomas

Seconded by: Cr R Smith

KUA MANA | CARRIED

12.10 pm

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

CONFIRMED AS A TRUE AND CORRECT RECORD
OF THE MEETING OF KAUNIHERA | COUNCIL
HELD ON 24 SEPTEMBER 2025.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON: