

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 5 November 2025 at 9:00.

NGĀ MEMA | MEMBERSHIP

Tiamana | Chairperson: **Koromatua | Mayor**
Ash Tanner

Mema | Members: **Koromatua Tautoko | Deputy Mayor**
James Sainsbury
Kaunihera ā-Rohe | District Councillors
Vincent Andersen
Grace Bonnar
Bruce Dewhurst
Tyrel Glass
Dayne Horne
Greg Marshall
Andrew McGiven
James Thomas
Gary Thompson
Rewiti Vaimoso
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 – 5 November 2025	3111746	https://youtu.be/lc1aSLudoZg

Minutes prepared by:

Stephanie Hutchins

Kaitohu Mātāmua Kāwana | Senior Governance Advisor

Ngā whakapāha | Apologies

Name	Position/Organisation
Gary Thompson	Councillor, Matamata-Piako District Councillor

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

There were no members present via audio/visual link.

Kaimahi i reira | Staff Present

Name	Title	Item No.
Manaia Te Wiata	Tumu Whakarae Chief Executive Officer	7.3
Kelly Reith	Hautū Rangatōpū, Tāngata me ngā Hononga Group Manager Corporate, People & Relationships	
Stephanie Hutchins	Kaitohu Mātāmua Kāwana Senior Governance Advisor	
Tamara Kingi	Kaiārahi Kāwana Governance Team Leader	7.1, 7.4, 7.10
Sandra Harris	Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	7.2, 7.8
Niall Baker	Kaiārahi Tīma Kaupapahere Policy Team Leader	7.5, 7.6
Ellie Mackintosh	Rōia Legal Counsel	7.9
Barry Reid	Pūkenga Rawa Rori Roding Asset Engineer	7.11

I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
Sharon Dean	former Councillor (2022-2025 triennium)	7.7	9.43am	10.15am
Caleb Ansell	former Councillor (2022-2025 triennium)	7.7	9.48am	10.15am
Adrienne Wilcock	former Mayor (2022-2025 triennium)	7.7	9.55am	10.15am
Kevin Tappin	former Councillor (2022-2025 triennium)	7.7	9.55am	10.15am

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Ash Tanner welcomed members, staff and those viewing the livestream and declared the meeting open at 9.00am.

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

Apology

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That the apology from Councillor Gary Thompson be accepted and leave of absence from the meeting be granted.

Resolution number CO/2025/00001

Moved by: Cr A McGiven

Seconded by: Deputy Mayor J Sainsbury

KUA MANA | CARRIED

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

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

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

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

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

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

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

4 Whākī pānga | Declaration of interest

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

Name	Item	Conflict
Deputy Mayor James Sainsbury	7.8	Remuneration for Deputy Mayor allowance and childcare allowance

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 Tuesday, 28 October 2025, be confirmed as a true and correct record of the meeting.

Resolution number CO/2025/00002

Moved by: Cr A McGiven

Seconded by: Cr D Horne

KUA MANA | CARRIED

6 Take i puta mai | Public Forum

There were no scheduled speakers to the public forum.

7 Pūrongo me whakatau | Decision Reports

7.1 Adoption of Standing Orders

CM No.: 3107433

Te Kaupapa | Purpose

The purpose of this report is for the newly elected Council to adopt Standing Orders.

Rāpopotonga Matua | Executive Summary

Under the Local Government Act 2002, Council is required to adopt standing orders. Council is required to operate in accordance with standing orders for the conduct of its meetings and the meetings of its committees and subcommittees. Standing orders must not contravene any Act.

The adoption of standing orders and any amendment to standing orders must be made by Council and by a vote of not less than 75% of the members present. Standing orders apply to all meetings of the local authority, its committees, subcommittees and subordinate decision-making bodies.

Council currently operates using the Local Government New Zealand template with amendments. Once adopted standing orders remain in force (even after triennial elections) until any amendment is proposed.

[Click for resolution](#)

Tūtohunga | Recommendation

That:

1. Council adopt the Matamata-Piako District Council Standing Orders (attached) with the following amendments:
 - a) Clauses 13.7, 13.8, 13.9, 13.10, 13.11, 13.12, 13.13, 13.14, 13.15, 13.16, relating to attending meetings by audio or audio visual link not be included by showing as struck through of clauses 13.7 to 13.16.

OR

No amendment required (audio/visual link attendance allowed in specific circumstances).
 - b) Clause 15. Public Forums (inclusive of clauses 15.1 to 15.4) not to be included by showing as struck through of Clause 15 (inclusive of clauses 15.1 to 15.4).

OR

No amendment required (Public Forums allowed).
 - c) Clause 19. No chairperson casting vote to be included by showing as struck through of Clause 19.3.

OR

No amendment required (Chairperson has casting vote)
 - d) Clause 22. Options for General procedures for speaking and moving motions

Option A to be set as default (sets limits on speaking and moving of amendments)

OR

Set Option B to be set as default (sets some limits on speaking and moving of amendments)

OR

Set Option C to be set as default (provides flexibility on speaking and moving of amendments)
2. Council acknowledge the Matamata-Piako District Council Standing Orders with amendments (as above) will apply to all Committees of Council (but will not contravene any Act).

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council adopt the Matamata-Piako District Council Standing Orders (attached) with the following amendments:
 - a) Clauses 13.7, 13.8, 13.9, 13.10, 13.11, 13.12, 13.13, 13.14, 13.15, 13.16, relating to attending meetings by audio or audio visual link;
 - No amendment required (audio/visual link attendance allowed in specific circumstances).
 - b) Clause 15. Public Forums (inclusive of clauses 15.1 to 15.4);
 - No amendment required (Public Forums allowed).
 - c) Clause 19.3 Chairperson has a casting vote;
 - No amendment required (Chairperson has casting vote)
 - d) Clause 22. Options for General procedures for speaking and moving motions;
 - Set Option C to be set as default (provides flexibility on speaking and moving of amendments)
2. Council acknowledge the Matamata-Piako District Council Standing Orders with amendments (as above) will apply to all Committees of Council (but will not contravene any Act).

Resolution number CO/2025/00003

Moved by: Cr R Vaimoso

Seconded by: Cr S Whiting

KUA MANA | CARRIED

7.2 Council Code of Conduct

CM No.: 3105519

Te Kaupapa | Purpose

The purpose of this report is for Council to consider options in terms of their Code of Conduct following the recent Election.

Rāpopotonga Matua | Executive Summary

The Code of Conduct (Code) sets out the standards of behaviour expected from Elected Members in the exercise of their duties. Council is required to have a Code at all times. Once adopted, the Code can only be amended or a new Code adopted, by a vote in support of not less than 75% of the members present at a meeting. The Code cannot be revoked without a replacement.

The Local Government (System Improvements) Amendment Bill proposes to change the requirement around Council's Codes to have a standardised Code across New Zealand. The Bill is currently before the Select Committee. The Local Government Commission is working on a draft standardised Code for Councils which is due to be reported to the Minister of Local Government in late 2025.

Council has three options to consider:

- Option A: Adopt the Current Code (attachment A)
- Option B: Adopt the Local Government New Zealand Code template (attachment B)
- Option C: Council could receive the information within this report and agree to continue with the current Code of Conduct in anticipation of a standardised Code of Conduct

Council is also required to decide whether or not it requires Elected Members to declare they are an undischarged bankrupt. This relates to a period during which an Elected Member is bankrupt and their financial affairs are managed on their behalf.

Tūtohunga | Recommendation

That:

1. **Option A:** Council adopts the Matamata-Piako District Council Code of Conduct and authorises staff to make minor amendments such as formatting and consistency (attachment A) (by a vote in support of not less than 75% of the members present and voting at the meeting). **OR**
Option B: Council adopts the Local Government New Zealand Code of Conduct template and authorises staff to make minor amendments such as formatting and consistency (attachment B) (by a vote in support of not less than 75% of the members present and voting at the meeting).
Option C: Council receive the information within this report and agree to continue with the current Code of Conduct in anticipation of a standardised Code of Conduct.
2. Council decide whether or not it requires elected members to declare they are an undischarged bankrupt.

Click for resolution

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

- 1. Option C: Council receive the information within this report and agree to continue with the current Code of Conduct in anticipation of a standardised Code of Conduct.**
- 2. Council requires elected members to declare they are an undischarged bankrupt.**

Resolution number CO/2025/00004

Moved by: Cr S Whiting

Seconded by: Cr J Thomas

KUA MANA | CARRIED

7.3 Schedule of the Chief Executive Officer's Decisions made on Urgent Matters During the Election Transition Period

CM No.: 2996293

Te Kaupapa | Purpose

The purpose of this report is to advise of any decisions made on urgent matters by the Tumu Whakarae | Chief Executive Officer during the election transition period between 17 October (being the day after the official declaration of election results) and 28 October when our Elected Members are sworn in.

Rāpopotonga Matua | Executive Summary

At the Council meeting on 8 October 2025, Elected Members delegated urgent decision making to the Tumu Whakarae | Chief Executive Officer during the election transition period.

There were no urgent decisions made during this period.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00005

Moved by: Deputy Mayor J Sainsbury

Seconded by: Cr A McGiven

KUA MANA | CARRIED

7.4 Re-establishment of Council Committees in the 2025-28 Triennium

CM No.: 3107054

Te Kaupapa | Purpose

The purpose of this report is to present Elected Members with recommendations from the Committees to re-establish:

- Risk and Assurance Committee; and
- Te Manawhenua Forum mō Matamata-Piako.

Rāpopotonga Matua | Executive Summary

The Risk and Assurance Committee and Te Manawhenua Forum must be formally re-established each triennium in order to continue. At their final meeting of the 2022 – 2025 triennium, each Committee provided a recommendation for Council to re-establish the Committee.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council receives this report and considers the re-establishment of the Risk and Assurance Committee and Te Manawhenua Forum in a later item on this agenda.

Resolution number CO/2025/00006

Moved by: Cr B Dewhurst

Seconded by: Cr V Andersen

KUA MANA | CARRIED

7.5 Governance Structure and Roles for the 2025-2028 Triennium

CM No.: 3107738

Te Kaupapa | Purpose

The purpose of this report is for Council to consider and approve the Governance Structure and Roles for the 2025-28 Triennium (attached).

The intent of the Governance Structure and Roles is to:

- establish Formal Committees and other delegated bodies of Council.
- appoint Chairpersons, Deputy Chairpersons, Members/Representatives.
- delegate responsibilities, duties and powers.

Rāpopotonga Matua | Executive Summary

Section 41A of the Local Government Act 2002 (LGA) provides for the Mayor to establish Committees of Council and appoint Committee Chairs. It is the responsibility of Council to approve the members, delegations and terms of reference that enable effective decision-making under the Governance Structure and Roles.

This report has been prepared based on maintaining the historic Governance Structure and any changes resolved by Council will be incorporated into the attachment.

The following Committees and other delegated bodies are to be re-established

- Risk and Assurance Committee
- Te Manawhenua Forum mō Matamata-Piako
- District Licensing Committee
- Chief Executive Officer Performance Committee
- Waharoa (Matamata) Aerodrome Committee
- Hearings Commission
- Governance Group for Plan Change 49 – Waharoa
- Single-Year Community Grants Committee
- Creative Communities Scheme Committee

Tūtohunga | Recommendation

That:

1. **A) Council approves the Governance Structure and Roles for Council, Committees of Council, and other delegated bodies, including the elected member appointments for the 2025-2028 triennium (as attached).**

OR
B) Council approves the Governance Structure and Roles for Council, Committees of Council, and other delegated bodies, including the elected member appointments for the 2025-2028 triennium with amendments [amendments to be detailed].
2. **Council notes the Delegations Policy will be reviewed and updated to reflect the 2025-2028 Governance Structure.**

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council approves the Governance Structure and Roles for Council, Committees of Council, and other delegated bodies, including the elected member appointments for the 2025-2028 triennium with amendments as below:

Risk and Assurance

Chair Jaydene Kana (independent)

Independent member – *(to be confirmed at a later date)*

Mayor Ash Tanner

Deputy Mayor James Sainsbury

Councillor James Thomas

Councillor Bruce Dewhurst

Councillor Andrew McGiven

Te Manawhenua Forum

Chair Hinerangi Vaimoso

Mayor Ash Tanner

Deputy Mayor James Sainsbury

Councillor Rewiti Vaimoso - *Note Councillor Gary Thompson as observer*

District Licensing Committee

Chair Councillor Sue Whiting

Deputy Chair Councillor Greg Marshall *(note subject to fulfilling requirements)*

List Member Councillor Greg Marshall *(note subject to fulfilling requirements)*

Chief Executive Performance Committee

Mayor Ash Tanner

Deputy Mayor James Sainsbury

Councillor Vincent Anderson

Councillor Andrew McGiven

Councillor Bruce Dewhurst

Councillor Sue Whiting

Councillor Dayne Horne

Waharoa (Matamata) Aerodrome Committee

Mayor Ash Tanner

Deputy Mayor James Sainsbury

Councillor James Thomas

Hearings Commission

No Chairperson or Deputy Chairperson is appointed. (No current members with accreditation).

Member Councillor Sue Whiting

Governance Group for Plan Change 49 – Waharoa

Councillor Vincent Anderson

Councillor Sue Whiting

Single Year Community Grant Committee

Membership one Elected Member per ward, including Māori Ward

Creative Communities Scheme Committee (2 members max)

Councillor Greg Marshall

Councillor Grace Bonnar

2. Council notes the Delegations Policy will be reviewed and updated to reflect the 2025-2028 Governance Structure.

Resolution number CO/2025/00007

Moved by: Cr G Bonnar

Seconded by: Cr S Whiting

KUA MANA | CARRIED

ATTACHMENTS

A Gov Structure V3 as at 5 Nov 2025 - Adopted

7.6 Representation on Other Committees and Groups

CM No.: 3105804

Te Kaupapa | Purpose

The purpose of this report is to appoint elected members (or others) to various other committees and groups not necessarily coordinated by Council.

Rāpopotonga Matua | Executive Summary

Council is asked to appoint elected members (or others) to various other committees and groups not necessarily coordinated by Council. These include:

- Waikato Civil Defence Emergency Management Group Joint Committee
- Waikato Regional Transport Committee
- Regional Triennial Agreement Forum
- Hauraki Gulf Forum
- Hauraki Scheme Subcommittee
- Local Government New Zealand: Zone 2
- Future Proof Implementation Committee
- Hauraki Rail Trail Charitable Trust
- Creative Communities Scheme Assessment Committee

[Click for resolution](#)

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Waikato Civil Defence Emergency Management Group Joint Committee

2. The Mayor be appointed as Council's representative on the Waikato Civil Defence Emergency Management Group Joint Committee.
3. Councillor Andrew McGiven be appointed as Council's alternate representative on the Waikato Civil Defence Emergency Management Group Joint Committee.
4. Council's representatives be granted delegated authority to commit to action and expenditure on behalf of the Council within approved budgets.

Waikato Regional Transport Committee

5. The Mayor be appointed as Council's representative on the Waikato Regional Transport Committee and in the absence Deputy Mayor James Sainsbury be appointed as the alternate.

Regional Triennial Agreement Forum

6. The Mayor be appointed as Council's representative on the Regional Triennial Agreement Forum and in the absence Deputy Mayor James Sainsbury be appointed as the alternate.

Hauraki Gulf Forum

7. Councillor Dayne Horne be appointed to the Hauraki Gulf Forum.

Hauraki Scheme Subcommittee

8. Councillor Andrew McGiven be appointed to the Hauraki Scheme Subcommittee of the Waikato Regional Council.

Local Government New Zealand: Zone 2

9. the Mayor be appointed as Council's representative for Local Government New Zealand: Zone 2 and Deputy Mayor James Sainsbury be appointed as the alternate. All other members are invited as attendees.

Future Proof Implementation Committee

10. Mayor Ash Tanner and Deputy Mayor James Sainsbury be appointed as Council's representatives to the Future Proof Implementation Committee.

Hauraki Rail Trail Charitable Trust

11. Shaun O'Neill be appointed as Council's appointee on the Hauraki Rail Trail Charitable Trust.

Creative Communities Scheme Assessment Committee

12. As appointed in Item 7.5, Councillor Greg Marshall and Councillor Grace Bonnar are Council's representatives on the Creative Communities Scheme Assessment Committee.

Future changes

13. Council notes that some appointments to other committees and groups may change in the coming months to align with the arrangements and terms of reference still to be confirmed/discussed with joint organisations.

Resolution number CO/2025/00008

Moved by: Cr D Horne

Seconded by: Cr B Dewhurst

KUA MANA | CARRIED

7.7 Recognition of Service for Departing Elected Members

CM No.: 3105884

Te Kaupapa | Purpose

The purpose of this report is to acknowledge and formally farewell those Elected Members who stood for re-election but will not be continuing in the new Council term. Recognising their dedicated service, valued contributions, and commitment to our community throughout their time on Council.

Rāpopotonga Matua | Executive Summary

Adrienne Wilcock, Kevin Tappin, Caleb Ansell, and Sharon Dean, concluded their term as Elected Members of the Matamata-Piako District Council following the 2025 local election:

- Adrienne Wilcock was a Councillor for the Matamata General Ward area for six years from 2016-2022, and Mayor for three years (2022-2025).
- Kevin Tappin was a Councillor for the Matamata General Ward area for nine years (2016-2025).
- Caleb Ansell was a Councillor for the Matamata General Ward area for three years (2022-2025).
- Sharon Dean was a Councillor for the Morrinsville General Ward area for three years (2022-2025).

A presentation will be held in recognition of their dedication and outstanding service to the Matamata-Piako District.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. **Adrienne Wilcock, Kevin Tappin, Caleb Ansell, and Sharon Dean be formally recognised for their outstanding service as Elected Members to the Matamata-Piako District.**

Resolution number CO/2025/00009

Moved by: Mayor A Tanner

Seconded by: Deputy Mayor J Sainsbury

KUA MANA | CARRIED

The meeting adjourned for a break at 10.15am and reconvened at 10.48am.

7.8 Elected Member Remuneration and Allowances

CM No.: 3105598

Te Kaupapa | Purpose

The purpose of this report is for Council to:

- confirm how the Governance Remuneration Pool which is set by the Remuneration Authority should be allocated to the 12 Councillors, and
- confirm availability of any of the allowances as set by the Remuneration Authority.

Rāpopotonga Matua | Executive Summary

The Remuneration Authority is the independent body responsible for setting remuneration for elected positions in Councils. Each Council is allocated a Governance Remuneration Pool (Pool), this is the total Pool for all Councillors. Individual Councils are responsible for allocating its Pool to its Councillors and the Pool must be fully allocated. The remuneration for the Mayor is also set by the Remuneration Authority but is separate from the Pool.

The Remuneration Authority also sets the rules for reimbursement of costs or allowances incurred by Elected Members while engaged on Council business.

[Click for resolution](#)

Tūtohunga | Recommendation

That:

1. Council confirms how the Governance Pool should be allocated and instructs staff to forward this to the Remuneration Authority for confirmation;

Option A: The Pool is equally allocated to all 12 members.
\$511,010 / 12 = \$42,584 per member OR

Option B: A formula for setting the remuneration is used to recognise roles of extra responsibility and workload.

Deputy Mayor (This position exercises the same roles as other Elected Members and may be called on to attend events where the Mayor cannot attend. In addition, the Deputy Mayor is appointed to additional committees as part of this role. If the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties of the Mayor)

Ratio of ____ - \$ ____.

Councillor (all other) Ratio of 1 - \$ ____ . OR

Option C: A formula for setting the remuneration is used to recognise roles of extra responsibility and workload.

Deputy Mayor (This position exercises the same roles as other Elected Members and may be called on to attend events where the Mayor cannot attend. In addition, the Deputy Mayor is appointed to additional committees as part of this role. If the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties of the Mayor)

Ratio of ____ - \$ ____.

Risk and Assurance Committee Member (This position exercises the same roles as other Elected Members and is also a member of the Risk and Assurance Committee who generally meet four to six times per year and have responsibility for assisting Council in fulfilling its overall responsibilities relating to financial reporting, external audit, internal audit, compliance and risk reporting, and reporting any areas of concern to Council.)

Number of Members ____

Ratio of ____ - \$ ____.

Te Manawhenua Forum Committee Member (This position exercises the same roles as other Elected Members and is also a member of Te Manawhenua Forum who generally meet six times per year and have responsibility for facilitating tangata whenua contribution to Council's decision making.)

Number of Members ____

Ratio of ____ - \$ ____.

Waharoa (Matamata) Aerodrome Committee Member (This position exercises the same roles as other Elected Members and is also a member of the Waharoa (Matamata) Aerodrome Committee who generally meet two to three times per year and have responsibility for making recommendations to Council in respect of the Aerodrome land, making decisions on access and parking arrangements that affect Raungaiti Marae and functions regarding the Reserve Management Plan under the Reserves Act.)

Ratio of ____ - \$ ____.

Councillor (all other) Ratio of 1 - \$_____. OR

Option D: A new formula is used to recognise roles of extra responsibility and workload *[new formula to be added here]*.

Tūtohunga | Recommendation

That:

2. Council confirms its approach to Elected Member Allowances;

A Vehicle-Kilometre Allowance

i) Council adopts the vehicle-kilometre allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy; **OR**

ii) Council does not adopt a vehicle-kilometre allowance.

B Travel-Time Allowance

i) Council adopts the travel-time allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy; **OR**

ii) Council does not adopt the travel-time allowance.

C Information or Communication Technology (ICT) Allowance

i) Council adopts the following ICT allowance(s) in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy in addition to the issuing of Council owned laptops with mobile data;

- Use of a personal printer; and/or
- Use of a personal mobile phone; and/or
- Use of ICT consumables. **OR**

ii) Council does not adopt an ICT allowance in addition to the issuing of Council owned laptops with mobile data.

D Childcare Allowance

i) Council adopts the childcare allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy; **OR**

ii) Council does not adopt the childcare allowance.

E Home Security Allowance

i) Council adopts the home security allowance in accordance with the Remuneration Authority's Determination; **OR**

ii) Council does not adopt the home security allowance.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council confirms how the Governance Pool should be allocated and instructs staff to forward this to the Remuneration Authority for confirmation;

Option C: A formula for setting the remuneration is used to recognise roles of extra responsibility and workload.

- i) Deputy Mayor (This position exercises the same roles as other Elected Members and may be called on to attend events where the Mayor cannot attend. In addition, the Deputy Mayor is appointed to additional committees as part of this role. If the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties of the Mayor)
Ratio of 1.4 - \$55,032.

Deputy Mayor James Sainsbury declared a conflict of interest and did not participate in voting of the motion.

Resolution number CO/2025/00010

Moved by: Cr J Thomas

Seconded by: Cr S Whiting

KUA MANA | CARRIED

WHAKATAUNGA A TE KAUNIHERA | Council Resolution

That:

- ii) Risk and Assurance Committee Member (This position exercises the same roles as other Elected Members and is also a member of the Risk and Assurance Committee who generally meet four to six times per year and have responsibility for assisting Council in fulfilling its overall responsibilities relating to financial reporting, external audit, internal audit, compliance and risk reporting, and reporting any areas of concern to Council.)
Number of Members 1 (Member of Risk and Assurance Committee only)
Ratio of 1.1 - \$43,239.
(Also see below vii Member of more than one Committee)
- iii) Te Manawhenua Forum Committee Member (This position exercises the same roles as other Elected Members and is also a member of Te Manawhenua Forum who generally meet six times per year and have responsibility for facilitating tangata whenua contribution to Council's decision making.)
Number of Members 1
Ratio of 1.1 - \$43,239.
- iv) Waharoa (Matamata) Aerodrome Committee Member (This position exercises the same roles as other Elected Members and is also a member of the Waharoa (Matamata) Aerodrome Committee who generally meet two to three times per year and have responsibility for making recommendations to Council in respect of the Aerodrome land, making decisions on access and parking arrangements that affect Raungaiti Marae and functions regarding the Reserve Management Plan under the Reserves Act.)
Ratio (see below vii Member of more than one Committee)
- v) Hauraki Gulf Forum (this position exercises the same roles as other Elected Members and is also a member of the Hauraki Gulf Forum who generally meet four times per year and have responsibility for the promotion and facilitation of

integrated management and the protection and enhancement of the Hauraki Gulf.
Ratio of 1.1 - \$43,239.

vi) Hauraki Scheme Subcommittee (or similar name once confirmed) (this position exercises the same roles as other Elected Members and is also a member of the Hauraki Scheme Subcommittee who generally meet two times per year and have responsibility for the provision of local community advice to Integrated Catchment Management Committee.
Ratio (see below vii Member of more than one Committee).

vii) Member of more than one Committee (as per above descriptions)
Number of Members 2
Ratio of 1.15 - \$45,205.

viii) Councillor (all other) Ratio of 1 - \$39,308.

Resolution number CO/2025/00011

Moved by: Deputy Mayor J Sainsbury

Seconded by: Cr S Whiting

KUA MANA | CARRIED

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

2. Council confirms its approach to Elected Member Allowances;

A Vehicle-Kilometre Allowance

Council adopts the vehicle-kilometre allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy

Resolution number CO/2025/00012

Moved by: Cr A McGiven

Seconded by: Cr D Horne

KUA MANA | CARRIED

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

B Travel-Time Allowance

Council adopts the travel-time allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy

Resolution number CO/2025/00013

Moved by: Deputy Mayor J Sainsbury

Seconded by: Cr B Dewhurst

KUA MANA | CARRIED

continued on next page...

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

C Information or Communication Technology (ICT) Allowance

Council does not adopt an ICT allowance in addition to the issuing of Council owned laptops with mobile data.

Resolution number CO/2025/00014

Moved by: Cr B Dewhurst

Seconded by: Deputy Mayor J Sainsbury

KUA MANA | CARRIED

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

D Childcare Allowance

Council adopts the childcare allowance in accordance with the Remuneration Authority's Determination and Council's Sensitive Expenditure Policy;

Deputy Mayor James Sainsbury and Councillors Rewiti Vaimoso, Grace Bonnar and Tyrel Glass declared a conflict of interest and did not participate in discussion or voting of this motion.

Resolution number CO/2025/00015

Moved by: Cr D Horne

Seconded by: Cr J Thomas

KUA MANA | CARRIED

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

E Home Security Allowance

Council does not adopt the home security allowance.

Resolution number CO/2025/00016

Moved by: Cr S Whiting

Seconded by: Cr A McGiven

KUA MANA | CARRIED

7.9 Elected Members Registers of Interests

CM No.: 3107428

Te Kaupapa | Purpose

For elected members to understand the purpose of the register of interests and their legal obligations in ensuring that it is completed correctly.

Rāpopotonga Matua | Executive Summary

Under the Local Government (Pecuniary Interests Register) Amendment Act 2022, elected members are required to complete and maintain a register of interests. The Act introduced more prescriptive obligations regarding the types of interests that must be disclosed. This requirement is intended to promote transparency and enhance public trust and confidence in local government decision-making and processes. The purpose of this report is to make Council aware our requirements and their responsibilities.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. Council confirm delegation of Registrar under S54G the Local Government Act 2002 to the Chief Executive and Legal Counsel.

Resolution number CO/2025/00017

Moved by: Cr D Horne

Seconded by: Cr R Vaimoso

KUA MANA | CARRIED

7.10 2025 Council and Committee Meeting Calendar

CM No.: 3107429

Te Kaupapa | Purpose

The purpose of this report is to confirm the Council, Committee and Workshop dates for the remainder of 2025.

Rāpopotonga Matua | Executive Summary

Following the local election, Council are to confirm the Council, Committee and Workshop dates for the remainder of 2025. 2026 dates will be confirmed at Council's final meeting in December. These dates have been developed based on historic meeting arrangements which Council can amend if desired.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The following dates are approved for the remainder of 2025:

- Wednesday 26 November – Council Meeting and Workshop
- Monday 1 December – Waharoa (Matamata) Aerodrome Committee Meeting
- Wednesday 3 December – Council Workshop
- Tuesday 9 December – Te Manawhenua Forum Meeting
- Wednesday 10 December – Council Workshop
- Tuesday 16 December – Risk and Assurance Committee Meeting
- Wednesday 17 December – Council Meeting

Resolution number CO/2025/00018

Moved by: Cr S Whiting

Seconded by: Cr G Bonnar

KUA MANA | CARRIED

7.11 Private accessway naming at 15 Gordon Terrace, Matamata

CM No.: 3101562

Te Kaupapa | Purpose

Council is responsible and has the power under sections 319, 319A and 319B of the Local Government Act 1974 to name formed roads, including private access ways, that are intended for the use of the public generally, and for the numbering of land and buildings.

Rāpopotonga Matua | Executive Summary

Barr Harris Surveyors Limited made application to Council on behalf of Create Developments for a private, 13-lot urban residential in-fill development located at 15 Gordon Terrace, Matamata.

A remnant of the large, Historic Place (Category 2) listed farmhouse remains on the site. Built in 1916 for local farmer and politician James Frederick Vosper (1872-1948), it is now a private rest home (Rawhiti Lodge Care). The Vosper family had strong community and political ties to Matamata, and the former farmhouse remains an important feature of the townscape.

Frederick Charles Daniell a prominent Waikato architect designed the farmhouse. Buildings such as Wesley Chambers (1924) and St Andrew's Presbyterian Church (1914) in Hamilton are good examples of his earlier work.

The original single-storied *Corner Bay Villa* farmhouse had five bedrooms, three living rooms, a large foyer, and three verandas - demonstrating residential architecture common in New Zealand from the late 19th to early 20th century. *Corner Bay Villas* are characterised by a prominent angled bay window on a corner site along with typical bay villa features like ornate detailing and multiple rooms. Also called *Liberal Villas* these homes were a status symbol for the growing middle class, combining elements of British and North American designs for economical, convenient, and respectable living.

Whenever urban or rural subdivisions of six or more lots are created, decisions on road naming are made in Council consistent with the attached policy - *Numbering of Properties, Naming of Roads, Access Ways and Open Spaces* - 02 October 2019.

It is recommended that Council accept the two preferred private access way names **Frederick Lane** and **Daniell Lane** corresponding to accessways 15/16 and 17 respectively.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council approves the two preferred private access way names ***Frederick Lane*** and ***Daniell Lane*** for this 13-lot urban in-fill residential development, located at 15 Gordon Terrace, Matamata.

Resolution number CO/2025/00019

Moved by: Cr S Whiting

Seconded by: Cr A McGiven

KUA MANA | CARRIED

11.26 am

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

CONFIRMED AS A TRUE AND CORRECT RECORD
OF THE MEETING OF KAUNIHERA | COUNCIL
HELD ON 5 NOVEMBER 2025.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON: