

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 25 March 2026 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 – 25 March 2026	3153809	Matamata-Piako District Council - 25 March 2026 - YouTube

Ngā whakapāha | Apologies

Name	Position/Organisation
James Thomas	Councillor, Matamata-Piako District Council
James Sainsbury	Deputy Mayor, Matamata-Piako District Council (early departure)

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

Name	Position/Organisation	Time In	Time Out
James Thomas	Councillor, Matamata-Piako District Council		

Kaimahi i reira | Staff Present

Name	Title	Item No.
Manaia Te Wiata	Tumu Whakarae Chief Executive Officer	
Stacey Edwards	Kaitohu Kāwana Governance Advisor	
Ellie Gray	Kairuruku Takuhe, Āpiha Whakahaere Grants Co-Ordinator Admin	
Tamara Kingi	Kaiārahi Kāwana Governance Team Leader	
Sandra Harris	Pou Kaupapahere, Rāngai Mahitahi me te Kāwana Policy, Partnerships and Governance Manager	
Daniel Kruger	Pou Whakamatua Hanganga Building Control Manager	7.2, 7.3
Nathan Sutherland	Pou Whakamahere Planning Manager	7.2, 7.3, 7.4, 7.5, 7.6, 8.4
Carolyn McAlley	Kaiwhakamahere Rautaki RMA Matua Senior RMA Policy Planner	7.2, 7.3, 7.4, 7.5, 7.6, 8.4
Fiona Hill	Kaiārahi Rautaki RMA Team Leader RMA Policy	7.2, 7.3, 7.4, 7.5, 7.6, 8.4
Jayshree Kanji	Kaiwhakamahere Rautaki RMA Paetahi Graduate RMA Policy Planner	7.2, 7.3, 7.4, 7.5, 7.6, 8.4
Olivia Picard	Kaitohu Kaupapahere Policy Advisor	7.4, 7.5, 7.6, 8.2
Larnia Rushmore	Pou Pūtea, Ratonga Pakihi Finance & Business Services Manager	8.1
Andy BuBear	Pou Whakahaere Whakararu Emergency Management Manager	8.5
Toka Wolfswood	Āpiha Whakahaere Whakararu Emergency Management Officer	8.5
Todd Makeham	Pou o ngā Paparēhia me ngā Mahi Parks and Works Manager	8.5
Mike Van Bysterverldt	Kaiārahi Rori Roothing Team Leader	8.5
Mike Van Grootel	Pou Rori Roothing Manager	8.5

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Ash Tanner welcomed members, staff and those viewing the livestream and declared the meeting open at 9:02am.

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

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

1. That the apology from Councillor James Thomas be accepted and leave of absence from the meeting be granted.
2. That the apology from Deputy Mayor James Sainsbury for early departure be accepted.

Resolution number CO/2026/00001

Moved by: Deputy Mayor J Sainsbury

Seconded by: Cr A McGiven

KUA MANA | CARRIED

Deputy Mayor James Sainsbury left at 10:35am

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, 4 March 2026, be confirmed as a true and correct record of the meeting.

Resolution number CO/2026/00002

Moved by: Cr A McGiven

Seconded by: Cr D Horne

KUA MANA | CARRIED

6 Take i puta mai | Public Forum

There were no speakers to the public forum.

7 Pūrongo me whakataua | Decision Reports

7.1 Waikato Triennial Agreement 2025-2028

CM No.: 3147852

Te Kaupapa | Purpose

The purpose of this report is to seek adoption of the 2025–2028 Waikato Triennial Agreement and authorise the Mayor to finalise and sign on behalf of Council.

Rāpopotonga Matua | Executive Summary

The Local Government Act 2002 requires that all councils in the region enter into a triennial agreement before 1 March following the triennial elections. The agreement sets out how councils will work cooperatively and collaboratively for the good governance of the districts, city and region.

Due to the need to prioritise responses to Central Government's reform proposals, the Mayors and Chair agreed to adopt the Waikato Triennial Agreement 2025–2028 as soon as possible after the 1 March date.

At the Waikato Mayoral Forum on 2 March 2026, the Mayors and the Regional Council Chair considered and endorsed the agreement. The agreement sets out principles and protocols for communication and collaboration and identifies four key areas of focus, including local government reform, city and regional deals, strengthening collaboration and shared services and developing a regional spatial plan.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council adopts the 2025 – 2028 Waikato Triennial Agreement and the Mayor is authorised to finalise and sign on behalf of Council.

Resolution number CO/2026/00003

Moved by: Mayor A Tanner

Seconded by: Cr D Horne

KUA MANA | CARRIED

7 Pūrongo me whakataurua | Decision Reports

7.2 Natural, Cultural, Built Heritage Grant - Requests for retrospective funding

CM No.: 3145659

Te Kaupapa | Purpose

The purpose of this report is for Council to consider assisting with retrospective grant funding towards resource consent fees for the following organisations:

- Hato Hone St John Te Aroha – Emergency Generator; and
- Matamata Community Health Shuttle – Relocation of Garage.

Rāpopotonga Matua | Executive Summary

Council administer a Natural, Cultural, Built Heritage Grant which provides grants for assessments, plans, reports and one-off projects that will protect, conserve and promote New Zealand's natural, cultural and physical heritage. The fund may also be used to support community organisations with resource consents costs. Under the Policy, organisations can request assistance of up to \$5,000.

Both Hato Hone St John Te Aroha and Matamata Community Health Shuttle have requested grant assistance of \$5,000. Staff have delegation to approve Natural, Cultural, Built Heritage Grant applications if they comply with Council's Policy. These two applications comply with all parts of the Policy except the Policy does not allow grants to be allocated retrospectively therefore the decision in these cases lies with Council.

The Natural, Cultural, Built Heritage Grant currently has \$9,537.78 available for the remainder of the financial year, until 30 June 2026. If Council wishes to grant maximum funding to both non-profit organisations it could allocate \$4,768.89 to each.

Tūtohunga | Recommendation

That:

1. A) The report be received.

B) Council retrospectively allocate \$_____ to Hato Hone St John Te Aroha, by way of grant towards the resource consent for their emergency generator from Council's existing Natural, Cultural, Built Heritage grant.

C) Council retrospectively allocate \$_____ to Matamata Community Health Shuttle, by way of grant towards the resource consent to relocate the Matamata Community Health Shuttle garage from Council's existing Natural, Cultural, Built Heritage grant.

OR

2. A) The report be received.

B) Council decline the request by Hato Hone St John Te Aroha, to retrospectively grant funds towards their resource consent costs and Council staff provide advice on any other appropriate and available external grants/funding.

C) Council decline the request by Matamata Community Health Shuttle, to retrospectively grant towards their resource consent costs and Council staff provide advice on any other appropriate and available external grants/funding.

OR

3. A) The report be received.

B) Council retrospectively allocate \$_____ to _____, by way of grant towards the resource consent for _____ from Council's existing Natural, Cultural, Built Heritage grant.

C) Council decline the request by _____, to retrospectively grant towards their resource consent costs and Council staff provide advice on any other appropriate and available external grants/funding.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

- 1. A) The report be received.**
- B) Council retrospectively allocate \$5,000.00 to Hato Hone St John Te Aroha, by way of grant towards the resource consent for their emergency generator from Council's existing Natural, Cultural, Built Heritage grant.**
- C) Council retrospectively allocate \$4,537.78 to Matamata Community Health Shuttle, by way of grant towards the resource consent to relocate the Matamata Community Health Shuttle garage from Council's existing Natural, Cultural, Built Heritage grant.**

Resolution number CO/2026/00004

Moved by: Cr D Horne

Seconded by: Deputy Mayor J Sainsbury

KUA MANA | CARRIED

7 Pūrongo me whakatau | Decision Reports

7.3 Fees and Charges 25/26 - Update to Building fees in current schedule

CM No.: 3147828

Te Kaupapa | Purpose

The purpose of this report is to seek Council's approval of changes to the building fees within the current Fees and Charges 2025/26. The proposed amendments introduce new fees and clarify existing charges to reflect recent Government-led changes to building legislation and associated system costs. The changes are intended to ensure Council can recover the direct costs incurred in delivering new building-related services, while remaining transparent with customers about how fees are calculated and recovering actual costs.

Rāpopotonga Matua | Executive Summary

This report seeks Council's approval to introduce new and amend existing building fees within the current Fees and Charges 2025/26. The proposed changes respond to recent Government initiatives, including:

- The introduction of remote inspections, and
- Legislative changes exempting small standalone dwellings from requiring a building consent, instead requiring a Project Information Memorandum (PIM).

These changes require the use of new functionality within Council's building system (Objective Build), with associated costs charged to Council on a GST-exclusive basis. To ensure transparency and full cost recovery, this report proposes: Introducing new fees to recover these additional system costs, and

- Clarifying that Objective Build fees in the schedule are GST exclusive, correcting an existing inconsistency.

These amendments ensure that the costs of these services are borne by the applicant receiving them, rather than being subsidised by the wider ratepayer. Council will continue to consult on all fees and charges as part of the 2026/27 Fees and Charges consultation.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

- 1. Council approves the following amendments to Building fees in the current Fees and Charges 2025/26:**
 - (i) A remote inspection Objective Build fee of \$38.00 (GST exclusive) to cover the cost charge to Council by Objective Build**
 - (ii) A Small Standalone Dwelling PIM Exemption Objective Build fee of \$250.00 (GST exclusive) to cover the cost charge to Council by Objective Build**
 - (iii) A Council processing fee of \$965.00* (GST inclusive) for Small Standalone Dwellings PIM applications to recover Council staff processing costs associated with the new legislative framework. Note* (additional fees may be charged for extra processing, planning and engineering charges)**
- 2. Council approved the amendment of the Fees and Charges 2025/26 to clarify that all Objective Build fees are GST excusive.**

Resolution number CO/2026/00005

Moved by: Cr S Whiting

Seconded by: Cr G Thompson

KUA MANA | CARRIED

7 Pūrongo me whakatau | Decision Reports

7.4 Population Projection Growth Scenario Adoption - 2027 Long Term Plan

CM No.: 3149138

Te Kaupapa | Purpose

For Council to adopt population growth projections to underpin strategic planning assumptions for the Long Term Plan 2027-37 and related strategies.

Rāpopotonga Matua | Executive Summary

Council's population growth projection is a key assumption in the Long Term Plan 2027-37 (LTP) and influences decisions on infrastructure, services, and investment over the next three to thirty years.

At a Council workshop, open to the public on 25 February 2026, Te Ngira Institute for Population Research (Te Ngira) representatives presented to Council various demographic trends at a global, national and local level.

It is proposed Council uses projections developed by Te Ngira to align with Future Proof partners. Te Ngira developed three growth scenarios, low, medium and high, representing a possible future growth scenario.

No scenario is more likely than the other, and all projections are inherently wrong, but are useful for strategic planning. Independent advice from Property Economics recommends Council adopt the high growth scenario developed by Te Ngira.

Tūtohunga | Recommendation

That:

1. Council adopts the Te Ngira high growth scenario (district-wide and Statistical Area 2 level) as its baseline population growth assumption for long term strategic planning and information, and underpins documents including but not limited to:
 - a) the Long-Term Plan 2027-37 and related documents.
 - b) the review of the Matamata-Piako District Growth Strategy.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council adopt the Te Ngira high growth scenario (district-wide and Statistical Area 2 level) as its baseline growth assumptions for long term strategic planning and information, and underpins documents including but not limited to:
 - a. The Long Term Plan 2027-37 and related documents
 - b. The review of the Matamata-Piako District Growth Strategy
2. Council note the high growth scenario projections include projections for; population, household, labour force, and age at a district and Statistical Area 2 (SA2) level.

Resolution number CO/2026/00006

Moved by: Cr G Thompson

Seconded by: Cr A McGiven

KUA MANA | CARRIED

7 Pūrongo me whakatau | Decision Reports

7.5 Hearings Commission - Appointment of Additional Members and Coordinator

CM No.: 3150762

Te Kaupapa | Purpose

To confirm the appointment of additional elected members to the Hearings Commission and consider appointing a Coordinator for the 2025-2028 triennium.

Rāpopotonga Matua | Executive Summary

The Hearings Commission conducts fair and effective hearings and makes determinations on a range of the Council's quasi-judicial functions under legislation and other matters as referred to the Committee. In regards to Resource Management Act Hearings it is a requirement to hold the relevant accreditation (Making Good Decisions), for all other Council hearings it is strongly encouraged.

Council agreed to re-establish the Hearings Commission at its 5 November 2025 meeting and appointed Councillor Sue Whiting as a member, Cr Whiting currently holds the relevant accreditation (member accreditation). Elected members appointed to the Hearings Commission will undergo the required Making Good Decisions accreditation.

To hold the position of Chairperson an elected member must hold the Chairpersons accreditation under the Resource Management Act (Making Good Decisions – Chairperson). No elected member currently holds his accreditation. To ensure the smooth running and coordination of the Hearings Commission Council should consider appointing an elected member as Coordinator.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council approves the following additional appointments to the Hearings Commission for the 2025-2028 triennium

- a) Councillor Andrew McGiven
- b) Councillor Grace Bonnar
- c) Councillor Tyrel Glass

Noting that accreditation is required in regards to Resource Management Act Hearings.

2. Councillor Sue Whiting is appointed as the Coordinator for the Hearings Commission.

Resolution number CO/2026/00007

Moved by: Mayor A Tanner

Seconded by: Deputy Mayor J Sainsbury

KUA MANA | CARRIED

7 Pūrongo me whakatau | Decision Reports

7.6 Trends and Analysis Report - Long Term Plan 2027-2037

CM No.: 3150918

Te Kaupapa | Purpose

To seek Council endorsement of the final version of the Trends and Analysis Report and its supplementary infographic. The Trends and Analysis Report is part of the background information to the Long Term Plan 2027-2037 and will be made available on Council's website for the community.

Rāpopotonga Matua | Executive Summary

The Trends and Analysis Report is a foundational input into Council's Long Term Plan 2027–2037 decisions. It aims to identify internal and external historical and emerging trends that Council should consider when making decisions, what trade-offs are emerging, and what risks and opportunities need to be considered over the next ten years.

Making the Report publicly available aims to assist the community's understanding of Council's decision-making environment and promote transparent decision-making.

The Report will be circulated separately.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council endorses the Trends and Analysis Report to inform decision making on the 2027-37 Long Term Plan.
2. Council agree Council staff may make minor edits where required to the Report prior to publication.

Resolution number CO/2026/00008

Moved by: Cr G Bonnar
Seconded by: Cr A McGiven

KUA MANA | CARRIED

ATTACHMENTS

A Additional Attachment - Item 7.6 - Trends Analysis Report 2029

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Staff Long Service Presentation

CM No.: 3153020

Te Kaupapa | Purpose

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

Rāpopotonga Matua | Executive Summary

Shawn Sun and Alexander Bailey 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/2026/00009

Moved by: Deputy Mayor J Sainsbury

Seconded by: Cr G Thompson

KUA MANA | CARRIED

Mayor Ash Tanner and Tumu Whakarae | Chief Executive Officer, Manaia Te Wiata, awarded both staff members for their long term service to Matamata-Piako District Council.

The meeting adjourned for morning tea at 10:13am and reconvened at 10:37am.

8 Ngā Pūrongo Whakamārama | Information Reports

8.2 Six Month Report - July to December 2025

CM No.: 3150905

Te Kaupapa | Purpose

To provide an update on the financial and non-financial performance for the six months of July to December 2025.

Rāpopotonga Matua | Executive Summary

The Six-Month Report provides an update on how Council is meeting its financial and non-financial targets set out in year two of the 2024-34 Long Term Plan.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Six Month Report 2025 is received.

Resolution number CO/2026/00010

Moved by: Cr A McGiven

Seconded by: Cr G Thompson

KUA MANA | CARRIED

8 Ngā Pūrongo Whakamārama | Information Reports

8.3 Risk and Assurance Committee Report of 24 February 2026

CM No.: 3151238

Te Kaupapa | Purpose

The purpose of this report is to provide Council with an update from the Risk and Assurance Committee following its meeting on 24 February 2026.

Rāpopotonga Matua | Executive Summary

Risk and Assurance Committee Chairperson, Jaydene Kana, in attendance to update Council on the committee business, provide an overview of the minutes and any recommendations from the Risk and Assurance Committee meeting held on 24 February 2026.

The update will be circulated separately from the agenda.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2026/00011

Moved by: Cr D Horne

Seconded by: Cr A McGiven

KUA MANA | CARRIED

ATTACHMENTS

- A MPDC - RAC - 24.02.26 - Chair Hui Summary

8 Ngā Pūrongo Whakamārama | Information Reports

8.4 RMA Policy and District Plan update

CM No.: 3150180

Te Kaupapa | Purpose

The purpose of this report is to provide the Council with an update on the rolling review of the Matamata-Piako District Plan (MPDP). This also includes an update on the RMA reform including the exemption applications, Private Plan Change (PPC) 62 - Calcutta, a new private plan change (PPC 64 - Banks Road) and the progress on the 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 Plan Change Exemption Applications, Calcutta (PPC62), Resource Management Act Reform (RMA Reform), a new private plan change (PPC 64 - Banks Road) and the progress on the Mana Whakahono ā Rohe invitations. Carolyn McAlley, Jayshree Kanji, and Fiona Hill are available to deliver the update and answer any questions.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. That the report be received.

Resolution number CO/2026/00012

Moved by: Cr S Whiting

Seconded by: Cr A McGiven

KUA MANA | CARRIED

8.5 Civil Defence Emergency Management (CDEM)

CM No.: 3150568

Te Kaupapa | Purpose

The purpose of this report is to update Council on Council's response to two recent severe weather events in January and February 2026.

The report:

- Summarises the nature of the events and Council's operational response
- Highlights what worked well across the organisation and with partner agencies
- Identifies key learnings and opportunities to further strengthen emergency management capability
- Signals emerging considerations for Council as severe weather events become more frequent and expectations continue to evolve.

This report is provided for information and awareness, and to support ongoing continuous improvement in Council's approach to emergency management.

Rāpopotonga Matua | Executive Summary

Council has recently responded to two severe weather events in January and February 2026. While different in scale and location, both events required coordinated emergency management responses and tested organisational readiness.

Overall, the responses were effective and well managed. Early monitoring, clear leadership, strong cross-team collaboration, and timely public communications helped minimise impacts and support community safety. Staff across the organisation demonstrated professionalism and a strong willingness to step into emergency roles, often working extended hours to support response and recovery.

The events also provided valuable learnings. These include the need to continue strengthening readiness for larger or prolonged events, improving clarity around incident management escalation, and recognising the increasing pressure that more frequent events place on staff capacity and operational budgets.

The February event highlighted the benefits of regional mutual aid, with MPDC staff supporting neighbouring councils under CDEM arrangements. This provided valuable real-world experience for staff and reinforced the importance of reciprocal inter-council support.

Looking ahead, the report notes emerging considerations for Council, including:

- Options to better smooth response and recovery costs as severe weather events become more frequent
- Opportunities to grow and recognise staff capability in emergency management across the organisation
- The evolving national context, including the proposed Emergency Management Bill and increasing expectations around preparedness and resilience

Learnings from these events will inform ongoing improvements and be incorporated into future planning, training, and the Council's scheduled CDEM exercise in May 2026.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

- 1. That the information be received.**

Resolution number CO/2026/00013

Moved by: Cr A McGiven

Seconded by: Cr V Andersen

KUA MANA | CARRIED

8 Ngā Pūrongo Whakamārama | Information Reports

8.6 Chief Executive Officer Report

CM No.: 3151208

Te Kaupapa | Purpose

The purpose of this report is to provide an update on matters or issues that the Chief Executive Officer considers are relevant to Council.

Rāpopotonga Matua | Executive Summary

Chief Executive, Manaia Te Wiata, in attendance to present the Chief Executive Officer's Report which is attached to the agenda.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2026/00014

Moved by: Cr D Horne

Seconded by: Cr B Dewhurst

KUA MANA | CARRIED

11:28am

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 25 MARCH 2026.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON:
Mayor Ash Tanner