

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 23 September 2026
Wā | Time: 9:00
Wāhi | Venue: Council Chambers
35 Kenrick Street
TE AROHA

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
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1 Whakatūwheratanga o te hui | Meeting Opening

Chairperson to open the meeting.

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 26 August 2026

6 Papa ā-iwi whānui | Public Forum

At the close of the agenda there were no speakers scheduled to the public forum.

7 Pūrongo me whakataua | Decision Reports

7.1 Council Controlled Organisation Status Exemption - Hauraki Rail Trail Charitable Trust

CM No.: 3206954

Te Kaupapa | Purpose

The purpose of this report is to seek Council determination as to whether the Hauraki Rail Trail Charitable Trust (Trust) exemption from being a Council Controlled Organisation (CCO) under the Local Government Act 2002 (LGA) is still appropriate.

Rāpopotonga Matua | Executive Summary

The Hauraki Rail Trail Charitable Trust (Trust) is the Governance entity for the cycleway known as the Hauraki Rail Trail. Currently the Trust is responsible for developing, managing and promoting the Hauraki Rail Trail, which is part of the New Zealand wide network of cycleways branded as Nga Haerenga.

The Trust meets the statutory definition of a Council Controlled Organisation (CCO) but has operated as an exempt organisation since 2011. Council must now review whether the exemption remains appropriate. It is considered the costs of the CCO regime are likely to outweigh the reporting benefits because of the organisation's small size and not-for-profit basis.

It is recommended Council continue the exemption. Continuing the exemption would avoid disproportionate administrative and reporting costs while retaining oversight through the Trust Deed, existing reporting arrangements and the ability to revoke the exemption if the Trust's operations change.

Tūtohunga | Recommendation

That:

1. The report be received.
2. Council grant the Hauraki Rail Trail Charitable Trust an exemption from the Council-Controlled Organisation requirements of the Local Government Act 2002 under section 7(3) of that Act.

Horopaki | Background

CCO status

Section 6 of the LGA defines a CCO as an entity in respect of which one or more local authorities have, whether or not jointly with other local authorities or persons:

- control, directly or indirectly of 50% or more of the votes at any meeting of the members or controlling body of the entity; or
- the right, directly or indirectly to appoint 50% or more of the trustees, directors, or managers (however described) of the entity.

The Hauraki, Matamata-Piako and Thames-Coromandel District Councils are settlors to the Trust Deed and the Trust fits the legal definition of a CCO as defined in the LGA because the councils

indirectly control 50% of the votes at the Trust meetings. In accordance with the Trust Deed there must be between three and six Trustees on the Board of the Trust. Each Council has appointed a Trustee and local Iwi have appointed three, where those Iwi have mana whenua status over the path of the Hauraki Rail Trail.

In 2011 it was recommended by the now disbanded Hauraki Rail Trail Joint Committee (Matamata-Piako, Thames-Coromandel and Hauraki District Councils) that the Trust be treated as an exempt CCO. Council granted the Trust an exemption from the CCO requirements of the LGA on 14 December 2011, 12 November 2014, 8 November 2017, 28 October 2020, and 27 September 2023. Under section 6(4)(i) of the LGA this means that the Trust is currently operating as a Council Organisation (CO), not a CCO.

Pursuant to section 7(6) of the LGA any decision to grant an exemption is required to be reviewed within three years after it is granted. Council is therefore required to consider the exemption and whether this should continue for another three years prior to 27 September 2026.

CCO requirements under the Local Government Act, 2002

Part 5 of the LGA (sections 55 to 74 and Schedules 8 and 9) outlines the requirements for CCOs. These requirements include half yearly and annual reporting obligations and a requirement to prepare a statement of intent.

Ngā Take/Kōrerorero | Issues/Discussion

Council needs to consider if the reasons for granting the Trust an exemption from the requirements of a CCO are still valid. Pursuant to section 7(3) of the LGA, Council may exempt an entity from being a CCO provided that they first consider the matters listed in section 7(5) of the Act.

The matters are:

- a) the nature and scope of the activities provided by the organisation; and
- b) the costs and benefits, if an exemption is granted, to the local authority, the council-controlled organisation, and the community.

Nature and Scope of Activities (s7(5)(a))

The nature and scope of the Trust's activities are set out in its Trust Deed. Section 5.1 of the Trust Deed states that *'the Board shall hold the Trust Fund on Trust for the charitable purpose of providing benefits to the communities within the Region by operating, maintaining, repairing, developing and facilitating the use and enjoyment of the Cycleway'*.

This includes:

- leasing and/or licensing land from any of the Settlers or any other party for use by the Cycleway;
- developing and constructing extensions and additions to the Cycleway including, without limitation; an extension to the Cycleway from Kaiaua to Kopu; and additions and detours from the Cycleway to sites of interest close to the Cycleway;
- maintaining all of the Cycleway;
- ensuring that the Cycleway is developed and maintained to the standard required for it to be included in the Nga Haerenga/National Cycleway network;
- raising funds to carry out and complete any of these charitable purposes.

Costs and Benefits (s7(5)(b))

The CCO regime would impose costs on the Trust arising from:

- the time and costs associated with forming a Council Controlled Organisation by way of the special consultative procedure

- ongoing administration and additional reporting costs.

The question that therefore needs to be considered is whether these costs outweigh the potential benefits for Council in requiring the Trust to comply with the CCO regime.

These potential benefits are:

- receiving an annual Statement of Intent and additional financial reporting as outlined in the LGA; and
- the democratic benefit of providing for public consultation in relation to the Trust becoming a CCO.

Council's other CCO's, namely Waikato Regional Airport Limited and Waikato Local Authorities Shared Services (trading as Co-Lab) and soon to be Waikato Waters Limited, submit their Statement of Intent and Annual Reports to Council each year. These are made available on the Council website here: <https://www.mpdcc.govt.nz/reports/council-controlled-organisations-annual-reports-and-statements-of-intent>

The Hauraki Rail Trail General Manager has confirmed that the Trust is seeking continuation of its exempt status.

Hauraki District Council staff have confirmed that they also intend to renew the exemption and will be reporting to their Council for a decision. At the time of writing, it is currently unconfirmed whether Thames-Coromandel District Council will or will not pursue the exemption continuation. Staff will update elected members on the outcome of this at the Council meeting.

Because the range of activities undertaken by the Trust is relatively narrow and limited to governance of the Hauraki Rail Trail, and there are several reporting and monitoring mechanisms already in place, both of these benefits are available to the Council without the costs and time delays associated with the CCO regime.

In addition to this, consultation was undertaken by Council prior to agreeing to the establishment of the Hauraki Rail Trail and by Hauraki District Council as part of the process to designate the Hauraki Rail Trail under the Resource Management Act 1991.

CCO exemption and consultation requirements

The LGA does not expressly provide that a CCO exemption automatically expires or 'lapses' if the three-year review is not undertaken by the due date. It is not clear if this would automatically cause the Trust to become a CCO, but Council would be in breach of the statutory requirement to review the exemption.

Section 7(7) of the LGA provides that Council may revoke an exemption at any time. There is no prescribed consultation process for this. However, revocation would mean the Trust becomes subject to the usual CCO provisions in the LGA.

This would raise a potential consultation issue under section 56 of the LGA. Section 56(1) provides that, before Council may 'establish or become a shareholder' in a CCO, it must undertake public consultation.

The LGA does not expressly state whether the revocation of a section 7 exemption, resulting in an existing organisation becoming subject to the CCO regime, would constitute the 'establishment' of a CCO.

In this case, the Trust is not being newly incorporated or acquired by Council. Consequently, there could be an arguable distinction between establishing a new CCO, which requires consultation, and revoking the exemption for an existing entity.

If Council opts to revoke the existing exemption it is recommended Council seek further advice on the next steps and discuss with Trust and the other Councils.

Mōrearea | Risk

No significant risks have been identified in relation to the recommended decision.

Continuing the exemption carries a risk that the Trust's reporting may provide less visibility than the full CCO regime, that governance or operational changes could make the exemption less appropriate over time, and that inconsistent decisions by the three settlor councils could create administrative uncertainty.

These risks are mitigated through the Trust Deed, existing financial and operational reporting arrangements, co-ordination between the settlor councils, and the councils' ability to revoke the exemption if circumstances change.

Ngā Whiringa | Options

Council could:

- decline to continue the exemption of the Trust from CCO status under the LGA; or
- continue the exemption of the Trust from CCO status under the LGA.

Council will need to consider if the rationale provided by the Hauraki Rail Trail Trust Joint Committee for the Trust exemption from the CCO regime is still valid.

The rationale for continuing the exemption is set out below:

- The requirements imposed on CCOs under the LGA are relatively onerous for the Trust given its size and scope of operation;
- The Trust can be subject to sufficient Council oversight and control outside the CCO regime under the terms of the Trust Deed and Hauraki District Council's Management Agreement;
- The Trust has neither the funds nor the responsibilities that necessitate the reporting or consultation requirements imposed on CCOs;
- There will be financial benefits and few, if any, costs to the local authority and the community in continuing the exemption;
- The Trust is a charity, and may become dependent upon the Councils (and therefore the community) to meet the costs of the CCO requirements;
- The Trust will not be in a position to meet the reporting requirements attaching to statements of intent without professional assistance, creating further costs, and those costs will outweigh any reporting benefits because of the small size of the organisation and it's not for profit basis;
- The Trust provides financial reports to the Charities Services in order to maintain its status as a charitable organisation and those reports must also be provided to the Councils and to local Iwi upon request so there is still public transparency regarding its financial position; and

In the event that the Trust's operations change over time, the Councils may revoke its status as an exempted organisation.

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

The legal requirements under the LGA have been outlined above in this report. In order for the Trust to be exempted from CCO status under section 7(3) of the LGA, Council must grant the exemption by resolution.

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 recommendations 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	The Trust, via the General Manager, has requested that the exemption continue. Hauraki District Council staff have confirmed that they also intend to renew the exemption and will be presenting reports to Council soon for decision. At the time of writing, it is currently unconfirmed whether Thames-Coromandel District Council will or will not pursue the exemption continuation. Staff will update elected members on the outcome of this at the Council meeting. Given the assessed low significance of the decision, the Trust's request for continuation of the exemption, the intent of the other settlor councils, and the existing governance and reporting arrangements, no wider public consultation is proposed.
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 public consultation required.

Policy Considerations

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 of the community outcomes are relevant to this report. The Hauraki Rail Trail contributes to all four community outcomes by supporting recreation and community connection, enabling tourism and local economic activity, promoting access to and appreciation of the natural environment, and strengthening a shared sense of place.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

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	Sandra Harris Pou Kaupapahere me te Kāwana Policy and Governance Manager	

7 Pūrongo me whakatau | Decision Reports

7.2 Plan Change 65 - Decision to make operative

CM No.: 3211169

Te Kaupapa | Purpose

The purpose of this report is to seek approval from the Council to make Plan Change 65 (PC65) – Minor Matters operative.

Rāpopotonga Matua | Executive Summary

Plan Change 65 Minor Matters (PC65) is a targeted plan change that seeks to address a series of minor matters within the Operative Matamata-Piako District Plan (MPDP) that have resulted in inefficiencies, unintended consequences, or provisions that have proved unworkable in practice.

The purpose of the plan change is to reduce complexity by removing unnecessary regulatory barriers to land development. It also enhances the efficiency and effectiveness of the District Plan by resolving provisions that have led to inefficient or unworkable outcomes.

The plan change includes 11 minor matters that correct the District Plan and/or Planning Maps, including:

- Removal of provisions that sit outside Council's statutory functions (such as regulating motorised vessel speed controls);
- Removal of outdated Development Concept Plans on former NZ Mushroom sites;
- Alignment of subdivision standards for terrace housing within the Lockerbie Precinct;
- Removal of heritage listings where buildings have been demolished or relocated;
- Amendments to unworkable or incorrect development controls and activity rules; and
- Removal of reserve layers where sites no longer have reserve status, including sites transferred to private ownership and are no longer used for recreation purposes, or sites identified as cultural redress properties under treaty settlement legislation.

The plan change was approved and publicly notified for submissions on 23 June 2026 and closed on 21 July 2026. During the submission period, three submissions were received. Following engagement with the submitters, all submissions were formally withdrawn by 6 August 2026. Staff appointed David Hill as the independent commissioner to consider and decide on the plan change. On 10 September 2026, the commissioner issued a decision to approve PC65. A copy of the decision is attached under separate cover.

Consequently, this report seeks Council's resolution to seal the plan change and make it operative. Jayshree Kanji and Fiona Hill are available to answer any questions.

Tūtohunga | Recommendation

That:

1. Pursuant to Clause 17 of Schedule 1 of the Resource Management Act 1991, Plan Change 65 is approved, sealed with the seal of the Council and signed by the Mayor and Chief Executive Officer; and
2. Pursuant to Clause 20 of Schedule 1 of the Resource Management Act 1991, Plan Change 65 becomes operative on 3 November 2026.

Horopaki | Background

PC65 was developed following the Government's Plan Stop policy, which prevented Plan Change 61 National Planning Standards and Other Matters (PC61) from proceeding to notification. A review of the matters included in PC61 identified that several issues could be progressed through a separate plan change, provided an exemption was obtained. On 19 December 2025, the PC65 exemption application was submitted to the Minister responsible for RMA reform, Chris Bishop. On 13 March 2026, Council received the Minister's approval to progress PC65 in full under section 80W(2)(b) of the RMA.

Following Council approval on 27 May 2026, PC65 was publicly notified on 23 June 2026, with the submission period closing on 21 July 2026. Three submissions were received during this time. All have been formally withdrawn following engagement with the submitters. Therefore, a further submission process or hearing was not required for this plan change. Staff appointed David Hill as the independent Commissioner to consider and determine Plan Change 65, in accordance with Resolutions 5 and 6 of the Council report adopted on 27 May 2026, which approved the notification of Plan Change 65 and the appointment of an independent commissioner.

On 10 September 2026, the commissioner issued a decision to approve PC65. A copy of the decision, along with the final District Plan provisions, is attached under separate cover.

Ngā Take/Kōrerorero | Issues/Discussion

During the submission period from 23 June to 21 July 2026, three submissions were received from Lockerbie Estate Limited, Hato Hone St. John, and LANDHQ Limited. No submitter wished to be heard on their submission. After engagement with the submitters and clarification of the matters raised in their submissions, the three submissions were formally withdrawn on 4 August 2026, 6 August 2026, and 6 August 2026, respectively. Given the submissions were withdrawn within a short period following the close of submissions, Council concluded the summary of submissions and further submissions steps as per by Clause 7 of Schedule 1 of the RMA were not required. This conclusion was accepted by the Commissioner and reflected in the decision report. In addition, pursuant to Clause 8C of Schedule 1 of the RMA, the commissioner determined that a hearing was not required.

In the decision, the commissioner concludes that pursuant to Schedule 1, Clause 10 of the Resource Management Act 1991, Plan Change 65 – Minor Matters is **Approved** as notified as set out in Appendix 1 to this decision. A copy of the decision and Appendix 1 is attached under separate cover.

Clause 14 of Schedule 1 of the Resource Management Act 1991 (RMA) gives the relevant submitters 30 working days following the notification of the decision on the plan change, to appeal

the Council's decision. As no submissions were received, an appeal period is not required for this plan change. Accordingly, the plan change can now proceed to the final step of being made operative.

Clause 17 of Schedule 1 of the RMA allows a council to approve all or part of a plan when it is beyond challenge by submission or appeal. It "gives effect" to this approval by affixing the seal of the Council to the plan change. Following this approval, Clause 20 of Schedule 1 of the RMA says the Council shall publicly notify the date on which a plan becomes operative at least five working days prior to this occurring.

Determining an operative date can be an iterative process and can depend on a range of factors, including the time taken to prepare and review an operative version of the plan, the ability to finalise District Plan maps and deadlines for newspaper advertisements. Based on these factors, staff have recommended an operative date of 3 November 2026. A timeline to make PC65 operative is attached under separate cover.

Mōrearea | Risk

In adopting the recommendations of this report, it is considered the decision to make PC65 operative would constitute a low risk. The Council's Risk Policy provides an expectation the organisation will comply with all relevant legislative requirements in the conduct of its business. Making a plan change operative in accordance with the relevant provisions of the RMA is an expectation of that piece of legislation.

Ngā Whiringa | Options

There are two main options. The first option is to make PC65 operative on 3 November 2026 (or an alternative date). The second option is to not make PC65 operative at all. These options are discussed below.

Option 1: To make Plan Change 65 – Minor Matters operative

Section 84 of the RMA says that while a District Plan is operative, then the Council shall observe and enforce the provisions of this plan. Making PC65 operative will enable the Council to enforce the provisions associated with it.

Option 2: To not make Plan Change 65 – Minor Matters operative

Should the Council decide to not make the plan change operative, it would still be able to enforce the proposed provisions. Section 86B of the RMA says a rule in a proposed plan generally has legal effect once a decision on submissions relating to that rule has been made by Council and the decision publicly notified. There are a few exceptions, but these would not apply in this particular situation.

However, not making the plan change operative would create unnecessary complexity, as the existing operative provisions would remain in effect until the proposed provisions become operative. This would result in two sets of potentially conflicting provisions applying to PC65. For example, different versions of Rule 3.1.4(ii) relating to size of living courts for accommodation facilities in the Residential Zone could apply simultaneously, creating uncertainty for plan users and decision-makers.

Recommended option

Option 1 is recommended in this instance. Making PC65 operative is the final step in the plan change process and it would enable the Council to observe and enforce (solely) the District Plan

provisions that have decided on by the independent hearing commissioner (on behalf of the Council).

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

Clause 17 of Schedule 1 of the RMA says that the Council may approve a plan change and in giving effect to this approval, it must affix its seal to it. Clause 20 then states that an approved plan shall become operative on the date notified by the Council, noting that this notification needs to occur at least five working days prior to the plan becoming operative. The Council's current process for making plan changes operative is considered to be in accordance with the expectations of the RMA.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

The RMA requires the operative date of a proposed plan to be publicly notified. This will be achieved by sending notification emails/letters to the relevant parties outlined in Clause 20 of the RMA. A public notice will also be placed in the Scene Matamata 13 October, Waikato Local 14 October, Te Aroha News and Morrinsville News 15 October.

Ngā Tāpiritanga | Attachments

A↓. MPDC PC 65 Minor Matters Commissioner's Decision



B↓. PC65 Appendix 1 - Approved Amendments



C↓. PC65 Timeline



Ngā waitohu | Signatories

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	Ally van Kuijk Hautū Tipu me te Whakamatua Group Manager Growth & Regulation	

Decision on Submissions on Plan Change 65 – Minor Matters to the Matamata-Piako District Plan (updated 2026) under the Resource Management Act 1991.

DECISION

Pursuant to clause 10 of Schedule 1 RMA, Plan Change 65 – Minor Matters to the Matamata-Piako District Plan is **Approved** with the provisions publicly notified. The reasons for this and the provisions are set out below.

Plan Change number:	PC 65 – Minor Matters
Hearing Commissioner:	David Hill
Notification period:	23 June 2026 to 21 July 2026
Further submissions:	Not required
Hearing:	Not Required

INTRODUCTION

1. This decision is made on behalf of Matamata-Piako District Council (**MPDC** or **Council**) by Independent Hearing Commissioner David Hill (appointed and acting under delegated authority under sections 34 and 34A of the Resource Management Act 1991 (**the RMA**)).
2. The Commissioner has been delegated the authority by the Council to hear and determine PC 65 to the Matamata-Piako District Plan (**MPDP**) after considering the plan change documentation (including the Section 32 Report and Notification Report), the submissions, and the s.80V RMA plan stop exemption request material filed with the Minister Responsible for RMA Reform.
3. The Minister granted a full exemption for PC 65 on 13 March 2026.
4. No submitter sought a hearing, all submissions having subsequently been withdrawn, and, per cl.8C Schedule 1 RMA, the Commissioner determined that a hearing was not required. A s.42A Hearing Report was therefore not considered necessary.

THE PLAN CHANGE

5. The Public Notice inviting submissions described PC 65 as follows:

The proposed plan change aims to fix 11 issues in the Matamata-Piako District Plan and has been approved by the Government under the Plan Stop Policy. It proposes targeted, mainly administrative changes to make the District Plan clearer, more accurate, and easier to use, including removing outdated heritage listings, reserve layers, and development concept plans to better reflect current land use and support development certainty.

Some of the other proposed changes also apply across multiple zones or district-wide to improve clarity of the District Plan. The key updates include changes to rules related to dwelling and dwelling-based activities (Rules 3.1 to 3.4 in the Activity Table), changes to the household recreational space rule (Rule 3.1.4(ii) relates to the size of living courts for accommodation facilities in the Residential Zone), changes to align the subdivision standards for terrace housing (6.3.14) in the Lockerbie Precinct, a new advice note related to garages and carports encroaching front yards in selected zones (3.2.1 Rural and Rural-Residential, 3.3.2 & 3.3.3 Industrial, and 3.4.1 Business zones), and the removal of matters outside Council responsibility such as the speed of motorised vessels on the Waihou River and structures over the surface of water.

6. The s.32 RMA evaluation report (**the s.32 Report**) for PC 65 explained that:

Some of the drivers for addressing these matters include:

- *Plan users are experiencing challenges when applying unworkable planning rules and standards in resource consents or planning processes.*
- *Outdated heritage notations and reserve layers on certain sites are posing barriers for landowners to use and develop their site.*

To ensure the provisions of the MPDP remain effective and continue to support the district's intended environmental outcomes, it's important these matters are resolved prior to transitioning to the new RMA system.¹

7. The Notification Report, dated 19 June 2026, records that the 11 matters exempted by the Minister – and the substance of PC 65 – were the following:

1. *Removing the reference to speed of motorised vessels on water and structures over water in the MPDP. This matter seeks to ensure the MPDP is corrected to reflect the correct authority (Waikato Regional Council) for regulating the speed of motorised vessels on the Waihou River and structures over the surface of water.*
2. *Removal of Development Concept Plans (DCP) on former NZ Mushroom sites at Snell Street and Taukoro Road, Morrinsville. This matter seeks to ensure the MPDP accurately reflects the current land uses of the sites as enabled by the underlying Industrial Zone and Rural Zone, by removing outdated DCP provisions.*
3. *Amendments to subdivision standards for terrace housing in the Lockerbie Precinct. This matter seeks to ensure the MPDP has correctly aligned the subdivision provisions to avoid*

¹ PC 65 Section 32 Report, Undated, at section 1.10.

future unintended consequences and unnecessary consent issues for applicants proposing to establish terraced housing within the Lockerbie Precinct.

4. *Removal of Heritage Site-16 McDonald Cottage, Heritage Site-19 Thames Valley Electric Power Board Building, and Heritage Site-ID 23 Former Borough Council Office. This matter seeks to ensure the MPDP accurately reflects the current land use and situation on these sites, as the scheduled buildings have either been relocated or demolished. Therefore, the outdated heritage notation is no longer appropriate and can unintentionally lead to unnecessary regulatory barriers for the ongoing and future use and development of the sites.*
5. *Amendments to development control 3.1.4(ii) which relates to size of living courts for accommodation facilities in the Residential Zone. This matter seeks to ensure the MPDP does not retain unworkable rules that would otherwise create ongoing confusion, unnecessary regulatory barriers and additional compliance costs for applicants and developers.*
6. *Inserting an advice note related to General Access Standards 9.1.2(ix)(b) in the Rural and Rural-Residential Zone, Industrial Zone and Business Zone. This matter seeks to ensure plan users, consent planners and applicants understand the link to Rule 9.1.2(ix)(b) when assessing situations where a garage or carport encroaches into the front yard setback. In addition, this will ensure the MPDP provisions are clear and avoid unnecessary confusion that could otherwise delay consent processing.*
7. *Amendments to rules related to dwelling and dwelling based activities 3.1 to 3.4 in the Activity Table. This matter seeks to support the ongoing effectiveness and administration of the MPDP and reduce confusion for plan users regarding these rules. In addition, this will help to reduce unintended consequences, assessment delays and additional consent costs for applicants.*
8. *Removal of the reserve layer on former Ngarua Recreation Reserve at the corner of Ngarua Lane and State Highway 27, Ngarua. This matter seeks to ensure the MPDP removes unnecessary and outdated regulatory barriers and consent costs that relate to the ongoing and future use and development opportunities of the site.*
9. *Removal of the reserve layer on the site at Okauia Springs Road that is identified for cultural redress through the Ngāti Hinerangi Claims Settlement Act 2021. This matter seeks to ensure the MPDP planning provisions are aligned with the outcomes of the Ngāti Hinerangi Claims Settlement Act 2021, which no longer recognises this site as a reserve under the settlement legislation.*
10. *Removal of the reserve layer on the site at 26 Ward Street, Waharoa. This matter seeks to ensure the MPDP removes outdated and unnecessary regulatory barriers and associated consent costs that are no longer aligned with the site's current land use.*
11. *Removal of the reserve layer on the site at Taihoa South Road, Matamata. This matter seeks to ensure the MPDP removes unnecessary regulatory barriers and associated consent costs for using and developing the site, which are no longer aligned with its current land use.*

NOTIFICATION PROCESS AND SUBMISSIONS

8. The Notification Report records the pre-notification consultation undertaken by Council including, pursuant to cl.4A Schedule 1 RMA, with Raukawa and Ngāti Hinerangi in November 2025, and to all relevant iwi authorities on 10 April 2026. The Report records that while no formal feedback was received from those authorities, earlier

advice had been received that confirmed that they did not object to the removal of the reserve layer from the Taihoa South Road site.²

9. PC 65 was publicly notified on 23 June 2026, with the submission period closing on 21 July 2026. Three submissions were received from:
 - Lockerbie Estate Limited
 - Hato Hone St John
 - LANDHQ Limited
10. Those submissions were formally withdrawn on 6 August 2026, 6 August 2026 and 4 August 2026 respectively. I confirm that I have not taken those withdrawn submissions into account – other than for the obvious fact that the matters of concern have been satisfied.
11. No late submissions were received.
12. As the withdrawals of submissions occurred within the short envelope of time following the closing of submissions, Council determined that the summary of submissions and further submissions steps required by cl.7 Schedule 1 RMA were not required. I agree with and accept that conclusion.

PROCEDURAL MATTER

13. No procedural matters were raised for determination.

KEY ISSUES FOR DETERMINATION

14. As noted above, there were no issues in contention arising or remaining from submissions. As such there are no key issues to determine.

STATUTORY REQUIREMENTS

15. The RMA requirements for district plans and plan changes are set out in sections 72 – 76; Part 1 of Schedule 1; and includes s.32 and Council's functions under s.31. Caselaw on this is well established and understood.
16. The s.32 Report canvassed those matters in sections 1.6 – 1.9, along with an evaluation of the objectives of and options for PC 65, and I have nothing further to add.
17. I am satisfied that the statutory requirements for a plan change are met.
18. No further changes to PC 65 have been proposed post-notification by Council and therefore the s.32AA RMA requirement is not engaged.

PART 2 OF THE RMA

² Plan Change 65 Notification Report, 19 June 2026, at Sections 3 and 4.

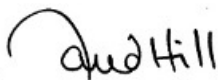
19. Whilst the amendments included in PC 65 are minor in nature, Part 2 RMA is still in play and must be considered. I confirm that no remaining matters of significance affecting sections 6, 7 or 8 RMA arise.
20. Finally, in terms of section 5 of the RMA, I find that there is nothing in PC 65 that is inconsistent with the purpose of the Act.

DECISION AND RECOMMENDATION

21. For the reasons set out above, pursuant to Schedule 1, Clause 10 of the Resource Management Act 1991, Plan Change 65 – Minor Matters is **Approved** as notified as set out in **Appendix 1** to this decision.
22. The summary reasons for this decision are that PC 65:
- a) will assist the Council in achieving the purpose of the RMA;
 - b) is consistent with the provisions of Part 2 of the RMA;
 - c) is supported by the necessary evaluation in accordance with s.32 RMA;
 - d) accords with s.18A of the RMA; and
 - e) will better assist the effective implementation of the Taupō District Plan.

APPENDICES

23. The approved amendments to the notified PC 65 Provisions to the Matamata-Piako District Plan are attached as **Appendix 1**.



David Hill
Independent Hearing Commissioner

Date: 10 September 2026

**Appendix 1: PC 65 – Minor Matters to the Matamata-Piako District Plan –
Approved Amendments**

Item 7.2

Attachment A



Plan Change 65 Approved Amendments

10 September 2026



Appendix – Supporting Documentation

The track changes by PC65 are shown in **green**.

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Appendix 1 – Section 12 Surface of Water

Amendments - Remove reference to the speed of vessels and structures over water related to Section 12.1 Surface of water, the associated assessment criteria 1.4.17 Surface of water and 12.2 Activity Table. **Amendments shown in green.**

Part B: Rules

12 Surface of water

12.1 General

Activities on the surface of water shall comply with the following:

- i. All permitted activities in Activity Table 12.2 shall comply with the Development Controls (Section 3), Activity Related Standards (Section 4) and Performance Standards (Section 5) of the Plan;
- ~~ii. Motorised vessels are not to exceed speeds of five knots (9 kph) within five metres of a riverbank for all tributaries of the Waihou River;~~
- ii. All discretionary activities in Activity Table 12.2 will be assessed in accordance with Section 1, General Provisions;
- iii. Any work shall be undertaken in a manner which avoids remedies or mitigates deposition of construction material on the surface of the water.

Objectives/Policies		
3.6.2	O1	P1, P2, P3

Advice note: Resource consents for activities which involve the bed of a river may also require a resource consent from the Waikato Regional Council.

12.2 Activity Table

KEY	
P Permitted activity	C Controlled activity
D Discretionary activity	RD Restricted Discretionary activity
N/C Non Complying activity	PRHB Prohibited activity
All activities not listed in the Activity Table are deemed to be non-complying unless otherwise provided for.	
Activity	All zones
1. Navigation and passage of non-commercial recreational vessels.	P
2. Navigation and passage of commercial recreational vessels.	D
3. Maimai.	P
4. Erection, or placement of new structures, addition, alteration or replacement of existing authorised structures on or over the surface of water with the exception of overhead electricity infrastructure.	D

Item 7.2

Attachment B

Part B: Rules

1 General provisions

1.4 Assessment criteria for restricted discretionary, discretionary and non-complying resource consent applications

1.4.17 Surface of water

In addition to the general assessment criteria for discretionary or non-complying resource consent applications the following shall apply to resource consent applications relating to the Surface of Water:

- i. The functional need for the activity or structure to locate on ~~or over~~ the surface of the river.
- ii. Whether the activity or use can be accommodated by existing facilities or services.
- iii. The impact of the activity or structure on the natural character, landscape quality and amenity of the river.
- iv. Any disturbance that may be caused to residents in adjoining Residential or Rural zones, particularly noise impacts.
- v. The impact of the structure on the ecology and hydrology of the river.
- ~~vi. The speed and size of any vessels to be used shall comply with the Water Recreation Regulations on the surface of waterways and any likelihood of bank erosion.~~
- vi. The impact on public access over the surface of water.
- vii. Any visual effects of buildings, within the waterway or from adjoining rural or Residential zones, particularly in respect of their size and scale.
- viii. Any adverse effects the buildings may cause on waterway and floodplain management and functions, including erosion.
- ix. Where appropriate the Evaluation Criteria for Significant Natural Features (Appendix 1) shall be considered.

Objectives/Policies		
3.6.2	O1	P1, P2, P3

Appendix 2 – Former NZ Mushroom Sites

Amendments - Schedule 5: Sites subject to a Development Concept Plan and Part C: Maps and Plans. **Amendments shown in green.**

Schedules

Schedule 5: Sites subject to a Development Concept Plan

...

ICHEM Limited

Lot 1 DPS 51800, Block VI, Maungakawa SD.

Te Aroha Skin Processors Limited

Lot 8 DPS 33821, Block XI Aroha SD.

Totara Springs Christian Centre

Part Section 1A Mangawhero Settlement, SO 13998, Lot 1 DPS 34763, Block III Tapapa SD.

New Zealand Mushrooms Limited – Snell Street, Morrinsville

Section 1 SO 55982, Lot 7A DP 2465 and PT Lot 1 DP 16287, all being part of the Motumaoho No. 2 Block.

New Zealand Mushrooms Limited – Taukoro Road, Morrinsville

Lot 1 DP 36969, Block II Maungakawa SD.

IB and JP Diprose – Barton Road, Okauia

Part Okauia 1 Block being Part DP7148, Okauia 4B Block, Lot 1 DPS 24315 Blocks IV and VIII Tapapa SD.

...

Advice note: See Part C: Planning Maps for the Development Concept Plans.

Part C: Maps and Plans

Planning Maps

Development Concept Plans

[Download the high resolution set of Development Concept Plans](#) as a .ZIP file (note 54.6MB file size)

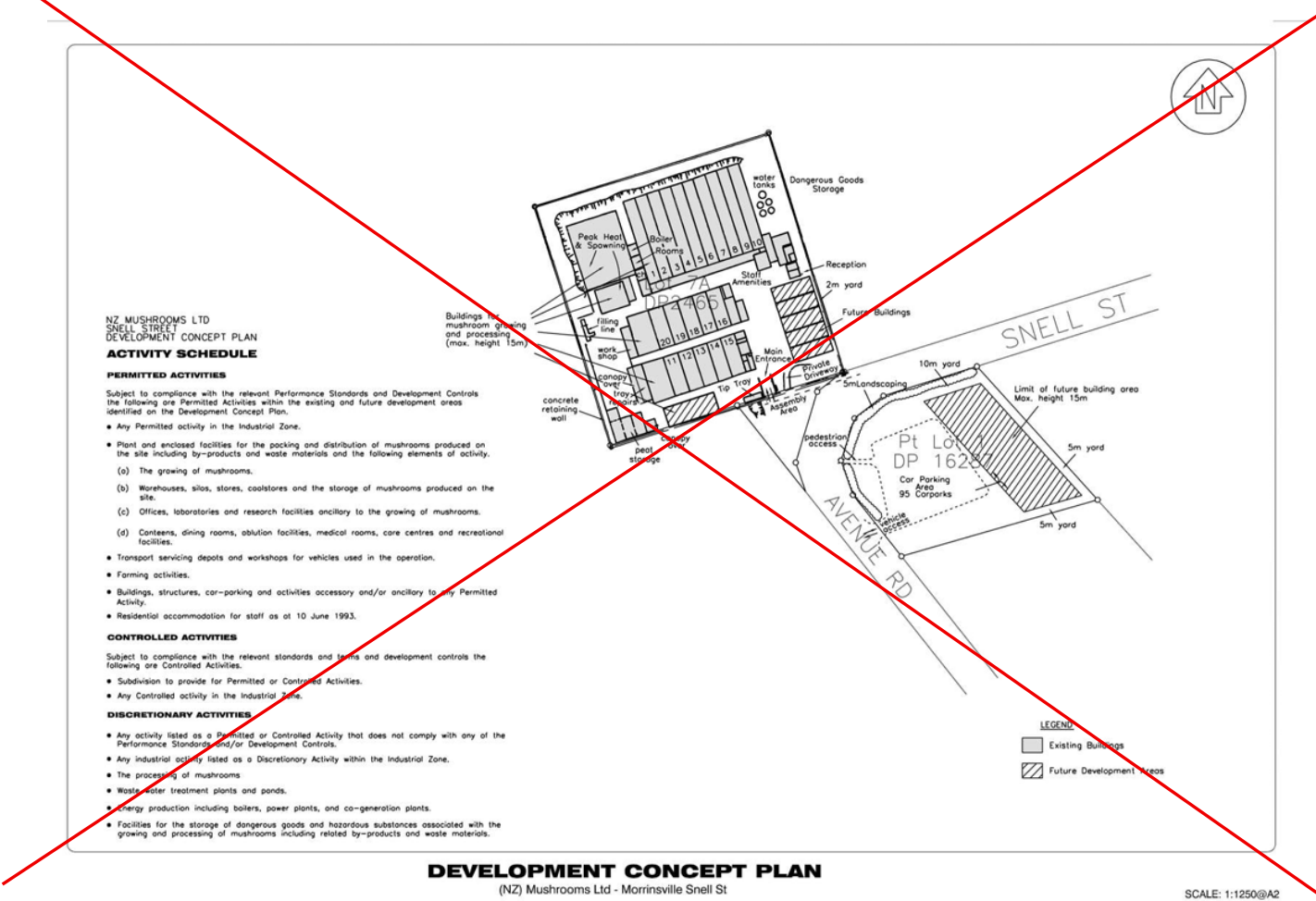
or

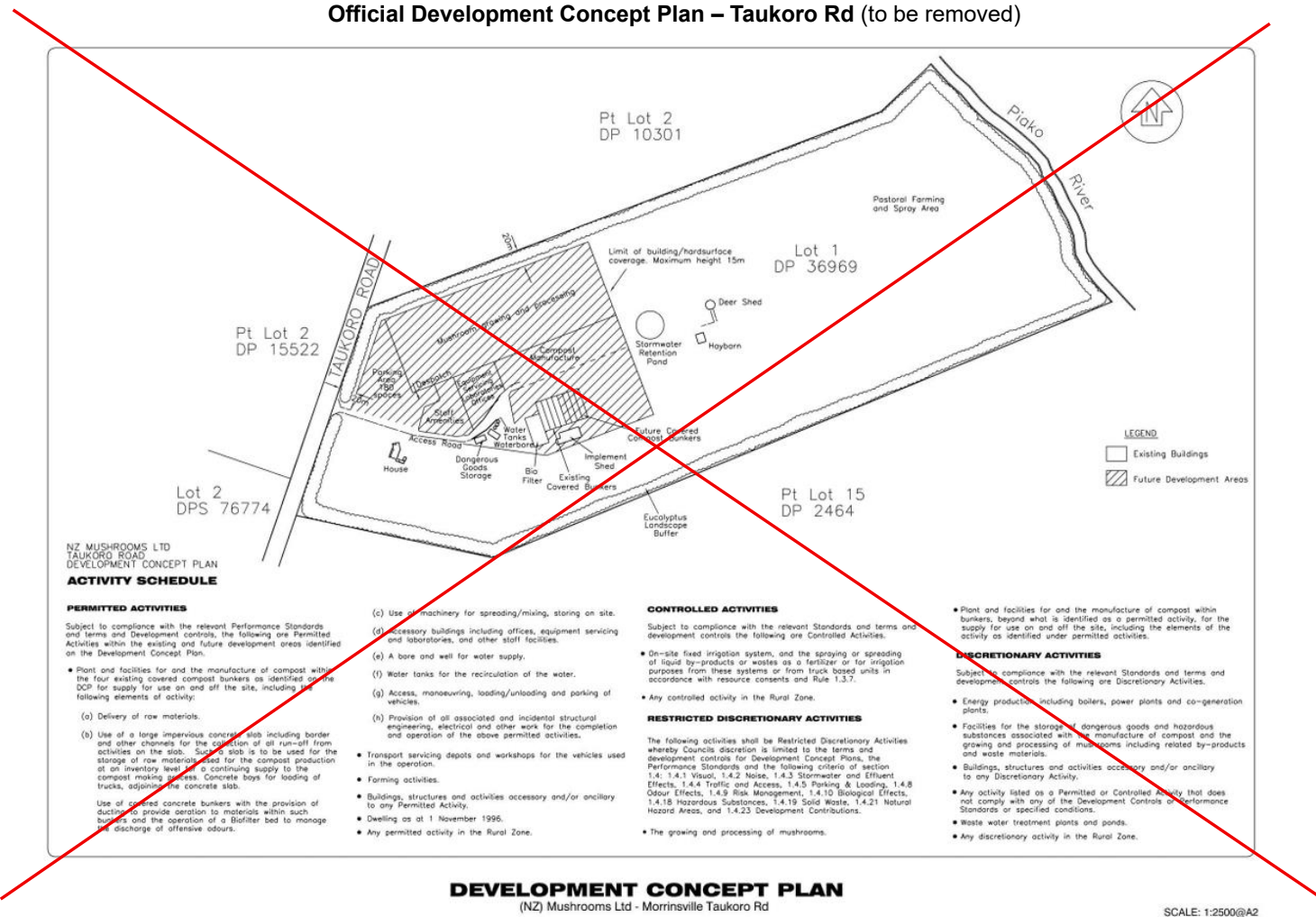
Download the individual maps:

Development Concept Plan	PDF File Size
Waitoa Dairy Manufacturing Facility	1mb
Fonterra Morrinsville	1mb
Wallace Corporation Limited	1.5mb
ICHEM Ltd & BOP Fertiliser Ltd, Morrinsville (Plan 1)	871kb
ICHEM Ltd & BOP Fertiliser Ltd, Morrinsville (Plan 2)	1mb
Totara Spring Christian Centre	2mb
New Zealand Mushrooms Limited – Snell Street, Morrinsville	697kb
New Zealand Mushrooms Limited – Taukoro Road, Morrinsville	1.5mb
IB and JP Diprose - Barton Road, Okauia	2.4mb
DL and JL Swap	2mb
Richmonds Limited	5.6mb
Greenlea Premier Meats Limited Morrinsville	316kb
Poultry Processing and Manufacturing Site, Waiheka Road, Waitoa	4.7mb
Milk Processing Factory Site, Waharoa	9.57mb
Tatua Cooperative Dairy Co Ltd	1.8mb
Hobbiton Movie Set	22.1mb

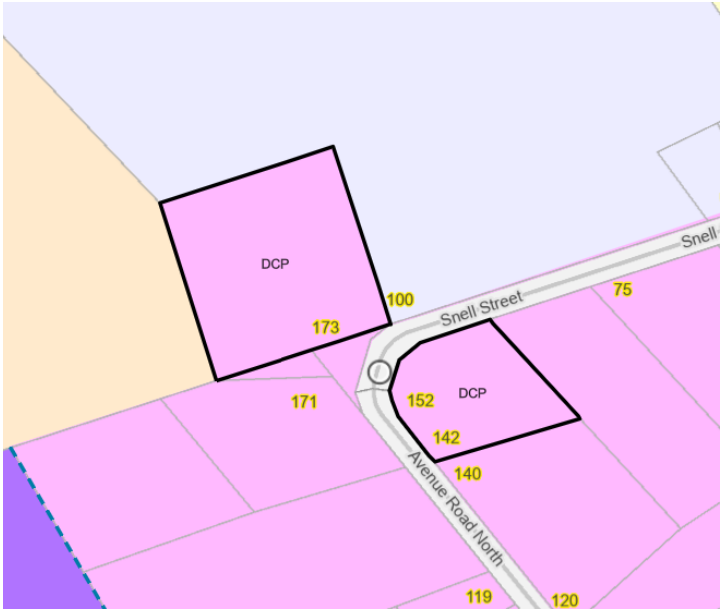
Also see Part B: Schedule 5

Official Development Concept Plan – Snell St (to be removed)

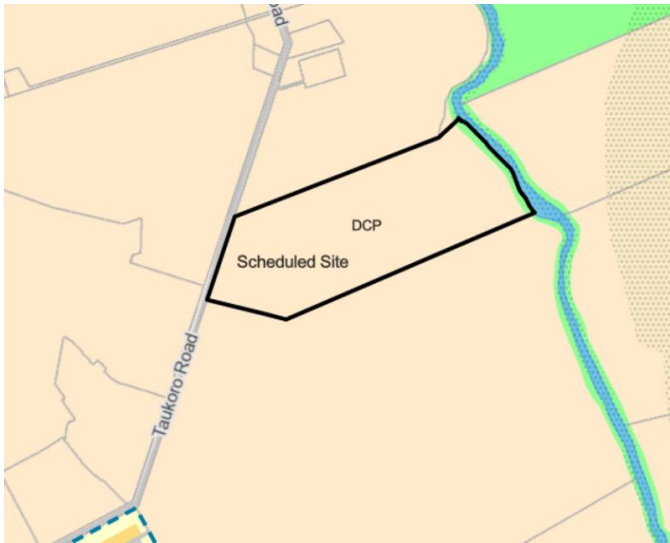
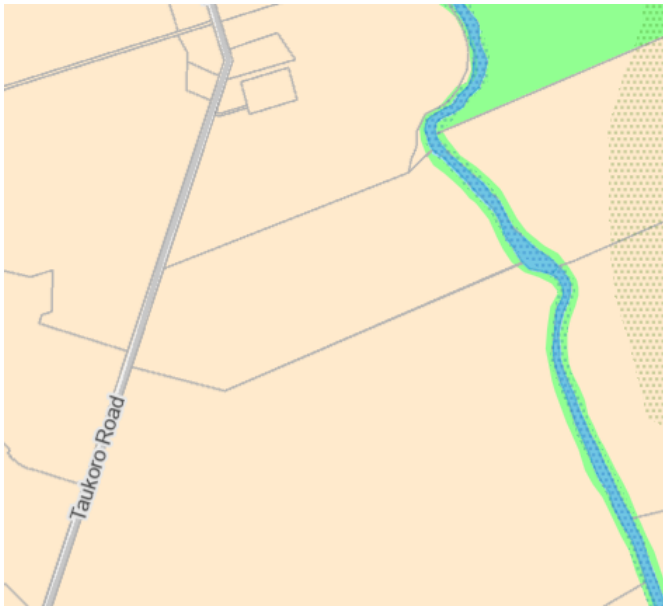




Amendments to District Planning Maps 26 and 28

Existing Maps – DCPs at Snell St sites (Development Concept Plan overlay shown in black outline)	Plan Change 65 – Removal of DCPs at Snell St sites (Development Concept Plan overlay removed)
	

Amendments to District Planning Map 7

Existing Map – DCP at Taukoro Road site (Development Concept Plan overlay shown in black outline)	Plan Change 65 – Removal of DCP at Taukoro Road site (Development Concept Plan overlay removed)
	

Appendix 3 – 6.2 Subdivision Standards for Terrace Housing and activity standards in 6.3.14 MRZ PREC1-Lockerbie

Amendments - Standard 6.3.14(iv) MRZ PREC1-Lockerbie. **Amendments shown in green.**

Part B: Rules

6 Subdivision

6.2 General Performance standards

6.2.4 Development Suitability

(i) Building site

Excluding Lockerbie Development Area Plan

Each lot must contain a minimum 150m² rectangular area of land for a building site with no dimension less than 10m and make provision for a 6m diameter circle to the north, east or west of rectangle area. The area shall also be free of impediments to buildings such as: drainage lines, building line restrictions, easements, development controls, protected registered significant features or other items or topographical impediments.

Lockerbie Development Area Plan

(a) Residential Zone:

- Each lot must contain a minimum 150m² rectangular area of land for a building site with no dimension less than 10m and make provision for a 6m diameter circle to the north, east or west of the rectangular area.

(b) MRZ:

- One Residential Unit: Each lot:
 - Must contain a minimum 113m² rectangular area of land for a building site with no dimension less than 7.5m on one side and 15 metres on the other, free of impediments to buildings such as: drainage lines, building line restrictions, easements, development controls, protected registered significant features or other items or topographical impediments; and:
 - Must show compliance with the Activity Specific Standards in Rule MRZ-R1(1)(a) or MRZ-R1(3)(b).
- Duplex: Compliance with the Activity Specific Standards in Rule MRZ-R1(2)(b) will be assessed through the concurrent land-use consent application.

(c) PREC1:

- One Residential Unit: Each lot:
 - Must contain a minimum 113m² rectangular area of land for a building site with no dimension less than 7.5m on one side and 15 metres on the other, free of impediments to buildings such as: drainage lines, building line

- restrictions, easements, development controls, protected registered significant features or other items or topographical impediments; and:
- Must show compliance with the Activity Specific Standards in PREC1-R1(1)(a) or PREC1-R1(2)(b).
 - Duplex: Compliance with the Activity Specific Standards in Rule PREC1-R1(2)(c) will be assessed through the concurrent land-use consent application.
 - Terraces: Compliance with the Activity Specific Standards in Rule PREC1-R1(2)(d) will be assessed through the concurrent land-use consent application.

Excerpt of PREC1-R1(2)(d)
(d) <i>Terraced Housing</i>
General Standards PREC1-R2(1) to PREC1-R2(6). Activity Specific Standards <i>Terraced Housing</i> shall comply with the following standards: (i) The <i>site</i> on which the <i>terraced housing</i> is to be located must be a front <i>site</i>; (ii) The average <i>net site area</i> shall be 150m² per <i>residential unit</i>; (iii) Each unit shall have an exclusive <i>outdoor living space</i> of 20m² which contains no dimension less than 4m, or a 9m² balcony with a minimum dimension of no less than 1.8m. This shall be unobstructed by vehicle access, parking spaces, and <i>buildings</i> and shall be directly accessible from the main living area; (iv) The average <i>building coverage</i> shall not exceed 55% except where adjoining a reserve with a width of more than 20m whereby <i>building coverage</i> shall not exceed 60%; (v) Any exterior wall shall not exceed 15m in length without being horizontally or vertically stepped or containing a change in materials; (vi) No yard or <i>height in relation to boundary</i> rules shall apply at common (shared) walls; and: (vii) Windows are located and designed (including by glazing) to avoid views between rooms on separate <i>sites</i>. Matters of Discretion PREC1-R3(1). PREC1-R3(3).

Part B: Rules

6 Subdivision

6.3 Additional Performance Standards by Subdivision Activity

6.3.14 Medium Density Residential Zone and PREC1 - Lockerbie

- (i) Every subdivision within the Lockerbie Development Area Plan shall put in place a water meter for each individual residential unit.
- (ii) Additional standard for subdivision using Rule 6.1.2(k)
 - (a) Minimum lot size shall be 325m², unless provided for by clause (c).
 - (b) Minimum lot width (front and rear boundary) for 25% of front sites shall be 13.5m in the Medium Density Residential Zone (excluding PREC1-Lockerbie).
 - (c) Where lots less than 325m² are proposed:
 - (i) the lot size for one *residential unit* shall be no less than 273m² and a concurrent land use consent must be obtained; or
 - (ii) the lot size for a *duplex dwelling* shall be no less than 200m² and a concurrent land use consent must be obtained;
 - (iii) a legal mechanism shall be registered on the title for those lots recording the ongoing obligation to comply with the land use consent obtained.
- (iii) A condition of the land use consent will be that the records of title for each *duplex dwelling* are to be legally held together under the same ownership, on a voluntary basis, and shall not be separately disposed of until the framing for each *duplex dwelling* is completed.
- (iv) Additional standard for subdivision using Rule 6.1.2(l)
 - (a) Where lots less than 325m² are proposed:
 - (i) the lot size for one *residential unit* shall be no less than 273m² and a concurrent land use consent must be obtained; or
 - (ii) the lot size for a *duplex dwelling* shall be no less than 200m² and a concurrent land use consent must be obtained;
 - (iii) a legal mechanism shall be registered on the title for those lots recording the ongoing obligation to comply with the land use consent obtained.
 - (iv) The average net site area for *terrace housing* shall not be less than 150m² per residential unit and a concurrent land use consent must be obtained.
 - (b) — Where lots less than 200m² are proposed a concurrent land use consent for *terraced housing* must be obtained; and:
 - (i) — A legal mechanism shall also be registered on the title for those lots recording the ongoing obligation to comply with the land use consent obtained.
 - (v) A condition of the land use consent will be that the records of title for each adjoining *residential unit* (i.e duplex or terraced housing) are to be legally held together under the same ownership, on a voluntary basis, and

shall not be separately disposed of until the framing for each *residential unit* is completed.

(v) Matters of Discretion

(a) Connectivity and block design:

- The extent to which block length is broken up with pedestrian linkages and/or roads.
- Whether provision has been made for roads on at least two sides of the neighbourhood park.

(b) Clearly defined public and private realms/back and fronts:

- Whether all places are clearly perceived as either public or private.

(c) Active edges and architectural variation:

- The degree to which dwellings activate uses fronting onto the public areas in front of them.
- Whether no blank walls on the street edge are proposed.
- Whether garages are set back to avoid street frontages dominated by garage doors.
- Whether key Local Roads as shown on the LDAP are located on specified reserve edges.

(d) Block and Lot design:

- Whether residential blocks are orientated north to south so that lots generally orientate east and west.
- The extent to which the number of rear lots are minimised.
- Whether wider lots are provided on corners i.e. between 12m-15m.
- Whether standalone lots with a range in width between 10.5m to 13.5m are proposed.
- Whether lot widths for *duplex dwellings* relate to garage size i.e. 12m for double garage and 9m for single garage.
- Whether *terraced housing* is proposed in blocks of no more than 6 units i.e. 4 middle units and two "book-ends".

(e) Architectural variation:

- Whether architectural variation in the built form is provided.

(f) Section 6.5.

(vi) Non-compliance:

Subdivision that fails to comply with the standards in 6.3.14(i) to (iv) above shall be a non-complying activity.

Appendix 4 – Heritage Sites

Amendments - Schedule 1: Heritage Sites. Amendments shown in green.

Part B: Rules

Schedules

Schedule 1: Heritage sites

Schedule 1: Heritage sites						
See Appendix 1 for evaluation criteria						
Site ref	Name	Location	Object/place	HPT registration	Map no	Legal description
...	...	...	...	...	...	...
16	McDonald Cottage	53A Lorne Street Morrinsville	Dwelling		28	Lot 49 DP 2461
...	...	...	...	...	...	...
19	Thames Valley Electric Power Board Building (1921)	50 Firth Street Matamata	Power New Zealand Building		32	Sections 6 and 7 Block II Matamata township
...	...	...	...	...	...	...
23	Former Borough Council Office	Corner Tainui and Tui Streets Matamata	Matamata-Piako District Council Area Office		32	Sections 18, 19 and 20 and Part Section 15 Block VII Matamata township
...	...	...	...	...	...	...

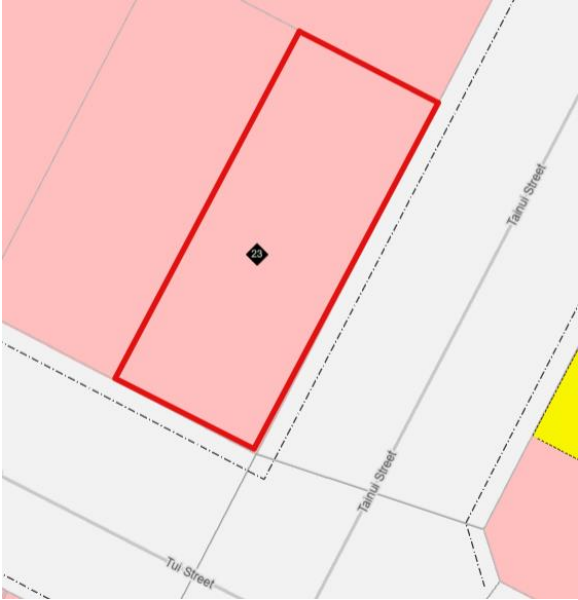
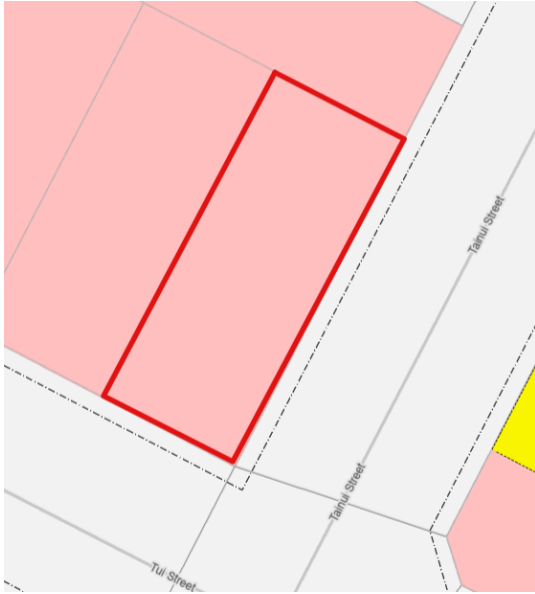
Heritage Site-ID 16 - Amendments to District Planning Map 28

Existing Map – Heritage notation for Heritage Site-ID 16 (Heritage notation shown as the black icon labelled “16”) <i>Please note: the heritage notation is incorrectly located on the map. It is shown at 53 Lorne Street, whereas the correct location is 115 Anderson Street, directly across the road (indicated by the star).</i>	Plan Change 65 - Removal of heritage notation for Heritage Site-ID 16 (Heritage notation removed) <i>With the removal of the heritage notation, this error on the Map will be corrected.</i>
	

Heritage Site-ID 19 - Amendments to District Planning Map 32

Existing Map – Heritage notation on site at 50 Firth Street (site shown in red outline) (Heritage notation shown as the black icon labelled “19”)	Plan Change 65 - Removal of heritage notation on site at 50 Firth Street (site shown in red outline) (Heritage notation removed)
	

Heritage Site-ID 23 - Amendments to District Planning Map 32

Existing Map - Heritage notation on site at the corner of Tainui and Tui Streets (site is outlined in red) (Heritage notation shown as the black icon labelled “23”)	Plan Change 65 – Removal of heritage notation on site at the corner of Tainui and Tui Streets (site is outlined in red) (Heritage notation removed)
	

Appendix 5 – Development Controls 3.1.4(ii) relating to household recreational space for accommodation facilities

Amendments - Development control 3.1.4(iii). **Amendments shown in green.**

Part B: Rules

3 Development controls

3.1 Residential zone

3.1.4 Household recreational space

- i. Every dwelling (excluding dependant person's unit) shall have an area of open space which shall:
 1. Have a minimum area of 80m² and minimum width of 3m;
 2. Be capable of containing a circle of 6m in diameter at some location within the area of open space, and located to the north, east or west of the unit;
 3. Be unobstructed by vehicle access, parking and buildings;
 4. The space may include balconies, decks having a minimum area of 10m², with no dimension less than 1.8m and conservatories.
- ii. For accommodation facilities, each independent residential unit shall provide a living court or balcony with a minimum area of 15m² for each unit **which can accommodate a 6m diameter circle** to the north, east or west of the unit and which is assessed directly from the main living areas. In addition, a communal area shall be provided which shall:
 1. Have a minimum area of 80m² for each dwelling in the development;
 2. Have a readily useable shape that can contribute to the recreational and service needs of the occupants of the development, such as communal swimming pools, tennis courts;
 3. Have adequate provision made for its continued maintenance and management.

Objectives/Policies		
3.5.2.1	O1	P3, P5
3.5.2.1	O2	P1

Appendix 6 – Advice note related to General Access Standards 9.1.2(ix)(b)

Amendments – Addition of advice note to 3.2 Rural and Rural-Residential Zone, 3.3 Industrial Zone, and 3.4 Business Zone. Amendments shown in green.

Part B: Rules

3 Development controls

3.2 Rural and Rural-Residential zones

3.2.1 Building envelope

- i. Maximum height - 10m
- ii. Height relative to site boundary

No part of any building shall exceed a height of 3m plus the shortest horizontal distance between that part of the building and the nearest site boundary.

- iii. Yards

Rural front yards.....25m

Rural side yards (except where the building is part of a papakāinga).....10m

Rural-Residential front yard.....10m

Rural-Residential side and rear yards.....5m

River protection yard.....20m

Side and rear yards where the building is part of a papakāinga.....20m

Note: Where a building is part of a Papakāinga that spans multiple Records of Title a minimum of 1.5m from the Record of Title boundary is required.

- iv. Rural House Sites

For Rural Zoned lots which contain less than 2,500m², the following yards shall apply:

- (a) Front Yard..... 15m
- (b) Side/Rear Yards.....10m, unless the adjacent property is 1ha or less in which case a minimum side/rear yard of 5m shall apply.
- (c) For sites located along a state highway or railway line corridor, internal noise levels for buildings shall comply with the acoustic insulation standards in Rule 5.2.12.

Provided that:

- A. Accessory buildings may be erected on any rear and/or side yard but not the river protection yard so long as the written consent of any affected property owner(s) is obtained and rule 3.2.1 (i) is not compromised;
- B. Any accessory building to be developed in conjunction with an existing dwelling shall be permitted in a front yard provided that it shall be erected behind the front line of the dwelling.

Advice note: Alternative yard provisions are able to be considered through the restricted activity consent process.

Advice Note: For garages and carports encroaching a front yard, see the General Access Standards in 9.1.2(ix).

Objectives/Policies		
3.5.2.1	O2	P1, P3, P5

Part B: Rules

3 Development controls

3.3 Industrial zone and any site identified as a scheduled site with a Development Concept Plan

3.3.2 Building envelope (scheduled sites)

(Limits to apply unless otherwise specified on the DCP).

- i. Maximum height - 20m
- ii. Yards adjoining any road or non-Industrial zone - 80m
- iii. All other yards - 10m
- iv. Height relative to boundary

Height (h) shall not exceed one quarter the distance (d) to the closest boundary adjoining (h = d/4) for boundaries adjoining any non-Industrial zone.

Advice Note: For garages and carports encroaching a front yard, see the General Access Standards in 9.1.2(ix).

3.3.3 Building envelope (non-scheduled sites)

- i. Maximum height - 12m
- ii. Front yards - 5m
- iii. Yards adjoining any non-Industrial zone - 10m

Advice Note: For garages and carports encroaching a front yard, see the General Access Standards in 9.1.2(ix).

Objectives/Policies		
3.5.2.1	O1, O2	P1, P2, P3, P4
3.5.2.2	O1	P1
3.1.2.1	O1	P1

Part B: Rules

3 Development controls

3.4 Business zone

3.4.1 Building envelope

- i. Maximum height - 12m
- ii. Yards

Front yard

5m except in the specified shopping areas where no front yard is required. The 5m front yard may be reduced to 2m through a non-notified restricted discretionary activity with consideration of the height, design of the building and provision of landscaping, whereby the encroachment within the 5m front yard shall not exceed 4m in height. Appendix 5 provides a design guideline for these reductions.

- Side and rear yards adjoining a Residential zone - 5m
- iii. Height (h) relative to site boundaries adjoining a residential, rural or Rural-Residential zone shall not exceed 2m plus the horizontal distance (d) to the nearest Residential zone boundary $(h) = 2 + d$ metres

Advice Note: For garages and carports encroaching a front yard, see the General Access Standards in 9.1.2(ix).

Objectives/Policies		
3.5.2.1	O1, O2	P2, P4, P5

Appendix 7 – Amendments to rules related to dwelling and dwelling based activities 3.1 to 3.4 in the Activity Table

Amendments – Amendments to rules related to dwelling and dwelling based activities. **Amendments shown in green.**

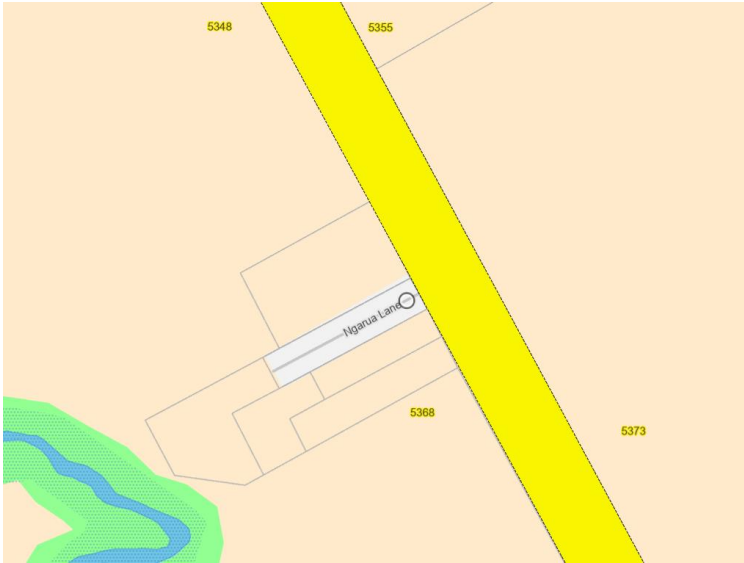
Key	
P Permitted activity	C Controlled activity
D Discretionary activity	RD Restricted Discretionary activity
N/C Non Complying activity	PRHB Prohibited activity
All activities not listed in the Activity Table are deemed to be non-complying unless otherwise provided for.	

3. Dwellings and dwelling based activities (rules 3.1 to 3.8 and 3.10 do not apply where the dwelling is part of a papakāinga in Rural and Rural-Residential Zones, refer to rules 6.1 and 6.2. For the avoidance of doubt, rule 3.9 is still applicable for papakāinga.)						
	Rural	Rural-Res	Residential	Industrial	Business	Kaitiaki (conservation)
3.1 One or Two dwellings per urban site.	N/C	P NC	P	N/C	N/C	N/C
3.2 More than two dwellings per urban site.	N/C	D NC	D	N/C	N/C	N/C
3.3 One dwelling per property except as identified in 3.1,	P	G P	G P	N/C	N/C	N/C

3.4, 3.6 and 3.7 below.						
3.4 One dwelling accessory to an approved dwelling directly associated with farming or production forestry.	C	C	⊖ NC	N/C	N/C	N/C
3.5 Two or more dwellings accessory to an approved dwelling directly associated with farming or production forestry.	D	D	N/C	N/C	N/C	N/C
3.6 One dwelling for dependent person(s). See 4.7.	P	P	P	N/C	N/C	N/C
3.7 One dwelling per property ancillary to a business or industrial activity within the business or Industrial zone.	N/C	N/C	N/C	P	P	N/C

Appendix 8 – Reserve layer on Former Ngarua Recreation Reserve

Amendments to District Planning Map 8

Existing Map – Reserve layer on site at former Ngarua Recreation Reserve (Reserve layer shown in green)	Plan Change 65 – Removal of reserve layer on site at former Ngarua Recreation Reserve (Reserve layer removed)
	

Appendix 9 – Reserve layer on site at Okauia Springs Road identified as a cultural redress property

Okauia Property - Amendments to District Planning Map 15

Existing Map – Reserve layer on site at Okauia Springs Road (Reserve layer shown in green) (site is outlined in red)	Plan Change 65 – Removal of reserve layer on site at Okauia Springs Road (Reserve layer removed) (site is outlined in red)
	

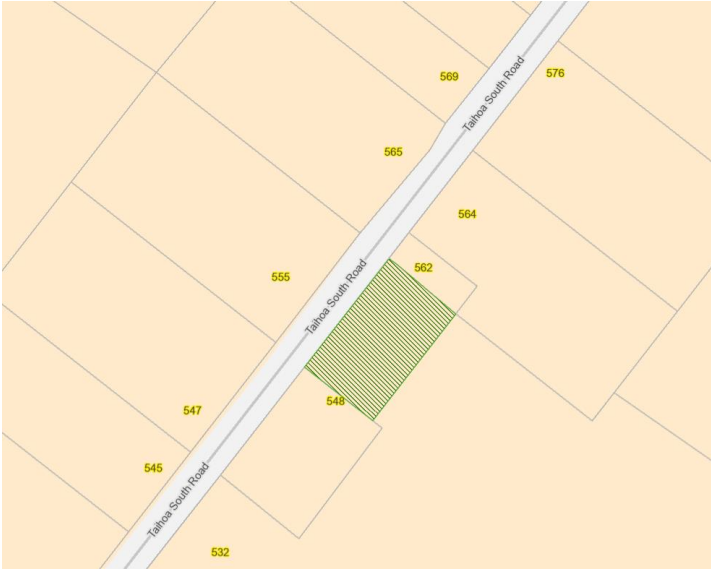
Appendix 10 – Reserve layer on site at 26 Ward Street

Amendments to District Planning Map 31

Existing Map – Reserve layer on site at 26 Ward Street (Reserve layer shown in green) (site is outlined in red)	Plan Change 65 – Removal of reserve layer on site at 26 Ward Street (Reserve layer removed) (site is outlined in red)
	

Appendix 11 – Reserve layer on site at Taihoa South Road

Amendments to District Planning Map 14

Existing Map – Reserve layer on site at Taihoa South Road (Reserve layer shown in green)	Plan Change 65 – Removal of reserve layer on site at Taihoa South Road (Reserve layer removed)
	

Plan Change 65 – Minor Matters – Timeline to make Operative

Date	Day	Action
14 September 2026	Monday	Prepare Council Agenda Report (include a copy of the Plan Change Decision)
23 September 2026	Wednesday	Council Meeting
23 September 2026	Wednesday	Prepare Adoption certificate for Council Seal and get signed after Council meeting by Mayor and CEO
28 September 2026	Monday	Log an IT service ticket for update to DP Maps
30 September 2026	Wednesday	Prepare and send letters/emails to all submitters and applicant to advise operative date
06 October 2026	Tuesday	- Prepare public advert advising operative date and log advert request with Communications for Scene MM 13 Oct, Waikato Local 14 Oct, TA News & MV News 15 Oct - Require draft set of Maps from IT for review
08 October 2026	Thursday	Final draft Operative Version of DP (Word and Eplan) including record of amendments
19 October 2026	Monday	Updates to District Plan Reviewed
27 October	Tuesday	Finalise District Plan Operative version for distribution
02 November 2026	Monday	Update website with final operative version of DP and maps
03 November 2026	Tuesday	OPERATIVE
03 November	Tuesday	Prepare and sent internal and external letters/emails distributing the operative DP & Maps
17 November	Tuesday	- Update Planning Team hard copy District Plans and Maps - Ensure all documentation is saved in CM etc

7 Pūrongo me whakatau | Decision Reports

7.3 Naming a Private Access way at 153 Hill Street, Te Aroha

CM No.: 3162280

Te Kaupapa | Purpose

The purpose of this report is to seek Council approval of a name for the new private accessway serving the six-lot rural residential subdivision at 153 Hill Road, Te Aroha.

Rāpopotonga Matua | Executive Summary

Caro Limited has applied for approval to name the new private accessway serving its six-lot rural residential subdivision at 153 Hill Road, Te Aroha. Staff have checked the applicant's preferred name, Figment Lane, against Council's road-naming policy and street register, and LINZ has confirmed its suitability. Staff recommend that Council approve Figment Lane.

Under Council's Numbering of Properties, Naming of Roads, Access Ways and Open Spaces Policy, Council decides road names for subdivisions that create six or more lots.

Tūtohunga | Recommendation

That:

1. **Council approves Figment Lane as the name of the private accessway serving the six-lot rural residential subdivision at 153 Hill Road, Te Aroha.**

Horopaki | Background

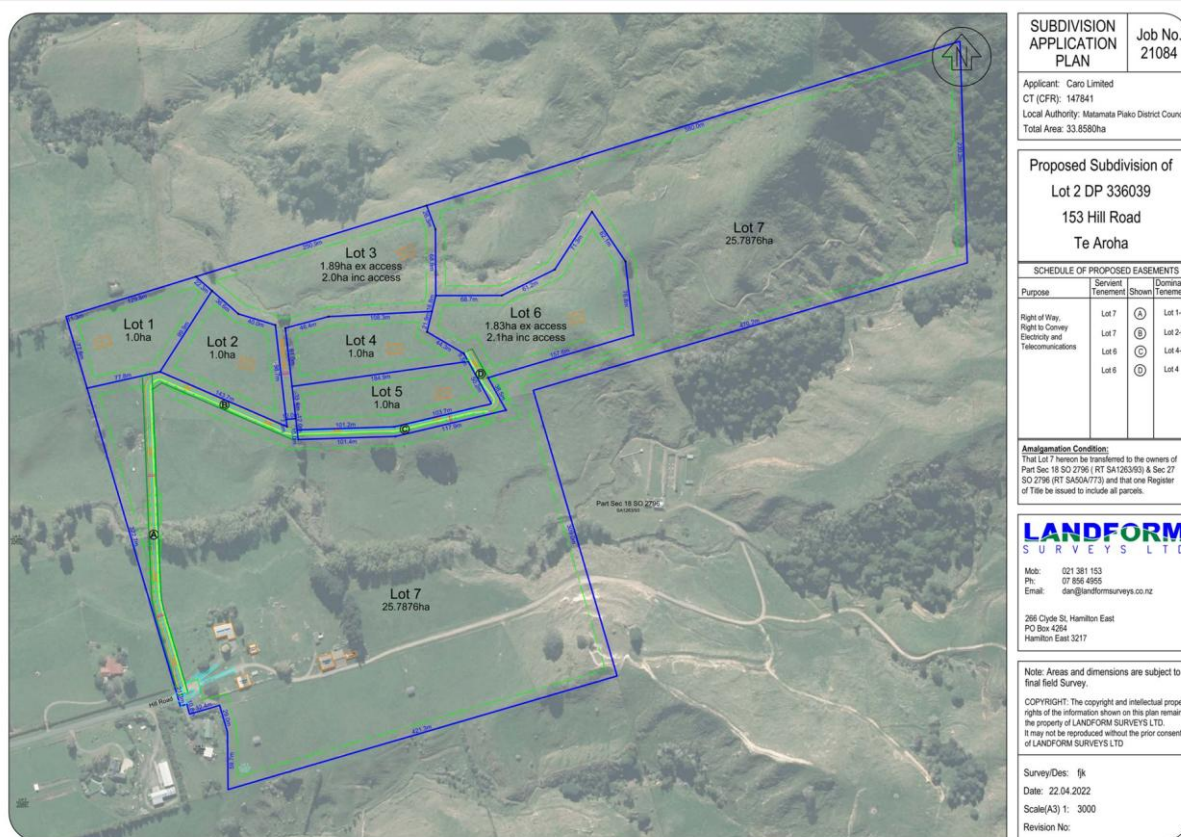
Formal, unique road names and property numbers enable emergency services, postal and courier services, visitors, and utility providers to identify properties accurately and efficiently.

Important road naming objectives include:

- Ensuring district-wide consistency for the naming of public roads and private access ways.
- Clarifying the meaning of private access ways and rules for their naming.
- Ensuring roads are named to reflect the identity of local areas within the district in addition to the ease of property identification.

A survey plan follows demonstrating the private rural subdivision with the 6-lots shown.

NB: A larger plan will be attached to this report for ease of viewing. Lot 7 remains under the developer's ownership.



Ngā Take/Kōrerorero | Issues/Discussion

Staff check proposed names against Council's street register and road-naming policy. LINZ then checks its database and confirms whether the names are suitable. This two-step process reduces the risk of names being duplicated or confused with existing road names in this district or neighbouring districts.

Furthermore, staff encourage applicants to review policy guidance for the correct consultation procedures with Mana Whenua and for road sign installation processes.

Policy states for:

- **Public road names (to be vested in council):** Applicants are encouraged to consult Mana Whenua to obtain information about the cultural identity of select locations within the district.
- **Private accessway names (not vested in Council):** Applicants aren't required to consult Mana Whenua's i.e. cultural information isn't a necessary requirement of their application.

Mōrearea | Risk

The applicant's efforts to select suitable lane names present little if any reputational risk to Council, this is because the initial street register and subsequent LINZ database checks of *Preferred* and *Alternative* access way names are seen as careful and deliberate risk mitigation steps.

Ngā Whiringa | Options

The applicant submitted Figment Lane as the preferred name, with Lark Lane and Wren Lane as alternatives. The alternatives would be considered only if Council determines that the preferred name is unsuitable.

Description of Accessway Names	
Figment Lane is proposed by the applicant as their “Preferred” accessway name. The applicant cites the following as their meaning for Figment Lane, <i>“Chosen to reflect the creation of a new place and community through development, representing vision and bringing something new into existence.”</i> The following are listed as ‘Alternatives’: • <i>Lark Lane</i> (Alternative #1) • <i>Wren Lane</i> (Alternative #2) The applicant cites the following as their meanings for Lark Lane and Wren Lane respectively, <i>“Named after the lark, a bird associated with open rural landscapes.”</i> And <i>“Named after the wren, reflecting the natural environment and birdlife of rural areas.”</i>	
Advantages of Figment Lane	Disadvantages of Figment Lane
An original name, not duplicated within the district.	None.
A short name, generally no longer than 12 characters).	None.
A name that is easy to spell and pronounce.	None.

Recommended option

Figment Lane is the recommended option because it is original within the district, short, and easy to spell and pronounce. It has also passed Council’s street-register and policy checks and LINZ’s database check.

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

To the best of the writer’s knowledge, the above recommendations aren’t significantly inconsistent with, nor are 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.

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 recommendations 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	Staff/officer comment
------------------------------------	-----------------------

making requirements	
Section 77 – Council needs to consider the reasonably practicable options available.	Options are addressed above in this report.
Section 78 – requires consideration of the views of Interested/affected people	The applicant's preferred and alternative names have been considered in accordance with Council's road-naming policy. Consultation with Mana Whenua is not required by the policy for a private accessway that will not vest in Council.
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 are considered above. This issue is assessed as having a <i>low</i> level of significance.
Section 82 – this sets out principles of consultation.	As referenced above, there was no requirement to consult.

Policy Considerations

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

Council staff will phone or email the applicant as soon as reasonably possible after the meeting, to notify them of Council's resolution, enabling them to progress orders for road signage - staff are happy to provide specifications.

Council staff will then, following the release of Council's minutes, prepare the "*Official Group Email Notification of Committee Resolution for New Road Names*", which is a group email to numerous contacts e.g. to LINZ, NZ Post, Core Logic NZ Ltd, internal staff and other relevant parties – an official notification.

Ngā take ā-lhinga | Consent issues

Council requires road naming approval prior to the issuing of 223/224 resource consent completion certificates.

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 that embraces our environment.

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

Council won't be responsible for any costs associated with the construction, maintenance or signage of private accessways – as this is consistent with road naming policy.

Ngā Tāpiritanga | Attachments

 Staged and Final Scheme Plan 20220523 090722

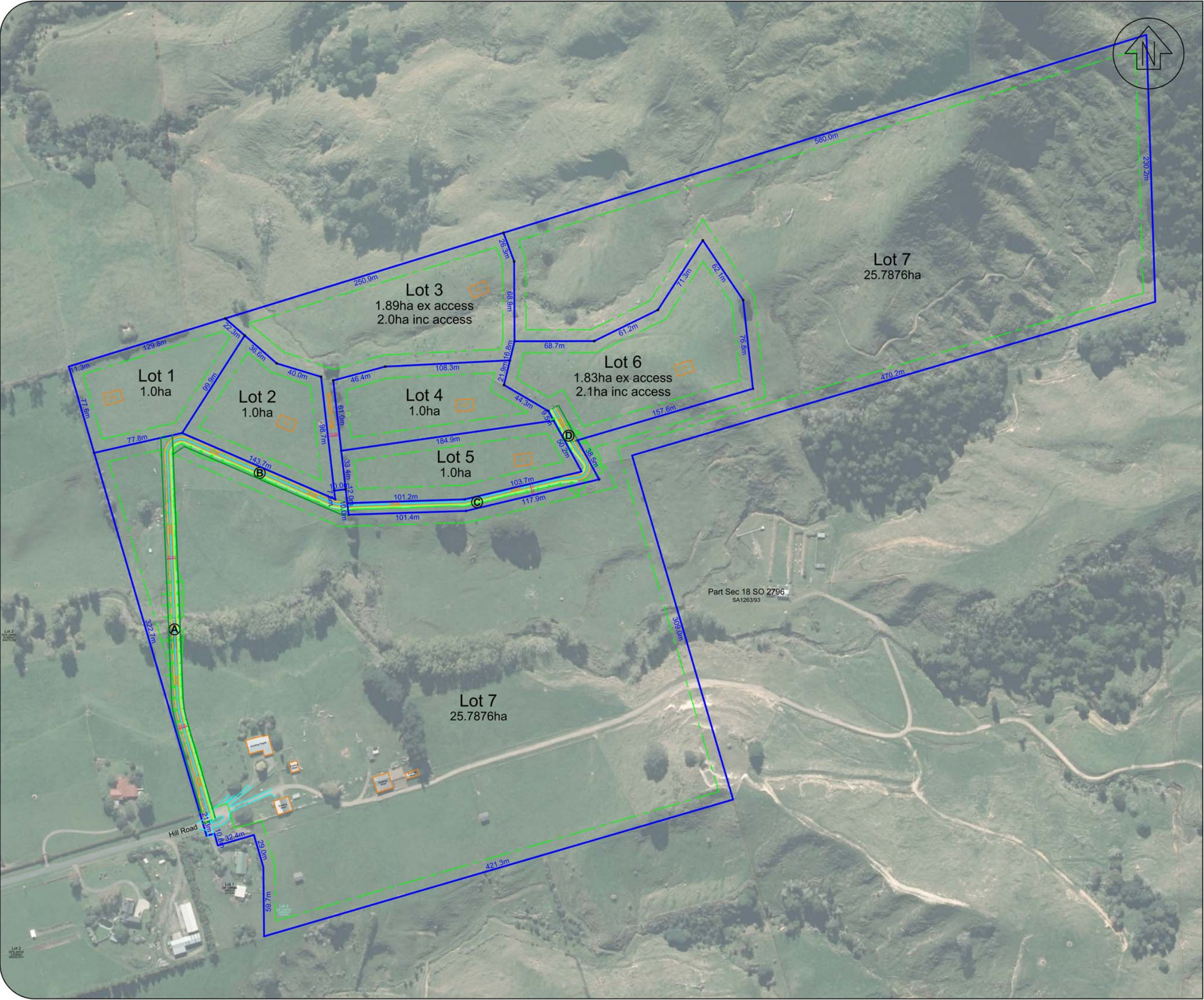


 Final Road Naming Policy Adopted 2 October 2019



Ngā waitohu | Signatories

Author(s)	Barry Reid Pūkenga Rawa Rori Road Asset Engineer	
Approved by	Susanne Kampshof Pou Rawa me ngā Kaupapa Assets and Projects Manager	
	Fiona Vessey Hautū Hanganga me ngā Wāhi Hapori Group Manager Community Places and Infrastructure	



SUBDIVISION
APPLICATION
PLAN

Job No.
21084

Applicant: Caro Limited
CT (CFR): 147841
Local Authority: Matamata Piako District Council
Total Area: 33.8580ha

Proposed Subdivision of
Lot 2 DP 336039
153 Hill Road
Te Aroha

SCHEDULE OF PROPOSED EASEMENTS			
Purpose	Servient Tenement	Shown	Dominant Tenement
Right of Way, Right to Convey Electricity and Telecommunications	Lot 7	(A)	Lot 1-6
	Lot 7	(B)	Lot 2-6
	Lot 6	(C)	Lot 4-5
	Lot 6	(D)	Lot 4

Amalgamation Condition:
That Lot 7 hereon be transferred to the owners of Part Sec 18 SO 2796 (RT SA1263/93) & Sec 27 SO 2796 (RT SA50A/773) and that one Register of Title be issued to include all parcels.

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Hamilton East 3217

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Revision No:

SUBDIVISION APPLICATION PLAN	Job No. 21084
Applicant: Caro Limited RT: 147841 Local Authority: Matamata Piako District Council Total Area: 33.8580ha	

Stage1
Proposed Subdivision of
Lot 2 DP 336039
153 Hill Road, Te Aroha

SCHEDULE OF PROPOSED EASEMENTS			
Purpose	Servient Tenement	Shown	Dominant Tenement
Right of Way, Right to Convey Electricity & Telecommunications	Lot 7	Ⓐ	Lots1-6
	Lot 6	Ⓑ	Lot 4

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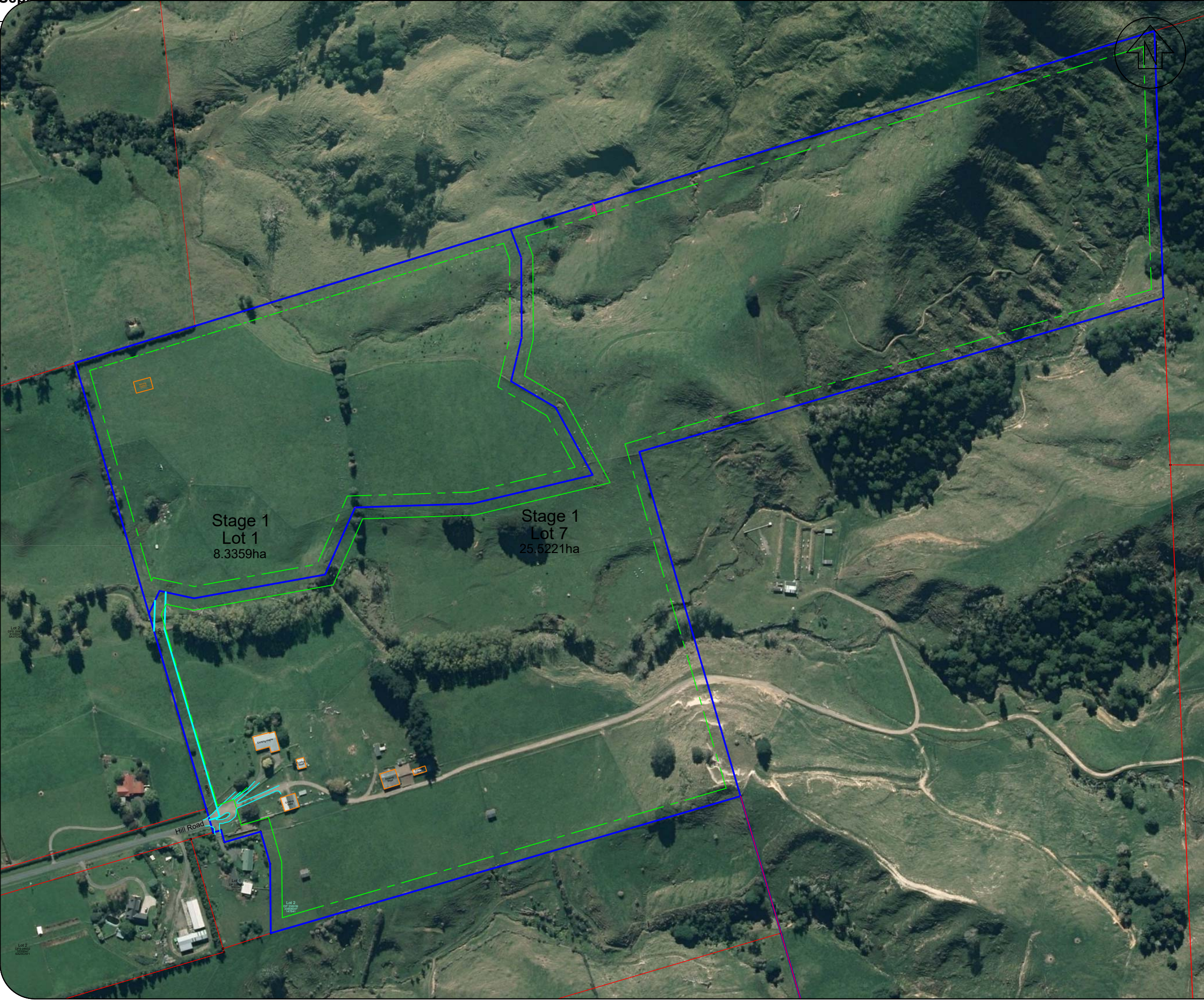
Mob: 021 381 153
Ph: 07 856 4955
Email: dan@landformsurveys.co.nz

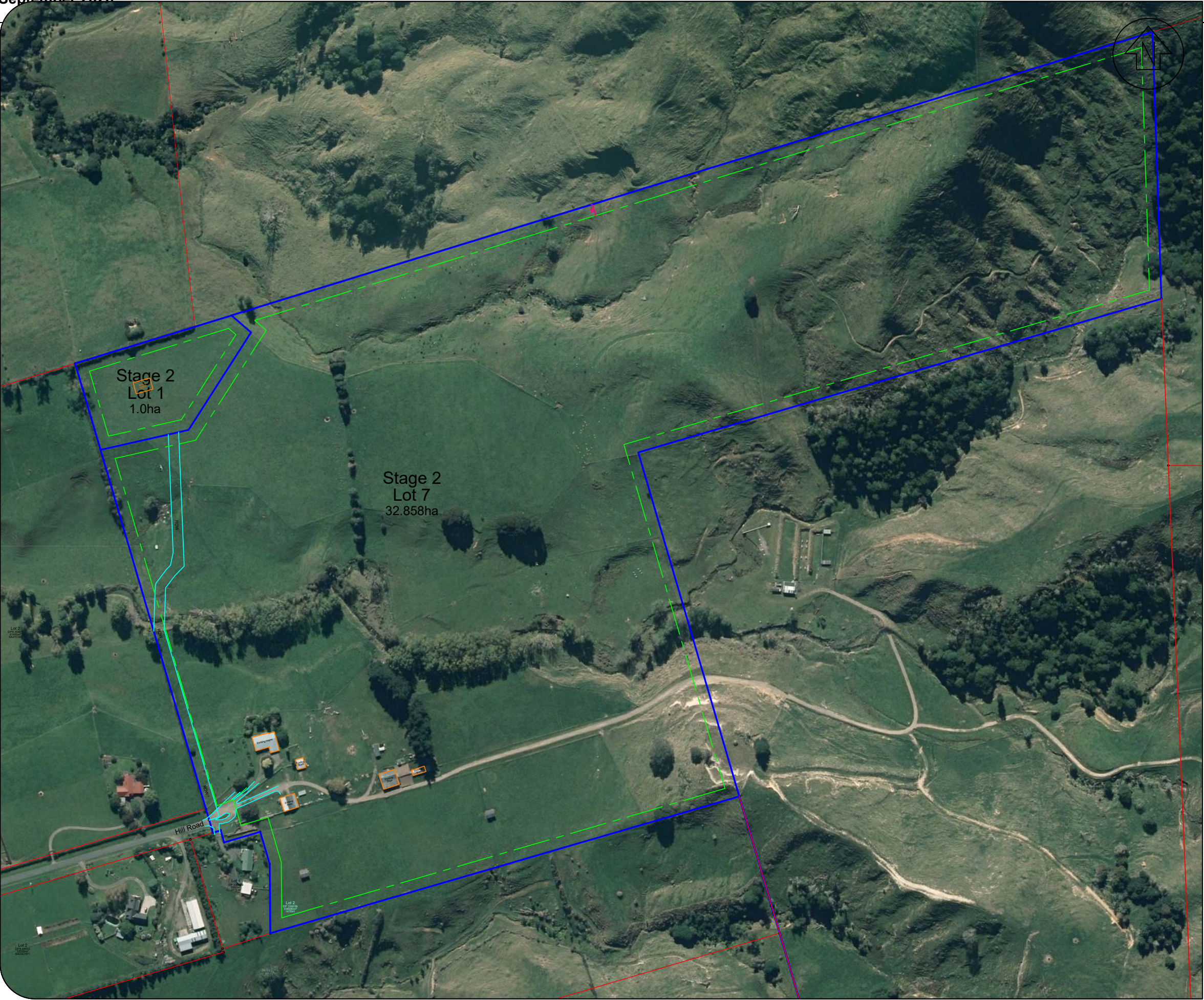
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SUBDIVISION APPLICATION PLAN	Job No. 21084
Applicant: Caro Limited RT: 147841 Local Authority: Matamata Piako District Council Total Area: 33.8580ha	

Stage 2
Proposed Subdivision of
Lot 2 DP 336039
153 Hill Road, Te Aroha

SCHEDULE OF PROPOSED EASEMENTS			
Purpose	Servient Tenement	Shown	Dominant Tenement
Right of Way, Right to Convey Electricity & Telecommunications	Lot 7	(A)	Lots 1-6
	Lot 6	(B)	Lot 4

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SUBDIVISION
APPLICATION
PLAN

Job No.
21084

Applicant: Caro Limited
RT: 147841 & SA1263/93
Local Authority: Matamata Piako District Council
Total Area: 67.8978ha (Combined)

Stage 3
Proposed Subdivision of

Lot 2 DP 336039 &

Pt Sec 18 Blk V Aroha SD SO 2796

153 Hill Road, Te Aroha

SCHEDULE OF PROPOSED EASEMENTS

Purpose	Servient Tenement	Shown	Dominant Tenement
Right of Way, Right to Convey Electricity & Telecommunications	Lot 7	(A)	Lots1-6
	Lot 6	(B)	Lot 4

Amalgamation Condition:
That Lot 7 hereon be transferred to the owners of Part Sec 18 SO 2796 (RT SA1263/93) & Sec 27 SO 31182 (RT SA50A/773) and that one Register of Title be issued to include all parcels.

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SUBDIVISION APPLICATION PLAN	Job No. 21084
Applicant: Caro Limited RT: 147841 & SA1263/93 Local Authority: Matamata Piako District Council Total Area: 67.8978ha (Combined)	

Stage 4
Proposed Subdivision of
Lot 2 DP 336039 &
Pt Sec 18 Blk V Aroha SD SO 2796
153 Hill Road, Te Aroha

SCHEDULE OF PROPOSED EASEMENTS			
Purpose	Servient Tenement	Shown	Dominant Tenement
Right of Way, Right to Convey Electricity & Telecommunications	Lot 7	(A)	Lots1-6
	Lot 6	(B)	Lot 4

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SUBDIVISION
APPLICATION
PLAN

Job No.
21084

Applicant: Caro Limited
RT: 147841 & SA1263/93
Local Authority: Matamata Piako District Council
Total Area: 67.8978ha (Combined)

Stage 5
Proposed Subdivision of
Lot 2 DP 336039 &
Pt Sec 18 Blk V Aroha SD SO 2796
153 Hill Road, Te Aroha

SCHEDULE OF PROPOSED EASEMENTS			
Purpose	Servient Tenement	Shown	Dominant Tenement
Right of Way, Right to Convey Electricity & Telecommunications	Lot 7	(A)	Lots1-6
	Lot 6	(B)	Lot 4

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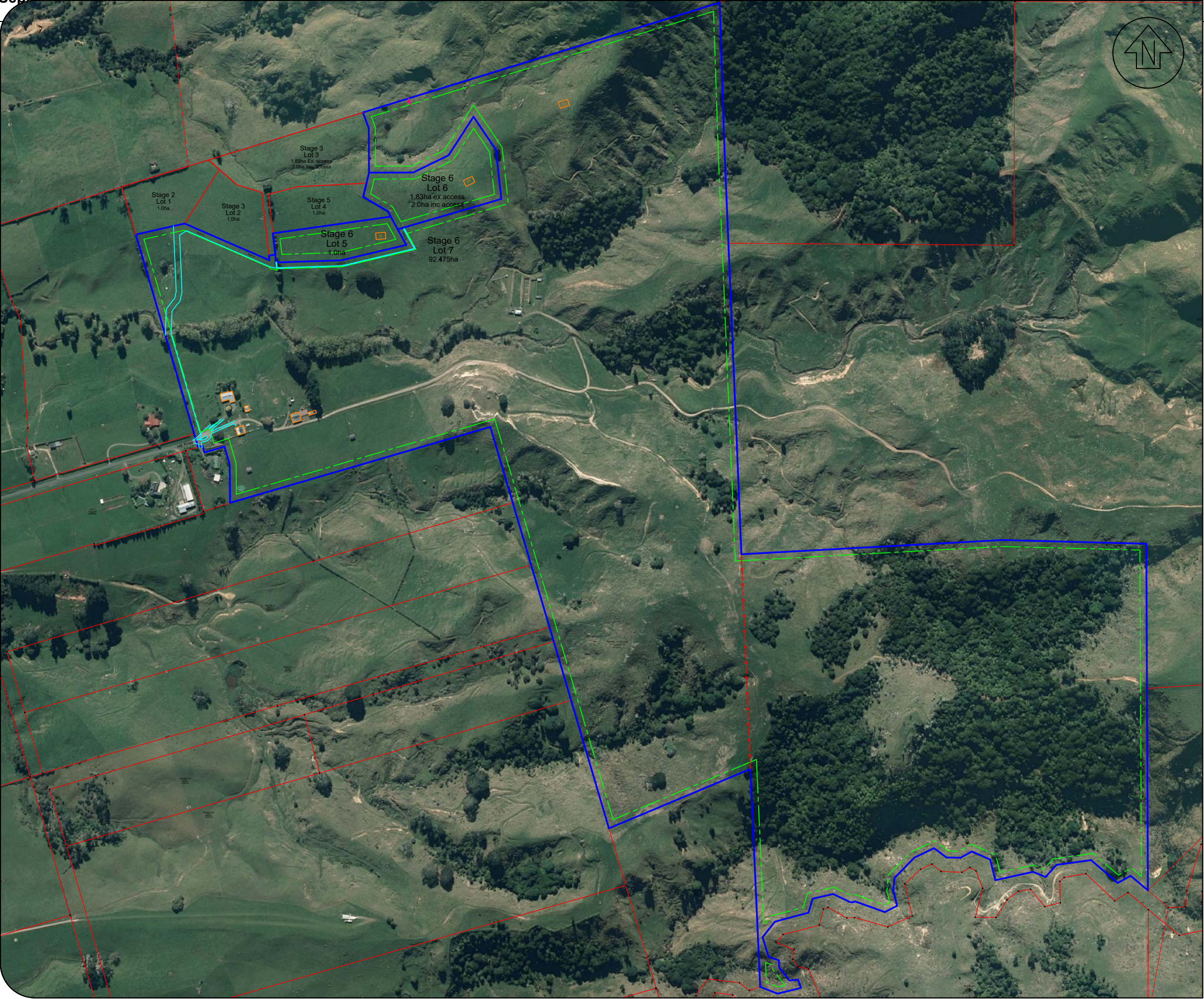
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SUBDIVISION
APPLICATION
PLAN

Job No.
21084

Applicant: Caro Limited
RT: 147841, SA1263/93 & SA50A/773
Local Authority: Matamata Piako District Council
Total Area: 100.475ha (Combined)

Stage 6
Proposed Subdivision of
Lot 2 DP 336039,
Pt Sec 18 Blk V Aroha SD SO 2796 &
Sec 27 Blk V Aroha SD SO 31182
153 Hill Road, Te Aroha

SCHEDULE OF PROPOSED EASEMENTS			
Purpose	Servient Tenement	Shown	Dominant Tenement
Right of Way, Right to Convey Electricity & Telecommunications	Lot 7	(A)	Lots1-6
	Lot 6	(B)	Lot 4

Amalgamation Condition:
That Lot 7 hereon be transferred to the owners of Part Sec 18 SO 2796 (RT SA1263/93) & Sec 27 SO 31182 (RT SA50A/773) and that one Register of Title be issued to include all parcels.

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Numbering of Properties, Naming of Roads, Access Ways and Open Spaces

Department(s): **Assets, Policy and Strategy**
 Corporate Strategy (Iwi Liaison)
 Regulatory Planning

Policy Type: **External Policy**

Council Resolution Date: **02 October 2019**

1. Introduction

The Council is responsible for the naming of roads and numbering of land and buildings, under section 319, 319A and 319B of the Local Government Act 1974.

Road names and property numbers are used by a wide array of users for the accurate and quick identification of properties including; emergency services, postal and delivery services, personal visitors, service deliveries such as power, telephone and water. It is essential that properties have a formal and unique address by which they can be identified.

This policy covers both the naming of access ways and the naming of roads to ensure there is consistency.

2. Objectives

- a. To ensure consistency in naming of roads and access ways in the district.
- b. To clarify the meaning of access ways and to provide clear rules for the naming of these.
- c. To ensure roads are named to reflect the identity of the local areas as well as ensuring ease of identification for the Council, emergency services and others.

3. Definitions

Developer	An individual or entity, which is making an application. This may include Council, a consent holder or the party developing the infrastructure including
-----------	--

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Morrinsville & Te Aroha 07 884 0060 - Matamata 07 881 9050 - Fax 07 884 8865

	but not limited to a Developer.
Council	Matamata-Piako District Council.
Culturally significant	Ancestral land, water, wahi tapu, valued flora and fauna, and other taonga significant to Mana Whenua.
Name	The word or name used to identify a road, open space or Council facility. Name excludes the road type (see definition: road types).
Open space	Includes all parks and reserves administered by Council. This includes Reserve As defined under s 2 of the Reserves Act 1977 and land owned by Council with a primary recreation function, not held under the Reserves Act 1977.
Access Ways	A single 'lot', right of way or a series of right-of-ways that will be occupied by a physical driveway, providing vehicle access to a minimum of six lots. This also includes common access lots, retirement village roads and common property within a Unit Development as defined under section 5 of the Unit Titles Act 2010.
Road	Road as defined in section 315 of the Local Government Act 1974, and any square and any public place intended for the use of the public generally.
Road types	Road types in accordance with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011 (outlined in Schedule 1 below).

4. Application

The developer must submit their preferred name(s) plus two alternatives for each road or access way¹. A plan identifying all roads or access ways and each property number must be included in the proposal. All proposed roads or access ways to be named must be clearly labelled.

Developers must consider property numbers and road/open spaces names at the early stages of their resource consent application to ensure there are no delays to the process.

5. Property numbering

Property numbers for both public roads and access ways must adhere to the relevant New Zealand standards issued by LINZ. In general:

- a. Addresses on the left side of the road should be ordered by number, using odd numbers beginning with "1" at the start of the road/access way.

¹ Proposals must be submitted in writing to Council's Asset Manager – Strategy and Policy.



- b. Addresses on the right side should be ordered by number, using even numbers starting with “2”.
- c. When numbering a cul-de-sac, the same “odd on the left, evens on the right” approach should be used. Incremental numbering around the cul-de-sac should not be used.
- d. Rural numbering is based on the distance down the road. The distance in metres is divided by 10 and rounded to the nearest odd number (left side) or even number (right side).

6. Naming considerations

A proposal to name or rename a road, or an open space must include evidence that the name(s) reflect one or more of the following:

- a. The identity of the Matamata-Piako District and/or local identity.
- b. The historical significance of particular locations.
- c. The cultural significance of the area to Mana Whenua.
- d. People important in the history of an area.
- e. Events, people and places significant to a community or communities locally, nationally or internationally.
- f. Flora and Fauna significant or important to the history of an area.

7. Consultation with Mana Whenua

Prior to submitting a proposal applicants are to request Council staff² provide guidance as to the appropriate Mana Whenua of an area. Applicants are to provide each Mana Whenua group with at least 15 working days to identify if the area has cultural significance and provide feedback to the applicant.

The purpose of the feedback is to provide non-binding advice to the applicant as to how culturally significant an area is to Mana Whenua. The applicant must provide evidence that they have given Mana Whenua an opportunity to provide feedback in accordance with this section.

For the avoidance of doubt consultation requirements with Mana Whenua do not apply to private access ways.

² Council's Corporate Strategy Team in their role as Iwi Liaison will provide the relevant contact details to Developers in consultation with Mana Whenua on request.



8. Criteria for all road and access way names

Any proposed road and access way names will preferably meet the following criteria:

- a. Not be duplicated in the Matamata-Piako District
- b. Preferably, be short (generally not longer than 12 characters).
- c. Be single words to avoid cartographic problems.
- d. Be easy to spell and pronounce.
- e. Not sound similar, or be similar in spelling, to an existing road name.
- f. Not include a preposition, e.g. Avenue of the Allies.
- g. Not be abbreviated or contain an abbreviation excepting that "St" can be used for "saint" and 'Mt' can be used for "mount".
- h. Names must not include a numeral (e.g. 5 Oaks Drive) but can include a number as a word (e.g. Five Oaks Drive).
- i. Not be in poor taste or likely to cause offense.
- j. Not lead with 'The'.
- k. The name 'Lane' cannot be used for a public road. "Lane" is for private access ways only.
- l. If more than one road or access way is being named, consideration must be given to the names sharing a common theme. Where there is an existing theme or grouping of names in an area, consideration should be given to new names having an appropriate association with existing names in the area.
- m. Road types must comply with Schedule 1

9. Renaming of roads

The name of an existing road or access way may only be changed if a clear benefit to the community can be demonstrated. Examples of this are the incorrect spelling of a name, eliminating duplication in spelling or sound, preventing confusion arising from major changes to road layout or to make geographical corrections

10. Private Access Ways

For the naming of an access way, the following rules also apply:

- a. The name chosen for an access way must be a 'Lane' (e.g. Oaks Lane)



- b. If the access way currently services other existing properties then the property owners must be consulted and evidence of this consultation provided to Council.
- c. The private access way must not be vested in Council
- d. The access way must service a minimum of six lots.
- e. The numbering of the street where the access way is created must not be altered with the exception of the lot being subdivided in its entirety.
- f. The numbering of the lots within the subdivision that will be serviced by the access way must follow Council's existing numbering system.
- g. Council is not responsible for any external agencies refusal to acknowledge the access way name.
- h. Council's refuse collection service will only collect from the road (not up the access way).
- i. Signage displaying the name must be within the boundaries of the access way or as agreed on private property created by the subdivision. This signage must be in reverse colours to that used by the public street name system. Supplementary signage must be fixed to the access way name blade stating that the access way is 'Private Access' and 'No Exit'.
- j. Council will not be responsible for any costs associated with the construction and maintenance of the access way or any related signage.

11. Open spaces

For the naming of an open space, the following rules also apply:

- a. Any naming or renaming of open spaces must consider the obligations set out in Part 6 of the Local Government Act 2002.
- b. Reserves must be named or renamed by resolution of Council and in accordance with the Reserves Act 1977.
- c. The Naming of Reserves should also follow the policies as outlined in the General Policies Reserve Management Plan 2019 (see 11.11 of the GPRMP) or any subsequent replacement policies. The naming of open spaces (those that are not reserves) should use the General Policies RMP criteria as a guideline when naming an open space.



12. Decisions on names

Subject to LINZ approval, the final decision on road, access way and open spaces names rests with Council. Council may, at its sole discretion, delegate this decision making function to another body or member of staff.³

13. Relevant Legislation

Matamata-Piako District Council is responsible for the naming of roads under the Local Government Act 1974 Section 319.

Where a reserve is vested in Council, the Minister of Conservation or Council may specify or change the name of a reserve by notice in the Gazette (Section 16(10) Reserves Act 1977).

14. Related Policies, Strategies or Guidelines

This Policy complies with The Australian/New Zealand Standard on Rural and urban addressing AS/NZS 4819:2011.

15. Audience

- a. Council
- b. Council staff
- c. Developers
- d. Mana Whenua
- e. The community

16. Measurement and Review

This policy will be reviewed yearly by the Asset Manager – Strategy and Policy.

³ Delegations will be made by Council resolution and recorded in Council's delegations register.



Schedule 1

Road type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or towns.	√	√	
Arcade	Arc	Passage having an arched roof or covered walkway with shops along the sides.			√
Avenue	Ave	Broad roadway, usually planted on each side with trees.	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.	√	√	
Close	Cl	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		√	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide roadway without many cross- streets.	√		
Glade	Gld	Roadway usually in a valley of trees.	√	√	
Green	Grn	Roadway often leading to a grassed public recreation area.		√	
Grove	Grv	Roadway that features a group of trees standing together.		√	
Highway	Hwy	Main thoroughfare between major destinations.	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway. (reserved exclusively for non-public roads)	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	√		
Mall	Mall	Wide walkway, usually with shops along the sides	√		
Mews	Mews	Roadway having houses grouped around the end.		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	√		
Place	Pl	Short, sometimes narrow, enclosed roadway.		√	
Promenade	Prom	Wide flat walkway, usually along the water's edge.			√
Quay	Qy	Roadway alongside or projecting into the water.	√	√	
Rise	Rise	Roadway going to a higher place or position	√	√	
Road	Rd	Open roadway primarily for vehicles. In general rural roads should be called road.	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	√	√	
Steps	Stps	Walkway consisting mainly of steps.			√
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	√	√	
Track	Trk	√ Walkway in natural setting.			√
View	View	A road with a view	√	√	
Walk	Walk	Thoroughfare for pedestrians			√
Way	Way	Short enclosed roadway. (reserved exclusively for non-public roads)		√	
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√



7 Pūrongo me whakatau | Decision Reports

7.4 Amendment to Policies related to transition to Waikato Waters Limited

CM No.: 3183167

Te Kaupapa | Purpose

The purpose of this report is to outline proposed minor amendments to several policies, and the Local Government Statement, that Council is required to have under the Local Government Act 2002 (LGA). The proposed amendments are required to support the transition of Council's water and wastewater service provision to Waikato Waters Limited (WWL).

Rāpopotonga Matua | Executive Summary

The Local Government (Water Services) Act 2025 ('Act') became law on 26 August 2025. Under that Act, Council is required to amend several policies to reflect the transfer of services and assets to WWL. These are, in summary:

- a) **Revenue and Financing Policy** – a minor update to note that Council will be transferring its water and wastewater activities, and passing water- related revenues, such as targeted rates, to WWL.
- b) **Development Contributions Policy** – WWL have adopted an initial policy. Legislation requires Council's current policy be amended to reflect the transfer of activity responsibility.
- c) **Board Appointment and Remuneration Policy** – minor updates are required to reflect the WWL Board appointment processes, which are noted to be outside the scope of this policy.
- d) **Local Governance Statement** – minor updates are needed to remove the provision of Wastewater and Water services from Council's activities and role.

A number of policy updates have already been made this year, including:

- e) **Fees and Charges 2026/27** – minor amendments to note that any costs incurred by WWL would be in addition to Building/Resource Consents and Monitoring costs, and that water/wastewater fees and charges would be transferred to WWL. A note on development contribution charges for water supply and wastewater for the 2026/27 year remain unchanged and are set in accordance with Council's existing Policy and Long Term Plan. These changes were adopted by Council in May 2026.
- f) **Rates Remission and Postponement Policy** – a minor amendment to include clarifying provisions on transitional arrangements with WWL, such as service delivery, responsibility for charging and customer support. These changes were adopted by Council in May 2026.
- g) **Significance and engagement policy** – updates to include significant water contracts and remove water and wastewater as strategic assets among other changes unrelated to water services. The Policy was adopted by Council in August 2026.

In general, these are minor, administrative updates including transitional wording to clarify the transfer of water and wastewater services to WWL on 1 October 2026.

No community consultation is proposed for the amendments in this report. The amendments are minor, consequential and required to support the transfer of water and wastewater services to WWL. The community was consulted on the proposed water services delivery model in May 2025.

WWL have been consulted through 'major decision notification' as required under the Shareholder Agreement. WWL have responded expressing no concerns with the proposed amendments and support for Council proceeding with the policy changes as notified.

Tūtohunga | Recommendation

That:

1. The information be received.
2. The attached amendments to the following Policies be adopted:
 - a) Revenue and Financing Policy
 - b) Development Contributions Policy
 - c) Board Appointment and Remuneration Policy
3. The attached amendments to the Local Governance Statement be adopted.
4. Council delegates staff the authority to make minor editorial changes and the correction of minor errors to the above Policies and Local Governance Statement.
5. The above amendments come into effect on 1 October 2026.

Horopaki | Background

The Government has now completed its three-stage water services reform programme named Local Water Done Well (LWDW). The three stages of LWDW are shown in the following table:

LWDW Stage	Legislation	Purpose
<u>Stage One</u> Early 2024	Water Services Acts Repeal Act 2024	Repealed earlier legislation of the previous government enabling large water services entities (the likes of Entity B which covered the Matamata-Piako area).
<u>Stage Two</u> Mid 2024	Local Government (Water Services Preliminary Arrangements) Act 2024	Established the LWDW framework and the preliminary arrangements for the new water services system including the requirement for councils to develop and submit a Water Services Delivery Plan by 3 September 2025. Council adopted the Council Controlled Organisation model as the water services delivery model for water and wastewater, retaining stormwater in-house, on 25 June 2025 and this delivery model is reflected in both the Water Services Delivery Plan and the Annual Plan 2026/27.
<u>Stage Three</u> Mid 2025	Local Government (Water Services) Act 2025	The Act establishes the enduring settings for the new water services

LWDW Stage	Legislation	Purpose
	<u>and</u> Local Government (Water Services) (Repeals and Amendments) Act 2025.	delivery system. For example, it covers operational matters, planning and reporting requirements, provisions regarding water services bylaws etc. This Act also provides the transitional arrangements for development contributions policies and other related policies. The Local Government (Water Services) (Repeals and Amendments) Act 2025 amends existing legislation, including inserting new provisions into the Commerce Act 1986 to establish an economic regulation regime for water services.

With the transfer of Council's water and wastewater groups of activities to WWL approaching (transfer date of 1 October 2026), several of Council's existing policy documents and the Local Governance Statement require minor, consequential amendments. These updates will ensure the policies accurately reflect roles, responsibilities, and financial arrangements once water and wastewater services are no longer delivered by Council.

An earlier discussion on proposed minor amendments to these policies was had at the 8 April 2026 workshop.

Summary of documents requiring updates

Document	Description	Updates Required	Public Consultation Requirements	WWL Consultation Requirements	Progress
Rates Remission and Postponement Policy 2026	Enables rates relief in specific circumstances.	Clarify how responsibilities will shift from Council to WWL.	Yes - section 82 (LGA). A new rates remission is proposed under this Policy (kerbside collection targeted rate for small standalone dwellings) – minor amendments to address WWL transition are also proposed at the same time.	Complete.	Consultation completed March/April 2026 Adopted by Council on 13 May 2026
Fees and Charges 2026/27	Should Council be asked to recoup WWL costs on behalf, there has been allowance for this to happen.	Various updates including a note on the water related fees, that these will be set and collected by Council. From 1 October 2026 the	No specific requirements, other than for resource management fees. General requirements to consider community views applies (as with all	Complete.	Consultation completed March/April 2026 Adopted by Council on 13 May 2026.

Document	Description	Updates Required	Public Consultation Requirements	WWL Consultation Requirements	Progress
		funds collected will be transferred to WWL.	Council decisions).		
Revenue and Financing Policy Current Revenue and Financing Policy 2024	Sets out how Council funds its activities.	To reflect the removal or reclassification of activities transferring to WWL, and to ensure funding mechanisms remain accurate.	No - consultation is not required as per section 63 of the Local Government (Water Services Preliminary Arrangements) Act 2024. The Revenue and Financing Policy is one of the statutory policies that forms part of the Long Term Plan. Section 63 of the Local Government (Water Services Preliminary Arrangements) Act 2024, removes the need for additional consultation on decisions that flow directly from establishing or joining a water services Council Controlled Organisation.	Complete. Although this matter is straight-forward, it does relate to a policy required under the LGA that relates to water services transferring to WWL. On that basis it meets the definition of a 'major decision' requiring consultation with WWL.	Consultation has been carried out with WWL with no changes required. The policy is attached for approval. This policy will undergo a full review as part of the 2027–37 Long Term Plan.
Development Contributions Policy Current Development Contributions Policy 2024	Sets development contribution charges.	Minor transitional wording proposed to clarify the transfer of water and wastewater services to WWL on 1 October 2026.	No - consultation is not required Section 117 of the Local Government (Water Services) Act 2025 requires these changes as a direct consequence of transferring water services to WWL, and the Act expressly states that this type of amendment does not need to follow the usual LGA consultation process.	Complete - as for the Revenue and Financing Policy, this is a policy required under the LGA that relates to water services transferring to WWL. On that basis it meets the definition of a 'major decision' requiring consultation with WWL. WWL have adopted our current policy as it stands, effective 1 October 2026. WWL is permitted	Consultation has been carried out with WWL, with no changes required. The policy is attached for approval This policy will undergo a full review as part of the 2027–37 Long Term Plan.

Document	Description	Updates Required	Public Consultation Requirements	WWL Consultation Requirements	Progress
				by the Act to adopt the relevant parts of its shareholding councils' DC Policies that were in place at the time those councils' transferred responsibility for providing water services to WWL. WWL have taken this approach - adopting an initial Policy which is simply the current versions of the existing Council policies.	
Significance and Engagement Policy Significance and Engagement Policy	Defines how Council decides the importance of issues and when to engage with the public.	To update references to water services where appropriate e.g. list of strategic assets. Inclusion of clauses relating to significant water contracts	No - Section 34 of the Local Government (Water Services) Act 2025 requires Council to amend its Significance and Engagement Policy to reflect its changed role following the transfer of water services to WWL. Consultation is not required where Council has established a water organisation (i.e. WWL) and is working with that organisation in relation to the organisation's significance and engagement policy.	Complete as for the other policies, this is a policy required under the LGA that relates to water services transferring to WWL. On that basis, it meets the definition of a 'major decision' requiring consultation with WWL.	This Policy was adopted by Council on 26 August 2026 This will incorporate a full review as part of the 2027–37 Long Term Plan.
Board Appointment and Remuneration Policy Current Board Appointment and Remuneration Policy 2024	Governs director appointments to Council organisations.	To ensure Council's governance settings align with its new role as a shareholder of WWL.	No - Consultation is not required on amendments to the Board Appointment and Remuneration Policy. While the policy is required under Schedule 7 of the LGA, the Act does not require consultation when the policy is adopted or	Complete - as for the other policies, this is a policy required under the LGA that relates to water services transferring to WWL. On that basis, it meets the definition of a 'major decision' requiring	The policy is attached for approval.

Document	Description	Updates Required	Public Consultation Requirements	WWL Consultation Requirements	Progress
			amended. The proposed changes are administrative in nature and relate to a decision that has already been made and consulted on.	consultation with WWL.	
Local Governance Statement Current Local Governance Statement 2026	A Local Governance Statement is a mandatory document under Section 40 of the LGA that outlines how Council engages with its community, makes decisions, and operates.	Requires removal of reference to the provision of water and wastewater services.	No - however, the LGA states that the statement must be made publicly available.	No - this is not a policy. None of the 'major decision' criteria are applicable.	The statement is attached for approval.

Prior to 1 October 2026, updates are not required to:

- Investment Policy - The creation of new strategic equity interests in other companies and entities including Council Controlled Organisations such as WWL is already adequately provided for in the policy, and no amendments are required at this stage. The Policy is currently under review alongside the Long Term Plan.
- Liability Management Policy - The transfer of water and wastewater services to WWL will significantly reduce Council's external debt, which will in turn improve the debt-to-revenue ratio. However, this change does not affect the structure or settings of the Policy, which are focussed on ensuring prudent borrowing levels and practices. It is noted that some minor changes were made to this policy in October 2025 to accommodate short term departures from interest rate management and funding maturity parameters as a result of plans around the 1 October 2026 transfer of debt to WWL. With that change already made, the current policy remains fit for purpose, and no amendments are required outside the scheduled Long Term Plan review (currently underway).

The purpose of presenting this information is to prepare Council for these required adjustments and to seek direction on progressing the minor amendments ahead of the formal handover of water and wastewater activities to WWL.

Ngā Take/Kōrerorero | Issues/Discussion

Background and suggested amendments

Rates Remission and Postponement Policy – a minor amendment to include clarifying provisions on transitional arrangements with WWL, such as service delivery, responsibility for charging and customer support.

Fees and Charges 2026/27 – minor amendments to note that any costs incurred by WWL would be in addition to Building/Resource Consents and Monitoring costs, and that water/wastewater

fees and charges would be transferred to WWL. A note on development contribution charges for water supply and wastewater for the 2026/27 year remain unchanged and are set in accordance with Council's existing Policy and Long Term Plan.

Revenue and Financing Policy

The Policy describes how Council will fund operating expenses and capital expenditure from the funding sources specified in section 103 of the LGA. This is a statutory policy, reviewed through the Long Term Plan process. It is reviewed every three years and was last updated in 2024.

Suggested Amendment

Insert a new explanatory note under the water and wastewater groups of activities:

Please note, from 1 October 2026 the delivery of water and wastewater activities are transferred to Waikato Waters Limited. Council will cease to deliver these activities from this date, however during the period 1 October 2026 to 30 June 2027, Council will continue to rate for these activities and pass the revenue to Waikato Waters Limited.

Development Contributions Policy

The LGA enables Council to adopt a policy on development contributions or financial contributions to provide predictability and certainty about sources and levels of funding.

The Policy has been developed for that purpose. Development contributions are calculated by Council under a set criteria and charged to developers to help fund the infrastructure needed to help support and enable growth. Reviews of this policy are normally aligned with the three-yearly review cycle of the Long Term Plan, with development contributions being key source of funding.

This amendment is triggered by the requirements of the Act, as well as the transfer agreement between the Council and WWL. Section 117 of the Act requires Council to amend this Policy effective 1 October 2026 so that it no longer applies to the water services that have been transferred to WWL.

Public consultation for this amendment is not required - section 117(4)(b) of the Act allows for these changes to be made outside of the standard consultation process under the LGA that ordinarily applies when the Council amends the policy.

In summary, when water and wastewater services transfer from the Council to WWL the legislation sets out how development contributions must transition.

Suggested Amendments

The proposed amendments to the Development Contributions Policy align with the agreed transitional arrangements for water and wastewater development contributions during the transfer period. These arrangements provide clarity on the charging, collection, and treatment of development contributions before and after 1 October 2026 including Council's role as an agent for WWL during the transition. The arrangements also confirm that amendments removing transferred activities are consequential in nature and consistent with both legislation and the transfer agreement.

Amendments proposed:

- Removal of references to water provision
- Removal of references to wastewater and trade waste
- Removal of the development contribution fees required for water provision, wastewater and trade waste
- Inclusion of the note below:

Please note, in line with the requirements of the Local Government (Water Services) Act 2025, Council amends the Development Contributions Policy so that it no longer applies to the water and wastewater services for which responsibility has been transferred to Waikato Waters Limited from 1 October 2026

Waikato Waters Limited has adopted its own initial Development Contributions Policy that incorporates the Council policy as it was prior to these amendments. From 1 October 2026, Council will collect water and wastewater development contributions on behalf of Waikato Waters Limited and pass these on to the company as soon as is reasonably practicable (as per section 128(2)(c) of the Local Government (Water Services) Act 2025.

This policy will undergo a full review as part of the 2027-37 Long Term Plan process but will remain operative until the amendment is complete.

The amendments do not:

- Apply to stormwater (which is retained as a Council asset / service)
- Amend significant assumptions e.g. growth (this will be done at the Long Term Plan review stage)
- Update legislative requirements (this will be done at the Long Term Plan review stage)

Charging

Council may continue to charge development contributions for water infrastructure for applications lodged before the date on which WWL adopted its Policy.

The new water organisation may initially adopt relevant parts of the Council's existing Development Contributions Policy, rather than creating a new policy immediately. WWL have taken this approach, with the Board adopting an Initial Development Contributions Policy with the date of approval / effect being 1 July 2026 (and its application within the Matamata-Piako district effective from 1 October 2026). A copy of the policy is attached to this report.

WWL will "lift and shift" Matamata-Piako's existing 2024 Development Contributions Policy provisions relating to water and wastewater (including charge amounts) in accordance with section 120 of the Act, and Council will continue to administer development contributions on WWL's behalf, with staff time recovered in accordance with agreed charging arrangements. This will help ensure limited disruption for those impacted by this change.

Essentially, they have adopted Council's current policy as it stands, prior to these proposed amendments.

At the same time, the Council must amend its own policy so it no longer applies to the water services that have been transferred even though Council and the water organisation have agreed that Council will continue to administer DCs on WWL's behalf.

For clarity, the costs of growth-related capital expenditure on water services network infrastructure will be met by WWL.

A full review of the Policy will be undertaken as part of the Long Term Plan process. The 2027 review will follow the standard review process and address matters such as assumptions and legislative changes.

As part of the legislative reform of local government, it is anticipated that there will be a shift to development levies. This is not a change that is anticipated to impact the 2027 review of the Policy.

Board Appointment and Remuneration Policy

This Policy is a requirement under the LGA. The purpose of the Policy is to establish an objective and transparent process for the appointment and remuneration of directors of Council Organisations. It was developed in 2024 and is due to be reviewed in 2029.

Suggested Amendments

(i) Amend clause 1.1.2 to read as follows (additional text in bold)

1.1.2 This policy applies to **organisations under the following categories, except for Waikato Waters Limited, which is governed under separate arrangements.**

a) Council Organisations (COs);

b) Council Controlled Organisations (CCOs)

c) Council Controlled Trading Organisations (CCTOs).

(ii) Amend the wording of the heading: Appendix 1 – Schedule of MPDC’s current Council Organisations to read

Appendix 1 – Schedule of the Council Organisations subject to this Policy

These changes make it clear that this policy has no application to WWL which already has established Board appointment and remuneration arrangements in place.

Local Governance Statement

A Local Governance Statement is a document that explains how a council works. It sets out the council’s key responsibilities, how decisions are made, who makes them, and how the public can get involved. It includes information such as detail of the council’s functions, bylaws, electoral system, governance structure, meeting processes, and how to contact elected members.

The Local Governance Statement is a requirement under the LGA and must be made publicly available following the triennial local government elections and updated as Council considers it appropriate.

Suggested Amendments

Remove the wastewater and water activities from section 3.4 (Council activities) and update reference to the water, tradewaste, and wastewater bylaws.

Consultation Requirements

There are various requirements to consult with WWL under the Shareholders Agreement, and/or the community, under relevant legislation for each policy as outlined below. An assessment is also made in regard to the Local Governance Statement.

Community consultation

In relation to consultation with the community, the need to consult is determined by the relevant legislation. This has been summarised in the table earlier in this report and an assessment is further provided below.

Assessment of consultation requirements

Rates Remission and Postponement Policy

A draft Rates Remission and Postponement Policy was consulted from 16 March to 19 April 2026 alongside several other documents. Five submissions were received, one presented their views in person. The overall position was in support of adoption. Council adopted the Policy without change.

Fees and Charges 2026/27

A draft Fees and Charges 2026/27 document was consulted on from 16 March to 19 April 2026 alongside several other documents. Thirty-three submissions were received, six presented their views in person. Consultation feedback raised themes such as affordability, dog registration fees and the user-pays approach, but no changes were made to the proposed fees and the policy was adopted as proposed.

Revenue and Financing Policy

Requirement to consult with WWL - Although this matter is straight-forward, it does relate to a policy required under the LGA that relates to water services transferring to WWL. On that basis it meets the definition of a 'major decision' requiring consultation with WWL.

Requirement to consult with the community - Under section 102 of the LGA, there is a requirement to consult on changes to the Revenue and Financing Policy, however, Section 63 of the Local Government (Water Services Preliminary Arrangements) Act 2024, removes the need for additional consultation on decisions that flow directly from establishing or joining a water services Council Controlled Organisation.

Additionally, community views have already been sought via a consultation process in May 2025 regarding Local Water Done Well.

On this basis, it is not considered necessary to consult with the community on this matter.

Development Contributions Policy

Consultation with Waikato Waters Ltd - Although this matter is straight-forward, it does relate to a policy required under the LGA that relates to water services transferring to WWL. On that basis it meets the definition of a 'major decision' requiring consultation with WWL.

Consultation with the community - Community consultation is not required.

Section 117 of the Local Government (Water Services) Act 2025 requires councils to amend their Development Contributions Policy so it no longer applies to water services once those services transfer to a water organisation (such as WWL). The section is also clear that the normal LGA process is not required.

Board Appointment and Remuneration Policy

Requirement to consult with Waikato Waters Ltd - Although this matter is straight-forward, it does relate to a policy required under the LGA that relates to water services transferring to WWL. On that basis it meets the definition of a 'major decision' requiring consultation with WWL.

Requirement to consult with the community - Consultation is not a requirement under the LGA.

Local Governance Statement

Consultation with Waikato Waters Limited - The statement is not a policy. None of the 'major decision' criteria are applicable.

Consultation with the community - Community consultation is not required.

Section 40(1) of the LGA requires that the Local Governance statement is made publicly available, and section 40(3) requires Council to update its governance statement as it considers appropriate.

Mōrearea | Risk

The overall risk associated with approving the proposed policy amendments is considered low. The amendments are largely minor, consequential, and required to support the transition of water and wastewater services to WWL.

The main risk is that, if the amendments are not approved or are delayed, Council's policies may not accurately reflect the transfer of responsibilities to WWL from 1 October 2026.

This could create uncertainty for Council, WWL, developers, staff, and the community, particularly in relation to development contributions, governance arrangements (under the Local Governance Statement) and the ongoing administration of water-related matters during the transition period.

There is some legal and regulatory complexity associated with the transition, as the amendments sit across several statutory policy documents and must align with the LGA, the Local Government (Water Services) Act 2025, the Water Services Delivery Plan, the transfer agreement, and the Shareholders' Agreement.

This creates a risk that policy wording, commencement dates, consultation requirements do not meet legal requirements or if WWL engagement requirements are not managed carefully.

Ngā Whiringa | Options

Option One – Status Quo policies	
Description of option	
Remain with Status Quo policies – do nothing.	
Advantages	Disadvantages
No immediate implementation work is required.	Do not comply with the Local Government (Water Services) Act 2025 Water Services Delivery Plan or Shareholders' Agreement
Council has additional time to consider unresolved matters.	Council policies are not fit for purpose, or legally compliant following transfer to WWL.
Option Two – Approve amendments to the Policies as outlined	
Description of option	
Council approves the policy amendments as outlined to give effect to the transfer of Council's drinking water and wastewater services and associated assets, liabilities, contracts, responsibilities and operational functions to WWL, in accordance with the Local Government (Water Services) Act 2025 and Council's approved Water Services Delivery Plan.	
Advantages	Disadvantages
Complies with the Local Government (Water Services) Act 2025, the Water Services	Requires staff time to implement and communicate the amendments.

Delivery Plan and Shareholders' Agreement	
Ensures timeframes can be met to provide policy certainty from transfer on 1 October 2026	Some transition matters may still need to be refined as WWL finalises its own policies and operational arrangements.
Enables certainty for affected staff and WWL on Council policies.	Minor further amendments may be required before or after transfer if legislation, WWL requirements, or implementation details change.
Retains Council ability to still amend policies further as required, prior to the 1 October transfer date.	May require Council to make decisions before all transition matters are fully settled, noting in this that the Transfer Agreement has already been signed.

Option Three – Delay adoption of the amended policies

Description of option	
Council delays the decision to approve the policy amendments proposed	
Advantages	Disadvantages
Enables further work on the policies as directed by Council	Does not comply with the Shareholders' Agreement
	Creates uncertainty for affected staff and WWL
	Risks viability of timeframes to effect transfer by 1 October 2026

Recommended option

To enable Council to meet its obligations in a timely manner, it is recommended that Council approve the policy amendments outlined above (Option 2).

Approving the amendments ensures Council's existing policies remain accurate and aligned with the Local Government (Water Services) Act 2025, the accepted Water Services Delivery Plan, and the Shareholders' Agreement. The recommended option is intended to minimise transition risk and support continuity of Council decision-making, policy administration, and public accountability.

If the policy amendments are not progressed Council will be at risk of not meeting its obligations under the Local Government (Water Services) Act 2025.

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

The wider changes to water and wastewater services are significant because they relate to the transfer of responsibility to a Council Controlled Organisation (WWL). However, the broader proposal has already been the subject of consultation and earlier Council decisions under the Local Government (Water Services Preliminary Arrangements) Act 2024.

The recommendations in this report are more limited in scope, as they give effect to decisions already made by Council and provide for policy amendments required to implement the transfer.

The policy updates comply with the commitments in the Council and WWL Shareholders' Agreement as well as the Act and accepted Water Services Delivery Plan.

Development Contributions legislation (for reference)

Relevant clauses of the legislation (for reference)

117 Consequential limits on territorial authority's policy on development contributions or financial contributions

This section applies if—

- (a) a territorial authority has a policy on development contributions or financial contributions that relates to water services; and
- (b) responsibility for providing those water services is transferred to a water organisation under a transfer agreement.

Development contributions

(2) The territorial authority must amend its policy on development contributions so that it no longer applies to the water services that have been transferred to the water organisation.

(3) However, if a territorial authority and a water organisation agree to extend the territorial authority's policy under section 128, subsection (2) does not prevent the territorial authority's policy from containing the information required under section 128(2)(a).

(4) The amendment—

- (a) must be made by resolution of the governing body of the territorial authority; and
- (b) is not required to be made using the process in the LGA 2002; and
- (c) must take effect from the earlier of—
 - (i) the date on which—
 - (A) the water organisation adopts its development contributions policy under section 119 or 120; or
 - (B) the territorial authority extends its policy to the water organisation under section 128; and
 - (ii) the end of the calendar month after the date on which the transfer agreement takes effect.

(5) Despite subsection (4)(c), the amendment does not prevent the territorial authority from requiring a development contribution in relation to water services infrastructure if an application for a resource consent, a building consent, or a water service connection is lodged before the earlier of—

- (a) the date on which—
 - (i) the water organisation adopts its development contributions policy under section 119 or 120; or
 - (ii) the territorial authority extends its development contributions policy to the water organisation under section 128; and
- (b) the end of the calendar month after the date on which the transfer agreement takes effect.

120 Initial development contributions policy

(1) For the purposes of adopting a policy under section 119(1), and despite anything to the contrary in this subpart, a water organisation may adopt, as its initial development contributions policy, the relevant parts of 1 or more territorial authorities' development contributions policies that were in place immediately before the territorial authorities were required to amend their policies under section 117.

Development contributions

(2) The territorial authority must amend its policy on development contributions so that it no longer applies to the water services that have been transferred to the water organisation.

(3) However, if a territorial authority and a water organisation agree to extend the territorial authority's policy under [section 128](#), subsection (2) does not prevent the territorial authority's policy from containing the information required under section 128(2)(a).

(4) The amendment—

- (a) must be made by resolution of the governing body of the territorial authority; and
- (b) is not required to be made using the process in the [LGA 2002](#); and
- (c) must take effect from the earlier of—
 - (i) the date on which—
 - (A) the water organisation adopts its development contributions policy under [section 119](#) or [120](#); or
 - (B) the territorial authority extends its policy to the water organisation under [section 128](#); and
 - (ii) the end of the calendar month after the date on which the transfer agreement takes effect.

Waikato Waters Ltd Shareholding Agreement – Major Decisions

2.1 Consultation with WWL

In relation to consultation with WWL, the need to consult is determined within the “Major Decision framework” in the Shareholders Agreement. The relevant sub-clause is:

5. Major Decisions

- 5.1. A proposed decision of a Transferring Shareholding Council will be considered a "Major Decision" if it relates to:
- b) a policy the council is required to adopt under the Local Government Act 2002 and which relates to water services that are transferring to the Company;

If a decision is identified as a Major Decision the following process shall be followed:

6. Process for Major Decisions

- 6.1. Where a proposed decision is a Major Decision (as defined above):
- a) the Chief Executive of the Transferring Shareholding Council must engage with the Chief Executive of the Company (or if the appointment of the Company Chief Executive is pending, such person as nominated by the Directors of the Company) (Company Representative) in relation to the proposed decision;
 - b) sufficient information should be provided to the Company Representative for them to understand the reasons for the proposed decision;
 - c) the Company Representative is entitled to make recommendations / proposals in relation to the proposed decision, including providing detail of any negative impact the decision may have on the ability of the Company to carry on the water services business from the Agreed Transfer Date;
 - d) the Transferring Shareholding Council must have regard to, and respond to, the recommendation / proposal from the Company Representative before making a formal decision; and
 - e) following the decision being made, provide one-off or periodic reporting (as appropriate in the circumstances) to the Company on the decision that was made and the outcomes of that decision (including in compliance with the "no surprises" principle in clause 6.2(a)(iii)).

Revenue and Financing Policy consultation requirements

LGA 102 Funding and financial policies

A local authority—

- (a) must consult on a draft policy in a manner that gives effect to the requirements of section 82 before adopting a policy under this section;
- (b) may amend a policy adopted under this section at any time after consulting on the proposed amendments in a manner that gives effect to the requirements of section 82.

However

Local Government Water Services Act 63 Alternative requirement: consultation on amendment to long-term plan

- (1) This section applies if a territorial authority is required to amend its long-term plan for the purpose of—
- (a) a proposal to give effect to an anticipated or proposed model for delivering water services under a water services delivery plan (see [section 13\(1\)\(k\)](#)); or
 - (b) a proposal to establish, join, or amend a WSCCO or a joint water service provider arrangement under [section 26](#) of the Local Government (Water Services) Act 2025.
- (2) The territorial authority is not required to consult on the proposal if the authority—
- (a) has already consulted its community in relation to the proposal; and
 - (b) is satisfied that its community has a good understanding of the implications of the proposal; and
 - (c) is satisfied that it understands its community's views on the proposal.

Local Government Act 2002 (LGA) Decision-making requirements

Having regard to the decision-making provisions in the LGA and Councils Significance Policy, a decision in accordance with the recommendations 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. 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. The main options are to approve the proposed minor policy amendments or retain the current policies without amendment. Staff recommend approval, as the amendments are required to support the transfer of water and wastewater services to WWL and to ensure Council's policies remain accurate and legally fit for purpose.
Section 78 – Council must consider community views in relation to decisions.	Community views on the water services delivery model were sought through consultation undertaken in May 2025. The proposed policy amendments give effect to that earlier decision and are largely administrative or consequential in nature. Further consultation is not considered necessary, as the community's views on the substantive transfer of water and wastewater services are already known.
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 because it gives effect to previous Council decisions and legislative requirements.
Section 82 – this sets out principles of consultation.	Public consultation on the Waikato Waters Done Well proposal was undertaken in May 2025. No further community consultation is proposed for these amendments because the changes are minor, consequential, and in some cases expressly exempt from the usual consultation process under water services legislation. Where required, Council will inform or engage with WWL in accordance with the Shareholders' Agreement.

Policy Considerations

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 LGA or any other enactment.

Ngā Pāpāhonga me ngā Whakawhitiwhitinga | Communications and engagement

No further community consultation is proposed for the amendments proposed in this report. The amendments are minor, consequential, and required to support the transfer of water and wastewater services to WWL.

The community has already been consulted on the proposed water services delivery model, during consultation undertaken in May 2025.

Council will continue to inform and engage with WWL where required under the Shareholders' Agreement, including through the Major Decision framework where relevant. Officers will ensure WWL is aware of the proposed amendments and any decisions made by Council that affect the transition arrangements.

If the amendments are approved by Council, the updated policies and Local Governance Statement will be made publicly available through Council's usual channels. No specific communications are proposed as these changes are transitional and administrative in nature.

Timeframes

Dates	Key Task
8 April 2026	Council workshop – Council to review proposed amendments and provide direction
July – August 2026	Clearance with WWL as part of the Major Decision framework
26 August 2026	Adoption of Significance and Engagement Policy
23 September 2026	Council Meeting – Adoption of the updated Policies and Governance Statement
1 October 2026	Water services transfer to WWL

Ngā take ā-lhinga | Consent issues

There are no consent issues arising directly from the proposed policy amendments. The policy amendments detailed in this report do not alter any resource consent requirements, building consent processes, or water service connection approval processes.

Applications for a resource consent, building consent, or water service connection lodged before the 1 October 2026 (transfer date) may continue to be assessed under Council's existing development contribution policy for water and wastewater, as provided for in the Local Government (Water Services) Act 2025.

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 community outcomes are relevant to this report.

The proposed amendments ensure Council's policies remain accurate and fit for purpose following the transfer of water and wastewater services to WWL. This supports transparent decision-making, public accountability, and confidence in Council's decision-making as responsibilities transfer to WWL.

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

There are no direct financial costs arising from the recommendations in this report and no additional budget or funding source is required.

The work required to prepare and implement the proposed policy amendments is being met through existing staff resources.

Ngā Tāpiritanga | Attachments

- A  Waikato Waters Initial Development Contributions Policy 09.04.26
- B  DRAFT Development Contributions Policy for Council adoption
- C  DRAFT Revenue and Financing Policy - water amendments (Waikato Waters Ltd)
- D  DRAFT Board Appointment and Remuneration Policy For Council Adoption
- E  DRAFT Local Governance Statement For Council Adoption
- F  MPDCMD10 - Policy Amendments 2026 - Waikato Waters Ltd (WWL) Major Decisions - approval letter

Ngā waitohu | Signatories

Author(s)	Niall Baker Kaiārahi Tima Kaupapahere Policy Team	
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	Sandra Harris Pou Kaupapahere me te Kāwana Policy and Governance Manager	
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Initial Development Contributions Policy

Policy Owner Title	Chief Financial Officer
Title	Initial Development Contributions Policy
Approval Authority	Board
Date of approval / effect	1 July 2026
Due for review date	No later than 3 years
Consultation / Engagement required	N/A
Version Control	1.0



Context

The Local Government (Water Services) Act 2025 enables Waikato Waters to require development contributions in accordance with a development contributions policy ("**DC Policy**") adopted under it. As its initial DC Policy, Waikato Waters is permitted to adopt the relevant parts of its shareholding councils' DC Policies that were in place at the time those councils transferred responsibility for providing water services to WWL.

Policy adopted

For the purpose of supporting a seamless transition of water and wastewater services, Waikato Waters has resolved to adopt, as its initial DC Policy, the current versions of DC Policies of its shareholder councils insofar as they relate to the collection of development contributions in relation to water and wastewater services infrastructure,

The versions of the DC Policies of Waikato Waters' shareholding councils that are to be adopted are included at Appendix 1 to 6:

- [Appendix 1- Waipā District Council](#)
- [Appendix 2- South Waikato District Council](#)
- Waitomo District Council does not have a DC policy, therefore does not collect development contributions. WWL may implement a DC policy if required in the appropriate way
- [Appendix 3- Matamata-Piako District Council](#)
- [Appendix 4- Ōtorohanga District Council](#)
- [Appendix 5- Hauraki District Council](#)

Phased application dates

The relevant provisions of the adopted DC Policies will apply within the service area of Waikato Waters as follows:

- **From 1 July 2026:**
 - a) Appendix 1 applies within Waipā district
 - b) Appendix 2 applies within the ¹²
- **From 1 October 2026**
 - c) Appendix 3 applies to the service area within the Matamata-Piako district

² Please note that this excludes financial contributions

- **From the earlier of 1 July 2027 or completion of transfer agreements,**

- d) Appendix 4 applies within the Ōtorohanga district
- e) Appendix 5 applies within the Hauraki district.

Collection of Development Contributions

Development contributions for water supply and wastewater services are required by Waikato Waters under this DC Policy.

Waikato Waters will engage its shareholding councils to act as its agent to administer this policy within their respective districts. This includes assessing, invoicing, and collecting development contributions through existing council systems and processes.

Where a council acts as agent:

- development contributions are assessed in accordance with this DC Policy;
- assessments/invoices may be issued by the council to developers; and
- all development contributions (excluding any administration fees received by the council in accordance with relevant agreements) are payable to, and are the revenue of, Waikato Waters.

This approach ensures continuity for developers while enabling Waikato Waters to exercise its statutory powers under the Local Government (Water Services) Act 2025.

Future Policy Review

Waikato Waters will review and replace this initial DC Policy no later than three (3) years after adoption or earlier to reflect the replacement Development Levies regime.



Development Contributions Policy 2024 - 2034

Department	Strategic Partnerships and Governance
Policy Type	External
CM Reference	CM 2878808
Council Resolution Date	3 July 2024 (Amended 23 September 2026)
Policy Effective From	4 July 2024 (Amendments effective 1 October 2026)
Engagement Required	Section 82 (Local Government Act 2002)
Policy Supersedes	Development Contributions Policy 2021-2031
Review Frequency	Every 3 years, in line with LTP consultation
Next Review Date	2027



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1. Introduction

Our district continues to experience steady growth in numbers of dwellings and businesses. In response, we must expand our infrastructure networks to support increased use of essential services, such as ~~water, wastewater~~, stormwater and roads and footpaths.

The cost of expanding these networks is typically high, and how these developments are funded is an important issue. Using rates to fund these works can be perceived as unfair, because existing ratepayers neither caused them, nor do they directly benefit from them. Therefore, we must consider alternative funding options, such as development contributions.

Council has adopted a high growth projection scenario for the purpose of the 2024-34 Long Term Plan and this Development Contributions Policy (Policy). This is considered the most likely scenario, presenting the least risk if assumptions are wrong. Council reviews its growth projections and the Development Contributions Policy every three years, with the next review due in 2026/27.

In preparing this Policy we have taken into account the following principles:

- development contributions should only be required if the effects or cumulative effects of developments will create or have created a requirement for Council to provide or to have provided new or additional assets or assets of increased capacity;
- development contributions should be determined in a manner that is generally consistent with the capacity life of the assets for which they are intended to be used and in a way that avoids over-recovery of costs allocated to development contribution funding;
- cost allocations used to establish development contributions should be determined according to, and be proportional to, the persons who will benefit from the assets to be provided (including the community as a whole) as well as those who create the need for those assets;
- development contributions must be used:
 - for or towards the purpose of the activity or the group of activities for which the contributions were required; and
 - for the benefit of the district or the part of the district that is identified in our Policy in which the development contributions were required;
- we should make sufficient information available to demonstrate what development contributions are being used for and why they are being used;
- development contributions should be predictable and be consistent with the methodology and schedules of our Policy;
- when calculating and requiring development contributions, we may group together certain developments by geographic area or categories of land use, provided that:
 - the grouping is done in a manner that balances practical and administrative efficiencies with considerations of fairness and equity; and
 - grouping by geographic area avoids grouping across an entire district wherever practical.

2. Legislative Requirements

This document sets out our policy on development contributions, as required by section 102 of the Local Government Act 2002.

The Local Government Act 2002 sets out the provisions for using development contributions and requires Council to adopt a policy on development or financial contributions regardless of whether Council decides to charge development contributions, financial contributions, a mixture of both or neither. Matamata-Piako District Council has adopted development contributions as the primary mechanism to fund growth related infrastructure.

Please note, In line with the requirements of the Local Government (Water Services) Act 2025, Council amends the Development Contributions Policy so that it no longer applies to the water and wastewater services for which responsibility has been transferred to Waikato Waters Limited from 1 October 2026.

Waikato Waters Limited has adopted its own initial Development Contributions Policy that incorporates the Council policy as it was prior to these amendments. From 1 October 2026, Council will collect water and wastewater development contributions on behalf of Waikato Waters Limited and pass these on to the company as soon as is reasonably practicable (as per section 128(2)(c) of the Local Government (Water Services) Act 2025).

This policy will undergo a full review as part of the 2027–2037 Long Term Plan process. Until that time, the existing policy, as amended, will remain operative.

2.1. Relationship to financial contributions under the Resource Management Act 1991

We operate a Financial Contributions Policy under our District Plan, Part B: Section 7. This applies specifically to Parks and Reserves for residential developments.

Financial contributions are separate from, and may be charged in addition to, development contributions under the Local Government Act 2002. However, they cannot be charged against the same development for the same purpose. This avoids so called 'double dipping'.

3. Policy Overview

3.1. Purpose of development contributions

The purpose of the Policy is to enable Council to recover from those persons undertaking development a fair, equitable, and proportionate portion of the total cost of capital expenditure necessary to service growth over the long term.

3.2. Policy rationale

Section 106(2)(c) of the Local Government Act 2002 requires us to explain in terms of the matters outlined in section 101(3), why we have determined to use development contributions to meet the expected capital expenditure set out in [Schedule 1](#).

3.2.1. Community outcomes

Using development contributions to fund growth related capital expenditures will help contribute to the following community outcomes, as set out by our Long Term Plan:



- Seek opportunities to realise Matamata-Piako's economic potential
- Support and encourage quality, sustainable and varied development
- Invest in the right infrastructure at the right time

He wāhi puawaitanga
A place to thrive

3.2.2. Distribution of benefits

By definition, capital works funded by development contributions relate primarily to future residents and businesses. Their aim is to increase capacity to accommodate new users, not to improve service levels for existing users. As a result, new users benefit directly from the growth related works their development contributions are put towards. While there may be some spill over benefits (where existing ratepayers benefit from growth related works) these are generally offset by new ratepayers benefiting from existing infrastructure, such as roads. Overall, new residents and businesses gain the most benefit from these works and, therefore, are the primary funding source.

3.2.3. Period over which benefits occur

Most infrastructural assets have very long useful lives. In order to make sure the period of funding and the period of benefit are the same, a long life funding tool such as development contributions must be used. Our Policy allows for the costs of growth related infrastructure to be recovered over 25 years, ensuring that each generation of development 'pays its own way.' That is to say, each generation of development pays only for its own needs, not those of future generations.

3.2.4. Need to undertake activity

Pressures caused by growth are the sole driver of capital works funded by development contributions. Requiring these capital works to be funded by the growth community helps to ensure that the costs are covered by those that cause them to be incurred. This is both efficient and equitable.

3.2.5. Separation from other activities

Growth related capital works do not usually stand-alone within our capital works programme; they are usually included within much larger projects that simultaneously cater for a number of different needs. The use of development contributions to fund the growth components not only improves equity, but also transparency and accountability. It forces us to allocate the shared costs of capital works between various project drivers and to recover those costs according to the amount of pressure that each driver exerts on our services.

3.3. When may development contributions be required?

Under the Local Government Act 2002, development contributions may be required for a new development if the effect (including the cumulative effect that a development has in combination with other developments) of the development will require new or upgrades to existing or additional assets. Development contributions may also be charged if the developments require assets of increased capacity and, as a consequence, we incur capital expenditure to provide appropriately for those assets. We are also able to require a development contribution for capital expenditure incurred in anticipation of development.

3.4. Types of development that may be charged

Any development - whether residential or non-residential - that generates a demand for network infrastructure, community infrastructure or reserves may be required to pay a development contribution. Only the pipes or lines of a network utility operator are explicitly exempt under the Local Government Act 2002.

3.5. Types of activities that may be funded

We may charge development contributions to help fund:

- network infrastructure - the provision of roads and other transport, ~~water, wastewater, and~~ stormwater collection and management;
- community infrastructure - land, or development assets on land, owned or controlled by the territorial authority for the purpose of providing public amenities; and includes land that the territorial authority will acquire for that purpose.

This Policy will cover only the provision of network infrastructure (roads, ~~water, wastewater and~~ stormwater). Other community infrastructure activities may be considered during subsequent revisions.

Onsite works (within the boundaries of each development) remain the sole responsibility of developers and do not form part of this Policy.

3.6. Adoption and implementation

This Policy has been adopted in accordance with the provisions of the Local Government Act 2002; and will be effective from 4 July 2024.

Any application for:

- a resource consent (including a change to a condition of a resource consent under section 127 of the Resource Management Act 1991);
- a building consent under the Building Act 2004;
- a certificate of acceptance under section 98 of the Building Act 2004 if a development contribution would have been required had a building consent been granted for the building work in respect of which the certificate is granted; or
- a service connection;

that is submitted and accompanied by all required information on, or after, 4 July 2024 will be subject to the conditions of this Policy and any amendments.

Applications made prior to this date will be assessed under the policy that was in force at the time application was submitted.

3.7. Policy Review

As required by the Local Government Act 2002, we will review this Policy at least once every three years (or more frequently if deemed necessary). Such reviews may be triggered by - and will take into account, the following factors:

- any changes to the significant assumptions underlying the Policy;
- any changes in the capital works programme for growth;
- any significant changes in the costs of labour, construction or technology;
- any changes in the expected nature, scale, location or timing of development;
- any changes that require new or significant modelling of the networks;
- any changes to the District Plan;
- the regular reviews of the funding and financial policies, and our Long Term Plan;
- any other matters we consider relevant.

Any potential changes will be considered, then subjected to consultation requirements under the Local Government Act 2002.

3.8. Development Contributions review

We may increase the amount of development contributions provided for in this Policy. Any increase will not exceed the result of multiplying together:

- the rate of increase (if any), in the Producers Price Index Outputs for Construction provided by Statistics New Zealand since the development contribution was last set or increased; and
- the proportion of the total costs of capital expenditure to which the development contribution will be applied that does not relate to interest and other financing costs.

Before any increase takes effect, we will make publicly available information setting out:

- the amount of the newly adjusted development contribution; and
- how the increase complies with the above requirements.

Under the Local Government Act 2002, development contributions may be increased in the above manner without consultation, formality, or a review of the Policy. Unless exceptional circumstances occur, this review will be undertaken on an annual basis.

4. Growth and Assumptions

4.1. Residential growth

Population growth has been projected for Matamata-Piako by the WISE model. We have used the high projections to help prepare 30-year demand forecasts for the Infrastructure Strategy and the related capital expenditure programme for this Long-Term Plan. Total population at 30 June is shown in [Table 1](#), with growth projections for dwellings and residential HEU projections in [Tables 2](#) and [3](#) respectively.

Table 1 Resident Population

Projected Population by Town 2025-2055 (Te Ngira)			
Year	2025	2035	2055
Entire District	37,857	41,167	48,507
Morrinsville	8,659	9,403	10,786
Matamata	8,606	9,316	10,525
Te Aroha	5,209	5,855	7,197
Rural	15,383	16,592	20,001

Table 2 Dwellings

Household Growth in Matamata-Piako 2024-2054			
Year	2024	2034	2054
Total population	37,636	40,815	48,130
Household size average	2.6	2.5	2.5

Table 3 Annual Residential HEU Growth by Ward

Ward	2024-2034	2034-2044	2044-2054
Matamata	65	62	53
Morrinsville	64	65	50
Te Aroha	45	41	61
Districtwide	174	167	164

In addition, we have made a relatively modest made an allowance for ongoing non-residential growth based on historic trends and future outlooks. This has resulted in the non-residential HEU projections below.

The full report on Population Projections to 2054 is available at

<https://www.creatingfutures.org.nz/waikato-projections-demographic-and-economic/2018-projections-outputs/>

4.2. Non-residential growth

To estimate the projected non-residential growth in the district and to identify long term trends in new floorspace built each year by area and building type, we reviewed building consent data over the past 20 years. These annual trends were tied back to the underlying rate of population growth as projected by Infometrics, to determine a relationship between non-residential development and the rate of population growth. This was then applied to the projected population growth over the next 20 to 30 years to estimate a likely rate of future non-residential development. The projections were overlaid with the new conversion ratios to estimate the number of non-residential Household Equivalent Units (HEU) by activity and catchment.

The non-residential growth projections used here provide a smoothed long-run annual estimate of future non-residential development.

Table 4 Annual Residential HEU Growth by Ward

Ward	2024-2034	2034-2044	2044-2054
Matamata	10	5	5
Morrinsville	5	2	2
Te Aroha	1	1	1
Districtwide	16	8	8

4.3. Capital expenditure required to service growth

[Table 5](#) presents capital expenditure (from the Long Term Plan) that we expect to incur to meet the increased demands resulting from growth. This also includes expenditure that we have incurred in anticipation of growth. What follows is an explanation of expenditure. Schedule 1 of this Policy sets out these projects in more detail.

Table 4 Summary of Capital Expenditure 2024-34 excluding inflation

Activity	Total capital expenditure on all projects \$	Capital expenditure attributable to growth \$
Roading	8,068,700	4,411,150
Stormwater	400,000	200,000
Wastewater	68,320,000	35,080,000
Water	11,200,000	3,560,000

4.3.1. Roothing

Growth related works for roading are split into three catchments, one for each of the three wards - Te Aroha, Matamata and Morrinsville. Works focus mainly on footpath, kerb and channel and road upgrades where additional traffic will require widening or pavement strengthening.

4.3.2. Stormwater

Growth related works for stormwater are split into three catchments, one for each of the three urban centres - Te Aroha, Matamata and Morrinsville. Works focus mainly on completing modelling work.

~~4.3.3. Wastewater~~

~~Like stormwater, there is one wastewater catchment for each of the three main urban centres. Growth related works encompass several activities, such as completed trunk main replacements and upgrades and treatment plant upgrades (for all three centres).~~

~~4.3.4. Water~~

~~Water catchments broadly match those of wastewater and stormwater – one for each of the three main urban centres. Growth related works programmed in the Long Term Plan reflect investment in additional reticulation works and for universal water metering.~~

4.4. Other significant assumptions and Risks

4.4.1. Planning timeframe

This Policy is based on the ten year timeframe of our Long Term Plan and on the principle that costs, triggered by growth over that period should be both allocated to, and recovered within, that period. However, in many cases, economies of scale require us to build assets of greater capacity that extend beyond the timeframe of our Long Term Plan.

We accept that, in such cases, we may have to bankroll costs and recover them over time from future developments. Any costs incurred in anticipation of future growth (i.e. beyond our Long Term Plan) will be allocated to and recovered in those later years, subject to a maximum total recovery period of 25 years.

Where the risks to the community associated with 'bankrolling' future growth is considered too great by Council, we will seek to share the risk with developers through private developer agreements.

4.4.2. External funding

This Policy assumes that the eligibility criteria used and the funding provided by third parties (such as New Zealand Transport Agency) remain unchanged over the life of the Long Term Plan.

4.4.3. Best available knowledge

The growth projections and capital works programme underlying this Policy represent the best available knowledge at the time of writing. These will be updated as new information becomes available and incorporated into the Policy at review times.

4.4.4. Changes to capital works programme

Deviations from projected growth rates will result in acceleration or delay of the capital works programme (or the resequencing of projects), rather than more significant changes to the overall scope of capital works.

4.4.5. Avoidance of double dipping

Development contributions will not be sought for projects already funded by other sources, such as external subsidies or financial contributions.

4.4.6. Identification of risks

The main risks associated with this Policy are uncertainty over:

- the rate and timing of growth; and
- the exact nature of growth-related capital works, and their associated cost and timing. In both cases, the most effective risk mitigation strategy is to constantly monitor and update the Policy as new information becomes available.

5. Base Units and Conversion Rates (Measuring demand)

Units of demand provide the basis for distributing the costs of growth. They illustrate the rates at which different types of development utilise capacity. We have adopted the Household Equivalent Unit as the base unit of demand, and describe the demand from other forms of development as Household Equivalent Unit multipliers.

[Table 6](#) outlines the demand characteristics of each Household Equivalent Unit and the multipliers used to convert non-residential demand to Household Equivalent Units.

[Table 7](#) below sets out the conversion factors for each development category, based on 100m² gross floor area (impervious surface area for Stormwater).

Table 5 Base units (demand per HEU)

Activity	Unit of measurement	Demand per HEU
Roading	Vehicle trips per day	10 trips
Water	Litres/lot/day	650 litres
Wastewater	Litres/lot/day	488 litres
Stormwater	Impervious surface area	300m ²

Table 6 Household Equivalent Units for different development categories

Development Category	Roading	Stormwater (per 100m ² ISA)	Wastewater	Water
Retail (per 100m ² GFA)	1.60	0.30	0.30	0.30
Industrial (per 100m ² GFA)	0.40	0.26	0.26	0.26
Commercial (per 100m ² GFA)	0.80	0.30	0.30	0.30
Residential Units within Retirement Village	0.40	0.60	0.50	0.50
Retirement Village components (other than units)	Special Assessment			
Kaumātua housing units	0.40	0.60	0.50	0.50
Dependent person's dwelling	0.50	0.50	0.50	0.50
Tiny/Minor residential dwelling (GFA no more than 70m ²)	0.50	0.50	0.50	0.50
Pāpākainga development	Special Assessment			

6. Charges, Usage and Limitations

[Table 8](#) presents the development contributions per Household Equivalent Unit for 2024/25 by ward. These charges will be reviewed each financial year in accordance with [section 3.8](#) of this Policy.

Table 7 Development contributions per HEU for 2024/25 (including GST at the current rate of 15%)

Area	Roading \$	Stormwater \$	Wastewater \$	Water \$	Total per HEU \$
Matamata Ward	\$1,894.79	\$0	\$11,620.24	\$355.74	\$13,870.78\$1,894.79
Morrinsville Ward	\$1,099.17	\$0	\$13,258.19	\$2,258.37	\$16,615.74\$1,099.17
Te Aroha Ward	\$57.55	\$0	\$115.09	\$355.74	\$528.38\$57.55

6.1. Use of development contributions

We will only use development contributions toward the activity they were collected for. The contributions will be gathered from all parties involved in the development, and the total amount will be used specifically within that catchment area. This means that contributions may not be redistributed across catchments or across activities; however, they may be reallocated across projects within a catchment. For example, contributions collected for ~~water~~ stormwater projects in the Matamata ~~water~~ stormwater catchment will only be spent on water projects in the Matamata ward.

6.2. Limitations

We will not require a development contribution for network infrastructure, reserves or community infrastructure in the following cases:

- where, under section 108(2)(a) of the Resource Management Act 1991 we have imposed a condition on a resource consent in relation to the same development for the same purpose;
- where the developer will fund or otherwise provide for the same reserve network infrastructure, or community infrastructure; or
- where we have received, or will receive, full funding from a third party.

In addition, development contributions will not be used for the renewal or maintenance of assets, or for capital works projects that are not related to growth.

6.3. The funding model

A funding model has been developed to calculate charges under this Policy. It tracks all the activities for which contributions are sought, the catchments underlying each activity, and the infrastructure projects related to growth. It also houses growth projections for each catchment and each type of development. The funding model embodies a number of important assumptions, including that:

- all capital expenditure estimates are inflation adjusted and GST exclusive;
- the backlog, renewal and maintenance portions of each project will not be funded by development contributions;

- methods of service delivery will remain largely unchanged;
- interest will be earned by us where contributions precede works. Conversely, interest expenses will be incurred (or interest revenue will be foregone) where works precede contributions. Both are calculated at an average annual interest rate of 5.0%;
- any debts incurred for a project will be fully repaid by the end of that project's funding period;
- the development contributions charges listed in [Table 8](#) on page 33 will be adjusted each year based on the Producers Price Index Outputs for Construction provided by Statistics New Zealand. This has been modelled as an average increase of 2.0% per annum;
- increases in general rates and user charges - due to increases in the number of ratepayers - will be sufficient to fund increases in operational expenses (including depreciation) associated with growth related capital works.

7. Assessment and Application of the Policy

Development contributions do not automatically apply to every development in the district. Whether or not a development will have to pay development contributions will be assessed when granting:

- a resource consent (including a change to a condition of a resource consent under section 127 of the Resource Management Act 1991);
- a building consent under the Building Act 2004;
- a certificate of acceptance under section 98 of the Building Act 2004 if a development contribution would have been required had a building consent been granted for the building work in respect of which the certificate is granted; or
- a service connection.

Assessment of whether development contributions will be required will be made against the first consent application lodged for each development, based on the number of household equivalent units (HEU) as set out in [Table 7](#) on page 12.

If a subsequent resource consent (including a change to a condition of a resource consent), building consent, certificate of acceptance under section 98 of the Building Act 2004 or service connection is sought, a reassessment will be undertaken using the current Development Contributions Policy at the time. Any increase or decrease in the number of Household Equivalent Units (relative to the original assessment) will be calculated and the contributions adjusted to reflect this.

If there is no change to the number of HEU from the original or previous assessment, a reassessment is not required. Examples where this may be the case include the relocation of a telecommunication cable or other utilities assets.

If, for whatever reason, development contributions were not assessed at the first available opportunity, they can still be required at subsequent stages in the development process.

7.1. Residential activities

7.1.1. Resource consent applications

The creation of allotments via subdivision provides scope for new dwellings, and therefore attracts development contributions at a rate of one HEU per additional allotment.

Any resource consent application that creates the potential to build additional independent dwelling units will also attract development contributions at a rate of one HEU for each independent dwelling unit.

Any resource consent application to develop a Retirement Village (as defined in the Retirement Villages Act 2003) shall be assessed in two parts;

- individually for each residential unit at a rate as set out in [Table 7](#) on page 12; and
- all other village components assessed by special assessment.

7.1.2. Building Consent applications

Dwellings constructed on allotments with registered titles may attract development contributions under this Policy. The extent of any development contributions payable will depend on whether any payments were made at earlier stages in the development process, as well as the specific services that the development is connected to.

Additions to residential dwellings do not attract development contributions unless they create additional independent dwelling units. This means that extensions and alterations to existing dwellings, garages, car ports and garden sheds do not attract charges.

A dependent persons dwelling shall be assessed at 0.5 HEU per dwelling. However, if no separate connections are required (for water, wastewater or stormwater) the development contributions will be waived for each such activity.

Minor residential units 30.01m² to 70.00m² and tiny residential units 0.00m² to 30.00m² shall be assessed at the rates set out in [Table 7](#). However, if no separate connections are required (for ~~water, wastewater or~~ stormwater) the development contributions shall be waived for ~~each such that~~ service.

Holiday rentals (such as AirBnB) are considered to have a similar impact on capacity as permanently occupied dwellings, and as such shall be assessed as 1.0 Household Equivalent Unit. Also a dwelling can be used both as a holiday rental and a permanent residence during any particular year, with no trigger point for re-assessment with the change in use.

Rest home care rooms or beds, and self-contained units added to rest home facilities, will be assessed as a special assessment.

7.1.3. Service connection applications

Service connection applications accompanied by building consent applications will not be assessed separately. Instead, they will be assessed as per [section 7.1.2](#). Unaccompanied service connection applications will be assessed in the same manner as resource consent or building consent applications, but only for the activity that the connection is sought for. Applications to separate out shared connections will not attract development contributions.

Service connections include applications for larger connections and change of use.

7.2. Non-residential activities

7.2.1. Subdivision

Non-residential subdivisions will attract development contributions on each additional allotment created. If the intended land use is unknown at the time of subdivision, each allotment will be charged a development contribution equal to one Household Equivalent Unit. The balance will then be assessed at the time a building consent, land use consent or service connection application is lodged (at which time the land use will be considered known).

If the intended land use is known at the time of subdivision, contributions will be based on:

- each lot's planned Gross Floor Area, and
- the intended land use.

7.2.2. Land use and building consent applications

Non-residential developments will attract development contributions based on their Gross Floor Area and potential land use (refer [Table 7](#)). If an existing structure is demolished or removed prior to construction, the Gross Floor Area of that structure will be used as a credit against any new structure(s) erected on the site (based on the conversion factors set out in [Table 7](#)). If there is no existing structure(s) on the site, a credit of one Household Equivalent Unit (250m²) for infrastructure and/or services available at the time of subdivision will be allocated against the new Gross Floor Area of the development (see [section 7.6](#)).

7.2.3. Service connection applications

Service connection applications accompanied by building consent applications will not be assessed separately. Instead, they will be assessed as per [section 7.2.2](#). Unaccompanied service connection applications will be assessed in the same manner as resource consent or building consent applications, but only for the activity that the connection is sought for. Applications to separate shared meters will not attract contributions.

Service connections include applications for larger connections and change of use.

7.3. Council developments

Council is exempt from paying development contributions on any development that is a capital work for which development contributions are required. This avoids the possibility of collecting development contributions for one activity and using them to help fund another activity. However, any other council development may be liable for development contributions.

7.4. Exceptional circumstances

7.4.1. Private development agreements

The Local Government Act 2002 provides that Council can enter into private developer agreements for the provision of services in its district. In certain circumstances, where Council believes it is in the best interests of the community, private development agreements may be entered into with a developer, in accordance with the provisions of sections 207A to 207F of the Local Government Act 2002. Private development agreements may be used in lieu of development contributions where Council agrees with a developer that particular infrastructure and/or services can be provided in a manner different to our standard procedures/guidelines, and where our minimum level of service will be achieved.

Such agreements must clearly state:

- the rationale for the agreement;
- the details of the agreement;
- the basis of any cost sharing;
- how and when the associated infrastructure will be provided, and
- which lot(s) the agreement refers to.

One example where a private development agreement may be used is when a development requires a special level of service, or is of a type or scale that is not readily assessed in terms of standard units of demand. Another is where significant developments and/or plan changes are proposed and capital expenditures are required but none have been budgeted and no development contribution has been set.

7.4.2. Special assessments

This Policy is based on the average infrastructure demands of a wide range of residential and non-residential developments. However, there may be instances where a development does not readily fit within the specified development categories, or where the infrastructure demands created by the development differ significantly from the averages upon which the Policy is based. In these circumstances, Council may undertake a special assessment at its sole discretion.

Council will make a decision on whether a special assessment will be undertaken at the application stage, once details of the development are known. Applicants will be expected to provide supporting information and detailed calculations of the likely demand for roading, ~~water, wastewater~~ and stormwater associated with the development. This information will be used to calculate the number of HEUs for each activity for which the development contributions are required.

Instances where Council may consider the use of the special assessment process may include (but are not limited to);

- Intensive Farming
- Warehouses and coolstores
- Lifestyle Villages
- Pāpākainga housing
- Resthomes, aged care facilities, hospitals, medical facilities and self-contained units attached to these facilities

7.5. Applications in other circumstances

7.5.1. Cross boundary developments

Some developments may span several catchments and/or straddle the district boundary with another territorial authority. In this event, the following rules will apply:

- Where a development spans more than one catchment, the total HEUs of that development will be allocated to the various catchments on the basis of site area. The resulting number of HEUs in each catchment will then be used to calculate contributions payable.
- Where a development straddles the district boundary with another territorial authority, development contributions will only be payable on the HEUs (or parts thereof) that are located within the Matamata-Piako District.

7.5.2. Boundary adjustments

Where consent is granted purely for the purposes of boundary adjustment, and no additional titles are created, development contributions will not be required.

7.6. Credits

7.6.1. Overview

Where development contributions have already been paid for an allotment, credits will be given towards the activities for which payment was made. Provided written evidence of payment can be produced, no historical time limit will apply in the calculation of such credits, and all previous credits will be taken into account. This also applies to historic payments for financial contributions.

Where there is no logical connection to a reticulated system at the time development contributions are paid, a credit will be applied for those activities for which no logical connection exists. If a subsequent service connection is made, development contributions will be reassessed at the service connection stage in accordance with the provisions of this Policy. If a property was not connected to a service as at 4 July 2024, it is not assessed to have any credit for that service.

Credit will also be given for the pre-existing status of properties as at 4 July 2024, even if no previous financial or development contributions have been paid. Credits will be associated with the existing title and calculated and assigned to individual activities. More details on the nature of these credits are outlined below.

7.6.2. General principles of credit

- Residential credits will apply at the rate of one Household Equivalent Unit (or part thereof if the credit is applied to, for example, a tiny house or minor dwelling) per connected service per existing allotment or independent dwelling unit.
- Non-residential credits will be calculated on the basis of the Gross Floor Area of the existing development, and converted to Household Equivalent Unit using the conversion factors set out in [Table 7](#).
- On subdivision of undeveloped land, historic credits of one HEU per service connected per existing title will be allocated.

- For existing non-residential buildings that are extended or demolished and rebuilt to the same or higher intensity, the assessment of credits will be based only on the existing development prior to rebuilding. In order to earn such credits, the onus is on developers to prove the existing Gross Floor Area. This includes having a building consent for the removal of buildings.
- For existing residential buildings that are demolished or destroyed, no development contributions will be payable provided that the same number of independent dwelling units are rebuilt. Any additional independent dwelling units will be assessed for payment of development contributions according to the terms of this Policy.
- Credits must be allocated to the same allotment or allotments. This prevents the transfer of credits from one allotment to another.
- Credit will not be granted for infrastructure provided in excess of what is required as a condition of any consent(s) issued by us.
- Credits cannot be used to reduce the total number of HEUs to a negative number. That is to say, credits cannot be used to force payments by Council to the developer.

8. Remissions, reconsiderations and objections, refunds and postponements

8.1. Remissions

Remissions are adjustments to the scheduled charges for a particular activity, either as a percentage or in absolute (dollar value) terms. Remissions will only be invoked as a resolution of Council, and are not able to be requested by applicants.

8.2. Reconsideration of development contributions

Under section 128(2)(d) it has been agreed with Waikato Waters Limited that Council will administer the reconsideration process or objection process for any water or wastewater development contributions on their behalf, but Council cannot -

- a) Decide the outcome of a reconsideration requested under section 131 of the Local Government (Water Services) Act 2025.
- b) be a party to any proceedings in relation to an objection made under section 133 of the Local Government (Water Services) Act 2025

An applicant who is required to make a development contribution may request a reconsideration of the development contribution assessment if they believe that:

- the development contribution was incorrectly calculated or assessed under the Policy;
- the Policy was incorrectly applied; or
- the information used to assess the development against the Policy, or the way the information was recorded or used, was incomplete or contained errors.

A request for a reconsideration must be provided in writing to the Council within 10 working days of the applicant or their agent receiving notice from the Council of the development contributions that the Council requires.

We will reconsider the development contributions assessment made, against the grounds for a reconsideration made by the applicant and will, within 15 working days, advise in writing the outcome of the reconsideration to the person who has lodged the reconsideration request.

The Council delegates to its Chief Executive Officer and in his/her absence the Group Manager Business Support, Group Manager Community Development, or Group Manager Service Delivery the responsibility for reviewing and deciding on reconsideration requests. If the name of the any of the above position titles changes without substantial changes being made to the position holder's job description (in respect of the function to which this delegation relates), the current delegations in the name of the previous position title are and shall be effective for the position holder of the new position title.

The staff member who assessed the development contribution may be requested to provide details of the development contribution levied but may not take part in the decision-making of the reconsideration.

Council will not accept an application for a reconsideration if an objection to the development contribution requirement has already been lodged under [section 8.3](#) of this Policy.

8.3. Right to object to an Independent Commissioner

An applicant who is required to make a development contribution may lodge an objection to the development contributions assessed to an Independent Commissioner in accordance with sections 199A-D and schedule 13A of the Local Government Act 2002.

The Council may recover from a person making an objection its actual and reasonable costs in respect of an objection. These costs are:

- the selection, engagement, and employment of the development contributions commissioners; and
- the secretarial and administrative support of the objection process; and
- preparing for, organising, and holding a hearing.

Any of Council's actual and reasonable costs in respect of objections are recoverable as a debt under section 252 of the Local Government Act 2002. Council's charges are set out in our most recent Fees and Charges document.

8.4. Refunds

There may be occasions where we must refund development contributions collected under this Policy. The specific circumstances in which this may occur, as well as the way in which refunds must be handled, are set out in sections 209 and 210 of the Local Government Act 2002. In essence, refunds may occur if:

- development or building does not proceed;
- a consent lapses or is surrendered; or
- we do not provide the reserve, network infrastructure or community infrastructure for which the development contribution was required.

Any refunds will be issued to the consent holder (or their personal representative) of the development to which they apply.

The refund amount will be the contribution paid, less any costs we have already incurred in relation to the development or building and its discontinuance and will not be subject to any interest or inflationary adjustment.

8.5. Postponement

Council may, at its discretion, agree to postpone the payment of development contributions following written request from the developer explaining the reasons why a postponement of payment should be considered. The Council delegates to its Chief Executive Officer and in his/her absence the Group Manager Business Support, Group Manager Community Development, or Group Manager Service Delivery the responsibility for considering and deciding any request for a postponement.

If development contributions are postponed, the Council will register the development contribution under the Land Transfer Act 2017 as a charge on the title of

the land in respect of which the development contribution was required, as provided for in section 208 of the Local Government Act 2002.

9. Administrative matters

9.1. Updated assessments and invoicing

The Local Government Act 2002 allows us to assess applications (for consents and service connections) at various stages of the development process to determine the extent of any development contributions payable. We will undertake such assessments as early as possible (after all information has been received).

An applicant can request an invoice be generated at any time. If not requested by the applicant, an invoice will be issued at the earliest of:

- an application for a certificate under section 224(c) or 226 of the Resource Management Act 1991;
- an application for a Code Compliance Certificate under section 92 of the Building Act 2004;
- a request for a Certificate of Acceptance under section 98 the Building Act 2004; or
- a request for service connection.

An assessment and invoice remain valid for the financial year (1 July – 30 June) in which they were generated, after which an updated assessment must take place and a new invoice will be generated to take in to account changes to the development contribution following a review as specified in section 3.3.

9.2. Timing of payments

The due date for payment will be:

- for subdivision resource consents: prior to issue of the section 224(c) or 226 certificate;
- for other resource consents: 180 days from granting or prior to the commencement of consent, whichever is earlier;
- for building consents: 180 days from granting or prior to Code Compliance Certificate, whichever is earlier;
- for a Certificate of Acceptance for building work already done: prior to the issue of the Certificate of Acceptance; or
- for service connections: prior to a connection being made.

9.3. Non-payment and enforcement powers

Until a development contribution has been paid, Council may:

- in the case of a development contribution assessed on subdivision, withhold a certificate under section 224(c) of the Resource Management Act 1991;
- in the case of a development contribution assessed on building consent, withhold a Code Compliance Certificate under section 95 of the Building Act 2004;
- in the case of a development contribution assessed on an authorisation for a service connection, withhold a service connection to the development;

- in the case of a development contribution assessed on a land use consent application, prevent the commencement of resource consent under the Resource Management Act 1991; or
- in the case where a development has been undertaken without a building consent, withhold a Certificate of Acceptance for building work already done under section 99 of the Building Act 2004.

The Council may register the development contribution under the Land Transfer Act 2017 as a charge on the title of the land in respect of which the development contribution was required, as provided for in section 208 of the Local Government Act 2002.

9.4. Contributions taken as money in the first instance

The Local Government Act 2002 specifies that development contributions may be taken either as money, land or both. The Council will usually take development contributions as money, but may also accept land from time to time at Council's sole discretion as per the Policy in place at the time of assessment.

9.5. G.S.T.

The entire process for calculating development contributions is GST exclusive.

Once all calculations are complete, GST will be added to the final invoice as required by the prevailing legislation and/or regulations of the day. Please also note that assessments are not tax invoices for the purpose of GST.

Appendices



Glossary

Activity ~~means a good or service provided by, or on behalf of, a local authority or a council-controlled organisation e.g. water supply, transport networks.~~

A means a grouping of Council functions for which development contributions may be collected being transport, stormwater, community infrastructure and reserves.

Allotment has the meaning given to it in section 218(2) of the Resource Management Act 1991.

Allotment area is the total land area of an allotment.

Applicant is the person/persons that apply for resource consent, building consent, certificate of acceptance or service connection.

Asset management plan means Council documents outlining how each main asset class will be managed, upgraded and expanded as required.

Catchment means the area served by a particular infrastructure investment.

Capital expenditure means the total cost of capital works for network infrastructure, reserves and community infrastructure.

Commercial means any activity involving commercial transactions, or providing commercial or administrative services, and includes, non-school activities, offices and banks; but excludes premises or activities involving industrial manufacture or production and retail trade. For the purposes of development contributions any consents deemed to be a commercial land use type will be assessed for development contributions.

Community facilities means reserves, network infrastructure, or community infrastructure that development contributions may be required for in accordance with section 199 of the Local Government Act 2002

Community infrastructure means:

- a) land, or development assets on land, owned or controlled by the territorial authority for the purpose of providing public amenities; and
- b) includes land that the territorial authority will acquire for that purpose

Community outcomes means the outcomes that a local authority aims to achieve in order to promote the social, economic, environmental, and cultural well-being of its district or region in the present and for the future.

Council means the Matamata- Piako District Council

Development means;

- (a) any subdivision, building (as defined in section 8 of the Building Act 2004), land use, or work that generates a demand for reserves, network infrastructure, or community infrastructure; but
- (b) does not include the pipes or lines of a network utility operator.

Development contribution means a contribution -

- (a) provided for in a Development Contribution Policy; and
- (b) calculated in accordance with the methodology; and
- (c) comprising
 - (i) money; or

- (ii) land, including a reserve or esplanade reserve (other than in relation to a subdivision consent), but excluding Maori land within the meaning of Te Ture Whenua Maori Act 1993, unless that Act provides otherwise; or
- (iii) both.

Development Contribution Policy means the policy on development contributions adopted under section 102(1) of the Local Government Act 2002.

Dwelling means any building, whether permanent or temporary, that is occupied, in whole or in part, as a residence; and includes any structure or outdoor living area that is accessory to, and used wholly or principally for the purposes of, the residence; but does not include the land upon which the residence is sited.

Financial contribution has the same meaning as in section 108(9) of the Resource Management Act 1991.

Goods and Services Tax (GST) means goods and services tax under the Goods and Services Tax Act 1985.

Gross Floor Area (GFA) means, for the purposes of development contributions, the sum of the area of all floors of all buildings on any site measured from the exterior faces of the exterior walls, or from the centre lines of walls separating two abutting buildings but excluding:

- (a) carparking;
- (b) loading docks;
- (c) vehicle access and manoeuvring areas/ramps;
- (d) plant and equipment enclosures on the roof;
- (e) service station canopies;
- (f) pedestrian circulation space in an enclosed retail shopping centre; and
- (g) foyer/lobby or a primary means of access to an enclosed retail shopping centre, which is accessed directly from a public place.

Household Equivalent Unit (HEU) means an average residential dwelling occupied by a household of average size.

Industrial means any:

- (a) Premises used for any industrial or trade purposes, or
- (b) Premises used for the storage, transfer, treatment, or disposal of waste materials or for other waste management purposes, or used for composting organic materials, or
- (c) Other premises from which containment is discharged in connection with any other industrial or trade process.
- (d) Activity where people use materials and physical effort to:
 - (i) extract or convert natural resources
 - (ii) produce goods or energy from natural or converted resources
 - (iii) repair goods
 - (iv) store goods (ensuing from an industrial process)

- (e) Rural industry, such as intensive farming.

For the purposes of development contributions any consent deemed to be an industrial land use type will be assessed for development contributions.

Intensive Farming means mushroom farming, intensive livestock farming including pig farming of more than 10 weaned pigs, rabbit farms, animal feed lots and other activities (whether free range or indoors) which have or require:

- (a) No dependency whatsoever on the qualities of the soils naturally occurring on the site; or
(b) Buildings for the uninterrupted housing and growth of livestock or fungi.

Note : This excludes greenhouses and other buildings used for the growth of vegetative matter.

Impervious Surface Area (ISA) means the area of any site that is not capable of absorbing water and includes any area that:

- (a) falls within the definition of coverage;
(b) is covered by decks;
(c) is occupied by swimming pools;
(d) is used for parking, manoeuvring or loading of motor vehicles; or
(e) is paved with a continuous surface with a runoff coefficient of greater than 0.45.

Kaumātua Housing means housing for Māori over the age of 55 years situated on Māori land administered under the Te Ture Whenua Māori Act 1993 and on the same site as Marae or Papakāinga.

Local authority means a regional council or territorial authority.

Methodology has the same meaning as methodology in section 197 of the Local Government Act 2002.

Network infrastructure ~~means the provision of roads and other transport, water, wastewater, and stormwater collection and management.~~

~~Has the same meaning as in section 197 of the Local Government Act 2002, except that, in accordance with section 117(2) of the Local Government (Water Services) Act 2025, from 1 October 2026 the Council does not require development contributions in respect of the water supply and wastewater infrastructure for which responsibility has been transferred to Waikato Waters Limited.~~

Network utility operator has the meaning given to it by section 166 of the Resource Management Act 1991.

Non-residential development means any activity in a non-residentially zoned area, excluding rural areas, or where the predominant activity is not residential or rural.

Retail means the use of land, a building or parts of a building for the sale or display of goods or the offer of goods for hire.

Residential development means any activity in a residentially zoned area or where the predominant activity is not non-residential or rural

Resource consent has the meaning given to it in section 2(1) of the Resource Management Act 1991 and includes a change to a condition of a resource consent under section 127 of that Act.

Retirement Village has the meaning given to it in section 6 of the Retirement Village Act 2003.

Service connection means a physical connection to a service provided by, or on behalf of, a territorial authority.

Subdivision has the same meaning as Section 218 of the Resource Management Act 1991.

Third party funds mean funding or subsidy, either in full or in part, from a third party.

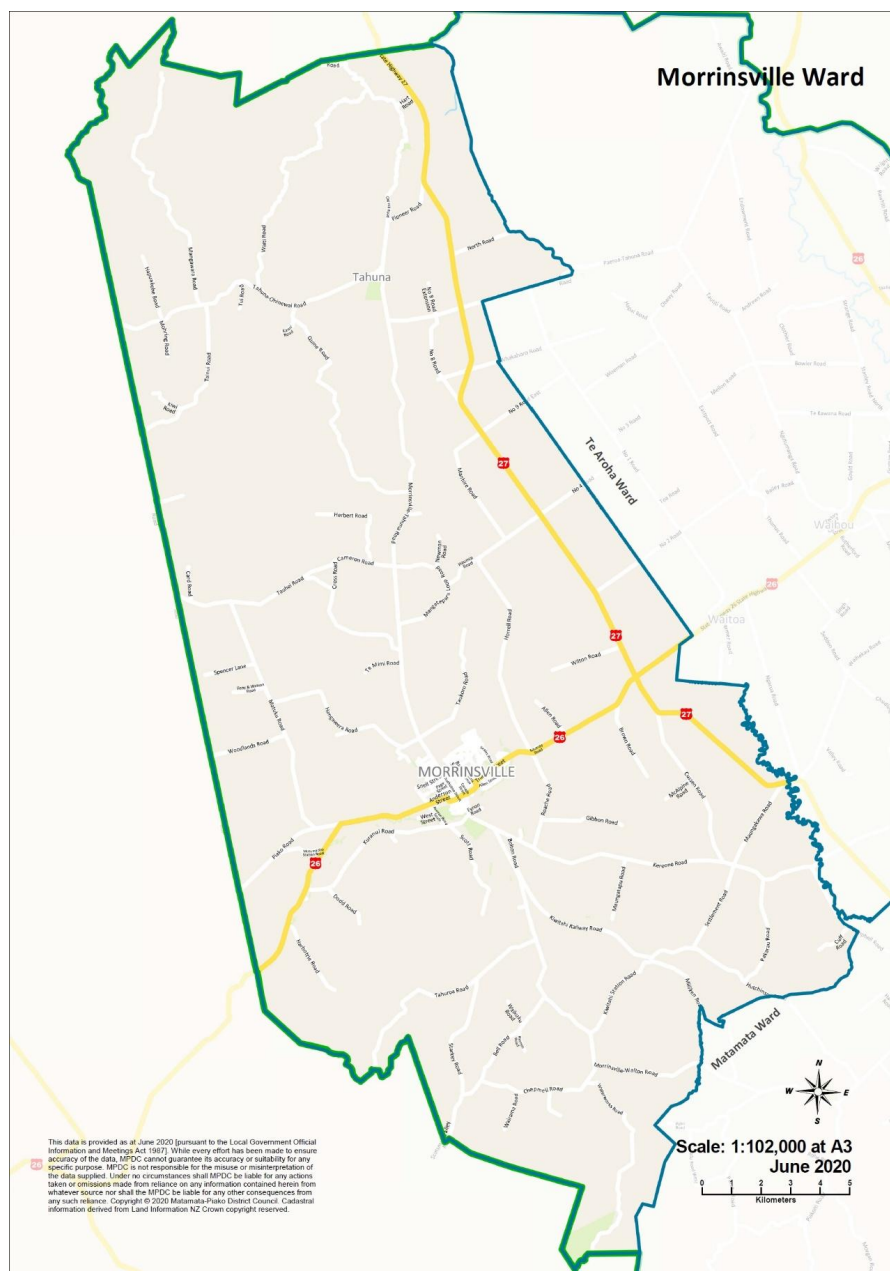
Unit of demand means the measure of demand for community facilities.

Item 7.4

Attachment B



Morrinsville Ward



Te Aroha Ward



Item 7.4

Attachment B

Schedule 1 Capital Works Schedule

Activity	Catchment	Location	Description	Other funding %	Growth %	Proposed projects (\$)									
						2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Roading	Matamata	New Footpath - MM	New Footpath - Matamata	90	10	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
		New Streetlighting – MM	New Streetlighting - Matamata	90	10	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Tower Road Area - parking bays	Tower Road Area - parking bays on adjoining roads	0	100		360,000								
		Tower Road area - pedestrian work	Tower Road area - pedestrian work	0	100	50,000									
		Station Road upgrade	To strengthen the pavement on Station Road. Amend the road layout and provide some parking bays.	20	80			803,000			720,000				
		Hampton Terrace upgrade	To improve the pavement and at some places widen the road.	50	50				209,000						
		Banks/Burwood intersection upgrade	Banks/Burwood intersection upgrade	25	75				138,000						
		Smith Street upgrade	To improve the pavement and at some places widen the road.	60	40							286,000			
		Everad Avenue Intersection Upgrade	Everad Avenue Intersection Upgrade	50	50							282,700			
		Hinuera to Station Roads- widening of the link road	Widening to the new road linking Hinuera Road to Station Road.	0	100	110,000	110,000	110,000							
		Station to Peria Road link road	Widening to the new road linking Peria to Station Road.	40	60	120,000	120,000	120,000	120,000						
		Avenue Road North	Widening the western side of Avenue Road North, Morrinsville.	30	70		150,000								

	Morrinsville	Morrinsville-Tahuna/Hangawera/Taukoro Roundabout	Morrinsville-Tahuna/Hangawera/Taukoro Roundabout	0	100			100,000	1,000,000						
		Hangawera Road to Snell Road Link	Additional widening to the new road linking Hangawera Road to Snell Street	40	60			120,000	120,000	120,000					
		New Footpath - Morrinsville	New Footpath - Morrinsville	90	10	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
		New Streetlighting – Morrinsville	New Streetlighting - Morrinsville	90	10	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
	Te Aroha	New Footpath - Te Aroha	New Footpath - Te Aroha	90	10	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
		New Streetlighting – Te Aroha	New Streetlighting - Te Aroha	90	10	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Stormwater	Matamata	Matamata Stormwater modelling and planning	Matamata Stormwater modelling and planning	50	50		250,000								
	Te Aroha	Te Aroha Stormwater modelling and planning	Te Aroha Stormwater modelling and planning	50	50	150,000									
Wastewater	Matamata	Matamata WWTP Upgrade	Matamata WWTP Upgrade	70	30	20,000,000	20,000,000								
		Tower Road Pump Station & new raising main	Tower Road Pump Station & Rising Main Development	20	80		1,600,000	1,600,000							
	Morrinsville	MV WWTP Upgrade	MV WWTP Upgrade	20	80			7,000,000							
		MV Wastewater Retic Upgrade	MV Wastewater Retic Upgrade	0	100	2,000,000									
	Te Aroha	TA Wastewater Pipe Size Increases	TA Wastewater Pipe Size Increases Associated with New Subdivisions	0	100	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000

Water	Morrinsville	Morrinsville North- Water Retic Upgrade	Servicing the new growth area and upsizing the existing pipe network	50	50	400,000									
		Morrinsville New Water Source	A new bore and treatment plant in the North of Morrinsville	50	50	4,000,000									
	District	Water Meters	Universal Water Metering	80	20	600,000			3,800,000	3,072,000					

Methodology

The method we use to calculate development contribution charges comprises the following eight steps:

- Step 1: Define catchments.
- Step 2: Define levels of service.
- Step 3: Identify growth related capital works.
- Step 4: Allocate project costs between growth and non-growth drivers.
- Step 5: Define appropriate units of demand.
- Step 6: Identify the design capacity for growth.
- Step 7: Allocate costs to each unit of demand.
- Step 8: Calculate fees by activity and catchment.

a) Methodology steps

i) Define catchments

Service catchments are geographic boundaries within which linkages can be created between infrastructure investments and the specific developments that benefit from those investments and/or which cause them to occur. The smaller the catchment; the tighter these linkages become. For example, suppose we install ~~a water treatment plant~~ footpath to serve a small area of growth. If a catchment is used to isolate the specific developments that caused that particular investment to occur (and who will receive direct service from it), only developments within that catchment, will help fund our costs. If a catchment is not used, however, the costs of that investment will be spread across all the developments in the district, regardless of whether they caused (or benefited from) the investment.

Given the intentions of the Local Government Act 2002 - to allocate costs on the basis of causation and benefits received - it follows that catchments should be used wherever possible.

ii) Define levels of service

Service levels define the quality of service, and are typically embedded in our asset management plans. Service levels are critically important because they help identify any shortfalls in the existing service and, therefore, the extent to which capital works reflect backlog (to resolve poor existing service levels). This, in turn, informs the allocation of project costs between growth and non-growth drivers.

iii) Identify growth related capital works

The specific capital works need to be identified for which development contributions are required. These comprise both future capital works - as listed in our Long Term Plan - and historic works undertaken in anticipation of growth.

iv) Allocate project costs

Many of the capital works projects underlying this Policy are multi-dimensional. That is to say, very few projects are designed to serve only growth. The reason for this is so called 'economies of scope.' Economies of scope mean that it is cheaper to undertake one project that serves several purposes than to undertake a series of smaller single purpose projects. Economies of scope lead to shared costs, and the goal of cost allocation is to spread those shared costs across project drivers (one of which is growth). The cost allocations underlying this Policy were based on a two staged approach. In stage one, the method checks whether a project bears any relation to growth. If so, stage two derives a percentage cost allocation. Both stages of the allocation process have been guided by a number of considerations, such as:

- Section 101(3) of the Local Government Act 2002 sets out the issues to which we must have regard when determining our funding sources. These include
 - the distribution of benefits (both temporally and spatially);
 - the extent of any cost causation;
 - the impacts on community outcomes;
 - policy transparency;
 - the overall impact of any allocation of liability for revenue needs on the community;
- asset management plans, which provide detail about the scale and nature of capital works;
- network modelling, which helps understand the usage of infrastructure networks;
- cost allocation principles, such as standalone costs and incremental costs; and
- the presence of any third party funding.

v) Define appropriate units of demand

After identifying the specific capital works for which contributions will be required, we need to identify the unit of demand used to attribute costs to different forms of development. The Local Government Act 2002 requires this to be done on a consistent and equitable basis. We consider the Household Equivalent Unit, which captures the demands of an average household, as the appropriate unit of demand, and specify the demands imposed by other forms of development as multipliers. This approach mirrors that used by other councils in New Zealand.

vi) Identify the design capacity for growth

The design life of an asset is the period over which it has spare capacity to accommodate new users. This may differ from its useful life, which is the period over which it remains in service. In general, project costs should be spread over the assets design life. This makes sense, because only developments occurring within the design life can physically connect to the network and receive benefit from its provision. In some cases, however, the design life may be very long and a shorter funding period may be used. In this Policy, costs are spread over the shorter of asset design life or 30 years.

vii) Allocate costs to each unit of demand

This is a fairly straight forward exercise, and is carried out within the development contributions funding model. It entails spreading the total growth related costs of each

project (along with any debt servicing) costs to the various developments that fall within the same catchment and within the asset's design life.

viii) Calculate fees by activity and catchment

The final step is to aggregate the costs of each project at the activity/catchment level. The results are then used to derive the schedule of development contributions reproduced in [Table 8](#).

How to calculate Development Contributions

The following steps demonstrate how we will calculate the contributions payable on a development.

Examples have been included in the [next section](#) to help demonstrate and clarify the way contributions are calculated.

Step 1 - Identify catchments:

Go to the [catchment maps](#) on pages 29-31 and, for each service, identify which catchment your development falls in.

Step 2 - Identify contributions payable:

Go to the development contributions [Table 8](#) and identify the contributions payable per unit of demand in the catchments identified in step 1.

Step 3 - Calculate the number of HEUs:

Use Table 6: Base units (Demand per Household Equivalent Unit) along with details of your proposed development to calculate the number of Household Equivalent Units generated for each activity. Then, using the information in [section 7.6](#), subtract any credits that may apply. In general, credits are given as per the existing status of properties. Credits may also be granted for historic payments of development contributions or financial contributions.

Step 4 - Calculate charges for each service:

Multiply the Household Equivalent Units calculated in step 3 by the contributions payable identified in step 2.

Step 5 - Aggregate charges and add GST:

Calculate the total development contributions payable by summing the charges calculated in step 4 and adding GST at the prevailing rate.

Examples

This section provides a range of examples to demonstrate the application of the Policy. Refer to [Table 8](#) for Development contributions per HEU for 2024/25 and [Table 7](#) for Conversion ratios.

Example 1

An existing residential lot is subdivided into two new lots. A credit is provided for the existing lot, with development contributions payable only on the one new lot being created.

Activity	Total HEUs	Credit HEUs	Extra HEUs	\$/HEU Matamata	\$/HEU Morrinsville	\$/HEU Te Aroha	Contribution Matamata \$	Contribution Morrinsville \$	Contribution Te Aroha \$
Roading	2	1	1	1,648	956	50	1,648	956	50
Stormwater	2	1	1	0	0	0	0	0	0
Wastewater	2	4	4	40,105	11,529	100	40,105	11,529	400
Water	2	4	4	309	1,964	309	309	1,964	309
Subtotal				42,0621,648	14,448956	45950	42,0621,648	14,448956	45950
GST				4,809247	2,167143	697	4,809247	2,167143	697
Total				43,8711,895	16,6161,099	52857	43,8711,895	16,6161,099	52857

Example 2

An existing residential lot is subdivided into three new lots. A credit is provided for the existing lot, with development contributions payable only on the two new lots.

Activity	Total HEUs	Credit HEUs	Extra HEUs	\$/HEU Matamata	\$/HEU Morrinsville	\$/HEU Te Aroha	Contribution Matamata \$	Contribution Morrinsville \$	Contribution Te Aroha \$
Roading	3	1	2	1,648	956	50	3,295	1,912	100
Stormwater	3	1	2	0	0	0	0	0	0
Wastewater	3	4	2	40,105	11,529	100	20,209	23,058	200
Water	3	4	2	309	1,964	309	619	3,928	619
Subtotal				1,64842,062	95614,448	50459	3,29524,423	1,91228,897	100949
GST				2471,809	1432,167	769	3,618494	4,335287	43815
Total				1,89543,871	1,09916,616	57528	27,7423,789	33,2312,199	1,057115

Example 3

A dependent persons dwelling is constructed on an existing residential lot with separate ~~connections connection~~ to the ~~water, wastewater and~~ stormwater systems. A credit is provided for the existing dwelling, with a 0.5 Household Equivalent Unit charge applicable for the new dependent persons dwelling.

Activity	Total HEUs	Credit HEUs	Extra HEUs	\$/HEU Matamata	\$/HEU Morrinsville	\$/HEU Te Aroha	Contribution Matamata \$	Contribution Morrinsville \$	Contribution Te Aroha \$
Roading	1.5	1	0.50	1,648	956	50	824	478	25
Stormwater	1.5	1	0.50	0	0	0	0	0	0
Wastewater	1.5	1	0.50	10,105	11,529	100	5,052	5,764	50
Water	1.5	1	0.50	309	1,964	309	155	982	155
Subtotal				1,648 12,062	956 14,448	50 459	824 6,031	478 7,224	25 230
GST				2471,809	1432,167	769	905124	1,08472	344
Total				1,895 13,871	1,099 16,616	57 528	6,935 948	8,308 550	26 429

Example 4

A residential lot with two existing dwellings is subdivided so that each dwelling is on a separate title. Since there were already two dwellings on the site, and because the subdivision has not created the potential for any additional dwellings, no development contributions are payable.

Example 5

A building consent application has been made for a new industrial building/warehouse on a vacant industrial lot with all services available. The building has a Gross Floor Area (GFA) of 1500m² and the site has a total Impervious Surface Area (ISA) of 1800m² (for stormwater calculations only). As this is a vacant industrial lot a credit of 1 HEU (300m²) will apply.

The conversion factors supplied in [Table 7](#) are then used to calculate the per 100m² amount.

Activity	\$/HEU Matamata	\$/HEU Morrinsville	\$/HEU Te Aroha	Conversion Factors	Per 100m ² Matamata \$	Per 100m ² Morrinsville \$	Per 100m ² Te Aroha \$
Roading	1,648	956	50	0.40	659	382	20
Stormwater	0	0	0	0.26	0	0	0
Wastewater	10,105	11,529	100	0.26	2,627	2,998	26
Water	309	1,964	309	0.26	80	511	80

Using the per 100m² figure this is then calculated by the additional m²

Activity	Total m ²	Credit m ²	Additional m ²	Additional m ² /100	Per 100m ² Matamata \$	Per 100m ² Te Aroha Morrinsville \$	Per 100m ² Morrinsville Te Aroha \$	Contribution Matamata \$	Contribution Morrinsville \$	Contributions Te Aroha \$
Roading	1500	300	1200	12	659	382	20	7,909	4,588	240
Stormwater	1800	300	1500	15	0	0	0	0	0	0
Wastewater	1500	300	1200	12	2,627	2,998	26	31,526	35,976	312
Water	1500	300	1200	12	80	511	80	965	6,127	965
Subtotal								7,909,400	4,588,686	240,148
GST								6,060,186	7,003,688	228,360
Total								46,469,095	53,688,527	1,745,276

Example 6

A shop in town has made a building consent application for alterations/extensions of their building by adding a second story to the building. The total GFA of the building will be 600m² of which 300m² is the existing ground floor. The additional Gross Floor Area (GFA) will be 300m² which is the GFA of the second story additions. The Impervious Surface Area (ISA) of the site will not change so no stormwater development contributions will apply. The conversion factors supplied in [Table 7](#) are then used to calculate the per 100m² amount.

Activity	\$/HEU Matamata	\$/HEU Morrinsville	\$/HEU Te Aroha	Conversion Factors	Per 100m ² Matamata \$	Per 100m ² Morrinsville \$	Per 100m ² Te Aroha \$
Roading	1,648	956	50	1.60	2,636	1,529	80
Stormwater	0	0	0	0.30	0	0	0
Wastewater	10,105	11,529	100	0.30	3,031	3,459	30
Water	300	1,964	300	0.30	93	511	93

Using the per 100m² figure this is then calculated by the additional m²

Activity	Total m ²	Credit m ²	Additional m ²	Additional m ² /100	Per 100m ² Matamata \$	Per 100m ² Morrinsville \$	Per 100m ² Te Aroha \$	Contribution Matamata \$	Contribution Morrinsville \$	Contribution Te Aroha \$
Roading	600	300	300	3	2,636	1,529	80	7,909	4,588	240
Stormwater	NA	NA	NA	NA	0	0	0	0	0	0
Wastewater	600	300	300	3	3,031	3,459	30	9,094	10,376	90
Water	600	300	300	3	93	511	93	278	1,532	278
Subtotal								7,90947,284	4,58816,496	240609
GST								2,6021,186	2,474688	9436
Total								49,8739,095	48,9705,276	700276

Example 7

A resource consent for a subdivision is applied for in a rural/residential area where there are no services available or a building consent is filed for a warehouse in an area where no services are available. In either of the above scenarios a roading contribution only would apply per additional lot created.

Activity	Total HEUs	Credit HEUs	Extra HEUs	\$/HEU Matamata	\$/HEU Morrinsville	\$/HEU Te Aroha	Contribution Matamata \$	Contribution Morrinsville \$	Contribution Te Aroha \$
Roading	2	1	1	1,648	956	50	1,648	956	50
Subtotal				1,648	956	50	1,648	956	50
GST				247	143	8	247	143	8
Total				1,895	1,099	58	1,895	1,099	58

The roading contributions payable on the warehouse would depend on the size of the warehouse, with calculations similar to example 5.



te kaunihera ā-rohe o
matamata-piako
district council

**LONG
TERM
PLAN**
2024
2034

RAUTAKINGA TŪROA

**TE WHIWHINGA PŪTEA ME
TŌNĀ KAUPAPAHERE**

**REVENUE AND
FINANCING POLICY**

**WĀHANGA
SECTION**

7



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Te whiwhinga pūtea me tōnā kaupapahere | Revenue and financing policy

The Revenue and Financing Policy describes how Council will fund operating expenses and capital expenditure from the funding sources specified in section 103 of the Local Government Act 2002.

Policy considerations

We have selected the funding sources for each activity, as set out in this policy, after considering the following:

1. The community outcomes to which the activity primarily contributes, and
2. The distribution of benefits between the whole community, separate communities, and individuals, and
3. The period over which benefits are expected to occur, and
4. The extent to which the actions or inactions of particular individuals or groups contribute to the need to undertake the activity (referred to the exacerbator issues), and
5. The costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities and
6. The overall impact that selected funding mechanisms have on the current and future community wellbeing.

Our approach

The following is a summary of how we have approached these considerations.

1. The community outcomes to which the activity primarily contributes

The primary community outcomes for each activity are included in the activity tables further on in this policy.

2. The distribution of benefits between the whole community, separate communities, and individuals

We have taken the following general approach to relate benefits to funding sources:

- ☐ Activities that are available to every person in the District are funded across the whole community (e.g. roading or parks and reserves);
- ☐ Services that we make available to specific areas are funded across those areas, on a district wide basis. This applies to services for water, wastewater, stormwater and rubbish and recycling. The targeted rates are uniform across the district, irrespective of location;
- ☐ Rural halls are funded by the local communities where the halls are located;
- ☐ Fees and charges are used as the funding source for individual or group benefits where either:
 - A direct relationship can be efficiently established between the provisions of a service and the charge (e.g. admission to a swimming pool), or
 - The benefits derived are beyond the level generally available to the general community (e.g. the exclusive use of sports facilities), or
 - The individual or group causes us to incur additional costs beyond the level that would be required for the general community.

We have expressed the distribution of benefits in the consideration process in the following terms:

- ☐ High: generally, above 75%
- ☐ Medium: 40 – 75%
- ☐ Low: below 40%

3. The period over which benefits are expected to occur

During the development of this policy and the Long Term Plan we received feedback from the community on the types and levels of services expected from us. The overall conclusion is that the community expects the current services to continue to be available now and in the future.

This is reflected in this policy, as are the following principles:

- ☐ Current and future generations will benefit from each activity.
- ☐ We will implement appropriate accounting and funding policies to ensure intergenerational equity (so one generation does not benefit at the expense of another). This may involve borrowing as a way of spreading costs over a long period of benefit.



- We may encounter extraordinary situations that involve addressing legacy issues (e.g. environmental issues from old landfill sites). In cases like this we may not be able to impose the cost of addressing the issues on the people who caused the problem. We will consider funding options to minimise the impact of these issues on current and future generations. This might involve the use of retained earnings, borrowing or proceeds from the sale of assets for example.

4. The extent to which the actions or inaction of particular individuals or groups contribute to the need to undertake the activity (exacerbator issues)

We encounter situations where the actions or inactions of individuals or groups cause us to utilise additional resources.

These can be generally categorised as follows:

- Non complying behaviour, for example, graffiti, illegal waste disposal, wandering dogs, noncompliance with consent conditions.
- High cost activities - e.g. sports field maintenance (as opposed to open space maintenance).
- Extraordinary demands from specific users – eg photocopying/GIS and mapping services.

We will consider:

- The impact that these situations have on the overall activity.
- The level of additional cost incurred.
- The potential to realistically recover the additional costs.
- The effect on the activity outcomes.

We may then apply funding mechanisms that recover all or part of the additional costs incurred (e.g. fines).

5. The costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities

We have a desire for a simple rating structure that can be easily understood by the community.

We believe that transparency and accountability can be enhanced where the community can make a direct link between the services received and the charges we impose. User charges and targeted rates are examples where we believe this connection can be made.

Targeted rates are preferred where:

- Services are made available to some properties or communities and not others (e.g. water supply is provided to urban properties and only some rural properties).
- Local communities have a strong sense of identity and accountability for an activity (e.g. rural halls, where the local communities fund and operate the halls).
- Activities that are intended to benefit a specific area (e.g. rural halls).

We can create numerous targeted rates to separately represent the full range of our activities, however this would compromise our desire for a simple rating system. After allowing for the various

targeted rates and user charges, the remaining Council activities are mainly funded from general rates.

Rates are a form of tax and the quantum an individual pays does not necessarily reflect the level of benefit received. The use of additional targeted rates may inflate individual expectations about the level of benefit that should be received. This does not promote accountability.

We promote transparency by disclosing the amount funded from general rates for all activities with rates assessments. This has a low administration cost and is considered to achieve the same outcome as the use of numerous targeted rates.

6. The overall impact that selected funding mechanisms have on the current and future community wellbeing

We have considered the overall revenue allocation needs on the current and future social, economic, environmental, and cultural well-being of the community. We have selected funding mechanisms after having regard to the outcomes sought for each activity and the following considerations:

- **The primary outcomes** sought for each activity and the potential impact the funding sources have on the activity outcome. This allows us to reflect on the current and future wellbeing of the community
- **Sustainability** - will the selected funding mechanisms affect the sustainability of the activity? For example, setting a high level for user charges may reduce patronage, at the expense of community wellbeing?
- **Achievable funding levels** - are the targeted levels achievable? We have identified targeted levels for user charges that may not be achievable in the short to medium term. In these cases a target range will be set
- **Te Ture Whenua Māori Act 1993 Principles** - the principles set out in the Preamble to Te Ture Whenua Māori Act 1993 include recognition that land is a taonga tuku iho of special significance to Māori, and for facilitation of the occupation, development, and utilisation of that land for the benefit of its owners, their whānau, and their hapū. We will consider if there are ways that our funding decisions can further promote these principles. Further support for these principles is provided through Council's Policy on Remission and Postponement of Rates for Māori Freehold Land, and Council's Development Contributions Policy.

Other policy considerations

Funding 'public good'

The selection of funding sources is influenced by the categorisation of the benefits arising from activities, into public and private good. Activities that have significant public good are considered to have the following two characteristics:

- **Non rivalry**- an individual utilising an activity does not affect the opportunity of other individuals to utilise the same activity. Street lighting is an example of an activity that is non rival. The fact that one person may benefit from street lighting, does not affect other people from enjoying the

same benefit. As opposed to water, where consumption by an individual reduces the amount of water available for other individuals.

- **Non excludable** - the extent to which it is possible to exclude people from enjoying an activity. An activity with public good characteristics is one where it is difficult to exclude people from enjoying or utilising. For example, a public footpath would be non-excludable. It is not practical to exclude people from making use of a footpath. People can be excluded from utilising a public swimming pool, by imposing entry fees.

Activities that have significant public good characteristics are typically funded from general rates.

There are two types of general rates:

- General rates based on rateable property values
- The Uniform Annual General Charge (UAGC)

Both rates are applied to fund the same costs, but are calculated differently. The General rate is based on the capital value of rateable properties, so the amount of General rate charged varies between properties, with higher value properties paying a greater share. The UAGC is a tool to mitigate the impact on higher value properties, by charging each rateable property a fixed share of the costs. That way everyone pays at least a minimum proportion of the costs regardless of their property value.

The amount of UAGC along with other targeted rates that are set based on a fixed charge is subject to a statutory maximum (we refer to as the UAGC cap). No more than 30% of total rates can be set on a fixed basis (excluding charges relating to Water and Wastewater). Setting the UAGC cap at the highest end of the statutory maximum of 30% benefits higher value properties more, as a higher proportion of the funding is being split equally across all ratepayers.

Our District has a very wide range of property types and values due to the diverse land use and industry in Matamata-Piako. To ensure that everyone pays a reasonable minimum share of the general rate funded services, our preference is that the UAGC cap is set at a range of between 75-100% of the maximum allowed (so between 22.5% and 30%). The percentage applied within this range will be reviewed each year after consideration of the following factors:

- The effect of the triennial district-wide property valuations
- The impact that a higher UAGC may have on those with low/fixed incomes and relatively low property values
- The impact that a lower UAGC may have on the relative share of rates levied on higher value properties
- Fairness and equity and the consequences of the distribution of rates on our community well-beings.



Differential general rates

Public good activities are available to be enjoyed equally by the whole community. General rates should therefore be levied on the same basis across the district. For this reason, we do not consider that there are any compelling arguments to utilise differential rating for general rates. The use of targeted rates and user charges provides an appropriate way to differentiate for our services.

Valuation system

The capital value rating system has been in place in this district since 1990. We acknowledge that this system is not an accurate representation of 'ability to pay', however, we do not consider that the alternatives (land or annual value) offer any advantages over capital value. Our community is familiar with the current system and there are no compelling reasons to change at this time.

Operating expenditure

Operating expenditure is the money spent on the ongoing day to day activities and services of the Council. This includes the annualised cost of replacing our assets (depreciation), interest charges on borrowing, and the cost of Council overheads. Our operating expenditure will be funded each year in line with our adopted Long Term Plan and/or Annual Plan.

The available funding sources for operating expenditure are:

- Grants, subsidies, and other income
- Investment income
- Fees and charges
- Proceeds from asset sales
- Reserve funds (where a certain project (usually one-off) meets the criteria and objectives of a specified reserve fund)
- Rates (general or targeted)

Borrowing will not ordinarily be budgeted to fund operating expenditure unless it is otherwise resolved by Council. Council may resolve to fund operating expenditure from borrowing in instances where the expenditure provides benefits beyond the financial year of the expense (e.g. where operational work to remove sludge from the wastewater ponds provides additional capacity in the pond for many years). Council may also use borrowing or unallocated surpluses to fund any activity deficits or to cover unexpected events (e.g. expenses or loss of revenue due to natural disasters, pandemics etc.).

Grants, subsidies and other funding sources may become available for different activities from time to time. Where this source of funding is available and known at the time the budgets are set, it will be used to offset funding required from rates as set out below.

The following tables summarise our considerations for each activity in line with section 101 (3)(a) of the Local Government Act 2002.

Funding considerations by group of activity



Community Facilities and Property

Housing, rural halls, corporate / general

Funding considerations	Community Facilities and Property – Housing and property		
	Housing	Rural Halls	Corporate/General
Community Outcomes	He wāhi kaingākau ki te manawa A place with people at its heart He wāhi puawaitanga A place to thrive	He wāhi kaingākau ki te manawa A place with people at its heart He wāhi whakapapa, he wāhi hangahanga A place to belong and create	He wāhi puawaitanga A place to thrive
Distribution of benefits	Individuals: high (private occupancy)	Community within rural hall areas: high Individuals and area groups private hire: high	Community at large: high (access and availability) Private individuals: low individual or group utilisation
Period in which benefits occur	Current and future	Current and future	Current and future
Exacerbator issues	None	None	Minor issues relating to extraordinary demands from specific users
Transparency and accountability	Direct user charges reinforce accountability and transparency in the management of the activity	Separate funding sources link to community management of assets	Not affected by selected funding source
Overall impact on social, economic environmental and cultural wellbeing of the District	User charges to be set to recover costs. Economies of scale achieved to ensure costs are competitive and therefore charges below market levels are achieved	Selected funding sources assist with the achievement of the desired outcomes. The local communities within the major rating areas are the major users of the halls. The percentage recovery from fees and charges is a realistic amount. The local hall rates account for the difference	Selected funding sources assist with the achievements of the desired outcomes
Funding sources	<u>User charges:</u> 100%	<u>Targeted hall rates</u> on varying bases for each of the rating areas: 80%. <u>Fees and charges</u> on varying bases for each of the rating areas	<u>General rates:</u> 80-90% <u>Fees and charges:</u> 10-20%

Cemeteries, libraries, parks and open space, pool and spas, public toilets, community venues

Funding considerations	Community Facilities and Property					
	Cemeteries	Libraries	Parks and Open Spaces	Pools and Spas	Public Toilets	Community Venues
Community Outcomes	He wāhi whakapapa, he wāhi hangahanga A place to belong and create	He wāhi whakapapa, he wāhi hangahanga A place to belong and create	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	He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi whakapapa, he wāhi hangahanga A place to belong and create
Distribution of benefits	Total community benefit: Medium (access and availability) Individuals: Medium (burials and plot utilisation)	Community at large: medium (access and availability) Private individuals - high (personal use of library resources)	Community at large: high (access and availability)	Community at large: medium Private individuals: high	Community at large: high	Community at large: medium Private individuals: high
Period in which benefits occur	Current and future	Current and future	Current and future	Current and future	Current and future	Current and future
Exacerbator issues	None	Some users result in the need for additional cost (e.g. lost or damaged books)	Some users result in the need for higher costs (e.g. sports fields) than would otherwise be necessary	Some users result in lost opportunities for revenue and impose higher administration costs	None	Some users result in lost opportunities for revenue and impose higher administration cost
Transparency and accountability	Fees and charges for burials. Use of general rate does not affect accountability	Fees and charges reinforce accountability to individual customers for library resources.	Fees and charges reinforce to accountability individuals and groups	Not affected by selected funding source	Not affected by selected funding sources	Not affected by selected funding source

Funding considerations	Community Facilities and Property					
	Cemeteries	Libraries	Parks and Open Spaces	Pools and Spas	Public Toilets	Community Venues
		The charges also promote the need for Council to demonstrate 'value' to Library customers				
Overall impact on social, economic environmental and cultural wellbeing of the District	Selected funding sources assist with the achievement of the desired outcomes	Research shows that fees and fines significantly impact the ongoing utilisation of libraries and community spaces and are counterproductive to the outcomes Council is seeking to achieve. Recoveries from user fees will focus on additional services provided or costs incurred.	Setting the level of individual or group recovery too high will be counterproductive to the outcomes Council is seeking to achieve. Council has assessed a realistic and achievable target for user fees. Council will recover additional costs where possible	Setting the level of individual or group recovery too high will be counterproductive to the outcomes Council is seeking to achieve. Council has assessed a realistic and achievable target for user fees. A higher level would be preferred and in individual facilities, this may be achievable without compromising utilisation	100% public funding to ensure achievement of desired outcomes is sustainable	Setting the level of individual or group recovery too high will be counterproductive to the outcomes Council is seeking to achieve. Council has assessed a realistic and achievable target for user fees. A higher level would be preferred and in individual facilities, this may be achievable without compromising utilisation
Funding source	<u>General rates:</u> 30-60% <u>Fees and charges:</u> 40-70%	<u>General rates:</u> 90-100% <u>Fees and charges:</u> 0-10%	<u>General rates:</u> 90-100% <u>Fees and charges:</u> 0-10%	<u>General rates:</u> 50-70% <u>Fees and charges:</u> 30-50%	<u>General rates:</u> 100%	<u>General rates:</u> 60-80% <u>Fees and charges:</u> 20-40%

Roading and Rubbish and Recycling

Funding considerations	Infrastructure		
	Roading	Rubbish and Recycling	
		Waste Management Facilities (Transfer Stations/Resource Recovery Centres)	Kerbside Collection Services
Community outcomes	He wāhi puawaitanga A place to thrive. He wāhi e poipoi ai tō tātou taiao A place that embraces our environment	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment He wāhi puawaitanga A place to thrive	
Distribution of benefits	Community at large: medium Private individuals: high	Community at large: medium (access, availability, healthy environment) Individuals: high	Individuals: high
Period in which benefits occur	Current and future	Current and future	Current and future
Exacerbator issues	Heavy traffic and some commercial activities can negatively impact on network maintenance	Individuals generate waste and through their actions or inaction can significantly impact the waste volume. Some activities generate hazardous wastes or large volumes of waste	Individuals generate waste and through their actions or inaction can significantly impact the waste volume
Transparency and accountability	Council has limited ability to directly recover the private benefits other than through rates. Government subsidy contributes a significant portion of the total funding	User charges for the use of waste management facilities is transparent and promotes accountability on waste generators	Targeted rate for properties to which Council is prepared to provide collection, promotes transparency and accountability linking a service provided to a specific Council rate
Overall impact on social, economic environmental and cultural wellbeing of the District	Selected funding sources assist with the achievement of the desired outcomes	Selected funding sources assist with the achievement of the desired outcomes. Council's ability to use general rate funding acknowledges the wider community benefits generated from the activity	Selected funding sources assist with the achievement of the desired outcomes.



Funding considerations	Infrastructure		
	Roading	Rubbish and Recycling	
		Waste Management Facilities (Transfer Stations/Resource Recovery Centres)	Kerbside Collection Services
Funding sources	Subsidy: as determined by Government agency. Council has resolved to allocate interest earned from external investments to fund the Roading activity to reduce the rates requirement. Council will determine the budgeted interest allocation on an annual basis. <u>General rates</u>: balance of funding	<u>General rates</u> 55%-75% <u>Fees and charges</u>: 25%-45% - Transfer station fees.	<u>Targeted rate</u>: 90-100% on a uniform basis for serviced properties <u>Fees and charges</u>: 0%-10%



Water, Stormwater and Wastewater

Funding considerations	Infrastructure		
	Stormwater	Wastewater	Water
Community outcomes	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment He wāhi puawaitanga A place to thrive	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment He wāhi puawaitanga A place to thrive	He wāhi e poipoi ai tō tātou taiao A place that embraces our environment He wāhi puawaitanga A place to thrive
Distribution of benefits	Community at large: low (approximately 14% of the networks service public areas - roads, parks etc.) Township and property owners: high	Community at large: medium Individuals: high	Community at large: low-medium Private individuals: high
Period in which benefits occur	Current and future	Current and future	Current and future
Exacerbator issues	Some issues where particular activities result in pollutants entering stormwater reticulation	Properties connected to the sewer generate the waste. Rating legislation prevents residential properties being charged for more than one pan. Properties with more than one pan and with a higher intake of water are assumed to have a higher impact on the network. Some industries and businesses create high loading on the network	Activities that generate extraordinary levels of water utilisation Properties that are serviced by the reticulation, but not connected
Transparency and accountability	Targeted rate for properties within urban areas serviced by stormwater promote transparency and accountability, linking a service provided to a specific Council rate	Targeted rates for properties within urban areas serviced by waste water reticulation promote transparency and accountability, linking a service provided to a specific Council rate. Charging on a pan basis and modifying this by way of remission, further promotes accountability. Trade waste agreements address high impact activities	Targeted rate for properties within urban areas serviced by public water reticulation and water meter charging promote transparency and accountability, linking a service provided to a specific Council rate

Funding considerations	Infrastructure		
	Stormwater	Wastewater	Water
Overall impact on social, economic environmental and cultural wellbeing of the District	Selected funding sources assist with the achievement of the desired outcomes	Selected funding sources assist with the achievement of the desired outcomes. Council's ability to use general rate funding acknowledges the wider community benefits the activity generates	Selected funding sources assist with the achievement of the desired outcomes. Council's ability to use general rate funding acknowledges the wider community benefits the activity generates
Funding sources	<u>General rates:</u> 10-16% <u>Targeted rate</u> on a uniform basis for serviced urban areas: 84-90%	Fees and charges through trade waste agreements The balance of funding after fees and charges will come from either: <u>General rates:</u> 0-6%, and/or; <u>Targeted rate</u> on a per pan basis (using a scale of charges) for serviced urban areas: 94-100% Factors – properties connected Properties able to connect but not connected, Council will determine the actual percentages within the allowable range on an annual basis	<u>Targeted rates</u> from metered water (including residential and from industry). The balance of funding after metered water will come from either: <u>General rates:</u> 0-6%, and/or; <u>Targeted rates</u> on a uniform basis for serviced urban areas: 94-100% Factors - properties connected Properties able to be connected but not connected, Council will determine the actual percentages within the allowable range on an annual basis

Please note, from 1 October 2026, the delivery of water and wastewater activities are transferred to Waikato Waters Limited. Council will cease to deliver these activities from this date, however during the period 1 October 2026 to 30 June 2027, Council will continue to rate for these activities and pass the revenue to Waikato Waters Limited.

Strategy and engagement

Funding considerations	Strategy and Engagement			
	Emergency Management	Communications and Events	Community Leadership	Strategies and Plans
Community outcomes	He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi whakapapa, he wāhi hangahanga A place to belong and create He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi whakapapa, he wāhi hangahanga A place to belong and create He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi puawaitanga A place to thrive
Distribution of benefits	Community at large: high	Total community benefit: high	Total community benefit: high	Total community benefit: high
Period in which benefits occur	Current and future	Current and future	Current and future	Current and future
Exacerbator issues	Actions of some individuals can give rise to emergency response (e.g. rural fires). Council will attempt to recover these costs from the individual land owner	None	None	None
Transparency and accountability	Not affected by selected funding sources	Not affected by selected funding sources Other accountability processes in place	Not affected by selected funding sources Other accountability processes in place	Not affected by selected funding sources
Overall impact on social, economic environmental and cultural wellbeing of the District	Selected funding sources assist with the achievement of the desired outcomes	Selected funding sources assist with the achievement of the desired outcomes	Selected funding sources assist with the achievement of the desired outcomes	100% public funding to ensure achievement of desired outcomes is sustainable
Funding sources	<u>General rates:</u> 100% <u>Exacerbator charges</u> where possible	<u>General rates:</u> 95-100% <u>Fees and charges:</u> 0-5%	<u>General rates:</u> 100%	<u>General rates:</u> 100%

Consents and Licensing

Funding considerations	Consents and Licensing					
	Animal Control	Building Consents and Monitoring	Licencing and enforcement			Resource Consents and Monitoring
			Health	Alcohol	Noise Control	
Community Outcomes	He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi kaingākau ki te manawa A place with people at its heart He wāhi puawaitanga A place to thrive	He wāhi kaingākau ki te manawa A place with people at its heart.	He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi kaingākau ki te manawa A place with people at its heart	He wāhi kaingākau ki te manawa A place with people at its heart He wāhi puawaitanga A place to thrive
Distribution of benefits	Community at large: medium (public safety) Individuals: medium	Community at large: medium (managed/ appropriate development) Individuals: medium	Community at large: high Private individuals: medium	Community at large: high	Community at large: high	Community at large: medium (managed/ appropriate development) Individuals: medium (resource consents)
Period in which benefits occur	Current and future	Current and future	Current and future	Current and future	Current and future	Current and future
Exacerbator issues	The need for this activity arises from the expectation that animal ownership will not negatively impact on public safety. Animal owners and in particular, irresponsible owners, create the need for this activity.	Building activity drives the need for this activity. Noncompliance with conditions by some individuals result in the need for extraordinary monitoring and enforcement.	Noncompliance with conditions by some individuals result in the need for extraordinary monitoring and enforcement.	Noncompliance with conditions by some individuals result in the need for extraordinary monitoring and enforcement.	Noncompliance with conditions by some individuals result in the need for extraordinary monitoring and enforcement.	The District Plan captures the community's collective view on the types of development it desires as of right. People who propose development outside these parameters impose additional costs on Council.



Funding considerations	Consents and Licensing					
	Animal Control	Building Consents and Monitoring	Licencing and enforcement			Resource Consents and Monitoring
			Health	Alcohol	Noise Control	
						Noncompliance with some individuals result in the need for extraordinary monitoring and enforcement.
Transparency and accountability	Fees and charges promote owner accountability and transparency on Council's part.	Building fees promote transparency and accountability on Council to individual customers.	Not affected by selected funding sources.	Not affected by selected funding sources.	Not affected by selected funding sources.	Planning fees promote transparency and accountability on Council to individual customers.
Overall impact on social, economic environmental and cultural wellbeing of the District	Council is satisfied that imposing the majority of the costs of the activity on animal owners promotes public safety. It is in the interests of the owners to reduce their ownership costs by being responsible. People who are irresponsible will pay a higher level again. The general rates funding	Council can demonstrate a strong linkage between the level of fees charged and the services received. Council is satisfied that the level of funding is consistent with the desired outcome to achieve managed and appropriate development for the community.	Fees and charges for the activity are set largely by statute. The general rates funding must fund the balance.	Selected funding source assists with the achievement of desired outcomes.	Selected funding source assists with the achievement of desired outcomes.	Council can demonstrate a strong linkage between the level of fees charged and the services received. Council is satisfied that the level of funding is consistent with the desired outcome to achieve managed and appropriate development for the community.

Funding considerations	Consents and Licensing					
	Animal Control	Building Consents and Monitoring	Licencing and enforcement			Resource Consents and Monitoring
			Health	Alcohol	Noise Control	
	is set at a level that Council believes that the community is willing to pay to have a safe environment.					
Funding sources	<u>General rates:</u> 0-20% <u>Fees and charges</u> (including fines): 80-100%	<u>General rates:</u> 10-50% <u>Fees and charges:</u> 50-90%	Licence processing: 100% <u>user pays</u> Enquires/ complaints/ enforcement: 100% funded by <u>rates</u>	Licence processing fees set by legislation Enquiries/ complaints/ enforcement: 100 % funded by <u>rates</u>	<u>General rates:</u> 100%	Planning Resource Consent Processing and monitoring: 100% <u>user pays</u> Enquiries/ complaints/ enforcement: 100 % funded by <u>rates</u>



Capital expenditure

There are three types of capital expenditure:

Level of Service	Capital expenditure that increases the level of service provided to existing users
Growth	Capital expenditure required to provide additional capacity in the network to accommodate future users
Renewals	Capital expenditure that either replaces or continues the life of an existing asset

Capital expenditure will be funded in a manner that as far as is practicable and prudent, takes account of:

- The expected life of assets
- The impacts on operating costs of our activities

The available funding sources for capital expenditure are:

- Borrowing (either internal or external)
- Development and financial contributions (including interest costs as per the policy). When development contributions are used, the distribution of benefits and rationale regarding funding sources is discussed within the Development Contributions Policy. Private contributions as may be agreed from time to time with individuals/ organisations. This will apply where we have entered into a partnership or arrangement to undertake capital development
- Lump sum contributions in accordance with the Local Government (Rating) Act 2002
- Targeted rates in accordance with the Local Government (Rating) Act 2002
- Grants and subsidies (where applicable)
- Retained earnings (special funds and depreciation reserves)
- The proceeds of the sale of assets (as applicable)
- Specific revenue streams we determine (as applicable)

Considerations

The following considerations will apply in selecting the appropriate funding source:

We wish to allocate the cost of capital expenditure over the period that benefits are generated from the expenditure. Borrowing or accumulated depreciation reserves will be the normal source of funding for capital expenditure.

The annual loan costs will be met from the underlying funding sources for each significant activity. Council may determine that loans should be repaid sooner where this is considered prudent and ensures adequate borrowing headroom is maintained. The considerations that apply for operating expenditure will by default, apply to capital funding, (for example a targeted rate for an activity will meet the annual loan repayments).

The primary factors giving rise to the need for capital expenditure will influence our choice of funding mechanism. For example:

- Capital expenditure required as a result of growth, should be funded from Development Contributions
- The needs of a specific community may result in funding being raised from that community (e.g. Lump Sum Contributions)
- Special funds created for specific activities will be used for those activities

The costs and benefits of different funding sources will be assessed within the context of our Long Term Plan. We can then assess the potential impact of the selected funding source against the community outcomes. We may resolve to utilise a funding source that is not included in this policy.

Capital funding sources

	Community Facilities and Property	Consents and Licensing	Roading	Rubbish and Recycling	Storm water	Waste water	Water	Strategy and Engagement
Borrowing	✓		✓	✓	✓	✓	✓	
Financial contributions	✓							
Development contributions			✓		✓	✓	✓	
General and special reserves	✓		✓	✓	✓	✓	✓	✓
Lump sum contributions						✓	✓	
Grants and subsidies	✓		✓	✓	✓	✓	✓	✓
Targeted rates*					✓	✓	✓	

* Targeted rates are charged to industries that have entered into a partnership agreement with Council to recover their agreed share of the cost of capital upgrades to our systems.





Board Appointment and Remuneration Policy 2024 [\(as amended September 2026\)](#)

Department	Policy Partnerships Governance
Policy Type	Internal - External
CM Reference	CM 2897228
Council Resolution Date	24 July 2024 (Amended 23 September 2026)
Policy Effective From	24 July 2024 (Amendments effective 1 October 2026)
Engagement Required	Section 82 (Local Government Act 2002)
Policy Supersedes	n/a – new policy
Review Frequency	Every five years
Next Review Date	2029

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1. Introduction and overview

1.1 Purpose

- 1.1.1 The purpose of this policy is to establish, in accordance with Section 57 of the Local Government Act 2002 (LGA) an objective and transparent process for the:
- a) Identification and consideration of the skills, knowledge, and experience required of Directors of a Council Organisation;
 - b) Appointment of Directors to a Council Organisation;
 - c) Remuneration of Directors of a Council Organisation.
- 1.1.2 This policy applies to [all organisations under the following categories, except for Waikato Waters Limited, which is governed under separate arrangements:](#)
- a) Council Organisations (COs);
 - b) Council Controlled Organisations (CCOs);
 - c) Council Controlled Trading Organisations (CCTOs).
- 1.1.3 All referred to as COs in this policy document, as defined in Section 6 of the Local Government Act 2002.

1.2 Definitions

Definition	Detail
Council Organisation (CO)	A CO is an organisation in which Council has a voting interest and/or the right to appoint a director, trustee or manager.
Council Controlled Organisation (CCO)	A CCO is a CO in which one or more local authorities control, directly or indirectly, 50 percent or more of the voting rights and/or have the right, directly or indirectly, to appoint 50 percent or more of the directors, trustees or managers.
Council Controlled Trading Organisation (CCTO)	A CCTO is a CCO which operates a trading undertaking for which making a profit is one of its purposes.
Director	A director includes company directors, trustees, members, managers, and office holders of an organisation.

1.3 Policy Objectives

- 1.3.1 The objectives of the policy are to
- a) Ensure Council's processes for appointment and remuneration of Council Organisation Directors are robust, objective and transparent;
 - b) Ensure Council is meeting the requirements of the Local Government Act 2002.

1.4 Principles

- 1.4.1 Council will ensure transparency and objectivity in its appointment of Directors to the governance bodies of Council COs and in the setting of Directors' remuneration.
- 1.4.2 Council will appoint Directors who in its view have the mix of skills, knowledge and/or experience to:
- a) Guide the organisation, given the nature and scope of its activities; and
 - b) Contribute to the achievement of the objectives of the organisation.

- 1.4.3 Council acknowledges the value of Director independence and therefore elected members and Council staff are not eligible for appointment, except where this is a requirement of the CO.
- 1.4.4 For existing organisations, Council will follow the appointment and remuneration processes stipulated by the CO, ensuring as much as practicable that the processes meet the requirements for transparency and objectivity as set out in this policy.
- 1.4.5 For new shareholdings in a CO, in accordance with its delegated authority, Council will aim for the following processes to be included in the organisation's governing document:
- a) The process for identifying which skills appointees should have;
 - b) The process for identifying candidates;
 - c) The process for assessing candidates' skills;
 - d) The composition of the appointment panel;
 - e) The role of the Chair;
 - f) The process for setting director remuneration.

2. Appointments to Council Organisations

2.1 Skills required

- 2.1.1 Council will identify the necessary skills and attributes when appointing a Director, which may include:
- a) Relevant industry, technical, commercial or specialist skills
 - b) Sound judgement and decision-making
 - c) Strategic thinking and planning
 - d) A high standard of integrity
 - e) Clear and effective communication and capacity to debate in a reasoned manner
 - f) Effective teamwork and collaboration
 - g) Comprehension and commitment to Council's obligations to Te Tiriti o Waitangi
 - h) Public service ethos and awareness of a public media profile
 - i) Commitment to the principles of good corporate citizenship
 - j) Understanding of the wider interests of Council as a publicly accountable shareholder
 - k) Previous governance experience, or willingness to undertake governance training
- 2.1.2 When identifying the skills, knowledge and experience required of a Director, Council will consider whether knowledge of tikanga Māori may be relevant to the governance of that CO, as required by legislation, Section 57 LGA 2002.
- 2.1.3 Consideration will be given to the mix of skills and experience on the board, complementing and reinforcing existing skills, reducing known skill gaps and increasing diversity where necessary.

2.2 Appointment process

- 2.2.1 Decisions about appointments to COs will be made by Council.
- 2.2.2 For existing organisations, Council will follow the appointment process stipulated by the CO, ensuring as much as practicable that the process meets the requirements for transparency and objectivity as set out in this policy.
- 2.2.3 As much as practicable taking 2.22 into account, Council shall, for each appointment:

- a) Collaborate with the Chair, Board, management and other shareholders of the CO to ensure an agreed approach is followed that meets the policy requirements and the entity's constitution;
- b) Be provided with a formal position description and consider a shortlist of candidates provided by the CO;
- c) Determine, in a public excluded meeting, the appointee most suitable for the position;
- d) Be provided by staff with all relevant information including on how the appointment process complies with this policy
- e) Ensure the CO makes a public announcement of the successful appointee as soon as is practicable.

2.3 Ensuring transparency and objectivity

- 2.3.1 Elected members will declare any conflicts of interest prior to the commencement of the appointment process and excuse themselves from the process if the conflict of interest is deemed to place or may be seen to place a preference on a particular candidate;
- 2.3.2 Council staff shall, in collaboration with the CO, document the appointment process undertaken.

2.4 Appointment of elected members and Council staff

- 2.4.1 As stated in *Section 1.4 Principles*, Council acknowledges the value of Director independence and therefore elected members and Council staff are not eligible for appointment, except where this is a requirement of the CO.
- 2.4.2 Where the Mayor or a Councillor is appointed to a board due to a specific requirement that the appointee be the Mayor, or a Councillor nominated or appointed by the Mayor, there is an understanding that the appointment will cease:
 - a) In the case of the Mayor – when the Mayor ceases to hold office;
 - b) In the case of the Councillor who was nominated by the Mayor – when either the Councillor or the Mayor who nominated or appointed the Councillor ceases to hold office.

2.5 Other Exclusions

- 2.5.1 Individuals who are disqualified from being appointed as a director of a company under section 151(2) of the Companies Act 1993, may not be appointed as a board member to a CO.

3. Tenure

- 3.1 Other than the Mayor or a Councillor, a Director at the end of their term may be considered for re-election, subject to the rules of the CO.
- 3.2 Other than for the Mayor or a Councillor, there is no limit on tenure, subject to the rules of the CO.

4. Remuneration

- 4.1 COs should have a transparent, documented process for the setting of Director remuneration which takes into consideration the points in 4.3, 4.4, 4.5 and includes regular remuneration review.
- 4.2 Board remuneration should be set by Council once a triennium based on a recommendation from the CO, notwithstanding any existing CO remuneration provisions.
- 4.3 Director remuneration should take into account the element of public service in serving on the board of a CO and should accordingly be set at or below the average for comparable roles, taking into consideration:
 - a) The size and scale of the CO;
 - b) The complexity and scope of operations;
 - c) The skillset, expertise, and specialisation needed.
- 4.4 As part of the process of recommending remuneration to Council, a CO should provide Council with comparative market data such as The Institute of Directors remuneration survey results.
- 4.5 The remuneration of appointees is a matter of public interest and should be approved by resolution at the COs Annual General Meeting.
- 4.6 It is not expected that an elected member or Council staff member will be appointed to a board, but in the circumstance that the appointment is a requirement of the CO, the elected member or Council staff member shall not be entitled to any remuneration offered by the CO, while in a Council position.

5. Conflicts of Interest

- 5.1 In accordance with good governance practice, Council expects that all appointees will avoid actions which could give rise to a conflict of interest. This includes, but is not limited to, the offering of gifts, hospitality, travel and entertainment.
- 5.2 Directors must declare any potential or real conflicts of interest that may arise during their course of service on a CO board.
- 5.3 It is Council's expectation that the CO shall manage conflicts of interest as part of the recruitment process.
- 5.4 In the event of a real or potential conflict of interest where the individual involved has an interest in a proposed transaction, the Director must exclude themselves from any participation. This includes any resulting dealings with the third parties or approval of transactions.
- 5.5 In the rare event where exclusion is deemed impracticable, Directors must obtain formal written permission to proceed from the Chair of the board.

6. Removal of Directors

- 6.1 Directors hold office at the approval of Council and can be removed at any time by Council resolution, subject to the relevant governance documents, and where necessary the other shareholders.

7. Directors standing for Political Office

- 7.1 Directors who have been selected to stand as a candidate in a local body or general election should advise the chair of their board immediately. Chairs must advise Council through the Chief Executive, as soon as any members of their boards have been identified as candidates.
- 7.2 Any Director who is formally selected to stand as a candidate for election at a local body or general election, or placed on any political party's list, is required to stand down from their board position from nomination day until the election results are announced or such earlier day as may be determined.
- 7.3 In the case that the Director is successful in their bid for political office, they are required to formally retire from their board position.

8. Policy review

- 8.1 The Policy will be reviewed at least every five years, or earlier as required.

Appendix 1 – Schedule of ~~MPDC's current~~ Council Organisations Subject to this Policy

At the time of writing (July 2024) tThe entities subject to this Policy are:

Council Controlled Organisations		
1. Waikato Local Authority Shared Services Limited t/a as Co-Lab		
MPDC shareholding	Other shareholding Councils	Governance
3.43%	11 Councils in Waikato region	<u>Appointments</u> 3-8 Directors - One appointed by each of Waikato Regional Council and Hamilton City Council - One appointed by each of following groupings: Waikato and Waipa District Councils; - Thames Coromandel, Hauraki, Western Bay of Plenty and Matamata-Piako District Councils - Otorohanga, Waitomo, South Waikato and Rotorua District Councils - Elected members may not be Directors - Council staff may be Directors <u>Remuneration</u> - Board Directors may set the Chairs remuneration Constitution CM 2843483
2. Waikato Regional Airport Limited t/a Hamilton Airport (WRAL)		
MPDC shareholding	Other shareholding Councils	Governance
15.6%	Hamilton 50% Waipa 15.6% Waikato 15.6% Otorohonga 3%	Includes subsidiaries: Hamilton and Waikato Tourism Limited, Titanium Park Limited and Waikato Regional Airport Hotel Limited. <u>Appointments</u> 4-6 Directors - Elected members and Council staff may not be Directors Constitution CM 2844333

Council Organisations		
3. Hauraki Rail Trail Charitable Trust		
MPDC shareholding	Other shareholding Councils	Governance
33%	Hauraki 33% Thames Coromandel 33%	<u>Appointments</u> 3-6 Directors - One Director appointed by each of Hauraki, Thames Coromandel and Matamata-Piako District Councils MPDC exempts the Trust from CCO reporting requirements. Thus, in accordance with Section 6(4)(i) LGA 2002, due to an exemption being granted under Section 7 LGA 2002, this entity is considered a CO rather than a CCO Trust Deed CM 2844335
4. Civic Financial Services Ltd (formerly NZ Local Government Insurance Corporation Ltd t/a Civic Assurance)		
MPDC shareholding	Other shareholding Councils	Governance
1.09%	76 Councils in total	<u>Appointments</u> - At least 2 Directors must be independent - Currently 5 Directors Documents CM 24/1861



Te Pānui o te Mana Urungi ā Rohe | Local Governance Statement

Adopted 11 February 2026 ([amended 23 September 2026](#))

Department	Policy Partnerships Governance
Policy Type	External
CM Reference	CM 3158204
Council Resolution Date	11 February 2026 (Amended 23 September 2026)
Policy Effective From	11 February 2026 (Amendments effective 1 October 2026)
Engagement Required	None required
Policy Supersedes	11 February 2026 version
Review Frequency	To be prepared and made publicly available within six months after each triennial election
Next Review Date	Following 2028 elections



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1. Kupu Whakataki | Introduction

1.1 *The Local Government Act 2002*

The Local Government Act 2002 is the primary piece of legislation that governs Local Authorities. Section 40 of the Local Government Act 2002 (“the Act”) requires each Local Authority to prepare and make publicly available a Local Governance Statement within six months of each triennial election.

The Local Governance Statement must contain information on the following subjects:

- the functions, responsibilities and activities of the local authority;
- any local legislation that confers powers on the local authority;
- the bylaws of the local authority including for each bylaw, its title, a general description, when it was made and when it was last reviewed;
- the electoral system and how to change it;
- representation arrangements including the option of establishing Māori wards or constituencies, and how to change them;
- members’ roles and conduct (with specific reference to the applicable statutory requirements and the Code of Conduct);
- governance structures, processes, membership and delegations;
- meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and Standing Orders);
- consultation policies;
- policies for liaising with, memoranda or agreements with Māori;
- the management structure and the relationship between management and elected members;
- the Remuneration and Employment Policy, if adopted;
- Council’s Equal Employment Opportunities Policy, if adopted;
- key approved planning and policy documents and the process for their development and review;
- systems for public access to the Local Authority and its Elected Representatives;
- processes for requesting official information from the Local Authority.

1.2 *The Matamata-Piako District Council Local Governance Statement*

The Matamata-Piako District Council (Council) Local Governance Statement is a collection of information about the processes through which Council engages with the community, how decisions are made, and how the community can influence these processes. It helps support the purposes of local government by promoting local democracy. It does this by providing the community with information on the ways to influence the local democratic processes.

This document refers to various Acts of Parliament. All Acts can be viewed on the Government’s website www.legislation.govt.nz. Other websites relating to local government:

- www.lgnz.co.nz (Local Government New Zealand)
- [MCERT \(Ministry for Cities, Environment, Regions and Transport Department of Internal Affairs\)](http://www.mc.govt.nz)
- <http://www.oag.govt.nz/reports/local-government> (Office of the Auditor General)

2. Te āheitanga o te Hapori i te Kaunihera | Community access to Council

2.1 Contacting Council

For Matamata-Piako District Council enquiries, please contact our Customer Services Team.

Council office opening hours are available on our [website](#).

You can also contact Council anytime after-hours on the phone numbers listed below.

Phone: 07 884 0060
or 0800 746 467

Postal Address:
[PO Box 266](#)
[35 Kenrick Street](#)
[Te Aroha 3320](#)
[Te Aroha E AROHA 3342 3320](#)

Physical Address:

Main Office: Te Aroha	Area Office: Morrinsville	Area Office: Matamata
35 Kenrick Street Te Aroha	56 Canada Street Morrinsville	11 Tainui Street Matamata

Internet Access:

Enquiries through our Customer Services Team can also be made via email and additional information about Council can be found on our website.

Email: info@mpdc.govt.nz
Website: www.mpd.govt.nz

Antenno:

Antenno is a mobile app that sends you alerts and notifications, about places and topics you care about. There are two ways you can use Antenno; receive notifications from Council about the places you have marked as important to you, or reporting back to Council on issues or feedback.

Find out more about Antenno at <https://www.mpd.govt.nz/contact-us/antenno>.

2.2 Contacting your elected representatives

Council's elected representatives have many roles, one of which is to act as an advocate for the community and to bring individual and community issues and concerns to the Council.

The Mayor and Councillors can be contacted using the details provided on our [website](#).

Please send any written correspondence care of Matamata-Piako District Council.

3. Te kaupapa, ngā haepapa me ngā mahi a te Kaunihera | Council's purpose, responsibilities and activities

3.1 Purpose

The Council is a body corporate with perpetual succession. It has full capacity to carry on or undertake any activity provided that it is not inconsistent with the Local Government Act 2002 or any other Act of Parliament.

Council's purpose is:

- to enable democratic local decision making and action by, and on behalf of its communities;
- to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

3.2 Responsibilities

Effective local governance relies on a positive and professional relationship between elected members and executive management. This relationship is underpinned by mutual respect, trust, and a shared commitment to serving the community.

Elected members provide leadership, vision, and policy direction, while management is responsible for delivering services and implementing decisions. Regular communication and a clear separation of roles support strong decision-making and accountability.

3.3 Principles relating to Local Authorities

The Local Government Act 2002 (Part 2, section 14) sets out principles guiding local authorities in the way that they perform their roles.

The Local Government Act 2002 states:

- 1) *In performing its role, a local authority must act in accordance with the following principles:*
 - (a) *A local authority should:*
 - i. *Conduct its business in an open, transparent and democratically accountable manner; and*
 - ii. *Give effect to its identified priorities and desired outcomes in an efficient and effective manner.*
 - (b) *A local authority should make itself aware of, and should have regard to, the views of all of its communities;*
 - (c) *When making a decision a local authority should take account of—*
 - i. *The diversity of the community and the community's interests, within its district or region; and*
 - ii. *The interests of future as well as current communities; and*
 - iii. *The likely impact of any decision on each aspect of well-being referred to in section 10 [of the Act]*
 - (d) *A local authority should provide opportunities for Māori to contribute to its decision-making processes.*
 - (e) *A local authority should actively seek to collaborate and co-operate with other local authorities and bodies to improve the effectiveness with which it achieves its identified priorities and desired outcomes; and*

- (f) *A local authority should undertake any commercial transactions in accordance with sound business practice;*
 - (g) *A local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region, including by planning effectively for the future management of its assets; and*
 - (h) *In taking a sustainable development approach, a local authority should take into account—*
 - i. *the social, economic, and cultural well-being of people and communities; and*
 - ii. *The need to maintain and enhance the quality of the environment; and*
 - iii. *The reasonably foreseeable needs of future generations;*
- 2) *If any of these principles, or any aspects of wellbeing referred in section 10, are in conflict in any particular case, the local authority should resolve the conflict in accordance with the principle in subsection 1)(a)(i). This principle is to “conduct its business in an open, transparent and democratically accountable manner.”*

It is also required to follow the detailed decision-making processes outlined in the Local Government Act 2002 when carrying out its obligations.

3.4 Council activities

Council is responsible for and carries out a number of activities within the community. These activities fall into four categories:

3.4.1 Community facilities and property

Community facilities and property is about providing parks, open spaces and built facilities for sport, recreation, social and cultural activities as well as buildings that enable us to provide a range of services to the community, including affordable housing for elderly people. The activities responsible for this are: Cemeteries, Housing and property, Libraries, Parks and open spaces, Pools and spas, public toilets, and Community venues.

3.4.2 Strategy and engagement

Strategy and engagement supports our community to get involved in the democratic process and provides the strategic direction needed to ensure our community thrives and is prosperous. The activities responsible for this are Emergency management, Communications and events, Community leadership, and Strategies and plans.

3.4.3 Roading

Our transport network consists of 967km of sealed roads, and 55km of unsealed roads. It also includes 377 bridges, streetlights, road markings, signs and road drainage assets. In addition to providing access to properties, the road corridor is also where utilities are usually located (e.g. gas, power, telecommunications, water, sewer and stormwater).

3.4.4 Rubbish and recycling

Our rubbish and recycling activity (which is sometimes referred to as our Solid Waste activity) currently provides kerbside rubbish and recycling collection services to approximately 10,000 households across the district, as well as operating three transfer stations located at Matamata, Morrinsville and Waihou. We provide waste minimisation and sustainability education to schools across the district. We also have three closed landfills at

Matamata, Morrinsville and Te Aroha that we monitor under the terms of their resource consents to ensure they do not endanger the environment or public health.

3.4.5 Stormwater

We have Stormwater discharge consents to collect and dispose Stormwater from urban areas of Matamata, Morrinsville, Te Aroha and Waharoa. Stormwater from these urban areas are collected and treated appropriately to comply with discharge consents before discharging into surface water bodies or ground. We ensure Stormwater discharge from new developments is complying with our resource consent conditions. We work collaboratively with Waikato Regional Council and our roading team as they also own, manage and maintain parts of the drainage system. Some drains of the urban Stormwater network are situated in private properties. Maintenance of these drains are the responsibility of the property owners. We liaise with the property owners on matters related to these drains. Maintaining all of our assets involves undertaking scheduled and unscheduled maintenance and repair work. We have renewal strategies to allow for the progressive replacement of assets as they are required.

3.4.6 Wastewater

~~We supply wastewater services to the urban areas of Matamata, Morrinsville, Te Aroha, Waihou, Tahuna, Rukumoana, Raungaiti and Waharoa by collecting the wastewater from these communities and treating it through five treatment plants. The treatment plants are situated in Matamata (which also treats wastewater from Waharoa and Raungaiti), Morrinsville (which also treats wastewater from Rukumoana), Te Aroha, Tahuna and Waihou. The Morrinsville treatment plant also treats and disposes of rural septic tank waste. Approximately 50% of the wastewater treated in Morrinsville is from local industry. Industrial and commercial wastewater is regulated through tradewaste agreements and our Tradewaste Bylaw 2011. Under our tradewaste agreements, companies pay for the cost of processing their waste. The efficient operation and maintenance of our wastewater network is achieved by providing adequate backup facilities, equipment, machinery and staff to handle any break down of the service. Corrective and preventative maintenance programmes are in place to ensure our systems remain in good condition.~~

3.4.7 Water

~~We own and operate six water supply schemes in the district – in Matamata (including Waharoa and Raungaiti), Morrinsville, Te Aroha (including Te Aroha West) and three small schemes in Te Poi, Tahuna, and Hinuera. Each area has one or more treatment plants, and the district has a total of 410 km of pipes (excluding service lines). We provide water 24 hours a day, seven days a week, which means operating and maintaining equipment, machinery and backup facilities, and training staff to respond rapidly in the event of a problem. We have corrective and preventative maintenance programmes in place to ensure our systems remain in good condition. We also monitor the lifecycles of our assets (such as water mains) and renew them when necessary.~~

3.4.6 Consent and licensing

Consents and licensing is about carrying out our regulatory functions that we have an obligation to perform under legislation. The functions that fall within this activity group are Animal control, Building consents and monitoring, Licensing and enforcement and Resource consents and monitoring.

3.4.7 Support services

Support Services are an essential part of ensuring Council operates in an effective and efficient manner, meeting its statutory obligations, and is able to work towards the achievement of community outcomes. These activities are internally focused and do not have a direct output to the community, rather they are internal support systems for those activities that do.

The support services activities include customer services, finance and business services, legal, risk, people, safety and wellness, and information services.

4. Te turanga me te whanonga o ngā kaihaunihera | Members' role and conduct

4.1 The role of elected members

Elected members, acting as the Council are responsible for:

- representing the interests of the residents and ratepayers of the Matamata-Piako District;
- enabling democratic decision-making on behalf of communities by being aware of and having regard to the views of the community;
- meeting the current and future needs of Matamata-Piako communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses;
- the prudent stewardship of Council resources;
- the development and adoption of Council objectives and policies. Elected members should give effect to identified priorities and desired outcomes in an efficient and effective manner;
- monitoring the performance of the Council against its stated objectives and policies;
- employment of the Chief Executive Officer.

4.2 The role of the Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities and must follow the same rules as the other elected members of Council.

The Mayor also has the following roles as an advocate on behalf of the community. This role may involve promoting the community and representing its interests:

- as the ceremonial head of Council;
- to provide leadership and feedback to other elected members on teamwork and chairmanship of committees;
- as the presiding member at Council meetings, ensuring the orderly conduct of business during meetings (as determined in Standing Orders);
- as a spokesperson for the Council. As a consequence, the Mayor is often expected to meet with individuals, community groups and sector representatives.

The Mayor also has the following powers:

- appointment of the Deputy Mayor;
- establishment of committees and to appoint the chairperson of each committee established;

- leading the development of Council's plans (including the Long Term Plan and the Annual Plan), policies and budgets for consideration by the elected members;
- membership of each committee.

4.3 The role of the Deputy Mayor

The Deputy Mayor must be appointed by the Mayor at the first meeting of Council. The Deputy Mayor exercises the same roles as other elected members and, if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties of the Mayor. The Deputy Mayor may be removed from office by resolution of the Council.

4.4 The Code of Conduct

Clause 15 of Schedule 7 to the Local Government Act 2002 requires each Local Authority to adopt a Code of Conduct for the elected members of Council.

Once adopted, all elected members are required to comply with the Code of Conduct; however, a breach of the Code of Conduct is not an offence under the Act. Council may amend or replace its Code of Conduct, but it may not revoke it without a replacement, all changes to the Code of Conduct require a supporting vote of not less than 75% of the members present.

The Matamata-Piako District Code of Conduct sets out the understandings and expectations adopted by Council about the manner in which elected members may conduct themselves while acting in their capacity as elected members. This includes behaviour towards one another, staff, and the public and the disclosure of information. The Code of Conduct can be found on the Council website at: <https://www.mpd.govt.nz/filelink/fileman-files/CouncilDocuments/Policies/CodeofPractice/CodeOfConduct.pdf>

4.5 Laws that apply to elected members

The following explanations are provided solely as a guide; elected members and the public should seek independent legal advice if they need further information.

4.5.1 The Local Government Act 2002 (the Act)

This Act is the primary piece of legislation that governs Local Authorities. While elected members must have regard for the whole Act, the provisions on indemnity, liability and disqualification of elected members are explained below.

Indemnity of Elected Members:

In certain cases, under Section 43 of the Act, members (both elected under the Local Electoral Act 2001 and appointed by the local authority) are indemnified by the Local Authority. In general, the indemnity can cover costs and damages for civil action and any successfully defended criminal action of a member in their capacity as a member. This indemnity does not extend to directors of Council Controlled Organisations, nor does this indemnity extend to liability for loss under Section 46 of the Act.

Liability of Elected Members:

Sections 44, 45 and 46 of the Act allow for certain losses of the Local Authority to be recovered as a debt due to the Crown from each member of the Local Authority jointly and severally.

In general, this covers the unlawful disposal of money or other assets, liabilities that have been unlawfully incurred or loss through failure by the Local Authority to collect money it was lawfully entitled to receive. The Act also provides statutory defences for members to such proceedings.

Section 47 of the Act prohibits the payment of costs in a proceeding commenced by the Attorney-General out of the general revenues of a Local Authority. The costs must be paid, by order of the Court, by the members of the Local Authority who assented to the acts concerned.

In general, this section applies to proceedings where the Local Authority has dealt with any of its property wrongfully or permitted its property or the reserves to be used for unlawful purposes.

Disqualification of Members from Office:

Schedule 7 of the Act provides that elected members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years imprisonment, or if they cease to be or lose their status as an elector (see section 80 of the Electoral Act 1993) or for certain breaches of the Local Authorities (Members' Interests) Act 1968.

4.5.2 The Local Government Official Information and Meetings Act 1987 (LGOIMA)

LGOIMA contains rules relating to the disclosure of information held by a Local Authority to the public. The obligations of LGOIMA are binding on elected members and apply to the disclosure of information held by an elected member, in his or her capacity as an elected member, to a member of the public as well as to information held by Council.

LGOIMA also sets out the procedural requirements for meetings of Local Authorities, the publication of agendas, excluding the public from meetings and access by the public to the agendas and minutes of meetings. For more detailed information please refer below on Requesting Information from Council and on Council's Meetings Process.

4.5.3 Public Records Act 2005

The Public Records Act's purpose is to provide a framework to keep central and local government organisations accountable by ensuring records are full and accurate, well maintained and accessible. The Public Records Act 2005 provides for the continuity of the National Archives and the role of the Chief Archivist. This Act enables accountability by ensuring that full and accurate records of the affairs of local government are created and maintained. It also provides a framework within which local authorities create and maintain their records and has a role in enhancing public confidence in the integrity of local authority records.

The definition of a record includes information, whether in its original form or otherwise, and is not limited to just written information. The definition also includes (but is not limited to) a signature, a seal, text, images, sound, speech or data in any medium and recorded or stored by any electronic device or process.

In carrying out their duties as elected members, they may receive information directly, for example from constituents. Members will need to consider whether that information meets the definition of a local authority record and if so will need to ensure it is included in the Council's records.

4.5.4 The Local Authorities (Members' Interests) Act: Conflicts of Interest

The Local Authorities (Members' Interests) Act 1968 provides that an Elected Member is disqualified from office or from election to office, if that member is concerned or interested in contracts or sub-contracts under which payments made by the Local Authority exceed \$25,000 in any financial year, unless prior approval has been obtained from the Auditor General.

Elected members are also prohibited from participating in any Council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the elected member's spouse is concerned. Members must declare their interests at Council meetings where matters in which they have a pecuniary interest arise. Elected members can contact the Office of the Auditor General for guidance and to seek an exemption under the Local Authorities (Members' Interests) Act 1968.

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could invalidate the particular decision made by Council. Failure to observe these requirements could also leave the Elected Member open to prosecution under the Local Authorities (Members' Interests) Act 1968. In the event of a conviction, the elected member can be disqualified from office.

4.5.5 Common Law – Non-Pecuniary Conflicts of Interest

Elected members should be familiar with the common law concerning non-pecuniary conflicts of interest. This includes issues of predetermination and bias (whether real or perceived) on the part of elected members when making a decision as a member of Council.

The Office of the Auditor General provides guidance for elected members on the law on conflicts of interest; this is available at <http://www.oag.govt.nz/2010/lamia>.

4.5.6 Financial Markets Conduct Act 2013

The Financial Markets Conduct Act 2013 essentially places elected members in the same position as company directors whenever the Council offers financial products (such as an issue of debt or equity securities). Elected members may be personally liable if documents that are registered under this Act such as a product disclosure statement contain false or misleading statements. Elected members may also be liable if the requirements of this Act are not met in relation to offers of financial products.

4.5.7 The Crimes Act 1961

Under the Crimes Act 1961 it is unlawful for an Elected Member to accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council. It is also unlawful to use information gained in the course of their duties for their, or another person's, monetary gain or advantage. These offences are punishable by a term of imprisonment of seven years or more. Elected members convicted of these offences will also be automatically disqualified from office.

4.5.8 The Secret Commissions Act 1910

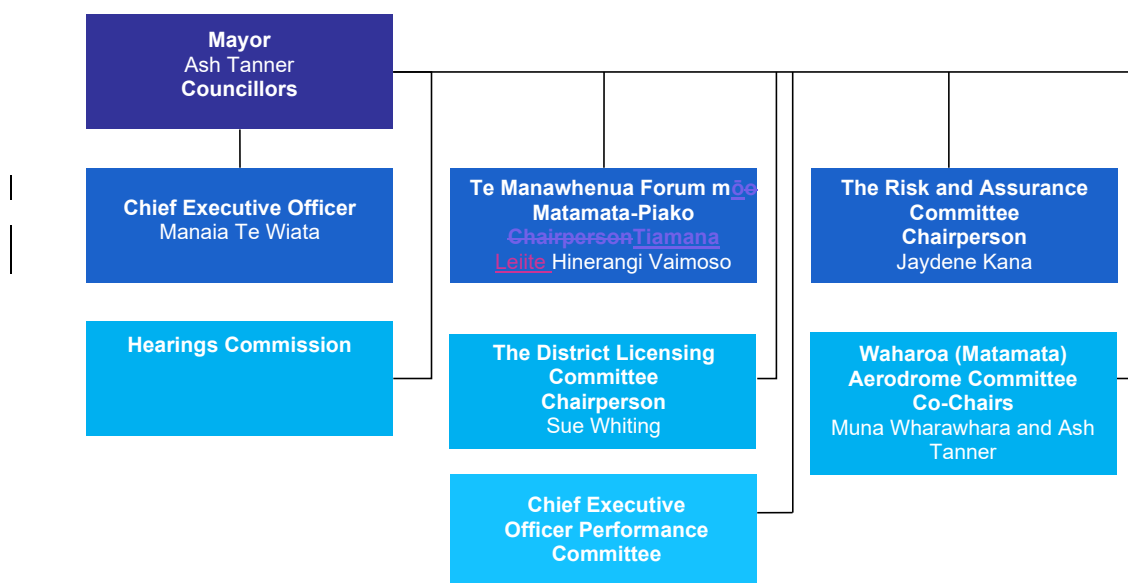
Under the Secret Commissions Act 1910 it is unlawful for an Elected Member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to Council.

If convicted of any offence under this Act, a person can be imprisoned for up to two years, fined up to \$1,000 or both. Elected members convicted of these offences will also be automatically disqualified from office.

5. Ngā anga kāwana | Governance structures

5.1 Governance

- Matamata-Piako District Council (Council)
- Te Manawhenua Forum mō Matamata-Piako
- The District Licensing Committee
- The Risk and Assurance Committee
- Hearings Commission
- Waharoa (Matamata) Aerodrome Committee
- Chief Executive Officer Performance Committee



5.2 Delegated authority

An important part of Council's governance structure is the delegation of authority; this is to allow for the effective and efficient conduct of Council business. Clause 32 of Schedule 7 to the Local Government Act 2002 is the primary legislative authority that empowers Council to

make delegations. From time to time, Council will delegate authority to committees, sub-committees and to Council staff as it decides is appropriate.

Council has adopted a Delegation Policy and Delegation Register. The objectives of this Policy are twofold - to provide a framework which:

- provides for the delegation of powers to create efficient and effective decision-making within Council;
- allows Council to concentrate on the delegations (or the decision not to delegate matters) of greatest magnitude and risk.

The above objectives will enable Council to consistently determine all delegations that it makes.

Some principles of delegation are that the delegator:

- does not part with the function, duty or power being delegated. This means that the delegator retains the ability to exercise the responsibility, power or duty that has been delegated;
- retains ultimate accountability even though the delegate may have immediate responsibility;
- retains an obligation to monitor the performance of the delegate;
- may withdraw or suspended the delegation at any time up until, but not after, any decision is made or power is exercised under the delegation;
- may (or may not) include the powers of sub-delegation within the delegation;
- should delegate authority to "the lowest competent level", this means by the lowest position within the Council hierarchy that has adequate skills to undertake the delegated powers, duties or responsibilities.

Council is not permitted to delegate authority in certain instances. In general terms, Council may delegate any of its powers except:

- the power to make a rate;
- the power to make a bylaw;
- the power to borrow money, or purchase or dispose of assets other than in accordance with the Long Term Plan;
- the power to adopt a Long Term Plan, Annual Plan or Annual Report;
- the power to appoint a Chief Executive Officer;
- the power to adopt policies required to be adopted and consulted on under this Act in association with the Long Term Plan or developed for the purpose of the Local Governance Statement;
- the power to adopt a Remuneration and Employment Policy.

5.3 Council Committees and Commissioners

5.3.1 The Hearings Commission

In general, the Hearings Commission has delegated authority to hear and determine all applications that are within Council's functions duties and powers under the:

- Resource Management Act 1991 except:
 - the approval of or change to policy statements and plans; and
 - the hearing of applications where there is a conflict of interest
- Objections under the Dog Control Act 1996

- Building Act (Pool regulation waivers)
- Gambling Act 2003

5.3.2 Te Manawhenua Forum mō Matamata-Piako (the Forum)

The forum comprises membership from Council, Ngāti Hauā, Ngāti Rahiri-Tumutumu, Raukawa, Ngāti Maru, Ngāti Whanaunga, Ngāti Paoa, Ngāti Hinerangi and Ngāti Tamaterā. The forum is scheduled to meet six times a year. A schedule of those meetings is available from Council. The forum operates under a Heads of Agreement.

The purpose of the forum is to facilitate Tangata Whenua contribution to Council's decision-making. It will consider any matter to promote the social, economic, environmental and cultural well-being of the Māori communities for today and for the future taking a sustainable approach. See <https://www.mpdc.govt.nz/our-council/te-manawhenua-forum> for more information.

5.3.3 District Licensing Committee

The District Licensing Committee is required to consider and determine applications under the Sale and Supply of Alcohol Act 2012. The District Licensing Committee's functions as set out in Section 187 of the Sale and Supply of Alcohol Act 2012:

Section 187 functions of licensing committees

A licensing committee's functions are—

- a) to consider and determine applications for licences and manager's certificates; and*
- b) to consider and determine applications for renewal of licences and manager's certificates; and*
- c) to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136; and*
- d) to consider and determine applications for the variation, suspension or cancellation of special licences; and*
- e) to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280; and*
- f) with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority; and*
- g) to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175; and*
- h) any other functions conferred on licensing committees by or under this Act or any other enactment.*

The composition of a District Licensing Committee set out in Section 189 of the Sale and Supply of Alcohol Act 2012, is to consist of three members appointed by Council. The Chairperson must be an Elected Member. The other two members must be appointed from Council's list of approved persons as set out under Section 192 of the Sale and Supply of Alcohol Act 2012.

5.3.4 The Risk and Assurance Committee

The Risk and Assurance Committee was recommended by the Office of the Auditor General and our auditors, Audit New Zealand. The purpose of the Risk and Assurance Committee is

to ensure Council has appropriate risk management and internal and financial control systems. The Risk and Assurance Committee comprises of the Mayor, the deputy Mayor, three elected members and an independent Chairperson.

5.3.5 Waharoa (Matamata) Aerodrome Committee

The Waharoa (Matamata) Aerodrome Committee comprises of three members appointed by the Ngāti Hauā trustees, one Council appointed member, the Mayor and Deputy Mayor. The functions of the committee are:

- to make recommendations to the Council in relation to any aspect of the administration of the Council's Waharoa Aerodrome land and the Waharoa Aerodrome land.
- to make final decisions on access and parking arrangements for the Waharoa Aerodrome land and Council's Waharoa Aerodrome land that affect Raungaiti Marae.
- to perform the functions of the administering body under section 41 of the Reserves Act 1977 in relation to any review of the reserve management plan (except for the functions of initiating any review or approving any management plan, which remain functions of the Council unless delegated to the committee).
- to perform any other functions delegated to the committee by the Council.

On 23 August 2023 Council approved delegation of the following functions and powers to the Waharoa (Matamata) Aerodrome Committee in alignment with section 89(1)(d) of the Ngāti Hauā Claims Settlement Act 2014:

- all of the functions and powers associated with the review, amendment and approval of a Reserve Management Plan for the Waharoa (Matamata) Aerodrome under section 41 of the Reserves Act 1977, including initiation of a review, conducting any hearings, decision making and approval of a Reserve Management Plan, including sub-delegating the power under the Reserves Act 1977 - Ministerial Instrument of Delegation for Territorial Authorities, dated 12 June 2013, to approve a reserve management plan for the Waharoa (Matamata) Aerodrome pursuant to section 41(1) of the Reserves Act 1977;
- the authority to develop a draft masterplan for Waharoa (Matamata) Aerodrome, to carry out community consultation and/or engagement in accordance with Council's Significance and Engagement Policy, to make decisions in respect of the draft masterplan, and any ancillary powers necessary to enable it to carry out these functions;
- in respect of Section 72 Block XIII Wairere SD, the Council delegates to the Waharoa (Matamata) Aerodrome Committee its power to classify the land under section 16(1) of the Reserves Act 1977 according to its principal or primary purpose, and subdelegates its power under the Reserves Act 1977 - Ministerial Instrument of Delegation for Territorial Authorities, dated 12 June 2013 to gazette the reserve classification under section 16(1) of the Reserves Act 1977; and
- in respect of Matamata North E Block and Matamata North F Block, Part Lot 1 DPPM 29064 and Part Section 71 Block XIII Wairere SD, the Council delegates to the Waharoa (Matamata) Aerodrome Committee its decision-making powers to declare the land as reserve under 14(1) of the Reserves Act, including the power to notify the proposed declaration, to consider any submissions and to hold hearings as necessary and subdelegates its power under the Reserves Act 1977 - Ministerial Instrument of Delegation for Territorial Authorities, dated 12 June 2013 to gazette any resolution made under section 14(1), pursuant to section 14(4) of the Reserves Act 1977

5.3.6 Chief Executive Officer Performance Committee

The Chief Executive Officer Performance Committee comprises of the Mayor, Deputy Mayor and five Councillors. This committee was established to undertake a formal review of the Chief Executive Officer's performance.

5.4 Subcommittees

The Council from time to time may establish subcommittees to consider a particular issue or issues. These subcommittees report directly to Council.

5.5 Representation on other Committees

From time-to-time Council appoints representatives to other Committees. Some appointments are required by statute; others are made because Council considers it appropriate to do so.

5.6 The Chief Executive Officer (CEO)

Council must appoint a CEO in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. In turn, the CEO is responsible for employing staff on behalf of Council.

The CEO implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under section 42 of the Local Government Act 2002, the responsibilities of the CEO are to:

- implement the decisions of the Council;
- provide advice to the Council;
- ensure that all responsibilities, duties and powers delegated to the CEO or to any person employed by the CEO, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised;
- manage the activities of the Council effectively and efficiently;
- maintain systems to enable effective planning and accurate reporting of financial and service performance to Council;
- provide leadership for the staff of the Council;
- employ staff (including negotiation of employment contracts).

5.7 Council division structure

Council staff are managed by the CEO and organised into four divisions, these are

- Customer Experience

- [People and Performance](#) Corporate, People and Relationships

- [Community Places and Infrastructure](#) Infrastructure, Assets and Operations

- [Kaitiaki, Partnerships and Development](#) Growth and Regulation.

6. Ngā kaupapahere me ngā rautaki matua a te Kaunihera | Key Council Policies and Plans

The Council has overall responsibility for the proper direction and control of the Council's activities in pursuit of community outcomes. This responsibility includes formulating:

- the Long-Term Plan (LTP);
- the District Plan;
- the Annual Plan
- the Annual Report; and
- other Council Policies.

The Local Government Act 2002 sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. They are designed to raise community awareness of issues and activities the Council is involved in, as well as to strengthen the relationships between the Council, the community and other community focused agencies.

Significance and Engagement Policy

Council is committed to engaging with the community to ensure our decisions reflect the aims of the community. Council's Significance and Engagement Policy helps Council to determine what the really important ('significant') issues are to the community, and how we will go about involving the community in making those decisions ('engagement').

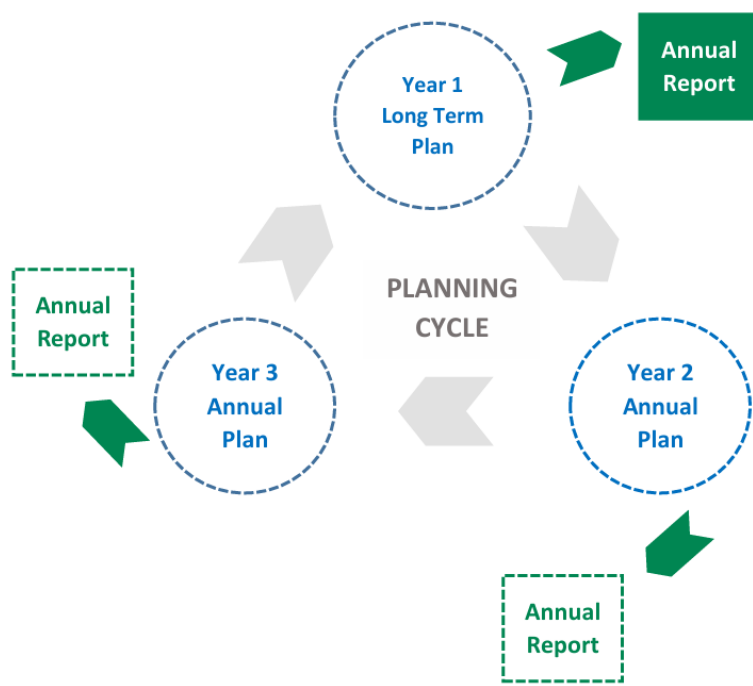
This policy outlines actions and decisions on which the Council has identified as necessary for them to engage with the community. It is recognised that situations may arise where the Council wishes to engage with the community where it is not required as a matter of significance, but instead, reflects a spirit of community partnership and co-operation.

A copy of the Policy can be found at

[Significance and Engagement Policy](#)

[Matamata-Piako District Council Significance and Engagement Policy 2023](#)

6.1 Long Term Plan (LTP)



Under the Local Government Act 2002, Council is required to develop a LTP in consultation with the community. LTPs are required to set out Council activities, describe community outcomes, provide integrated decision-making and co-ordination of Council resources and provide a long term focus for the decisions and activities of Council. The community has the opportunity to be involved in the process as well as have the ability to make submissions through the Special Consultative Process.

The LTP identifies the communities' outcomes and provides information on Council's policies and actions for a ten year period from the date of its publication and it will be reviewed and updated every three years. Each LTP will provide the basis for the Annual Plan each year a LTP is not produced.

A copy of the LTP is available at <https://www.mpd.govt.nz/plans/long-term-plan>

6.2 The Annual Plan

The Annual Plan provides information on Council's funding and activities that are to be undertaken over the coming financial year. Any significant or material changes from the LTP will be identified. If there are significant or material changes then the community will have the opportunity to have their say on these.

A copy of the Annual Plan is available at <https://www.mpd.govt.nz/plans/annual-plan>

6.3 The Annual Report

After the end of the financial year Council publishes an Annual Report. The purpose of the Annual Report is to:

- compare the actual activities with the actual performance set out in the LTP or Annual Plan for that year;
- promote Council's accountability to the community for the decisions made throughout the year.

The Annual Report must be produced within four months of the end of the financial year and be made publicly available one month after its adoption.

A copy of the Annual Report is available at <https://www.mpd.govt.nz/reports/annual-report>

6.4 Iwi engagement

Te Manawhenua Forum mō Matamata-Piako:

Council has established a formal process of representation for Māori within the district. Through discussions with Iwi nominated representatives, a preferred structure was developed and Te Manawhenua Forum mō Matamata-Piako was established as a standing committee of Council.

The heads of agreement statement for the forum outlines the purpose of Te Manawhenua Forum mō Matamata-Piako as, "*To facilitate mana whenua contribution to Council's decision making.*" The forum will consider any matter to sustainably promote the social, economic, environmental and cultural wellbeing of Māori communities for today and for the future.

Forum membership includes representatives from Ngāti Hauā, Ngāti Maru, Ngāti Paoa, Raukawa, Ngāti Rahiri Tumutumu, Ngāti Whanaunga, Ngāti Hinerangi, Ngāti Tamaterā the Mayor, Deputy Mayor and one other elected member. The forum may agree to additional

members in the future. More information on the Forum can be found at <https://www.mpd.govt.nz/our-council/te-manawhenua-forum>

The Long Term Plan (LTP) and Annual Plan recognise the requirements of the Local Government Act 2002 in relation to Māori. They also recognise the status and purpose of the Te Manawhenua Forum mō Matamata-Piako. Several issues which impact on Māori have been identified within the LTP and Annual Plan.

The District Plan must take into consideration the relationship between Māori and their culture and traditions with their ancestral lands, water, sites, wāhi tapu, and other taonga. The District Plan recognises the need for greater Māori involvement in local control and decision-making processes and the protection of Māori heritage.

Council's Resource Consent process ensures that the Iwi issues and concerns are appropriately dealt with at the level of individual Resource Consents. This is set out in a Protocol with Iwi for Resource Consent applications under the Resource Management Act 1991.

Council also has Tangata Whenua Engagement Guideline and Protocols which were developed in conjunction with Te Manawhenua Forum mō Matamata-Piako. The guideline provides a range of tools and advice to help plan effective engagement while the protocols provide practical information about use of Te Reo/Māori (the language of Iwi/Māori), Marae protocols etc. The aim is to ensure that engagement is meaningful and leads to positive outcomes for Iwi/Māori, Council and the wider community.

6.5 The Matamata-Piako Operative District Plan

The Resource Management Act 1991 requires Council to have a District Plan. The purpose of the District Plan is to encourage the sustainable use of the districts natural and physical resources in a way which provides for the social, cultural and economic wellbeing of the community. The District Plan governs the management and mitigation of the effects of land use in the district. Land subdivision, environmental noise and activities on the surface of the water are also controlled through the plan.

The Matamata-Piako District Plan became operative in 2005 and must be reviewed every ten years. The community can apply to Council to make changes to the District Plan at any time. Proposed changes must be publicly notified for consultation and submissions can be made on them.

A copy of the Operative District Plan and information on proposed plan changes can be found at <https://www.mpd.govt.nz/plans/district-plan>

7. Te tononga mōhiohio mai i te Kaunihera | Requesting information from Council

Under the Local Government Official Information and Meetings Act 1987 ("LGOIMA") any person may request official information from the Council. You do not have to say you are making a request under LGOIMA as all requests for information automatically come under LGOIMA.

The term "Official Information" refers to all information (with a few exceptions) held by a local authority. The underlying principle of LGOIMA is that information should be made available unless there is good reason to withhold it. The purpose of LGOIMA is to promote democracy and transparency in Local Government by making information freely available.

Requesting information:

- requests can be made in any form (e.g. by email, in person or over the phone) however making a request in writing is recommended, especially for complex requests for information;
- requests must be made with “due particularity” (rather than asking for all files about a general topic) this will also help the Council staff who are looking for the information for you;
- it is the duty of Council to give reasonable assistance to people making requests;
- information in documents may be made available by providing an opportunity for reading it or by providing a copy of it or by providing a summary or excerpt; however, it should be made available in the way preferred by the requestor unless there are reasons for not doing so;
- you cannot make requests for “why” information. This means that while you can ask for information on a topic, you cannot ask for an opinion on that information under LGOIMA;
- the Council must provide you with a decision on whether to grant your request within 20 working days (although there are certain circumstances where this timeframe may be extended);
- LGOIMA allows for charges to be set to cover costs of collating information. The Council’s charges are based on the guidelines of the Ministry of Justice.

A request may be refused if:

- there is good reason to withhold it under section 6 or 7 of LGOIMA;
- the information will soon be publicly available;
- the information requested is Library, museum or exhibition material;
- the local authority does not actually hold the information;
- the information cannot be made available without substantial collation or research;
- the request is frivolous or vexatious;
- the information requested is correspondence with the Ombudsman;
- the information is held or more closely associated with another public office (in which case Council must transfer your request to that office).

Where a request is refused, the Council must give its reasons and advise the requestor that they have a right to have the decision reviewed by the Ombudsman. Further information can be found at <http://www.ombudsmen.govt.nz>.

In general, Sections 6 & 7 of LGOIMA provides the following reasons for withholding information:

- making it available would be likely to prejudice the maintenance of the law, or endanger safety;
- when balanced against public interest, withholding the information is necessary to;
 - protect the privacy of natural persons;
 - protect information where its release would disclose a trade secret or would prejudice the commercial position of the person who supplied, or who is the subject of, the information;
 - avoid offence to tikanga Māori or avoid disclosure of wāhi tapu locations;
 - protect an obligation of confidentiality where making it available would affect the future supply of information or would otherwise damage the public interest;
 - maintain free and frank discussion or protect officers and members from harassment;
 - maintain litigation or legal professional privilege;
 - enable the council to carry out without prejudice or disadvantage commercial activities or negotiations;

- prevent the use of information for improper gain.

Requests can be made by email to info@mpdc.govt.nz

8. Te Tukanga hui a te Kaunihera | Council's meeting process

Council meetings take place each month (excluding January) and a schedule of this and other Committee meetings can be found at <https://www.mpdc.govt.nz/our-council/meeting-schedule>

There are three types of formal meetings:

- the initial meetings of Council, which occur immediately after the triennial elections, where all members are sworn in;
- ordinary meetings of Council and Committees. These are the scheduled meetings and are typically monthly;
- extraordinary meetings of Council and Committees. These are unscheduled meetings for which there is insufficient time to give the notice that is required for ordinary meetings.

In addition to formal meetings, the Council may meet informally from time to time for workshops. Council decisions cannot be made at workshops or any other informal meeting.

The Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA) set out the legal requirements for Council meetings.

8.1 The Local Government Act 2002

The Local Government Act 2002 provides that a local authority must hold the meetings that are necessary for the good governance of its district. The Local Government Act 2002 also provides for:

- the requirements of the first meeting after a triennial election;
- the notification of ordinary meetings to members;
- the notification of extraordinary meetings to members;
- the adoption of standing orders.

8.2 Local Government Official Information and Meetings Act 1987 (LGOIMA)

One of the purposes of LGOIMA is to promote the open and public transaction of business at meetings by elected members and Council staff and encourage public participation in local government. LGOIMA applies to all formal meetings of Council including committee meetings.

LGOIMA provides that (subject to some statutory exceptions):

- meetings must be publicly notified within a certain timeframe;
- agendas must be publicly available;
- every meeting is open to the public, including the news media;
- members of the public do not have speaking rights unless prior arrangements are made with Council;
- minutes of meetings must be publicly available;
- resolutions of extraordinary meetings must be publicly notified;

- the publication of any defamatory matter included in the agenda or in the further statements or particulars or in the minutes shall be privileged;
- any oral statement made at any meeting shall be privileged.

LGOIMA contains a list of the circumstances where Council may consider items on its agenda with the public excluded; this provision also applies to the requirement to make meeting minutes publicly available.

Where the public are excluded, the reason for passing the resolution should be stated in brief. The resolution may allow for one or more persons to remain (e.g. officers and legal adviser), provided it states that the knowledge possessed by those persons will be of assistance to the local authority.

The grounds for excluding the public from a meeting are similar to those for withholding official information, these relate to protection of personal privacy, professionally privileged or commercially sensitive information and the maintenance of public health, safety and order. There are two exceptions, firstly the ground of maintaining free and frank expression of opinions by members does not apply to enable exclusion of the public from meetings. Secondly the public may be excluded where a local authority wishes to deliberate in private on a decision against which a right of appeal lies to any court or tribunal.

The Mayor or committee chairperson is responsible for maintaining order at meetings and powers are given to that person to maintain order at the meeting, and to exclude a person causing prejudice to the orderly conduct of the meeting.

8.3 Standing Orders

All councils are required by the Local Government Act 2002 to adopt a set of Standing Orders. Standing Orders are a set of rules of debate that provide greater formality in the way that a council conducts its meetings. They are also a means of recording the Council's agreed principles of behaviour within meetings.

Standing Orders help to regulate Council meetings by:

- allowing structured discussion of topics;
- ensuring respect for the opinions of others;
- ensuring tact and appropriate language is used in resolving conflict;
- promoting the use of persuasion and influencing skills to gain a team outcome.

The Standing Orders must not contravene the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 or any other Act. After the adoption of the first Standing Orders, an amendment or the adoption of a new set of Standing Orders requires a vote of not less than 75% of the members present.

The Council or Committee may temporarily suspend Standing Orders during a meeting by a vote of not less than 75% of the members present, the reason for the suspension must be stated in the resolution of suspension.

9. Te Pūnaha Pōti | The Electoral System

9.1 First Past the Post (FPP) and Single Transferable Vote (STV)

The Local Electoral Act 2001 permits two options for electoral systems. Council currently operates its elections under the "First Past the Post" (FPP) system. Under the FPP system

electors vote by indicating their preferred candidate(s) and the candidate(s) that receives the most votes are successful regardless of the proportion of votes that candidate obtained.

The second option is the Single Transferable Vote (STV) system; Under the STV system electors rank the candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all the vacancies is achieved:

- first by the counting of electors first preferences;
- then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota;
- then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with the voters second preferences.

9.2 Changing the Electoral System

Under the Local Electoral Act 2001 there are three ways to initiate a change of the electoral system:

- Council can resolve to change the electoral system to be used at the next two elections. This must be done not later than 12 September in the year that is two years before the year in which the next triennial general election is to be held;
- 5% or more of Electors can at any time demand that a binding poll be held on a proposal by those electors that a specified electoral system be used at the elections of the local authority and its community boards;
- Council can resolve that a poll be held on a proposal that a specified electoral system be used for the elections of the local authority. This must be done no later than 11 December in the year that is two years before the year in which the next triennial general election is to be held.

Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. the electoral system cannot be changed for one election and then changed back for the next election. Council currently operates its elections under the FPP system. This system was last changed after the 2004 elections where the STV system was used. ~~Council could elect to change its system for the 2028 elections. A resolution to change this would have to be made prior to 12 September 2026.~~

9.3 Representation arrangements

The Council currently has 12 Councillors elected via a Ward System. There are four representatives for each of the Matamata and Morrinsville Wards, three for the Te Aroha Ward and one for the Māori Ward. A Mayor is elected at large throughout the district.

Under the Local Electoral Act 2001 Council is required to review its representation arrangements at least once every six years. The Council last conducted a review in 2021. It is legally required to review representation again in 2027.

This review must include the following:

- the number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor);
- whether the elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation;

- if election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward;
- whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

With the recent binding poll to remove the Māori ward in the 2025 local election, a Māori ward is not able to be considered as part of the next review.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Local Electoral Act 2001 gives electors the right to make a written submission to the Council, and the right to be heard in support of that submission. In determining all matters relating to representation, Council must ensure that the election of members will provide fair and effective representation of communities within the District.

People also have the right to appeal any decisions on the above to the Local Government Commission which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001 and at <https://www.mpd.govt.nz/elections/representation>

9.4 Māori wards

The Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Act 2024 (Amendment Act), was enacted into law and became effective 31 July 2024.

Matamata-Piako District Council established a Māori Ward ahead of the 2022 local elections, in accordance with the law of that time. Under the Amendment Act, Matamata-Piako District Council were required to resolve to either:

Option 1 – Disestablish the Māori Ward and complete a shortened representation review to come into effect in 2025.

Option 2 – Retain the Māori Ward and hold a binding poll alongside the 2025 local elections with the outcome to come into effect in 2028.

On 28 August 2024, Council passed the following resolution:

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION
That:

1. Council retains the Māori Ward, Te Toa Horopū ā Matamata-Piako, and undertakes a binding poll alongside the 2025 triennial elections on whether, the district should be divided into 1 or more Māori Wards. The results of the poll will be effective for the 2028 and 2031 triennial elections, with Council undertaking a full representation review by 2027/28 as planned.

Resolution number CO/2024/00003

Moved by: Cr G Thompson

Seconded by: Cr S Whiting

KUA MANA | CARRIED

The result of the binding poll, held alongside the 2025 election, was to remove the Māori ward. This will apply for the 2028 and 2031 elections.

9.5 The reorganisation process

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- make changes to the boundaries of the district;
- create a new district or combine districts or regions;
- create a unitary authority, i.e. combine the functions of a Regional Council with a District Council;
- transfer a particular function or functions to another Council;
- the establishment of a joint committee/s with delegations
- the establishment of a local board.

The Commission considers and makes decisions on reorganisations. Further information on these requirements can be found in the Local Government Act 2002. The Commission has also prepared guidelines on procedures for local government reorganisation.

An overview of the reorganisation process is set out below:

The process for changing local government structures, boundaries and functions involves a number of distinct steps. There is a requirement that requests can only be initiated by ten per cent of the electors of an affected area, by Council itself or the Minister.

After receiving a reorganisation request the Commission decides whether to undertake an investigation or not. If the request was submitted by a group of electors, the Commission will confirm if the group comprises at least 10% of electors in the affected area and notify the group accordingly.

When deciding whether to undertake a reorganisation investigation the Commission must have regard to:

- the purpose of reorganisation set out in the Act;
- the potential scale and scope of improvements to local governance and services that might result from the investigation; and
- the potential costs, disruption, and other negative effects on affected local authorities and their communities that may be caused by the investigation; and
- any time or other constraints that apply to the opportunity to achieve potential improvements to local governance and services; and
- the need for urgent resolution of any problem identified by the Commission, or in the investigation request or reorganisation initiative; and
- the resources available to the Commission to undertake the investigation in a timely manner; and
- the likelihood of significant community opposition to any reorganisation that might result from the investigation.

Before making this decision the Commission must consult the Council that would be affected by the reorganisation initiative or the requested investigation.

The Commission may adopt a reorganisation plan and notify this to those that have an interest in the plan.

A poll of electors on the reorganisation plan must be held in the affected area.

Councils can also develop and publicly consult on a reorganisation plan and can submit the reorganisation plan to the Commission for review and approval.

10. Ngā Ture | Legislation

10.1 Acts of Parliament

There are a number of Acts of Parliament which apply to Council or which are administered by Council.

The principal Acts are as follows:

A
Accident Compensation Act 2001
Airport Authorities Act 1966
Animal Welfare Act 1999
Arts Council of New Zealand Toi Aotearoa Act 2014
Auctioneers Act 2013
B
Biosecurity Act 1993
Building Act 2004
Building Research Levy Act 1969
Burial and Cremation Act 1964
Bylaws Act 1910
C
Civil Defence Emergency Management Act 2002
Conservation Act 1987
Crimes Act 1961
D
Dog Control Act 1996
E
Electricity Act 1992
Employment Relations Act 2000
F
Fencing Act 1978
Financial Markets Conduct Act 2013
Food Act 2014
G
Gambling Act 2003
Gas Act 1992
H
Hauraki Gulf Marine Park Act 2000
Hazardous Substances and New Organisms Act 1996
Health Act 1956
Health and Safety at Work Act 2015
Heritage New Zealand Pouhere Taonga Act 2014
Holidays Act 2003
Housing Act 1955
I
Impounding Act 1955
K
KiwiSaver Act 2006
L
Land Act 1948
Land Drainage Act 1908
Land Transfer Act 2017
Land Transport Act 1998

Litter Act 1979
Local Authorities (Members' Interests) Act 1968
Local Electoral Act 2001
Local Government Act 1974
Local Government Act 2002
Local Government (Rating) Act 2002
Local Government (Water Services) Act 2025
Local Government Official Information and Meetings Act 1987
N
New Zealand Geographic Board (Ngā Pou Taunaha o Aotearoa) Act 2008
New Zealand Library Association Act 1939
Ngāti Hauā Claims Settlement Act 2014
Ngāti Hinerangi Claims Settlement Act 2021
Ngāti Pāoa Claims Settlement Act 2025
P
Postal Services Act 1998
Privacy Act 2020
Property Law Act 2007
Prostitution Reform Act 2003
Public Bodies Leases Act 1969 – prior to the Local Government Act 2002
Public Records Act 2005
Public Works Act 1981
Q
Queen Elizabeth the Second National Trust Act 1977
R
Rates Rebate Act 1973
Rating Valuations Act 1998
Raukawa Claims Settlement Act 2014
Reserves Act 1977
Residential Tenancies Act 1986
Resource Management Act 1991
S
Sale and Supply of Alcohol Act 2012
Secret Commissions Act 1910
Smoke-free Environments Act 1990
Soil Conservation and Rivers Control Act 1941
T
Telecommunications Act 2001
Trespass Act 1980
U
Unit Titles Act 2010
W
Waste Minimisation Act 2008
Wild Animal Control Act 1977
Wildlife Act 1953

10.2 Local Legislation

In addition to the legislation that applies to all local authorities, the Matamata-Piako District Council is also bound by Acts of local legislation (Acts that only apply within the Matamata-Piako District). While these Acts are historical, they have not been repealed by Parliament and are included below for completeness.

Local Legislation
Local Legislation Act 1935
Local Legislation Act 1938
Local Legislation Act 1950
Local Legislation Act 1952
Local Legislation Act 1954
Local Legislation Act 1970
Local Legislation Act 1979
Local Legislation Act 1976
Reserves and other Land Disposal Act 1929
Reserves and other Land Disposal Act 1952
Reserves and Other Land Disposal and Public Bodies Empowering Act 1915
Reserves and Other Land Disposal and Public Bodies Empowering Act 1919
Reserves and Other Land Disposal and Public Bodies Empowering Act 1924

10.3 Bylaws

Below is a list of all of Council's current Bylaws. All of these bylaws are available from the Council website and Council offices. Bylaws must be reviewed within five years after the date upon which they are initially made. Any subsequent review must be carried out within ten years after the date of the preceding review.

Title	Date Adopted	General Purpose of the Bylaw
Consolidated Bylaw	2008	The Consolidated Bylaw contains a number of bylaws.
Introductory Bylaw	2020	The purpose of this bylaw is to identify and clearly interpret the terms and expressions that are used throughout the Consolidated Bylaw.
Land Transport Bylaw	2008 (Amended 2022)	This purpose of this bylaw is to provide for the regulation or roads, footpaths, bridges and culverts within the control of Council.
Wastewater Bylaw	2008 (Amended 2019)	This section is for the control of private on-site wastewater disposal and wastewater drainage from both domestic and trade premises to a Wastewater Authority. This Bylaw will be managed jointly with Waikato Waters Ltd
Water Supply Bylaw	2008 (Amended 2017)	This section enables Council to provide for the supply of water to its customers. This Bylaw will be managed jointly with Waikato Waters Ltd
Stormwater Management Bylaw	2009 (Amended 2017)	This bylaw enables Council to manage stormwater within the district so as to protect people, property and the environment by minimising the impact of flooding, erosion and environmental pollution.

Title	Date Adopted	General Purpose of the Bylaw
Trade Waste Bylaw	2020	This bylaw enables Council to regulate the discharge of Trade Waste into the district's sewerage system. This Bylaw will be managed jointly with Waikato Waters Ltd
Dog Control Bylaw	2010 (Amended 2016)	This bylaw enables Council to balance the needs of dogs and their owners against the need to ensure danger, distress and nuisance from dogs and their behaviour is minimised.
Solid Waste Management and Minimisation Bylaw	2024	This bylaw enables Council to support the promotion and delivery of effective and efficient waste management and minimisation in Matamata-Piako District, implement Council's waste management and minimisation plans while adhering to regulations and protection of public health in MPDC.
Freedom Camping Bylaw	2023	This bylaw enables Council to manage Freedom Camping appropriately within the district.
Alcohol Licensing Fees Bylaw	2025	This bylaw enables Council to set fees for Alcohol licensing to recover the actual associated costs.
Cemeteries Bylaw	2025	This bylaw enables Council to facilitate the safe, orderly and efficient management of Cemeteries under the ownership or control of Council.
Community Safety Bylaw	2025	This bylaw sets acceptable standards of convenience, safety, visual amenity and civic values are maintained for safety and enjoyment.



Chief Executive

Matamata-Piako District Council

Attention: Manaia Te Wiata

By email only: mtewiata@mpdc.govt.nz

19 August 2026

Waikato Waters Major Decisions Framework:

Response to Notification – Policy Amendments Reflecting Transfer of Activities to Waikato Waters

Tēnā koe Manaia

Thank you for providing the Major Decision Notification regarding the proposed amendments to Matamata-Piako District Council's policies to reflect the transfer of water and wastewater activities to Waikato Waters from 1 October 2026.

Waikato Waters has reviewed the proposed amendments to the Revenue and Financing Policy, Development Contributions Policy, Significance and Engagement Policy, and Board Appointment and Remuneration Policy.

We acknowledge that the proposed amendments are primarily consequential changes to reflect the transfer of water and wastewater activities to Waikato Waters and the respective responsibilities of Council and Waikato Waters following transfer.

Waikato Waters has no concerns with the proposed amendments and supports Matamata-Piako District Council proceeding with the policy changes as notified.

We appreciate Council's engagement in accordance with the Schedule 9 "no surprises" process and look forward to continuing to work collaboratively through the transition.

Ngā mihi



Neil Brennan
Interim Chief Executive

Postal – PO Box 144, Waikato Mail Centre 3204

Physical - Level 4, BNZ building, 354 Victoria Street, Hamilton 3204

www.waikatowaters.co.nz

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 Report back on exercise of authority - Debt transfer to Waikato Waters Limited

CM No.: 3228365

Te Kaupapa | Purpose

To report back to Council on the exercise of authority by the Chief Executive Officer and Group Manager People and Performance (Chief Financial Officer) in signing the Initial Council Debt Notice ('initial debt notice') and thereby enabling Waikato Waters Limited to settle (ie extinguish) Council's water and wastewater related debt on the agreed transfer date of 1 October 2026.

Rāpopotonga Matua | Executive Summary

The 26 August 2026 Council meeting provided authority for the Chief Executive Officer and the Group Manager People and Performance to sign (and issue) the initial debt notice to Waikato Waters Limited (WWL) by 1 September 2026 deadline. This authority was given to ensure the deadline could be met, while maximising the time to conclude negotiations with WWL and ensure the agreed arrangements were fair and well-supported by professional advice.

The resolution providing the delegated authority required the authority to be exercised in consultation with the Mayor and to be supported by the expert advice of Council's Treasury advisers, PWC.

After the Council meeting, Council officers continued negotiations with WWL on the basis that all Waters related debt was to be settled and removed from Council's balance sheet by 1 October 2026 and with focus on achieving optimal outcome for our water, wastewater and other ratepayers.

Council's preferred outcome was to novate the full \$69 million of its Local Government Funding Agency (LGFA) Waters debt to WWL. WWL were not agreeable to that for the reasons described elsewhere in this report. As a result, \$15.5 million of that debt will instead be closed out by Council on 1 October 2026. Closing the debt out early is currently estimated to cost around \$130,000 and with WWL not prepared to meet that cost Council will fund it instead from the \$725,000 principal balance of the Borrower Notes attached to that \$15.5 million of debt. Those Borrower Notes mature and are repaid by the LGFA on the same date as the early close out of the debt.

The expert advice from PWC preferred the scenario of the full amount of LGFA Waters debt being novated to WWL but also recognised that the cash settlement and early close out of the \$15.5 million, while crystallising a close out cost, also presented benefit to WWL by enabling them to raise new debt on 1 October at current market rates and in alignment with their Treasury Policy settings and projected funding and interest rate risk positions.

On this basis and given WWL's stance on this matter as described above, the position that the authorised Council officers have locked in place in consultation with the Mayor is appropriately supported by PWC. Legal advice obtained in the latter stages of the decision-making also supported Council's approach and the form of the initial debt notice. The assurance work of Dave Foster and Associates, independently substantiating the methodology and quantum of Council Infrastructure Debt, supported Council's position and has been accepted by WWL subject to the annual audit and the eventual wash-up processes.

At the time of submitting this report for agenda Council is awaiting a counter-signed copy of the initial debt notice, but no concerns are anticipated.

Tūtohunga | Recommendation

That:

1. The report is received; and
2. Council notes the exercise of authority by the Chief Executive Officer and Group Manager People and Performance in signing the Initial Council Debt Notice ('debt notice') on behalf of Council.

Horopaki | Background

The Matamata-Piako District Council / Waikato Waters Limited (WWL) Transfer Agreement (the Transfer Agreement), signed in July 2026, among other things sets out the arrangements for quantifying the debt to transfer to WWL on 1 October 2026, and the means of settlement which can include legal novation of that debt from Council to WWL, cash settlement, or, if agreed, deferred settlement of that debt beyond settlement date.

The Transfer Agreement required Council to issue an initial debt notice to WWL by 1 September 2026, as the means of determining the settlement to be made on 1 October 2026; while a final debt notice to be issued in March 2027 will provide the basis for washing-up any variations from pre-settlement initial estimate. The wash-up is critical given that Council's June 2026 debt numbers are still to be audited in the upcoming annual audit, and debt to September 2026 is only a forecast with capital and operating spending continuing until settlement date. Estimated transition activity costs and interest rate swap closeouts will also vary from current estimates.

As negotiations were still in progress between Council and WWL officers at the time of the August Council meeting, authority was sought and secured from that meeting for the Chief Executive Officer and the Group Manager People and Performance to sign (and issue) the initial debt notice to Waikato Waters Limited (WWL) by 1 September 2026 deadline. This authority was to be exercised in consultation with the Mayor and with appropriate supporting advice from Council's Treasury Advisers, PWC.

That was done and the initial debt notice issued on due date of 1 September. This report closes out the matter, indicating the key considerations and outcome.

Ngā Take/Kōrerorero | Issues/Discussion

The Outcome

Council has issued its initial debt notice on the basis of the tables set out in this section of the report. This sees Council compensated for just over \$91.5 million of debt on 1 October 2026 transfer date.

This quantum of debt to be settled includes:

- \$90.5 million of 'Council Waters infrastructure Debt' – debt incurred over the years, largely in building Councils water and wastewater infrastructure and in meeting any operational deficits in those ringfenced activities. The figure also includes the debt related to the transferring property at 25 Waihou Road, and debt on the vehicles and other plant transferring to WWL.
- \$1.1 million of 'Transitional Activity Costs' – these are defined costs that Council has incurred in preparing for and enabling transition and are estimated through to the completion of the process.

- An adjustment of around \$59,000 for the pro-rated portion of the current fair value of the interest rate swap instruments supporting the Waters related infrastructure debt. The interest rate swaps were entered to provide Council with fixed interest rate certainty over its debt portfolio. With a large part of the debt portfolio to be settled on 1 October, Council has no need for the same level of interest rate protection after that date, so this adjustment reflects the fair value (assessed at 5pm on 31 August) that requires early close out. Council's interest rate swaps at that time were in a favourable (known as 'in-the-money') position, with a positive fair value arising from market interest rates being higher than the fixed rates contracted under the swaps. The fair value changes on an ongoing basis with market interest rate movements, and what is being adjusted in the calculations now is to be reassessed at 5pm on 30 September for the final wash-up debt settlement quantification.

Table 1 - Quantum of Debt to be Settled

	Component	Amount (NZD)
A	Council Water Infrastructure Debt	\$90,503,000
	Less: Council Retained Debt (if any)	\$NIL
	Net Council Water Infrastructure Debt to be Transferred/Settled	\$90,503,000
B	Share of Establishment Costs – already settled 1 July	\$NIL
C	Establishment Funding Share – already settled 1 July	\$NIL
	Plus: Interest on Establishment Funding Share – already settled 1 July	\$NIL
D	Transitional Activity Costs	\$1,109,631
E	Estimated Swap Mark-to-Market Adjustment	(\$58,673)
	Estimated Settlement Amount	\$91,553,958

Regarding the means of settlement, the initial debt notice has \$53.5 million of the debt legally novating to WWL. This means the debt is taken out of Council's name (with all Council obligations for that debt ceasing) and being put into WWL's name (with WWL assuming all ongoing obligations for servicing and repayment).

The remaining \$38 million will be settled in a cash payment from WWL to Council on 1 October. This amount includes the \$15.5 million that WWL was not prepared to novate as described elsewhere in this report, together with compensation for the 'internal debt' related to Council's Waters infrastructure (where that infrastructure was funded with available cash funds belonging to other activities or reserve funds and temporarily utilised for Waters infrastructure rather than borrowing externally).

Table 2 - Means of Settlement

Transferring (Novating) Debt	\$53,500,000
Net settlement by bank transfer on Completion	\$38,053,958
Total Settlement Amount	\$91,553,958

Treasury Advice regarding Settlement

Negotiation between Council and WWL on the debt notice was largely centred on the means of settlement.

Council's preferred option (supported by PWC advice) was for the full amount of Council's Water related debt to be novated to WWL. This would have ensured that the external Waters related debt transferred together with the assets and activity that it related to and would achieve a clean and complete shift of all obligations associated with the debt. However, while WWL was prepared to novate across 77.5 per cent (\$53.5 million) of the external Waters related debt, it was not prepared to novate the remaining \$15.5 million due to concerns about impact on its treasury management position.

This left the two alternatives of WWL cash settling the \$15.5 million with Council then utilising those funds for early debt close out; or Council retaining the \$15.5 million on its balance sheet until maturity while transferring the obligations for that debt to WWL through agreed commercial arrangements (economic novation).

The first of those alternatives while coming at an estimated close out cost of \$130,000, does provide a clean balance sheet position for Council on 1 October and allows WWL to establish new debt funding at its preferred fixed or floating rate and maturity which may result in economic benefit mitigating the close out costs. On that basis PWC saw that as a legitimate option, and legal advice (as discussed below) provided a solution to ensure the close out costs are met by Waters ratepayers / consumers rather than general ratepayers.

The second of the alternatives – economic novation – presented the issues of the expectation of a clean balance sheet on 1 October not being met and required some ongoing management of term deposit counterparty exposures. It would also have impacted Council's financial disclosures for a period as well as its debt covenants. On this basis it was discounted.

PWC provided comprehensive analysis of the three options, and this was well-considered in arriving at the outcome.

Legal Advice

In advancing the initial debt notice, Council also engaged Simpson Grierson to review the form of the debt notice, and to advise on the appropriateness of the legal obligations that Council was committing itself to. A helpful outcome of this advice was determining that Council had no legal obligation to pass on to WWL the proceeds of any maturing Borrower Notes related to debt that would be closed out (Borrower Notes mature contemporaneously with the debt). The LGFA requires Borrower Notes to be created in the debt-raising process, and they are effectively funded from the advanced funds. Where the debt was raised for Waters purposes, effectively those Borrower Notes are ring-fenced Waters assets as the cost is included in the Waters debt funding balance. Where the debt is novated to WWL, legally the Borrower Notes must novate with the debt. But that same legal obligation does not apply if the debt is closed out rather than novated. This means that the principal proceeds of the \$725,000 of Borrower Notes on the \$15.5 million of debt being closed out by Council can be used to meet the estimated \$130,000 of close out costs. Council can then reserve the balance for an interim period and ultimately pass it through to WWL later, most likely in the final wash up settlement.

Independent Assurance on Debt Methodology and Quantum

Council has previously been advised that WWL required independent assurance on Council's methodology for apportioning debt (both external and internal) between Council's water and wastewater activities, and the other residual activities of Council. Further, it required the independent reviewer to work through the various calculations to ensure reasonableness.

Dave Foster and Associates was jointly commissioned by Council and WWL to do this work, with the cost allowable as a transition cost to pass through to Waikato Waters. Dave was well-positioned to carry out this work given his involvement in the same kind of work with the National Transition Unit of the Department of Internal Affairs as part of the previous Government's three waters reform programme.

Dave's work concluded that Council's methodology and calculations were appropriate.

The Wash-Up Process

The Transfer Agreement signed by Council and WWL in July provides for a wash up process six months after transfer, that date therefore being 1 April 2027. The wash up process will not re-open the means of settlement, however it allows a wash up of the cash settlement value to the extent that figures have landed differently than estimated on 1 September. This is important because on 1 September:

- Council's 30 June Annual Report had not been audited and is subject to audit adjustments
- Council continued to deliver the Waters activities and capital programmes and therefore the actual 30 September close out position could not be determined
- Transitional activity costs continue to be incurred and will vary from what was estimated
- Swap valuations will move from what they were on 31 August.

Any variations resulting from any of these factors will be taken account of and a wash up payable, or receivable, determined for final settlement.

Council will issue a final debt notice at the appropriate time to initiate this process.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Ken Morris Mōrearea, Kai-whakahaere ā Pakihi hoki Risk and Business Excellence Advisor	
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Approved by	Kelly Reith Hautū Tāngata me te Tutukinga Group Manager People and Performance	
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8 Ngā Pūrongo Whakamārama | Information Reports

8.2 Long Term Plan 2027-37 Progress Update: September 2026

CM No.: 3220785

Te Kaupapa | Purpose

The purpose of this report is for Council to:

- receive an update on progress towards the development of the Long Term Plan 2027-37 (LTP)

Rāpopotonga Matua | Executive Summary

This report follows a standard format; updates are highlighted in yellow.

The key milestones from now until adoption of the LTP are as follows:

Timeframe	Action
Oct - Nov 2026	Council to make key budget and planning decisions - capex, opex, renewals, levels of service etc, see more detail in the body of the report below. Staff to develop LTP documents. Opportunity for Te Manawhenua Forum to provide feedback on the draft LTP
Oct 2026 - Feb 2027	LTP Consultation Document developed
Nov 2026	Quality Assurance process (LTP documents)
Dec 2026	Opportunity for Te Manawhenua Forum to provide feedback on the draft Consultation Document
Dec 2026	Risk and Assurance Committee and Council approval of LTP documents for Audit
Dec 2026 - Jan 2027	Audit of LTP documents
Feb 2027	Quality Assurance process (LTP Consultation Document)
Feb 2027	Risk and Assurance Committee and Council approval of LTP Consultation Document for Audit
Feb - Mar 2027	Audit of LTP Consultation Document
Mar 2027	Risk and Assurance Committee and Council approval of LTP Consultation Document and LTP documents for public consultation
Apr - May 2027	Public consultation (including in person sessions)
May 2027	Council Deliberations
May 2027	Quality Assurance process (Final LTP)
Jun 2027	Final Audit
Jun 2027	Adoption of LTP 2027-37 Setting of the Rates for 2027/28
1 July 2027	LTP 2027-37 in force

Progress update

The development of the LTP is well underway and is currently on track.

Further progress updates will be provided at Te Manawhenua Forum, Risk and Assurance Committee, Waharoa (Matamata) Aerodrome Committee and Council meetings through the remainder of 2026, and the first half of 2027.

Tūtohunga | Recommendation

That:

1. Council receives the Long Term Plan 2027-37 Progress Update: September 2026 report.
2. Council acknowledges the direction provided through workshops open to the public to inform the development of the Long Term Plan 2027-37.

Horopaki | Background

Project management

The LTP project is being overseen by a staff LTP project group with representatives from Policy, Assets and Strategy, Finance, Digital Services, Communications and Engagement, and Executive Team.

Due to the scale of upcoming reforms in the resource management sector, and their potential implications for the LTP, a member of the Planning team has now also joined the project group.

The project group meet regularly (currently weekly) to develop the approach to key issues, ensure the project is on track, and manage risks. The Policy and Governance Manager and the Group Manager People & Performance provide overall oversight of the project.

Key risks

An LTP risk register has been developed and is reviewed and updated regularly by the project group. Please see the Risk section below for more detail.

Quality assurance

The quality assurance (QA) process has been further developed since it was presented to the Risk and Assurance Committee in June, with a QA approach confirmed to support reviews ahead of each audit stage. QA on the financial model and the Asset Management Plans will be managed separately. Ongoing QA throughout the development of the LTP will be assisted by the use of Copilot, particularly to check for consistency between documents. The overall aim for the QA is to ensure the documents are of good quality before they are submitted to Audit, so as to keep the time and therefore cost of audit as low as possible.

Audit

The Audit Office is responsible for carrying out the audit of Council's LTP and Consultation Document.

Council have received the draft Audit Engagement letter, and staff have had an initial meeting with the Audit Office team on 3 September 2026 to discuss the approach to the audit and the timing of audit visits. The audit fees schedule is still to be received.

Legislative context

The LTP project group track the progress of legislative changes that could directly or indirectly impact the LTP. Some of the key legislative changes with relevance to the LTP are listed below.

1) *Simplifying Local Government programme*

Description: The government is aiming to reduce the total number of councils, remove regional councils and transition toward regional unitary authorities.

LTP Impact: The LTP is a ten year plan, it is likely that significant change to the structure of Council will occur during this period.

Next steps: Await the outcome of the first step of the Headstart process. Detail our assumptions around reform in the LTP Significant Forecasting Assumptions and update as more information becomes available. Council have given direction that they wish to ensure this LTP captures all the projects that are important to us, as this LTP is likely to form the basis for future negotiations with partners.

2) *Local Water Done Well programme*

Description: Water and Wastewater services will transfer to Waikato Waters Ltd on 1 October 2026. Stormwater services will be retained in house. Legislation requires that Stormwater planning be contained in a separate Water Services Strategy.

LTP Impact: The groups of activities in the Infrastructure Strategy will be Rooding, Rubbish and Recycling, Community Facilities and Property and Parks and Reserves. Only summary information about Stormwater will be included in the LTP Financials.

The separate Stormwater Strategy covers:

- the costs of, and investment associated with, providing stormwater services; and
- proposed charges, levels of service, and performance measures; and financial forecasting; and
- long-term infrastructure and investment plans.

The strategy will be consulted on alongside the LTP. A summary of the strategy is required to be prepared. The strategy will not be formally audited.

Next steps: Staff will work through ensuring that the correct level of detail about Stormwater is included in the LTP. Council have indicated that they want rates affordability to be a priority, including being mindful that the community will be receiving two rates bills (Waikato Waters Ltd and Council).

3) *Local Government (Systems Improvement) Bill*

Description: The Bill changes the purpose of local government: cost-effective meeting of community needs replaces the well beings. Adds a core services provision. Enables the groups of activities proposal.

LTP Impact: Once the legislation is enacted, Council will need to ensure they are taking these provisions into account in their decision making.

Next steps: The Bill is likely to pass into law in August. Cost effective - staff will need to document the options for meeting community needs, including identifying which are most cost-effective and incorporate this into the decision-making process. Core services - when making decisions, Council

will need to demonstrate that they have given particular attention to what the core services deliver for the community. Staff will ensure this is documented explicitly.

4) Groups of activities proposal

Description: Government have signalled their intention to mandate eight groups of activities that all councils must report against. At this stage, more certainty is expected in October.

LTP Impact: Council will need to rearrange its groups of activities. If certainty on the groups is not confirmed until late in the year this could potentially put pressure on LTP timeframes.

Next steps: Await confirmation of the proposal. Once confirmed, update activity plans, financials, the Revenue and Financing Policy and potentially some budgeting.

5) Rates capping

Description: The Local Government (Rates Capping) Amendment Bill has been introduced to the House. The Bill sets a rate cap with a target range of between 2-4% which Council would need to have regard to in Year 1 and 2 of the LTP, and would then be required to adhere to from Year 3.

LTP Impact: The rates cap is likely to put pressure on levels of service.

Next steps: Council to have regard to the rates cap when developing the LTP budget.

6) Resource management reform

Description: Resource management legislation is expected to pass this side of the general election. Amongst other things, the new legislation will require Regional Spatial Plans to be developed.

LTP Impact: Budget and content considerations.

Next steps: Staff are reviewing guidance to ensure the LTP supports implementation of the new Regional Spatial Planning process.

Ngā Take/Kōrerorero | Issues/Discussion

The key milestones from now until the adoption of the LTP are as follows:

Timeline

Timeframe	Action
Oct - Nov 2026	Council to make key budget and planning decisions - capex, opex, renewals, levels of service etc, see more detail in the body of the report below. Staff to develop LTP documents. Opportunity for Te Manawhenua Forum to provide feedback on the draft LTP.
Oct 2026 - Feb 2027	LTP Consultation Document developed
Nov 2026	Quality Assurance process (LTP documents)
Dec 2026	Opportunity for Te Manawhenua Forum to provide feedback on the draft Consultation Document.
Dec 2026	Risk and Assurance Committee and Council approval of LTP documents for Audit
Dec 2026 - Jan 2027	Audit of LTP documents

Feb 2027	Quality Assurance process (LTP Consultation Document)
Feb 2027	Risk and Assurance Committee and Council approval of LTP Consultation Document for Audit
Feb - Mar 2027	Audit of LTP Consultation Document
Mar 2027	Risk and Assurance Committee and Council approval of LTP Consultation Document and LTP documents for public consultation
Apr - May 2027	Public consultation (including in person sessions)
May 2027	Council Deliberations
May 2027	Quality Assurance process (Final LTP)
Jun 2027	Final Audit
Jun 2027	Adoption of LTP 2027-37 Setting of the Rates for 2027/28
1 July 2027	LTP 2027-37 in force

A full timeline is available if you would like further information:  [Long Term Plan Gantt Chart August 2026 progress update.xlsx](#)

Progress update

An LTP roadmap, showing key milestones and progress to date is attached.

Below, LTP actions are grouped under the headings 'Completed', 'In progress', and 'Still to be progressed'.

Table 3: LTP items completed

Item	Summary of process	Status	How this item will inform the LTP
Trends and Analysis Report	Council has reviewed and adopted the report.	Complete	The report helps inform the assumptions that underlie the development of the LTP.
Population Projections	Elected members received a presentation on population projections from Te Ngira and subsequently adopted the high growth scenario.	Complete	The projections underpin the growth assumptions in the LTP.
Vision and Community Outcomes	Council's Vision and Community Outcomes were developed and adopted early 2026.	Complete	The Vision and Community Outcomes have been used to inform the activity planning developed by staff. And will be used throughout the LTP to frame the discussion around Council's priorities.
Efficiency and enablement	Council has articulated as part of its vision that its key focus is on operating in a way that is efficient and enabling.	Complete	The focus on efficiency and enablement has been used to inform the activity and support

Item	Summary of process	Status	How this item will inform the LTP
			service planning developed by staff. This focus will be discussed throughout the LTP.
Key Drivers	The key drivers have been workshopped with Council, and identified as - Affordability - Growth and Demand - Resilience - Regulation and Reform	Complete	The drivers will be used throughout the LTP to discuss the challenges over the period of the LTP and how Council will respond.
Direction on approach to consultation	Council has given direction that they would like to take a different approach to consultation, with face-to-face sessions during the consultation period to hear from submitters rather than holding a formal Hearing after the submission period has closed.	Complete	Staff will develop a communication and engagement process for the LTP and seek review and direction from elected members.
Grants policies review	The Multi-Year, Single-Year and Natural, Cultural and Built Heritage Grants Policies have been reviewed and updated by Council.	Complete	Applications are currently being received under the revised policies. The level of demand and funding requirements identified through this process will help inform grant funding provisions within the LTP.
Significance and Engagement Policy review	The updated policy has been adopted by Council.	Complete	The Policy will be used to help guide what topics are included in the Consultation Document.
Activity planning	Managers have presented their draft activity and support service planning to Council and received direction.	Complete	Council direction has informed development of the first cut budget. Staff are updating their Activity Plans to reflect direction received. Summaries of this information will be included in the LTP documents.
Project prioritisation framework	Council have agreed on a methodology for prioritising projects, the 'must dos, should dos, could dos'. This methodology has been used for infrastructure investment planning.	Complete	Staff will describe and reflect this methodology in the Infrastructure Strategy.
Total items completed			
August		6	
September		10	

Table 4: LTP items in progress

Item	Summary of progress to date and direction received	Next steps	Status
Rates structure Review	Council have reviewed the rates structure and given direction that no substantial changes are needed.	Council will review the Uniform Annual General Charge at a workshop in October, after which the rates structure can be formally adopted.	On track
Groups of activities structure	Council have reviewed the groups of activities structure.	It is likely that Council's groups of activities structure will need to change to the structure signalled by the government at which point staff will bring the updated structure to Council for review.	On track
Revenue and Financing Policy review	Council have reviewed the funding of each of its activities.	Staff are currently updating the policy based on the direction received and will circulate the draft document and workshop it with Council in October.	On track
Rates Remission and Postponement Policy	An updated Policy to reflect Waikato Waters Ltd changes was adopted in May 2026. The Policy was discussed with Te Manawhenua Forum in June 2026.	A workshop with Council is planned for October.	On track
Significant forecasting assumptions	Council have reviewed a full draft of the assumptions at a workshop in September and given direction.	Staff will monitor legislative and other changes, and update the assumptions accordingly as needed.	On track
First cut budget	The first cut budget has been developed and will be presented to Council at a workshop on 30 September.	After Council's review, further iterations of the budget will be prepared as needed.	On track
Fees and charges	Staff have developed a suggested new approach to the regular review of fees and charges which will be brought to Council for review.		On track
Levels of service and performance measure framework	Council reviewed performance measures as part of the activity plan workshops. Subsequently Council have workshopped the performance measure	The direction received will be incorporated into planning documents and reflected into the LTP.	On track

Item	Summary of progress to date and direction received	Next steps	Status
	framework and given direction on a number of specific level of service definitions, performance measures and targets.		
Capital and renewal programme	Council have reviewed and given direction on the capital and renewal programme for the LTP.	The infrastructure strategy will detail the capital and renewal programme.	On track
Infrastructure and Financial Strategies	The strategies were introduced to Council at workshops in May. Key themes and issues were then workshopped with Council at a workshop on 9 September.	Following direction received, staff will continue to develop the draft strategies, which will be brought back to Council for further review.	On track
Section on Māori engagement in consultation	Te Manawhenua Forum have reviewed the draft of this section for the LTP.	This content will be included in the LTP and reviewed by Council in due course.	On track
LTP documents	Drafting of the sections of the LTP has begun.	Staff will bring these to Council for review as they are prepared.	On track
Consultation Document	At the time of writing a workshop was scheduled for 23 September to introduce the topic.	A series of workshops will follow to develop the content for the Consultation Document.	On track

Table 5: LTP items still to be progressed

Item	Next steps	Status
Development Contributions Policy review	Workshop scheduled for October.	On track
Treasury Policies review	Workshop scheduled for October.	On track
Allocation of grants	A workshop to decide on allocations is scheduled for 7 October 2026.	On track
Coms and engagement	Workshops to be held from October onwards	On track

Further progress updates will be provided at Te Manawhenua Forum, Risk and Assurance Committee, Waharoa (Matamata) Aerodrome Committee and Council meetings through the remainder of 2026, and the first half of 2027 as necessary.

Mōrearea | Risk

An LTP risk register has been developed. The key risks to the LTP project can be characterised as:

1) The risk of constrained staff and organisational capacity impacting LTP deliverables due to multiple and complex competing obligations from:

- Reform of the local government sector
- Transition of water and wastewater to Waikato Waters Ltd (including loss of staff to the new entity)
- Council's organisation structure review
- Stormwater Strategy development
- Concurrent Annual Report audit process

2) The risk of legislative uncertainty delaying decision-making and budgets due to:

- Reform of the local government sector
- Signalled addition of mandatory groups of activities
- Signalled changes to the purpose of local government and the definition of core services
- Signalled rates capping legislation
- Signalled changes to Development Contributions
- Resource management reform

These risks are being actively managed by the LTP project group with oversight at the Executive level and quarterly review by the Risk and Assurance Committee.

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

The LTP is a statutory requirement for Council under the Local Government Act 2002.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes

The LTP is being developed using the Vision and Community Outcomes developed by Council in early 2026.

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

The LTP is budgeted for within the Strategies and Plans budget.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Anne Gummer Kaitohu Kaupapahere Mātāmua Senior Policy Advisor	
Approved by	Niall Baker Kaiārahi Tima Kaupapahere Policy Team Leader	
	Sandra Harris Pou Kaupapahere me te Kāwana Policy and Governance Manager	

	Kelly Reith Hautū Tāngata me te Tutukinga Group Manager People and Performance	
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8 Ngā Pūrongo Whakamārama | Information Reports

8.3 Alcohol Regulation 19 Report

CM No.: 3207970

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 Council 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 2025/2026 financial year is attached.

Under the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, Council may adopt a bylaw to set its own alcohol licensing fees. Council adopted the Sale and Supply of Alcohol Fees Bylaw in June 2025, with the bylaw taking effect from 1 July 2025.

The bylaw introduced a staged increase in alcohol licensing fees to better reflect the actual costs of processing, issuing, and monitoring licences. The staged approach includes a 25% increase in the first year (2025/2026), a further 25% increase in the second year (2026/2027), and a 3% increase in the third year (2027/2028). Once fully implemented, the alcohol licensing activity is expected to be close to cost neutral.

Special Licence Activity 2025/2026

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 specials 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 these discretionary condition were used.

Key improvements

- All alcohol licence applications can now be submitted online through the MPDC Datascape portal, reducing paper-based applications and improving accessibility for applicants
- All alcohol licence decisions and certificate documents are now digitally signed through the Secured Signing platform, eliminating the need for physical signatures and speeding up the certificate issuance.
- The Alcohol Managers' Certificate renewal and new application processes have been fully automated end-to-end, reducing manual administration and processing effort while supporting faster, more consistent processing of manager certificate applications.
- DLC decision documents can now be uploaded to the MPDC web portal through an automated process, reducing manual publishing tasks and improving efficiency

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.*

Licence holders are currently required to publicly advertise alcohol licence applications in a local newspaper, with higher-risk premises, such as taverns, generally requiring a second advertisement. However, as many local newspapers are no longer operating or have reduced their

frequency, applicants often need to advertise in newspapers outside the district to meet legislative requirements, which can increase costs and create practical challenges.

To address this, Council is working to digitise the public notification and public advertisement process by providing an online alternative through Council's website. This was initially planned for implementation by July 2026; however, due to planned website upgrades, the project has been postponed, with implementation now targeted for 1 July 2027. A dedicated portal will need to be developed to manage the process effectively, as public notification timeframes are subject to legal requirements and must be administered accurately to avoid errors.

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
2025/26	\$165,679.51	\$235,784.40	-\$70,104.89
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

Alcohol licensing continues to operate at a net cost to Council, with expenditure exceeding income across each of the last four financial years. For 2025/26, alcohol licensing income was \$165,679.51, while expenditure was \$235,784.40, resulting in a net cost of \$70,104.89.

While expenditure has continued to increase, the 2025/26 net cost is lower than the previous year, reducing from \$80,046.23 in 2024/25 to \$70,104.89 in 2025/26.

The increase in District Licensing Committee hearing activity for the 2025/2026 financial year has also contributed to operational costs, as hearings require additional administrative support, officer reporting, coordination with committee members and agencies, and careful management of statutory processes.

This indicates that the staged fee increase introduced through Council's Sale and Supply of Alcohol Fees Bylaw is beginning to improve cost recovery. However, the activity is not yet cost neutral, and further staged increases are expected to help close the gap between income and expenditure over the next two financial years.

Overall, the financial trend shows that alcohol licensing remains a subsidised activity, but Council's new fee-setting approach is expected to progressively reduce the level of subsidy required and better align licensing fees with the actual cost of delivering the service.

Mōrearea | Risk

There are no identified high, very high, or extreme residual risks arising from this report. However, alcohol licensing remains a regulated activity with ongoing operational, legal, financial and reputational risks if statutory processes are not managed accurately.

These risks include meeting statutory notification and processing timeframes, ensuring District Licensing Committee processes are procedurally fair, managing increased hearing activity, and ensuring costs are appropriately recovered over time.

These risks are being managed through established licensing processes, officer reporting, coordination with the District Licensing Committee, Police and the Medical Officer of Health, the introduction of an alcohol infringement system, and continued process improvements including online applications, digital signing, automation of manager certificate processes, and planned digitisation of public notification requirements.

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

This report relates to Council's statutory responsibilities under the Sale and Supply of Alcohol Act 2012, including alcohol licensing administration and District Licensing Committee functions. Regulation 19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 requires Council to make publicly available each year information on fees payable and costs incurred for alcohol licensing activities.

Council has also adopted the Sale and Supply of Alcohol Fees Bylaw, effective from 1 July 2025, under the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013. The bylaw provides for a staged increase in alcohol licensing fees to better align fee revenue with the cost of delivering the activity.

The recommendation in this report is to receive the information only. Having regard to the Local Government Act 2002 and Council's Significance and Engagement Policy, the decision is assessed as having a low level of significance. The report is not considered to be significantly inconsistent with any Council policy, bylaw, plan, or other statutory requirement.

Policy Considerations

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

This report is provided for information, and no formal consultation is required. Alcohol licensing information, including public notification requirements, application processes, fees, and District Licensing Committee decisions, continues to be communicated through Council's website, direct communication with applicants and licence holders, and engagement with reporting agencies including Police and the Medical Officer of Health.

As process improvements are implemented, including online applications, digital signing, automation of manager certificate processes, and the planned digitisation of public notification requirements, relevant information will continue to be updated on Council's website and communicated directly to affected applicants and licence holders where required.

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:

- **He wāhi kaingākau ki te manawa | A place with people at its heart** – Alcohol licensing contributes to community wellbeing by supporting the safe and responsible sale, supply and consumption of alcohol, and by helping to minimise alcohol-related harm.
- **He wāhi puawaitanga | A place to thrive** – The alcohol licensing function supports local businesses and applicants through a fair, transparent and efficient regulatory process, including ongoing improvements to online applications, automation, digital signing and public notification processes.

Ngā Tāpiritanga | Attachments

A. Regulation 19 & ARLA 2025-2026 report



Ngā waitohu | Signatories

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

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 2025/2026 year for alcohol licensing including the attached reports.

Recommendation That: 1. The information be received.

Attachments

- A. S19 Report 2025/2026
- B. Annual ARLA Report- 2025/2026

Signatories

Author(s)	Ryan Johnston Community Protection and Compliance Manager	
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Approved by	Ally van Kuijk Group Manager Growth and Regulation	
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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 2025.

Income	\$	Costs	\$
Application and Annual Fees	\$ 176,368.76	District Licensing Committee Function - 19(1)(a)	\$ 213,164.06
Less ARLA* fees	\$ 10,689.25	Inspectors Function - 19(1)(b)	\$ 22,620.34
		Enforcement Function – 19(1)(c)	\$ 0.00
TOTAL	\$ 165,679.51		\$ 235,784.40

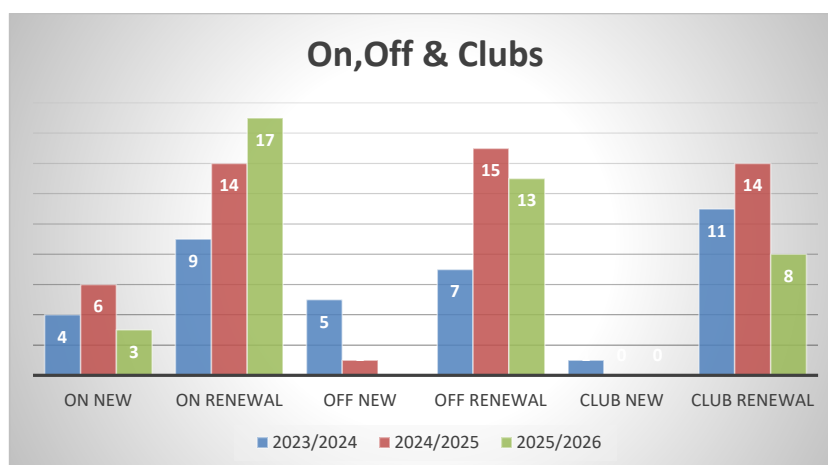
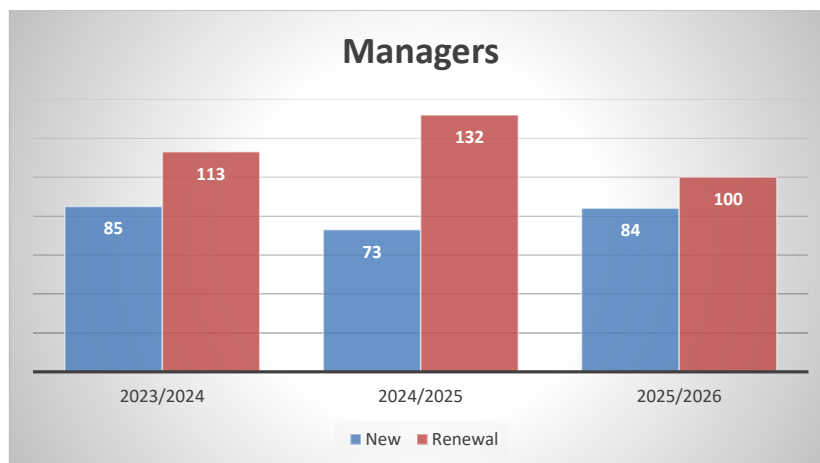
*Alcohol Regulatory and Licensing Authority

Explanatory Notes:

All figures in this report are inclusive of GST and relate to the financial year 2025/2026; that is, 1 July 2025 through 30 June 2026. They are consistent with the figures from the Annual Report 2025/2026.

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

Comparison of licences processed for the last three Years:



Annual Return (Fees) to Alcohol Regulatory and Licensing Authority

Territorial Authority: Matamata-Piako District Council

Annual Return for the Year Ending 30 June 2026

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	1	2	0	0	3
On-licence variation	0	0	0	0	0	0
On-licence renewal	0	5	11	1	0	17
Off-licence new	0	0	0	0	0	0
Off-licence variation	0	0	0	0	0	0
Off-licence renewal	0	1	12	0	0	13
Club licence new	0	0	0	0	0	0
Club licence variation	0	0	0	0	0	0
Club licence renewal	3	5	0	0	0	8
Total number	3	12	25	1	0	41
Total fees payable to ARLA (GST incl)	\$51.75	\$414.00	\$1,293.75	\$86.25	\$0.00	\$1,845.75
Total fees paid to ARLA (GST incl)						
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	14	23	1	0	39
Off-licence	0	4	20	0	0	24
Club licence	10	10	0	1	0	21
Total number	11	28	43	2	0	84
Total fees payable to ARLA (GST incl)	\$189.75	\$966.00	\$2,225.25	\$172.50	\$0.00	\$3,553.50
Total fees paid to ARLA (GST incl)						

Managers' Certificate Applications Received	
Application Type	Number Received
Managers' certificate new	84
Managers' certificate renewal	100
Total number	184
Total fees payable to ARLA (GST incl)	\$5,290.00
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	2	32	45

Temporary Authority Applications Received	
	Number Received
Temporary authority	6

Permanent Club Charter Payments Received	
	Number Received
Permanent club charter payments	0

Total paid to ARLA	\$10,689.25
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8 Ngā Pūrongo Whakamārama | Information Reports

8.4 RMA Policy and District Plan Update

CM No.: 3211172

Te Kaupapa | Purpose

The purpose of this report is to provide Council with an update on work being carried out on the Matamata-Piako District Plan (MPDP) and the broader Resource Management (RM) Reform. The report will have a stronger focus on the RMA reform changes coming up, including the transitional consenting regime and its implications.

This report also includes updates on Private Plan Change 62 (Calcutta), Private Plan Change 64 (Banks Road), Plan Change 65 (Minor Matters), Plan Change 49 (Waharoa), the MPDC Growth Strategy, Hauraki Gulf Forum, and the Mana Whakahono ā Rohe invitations.

Rāpopotonga Matua | Executive Summary

An update on the District Plan and Resource Management Reform is provided below. In addition, the update also covers Private Plan Change 62 (Calcutta), Private Plan Change 64 (Banks Road), Plan Change 65 (Minor Matters), Plan Change 49 (Waharoa), the MPDC Growth Strategy, Resource Management Act Reform, Hauraki Gulf Forum, and the Mana Whakahono ā Rohe invitations.

Jayshree Kanji, Carolyn McAlley, and Fiona Hill are available to present the update and respond to any questions.

Tūtohunga | Recommendation

That:

1. The report be received.

Ngā Take/Kōrerorero | Issues/Discussion

RMA Reform – What's happening?

The Planning Bill and Natural Environment Bill are currently awaiting their third reading and Royal Assent and are expected to come into force in mid-September. Their enactment will mark the beginning of a phased transition to the new planning system, rather than an immediate replacement of the RMA.

Some provisions of the new Acts will begin to apply as early as one month after Royal Assent particularly in relation to consenting processes. National policy direction, national standards, Regional Spatial Plans, Land Use Plans, and Natural Environment Plans are to be developed and implemented over time.

Further detail on the consenting process changes is provided in the Transitional Consenting section. With these new requirements coming into effect one month after Royal Assent, councils across the country are already beginning to prepare for implementation. This will involve reviewing and updating resource consent processing practices and may involve amendments to the District Plan.

Transitional Consenting

What is transitional consenting?

Transitional consenting is the interim resource consenting framework that will apply during the transition from the Resource Management Act (RMA) to New Zealand's new planning system, allowing consent applications to continue being processed under the RMA while selected features of the new system are introduced.

One of the most significant changes is the introduction of a new section 104(1A) to the RMA, which requires consent authorities, when considering the effects of a district land use activity to disregard certain effects.

Whilst the legislation has not been passed its considered unlikely there will be any significant change at this point. An example of where the effects must be disregarded are for residential activities, and in particular for:

- The area of glazing
- The presence or absence of balconies
- Outdoor living space
- Internal layout
- The size of the residential unit
- The size of landscaped areas, except where this relates to site permeability

Council staff are working to understand what these changes will mean. Staff have been working with other councils and are also attending training events on this topic. After Royal Assent, the Ministry for Cities, Environment, Regions and Transport (MCERT) will be providing guidance on how these changes are to be implemented. Staff are also working on how to communicate these changes to our communities.

National Policy Direction

The Government is currently inviting public feedback on the Illustrative National Policy Direction (NPD). Consultation opened on 25 August 2026 and will close on 16 October 2026. Staff are currently developing a work programme and plan to engage with Councillors at the October workshop to seek feedback and guide next steps.

National Policy Direction is a key mechanism for translating the goals of the new planning system and providing direction to councils and communities. It is designed to improve understanding of how national priorities may influence future planning decisions and regional spatial planning.

The illustrative NPD is organised around five themes that reflect the Government's priorities for the new planning system:

- Housing and development
- Infrastructure
- Primary production
- Resources
- Public values.

More information about the National Policy Direction will be provided at the October Council workshop.

Updates on Plan Changes and Other Work Projects

Private Plan Change 62 – Calcutta (PPC62)

PPC62 seeks to rezone approximately 20ha of rural land on the southern side of Tauranga Road, Matamata, to General Industrial Zone. The proposal includes a development area plan showing roading layout, landscape buffers and the protection of pin oaks adjacent to Tauranga Road.

PPC62 was brought to the Council workshop on 12 August 2026. On 26 August 2026, Council resolved to accept the plan change and approve it for public notification. Staff are working towards notifying this plan change. For more information about PPC62, please click [here](#).

Private Plan Change 64 - Banks Road-Residential Zoning (PPC64)

PPC64 was lodged by KA Matamata Limited Partnership (KA Matamata) and seeks to rezone approximately 26.3ha of land on the south-eastern edge of Matamata, with associated updates to the Structure Plan. The site is located within the Banks Road to Mangawhero Road Structure Plan area and is identified as part of the Future Residential Policy Area.

Council resolved to accept the plan change for public notification on 29 July 2026. The plan change was publicly notified on 25 August 2026. Submissions will close on 22 September 2026.

For more information about Private Plan Change 64, please click [here](#).

Plan Change 65 – Minor Matters (PC65) (Exemption Approved)

PC65 aims to rectify issues with the Operative Matamata-Piako District Plan that have led to inefficiencies, unintended consequences or proved unworkable.

On 27 May 2026, Council approved Plan Change 65 for public notification. The plan change was publicly notified for submissions on 23 June 2026 and closed on 21 July 2026. Three submissions were received on the plan change. All have since been withdrawn following engagement with the submitters. Staff appointed David Hill as the independent commissioner to consider and decide on the plan change. On 10 September 2026, the commissioner issued a decision to approve PC65. There is a separate decision report in this Agenda which seeks approval to make the plan change operative.

Further information on PC65 is available [here](#).

Plan Change 49 – Waharoa (Exemption Approved)

PC49 is a council-initiated plan change. It is being developed to enable the provision of healthy and safe housing and additional social services and employment opportunities for the Waharoa community.

On 11 August 2026, a decision was received from the Minister approving the application in part with the plan amendments relating to the Kaitiaki Conservation Zone and the Shop Frontage Area not being approved. To view the Minister's decision and application information, visit the MPDC [Plan Stop](#) webpage. Staff are currently developing a work plan to progress this plan change.

MPDC Growth Strategy

Council has endorsed staff progressing this work. Updated population and growth projections have now been received from Te Ngira, and Council has adopted the high-growth scenario. Work is progressing on an Employment land assessment, and work is about to start on a revised housing assessment.

Mana Whakahono ā Rohe invitations

The provisions for Iwi Participation Agreements have now been included in the Bills as reported back from the Whole of House debate. Staff can provide more detail once the Bills have passed into legislation.

Hauraki Gulf Forum

There is an upcoming Hauraki Gulf Forum meeting on 14 September in Auckland, which will include discussions about the Draft Work Plan 2027-2029. Staff will provide further updates from the meeting at the next Council meeting.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

Author(s)	Jayshree Kanji Kaiwhakamahere Rautaki RMA Paetahi Graduate RMA Policy Planner	
	Carolyn McAlley Kaiwhakamahere Rautaki RMA Matua Senior RMA Policy Planner	
	Fiona Hill Kaiwhakamahere Rautaki RMA Matua Team Leader RMA Policy	
	Kumeshni Burr Kaiwhakamahere Rautaki RMA Paetahi RMA Policy Planner	

Approved by	Nathan Sutherland Pou Whakamahere Planning Manager	
	Ally van Kuijk Hautū Tipu me te Whakamatua Group Manager Growth & Regulation	

8 Ngā Pūrongo Whakamārama | Information Reports

8.5 Mayoral Diary for August 2026

CM No.: 3225210

Te Kaupapa | Purpose

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

Rāpopotonga Matua | Executive Summary

Attached is a summary of the Mayor's Diary for August 2026. This diary provides a high-level overview of scheduled meetings, events and engagements undertaken during the month. As part of the Mayor's role, there are also impromptu conversations, phone calls, community interactions and stakeholder engagements that occur throughout the reporting period that may not be captured in this summary.

Tūtohunga | Recommendation

That:

1. The information is received.

Ngā Tāpiritanga | Attachments

[A↓.](#) Mayoral Dairy for August 2026



Ngā waitohu | Signatories

Author(s)	Debbie Burge Kaiārahi Tautoko i te Koromatua me te Tumu Whakarae Executive Assistant to the Mayor & CEO	
Approved by	Ash Tanner Koromatua Mayor	

Mayoral Diary - August 2026

Date	Description
Monday 3 August	• Meeting with Council Governance staff about upcoming council meeting • Discussion with our CEO and my Executive Assistant • Local Government reform online meeting • Te Aroha Business Association monthly meeting
Tuesday 4 August	• Extraordinary Council Meeting relating to Head Start matters • Filming with staff about Head Start • Te Manawhenua forum • Signing of Head Start proposal for "Waihou-Piako-Coromandel" with TCDC and Hauraki Mayors.
Wednesday 5 August	• Council Workshop • Travelled to Wellington for Rural and Provincial meeting
Thursday 6 August	• LGNZ Rural and Provincial Sector meeting in Wellington
Friday 7 August	• LGNZ Rural and Provincial Sector meeting in Wellington.
Saturday 8 August	• Discussion with a Matamata resident regarding concerns associated with a tree issue.
Monday 10 August	• Met with residents regarding local matters and attended follow-up discussions on community concerns.
Tuesday 11 August	• Discussion with Mayor Rodney Dow of Otorohanga • Discussion with a Morrinsville resident regarding speed • Visit with Te Aroha Primary School senior students regarding careers • Meeting with MPDC Governance staff • Head Start online meeting regarding next steps • Online interview with media regarding repetition reviews • Regional Transport Committee Public Transport subcommittee online meeting
Wednesday 12 August	• Council Workshop • Te Aroha Rotary dinner and meeting



Date	Description
Thursday 13 August	• Catch up with Hauraki District Council Mayor Toby Adams
Friday 14 August	• Media promotion for Pick a Path 'Get into the Ngahere' app for Te Aroha walking tracks in the Domain • Stanley Avenue speech competition judging • Meeting with local surveyor regarding property matters • Attended community function and discussion with MP Shane Jones
Sunday 16 August	• Participated in the Shane Jones visit
Monday 17 August	• Met with Matamata residents regarding community concerns around Fast Track applications and council amalgamation • Meeting with MPDC CEO • Te Aroha resident meeting regarding local issues including cost of living, rates etc
Tuesday 18 August	• LGNZ National Council briefing session online • Mayor/Governance staff meeting
Wednesday 19 August	• Followed up community matters • Council Workshop • Future Proof online briefing with Minister Bishop • Matamata BA5 – hosted by Guthrie Bowron
Thursday 20 August	• Met with Matamata resident • Meeting with neighbouring Mayors regarding Head Start • Discussion with Andrew Corkill from NZTA
Friday 21 August	• Meeting regarding the upcoming Business Night Out
Monday 24 August	• Waikato Mayoral Forum in Hamilton • Joint Waikato Iwi Chairs and Mayors Forum
Tuesday 25 August	• Discussion with representatives from Thames-Coromandel District Council and Otorohanga District Council • Mayor/MPDC Governance staff weekly meeting • Te Aroha Citizens Advice Bureau – AGM and presentation to two long serving members acknowledging life membership

Date	Description
	Meeting with fellow shareholders of WWL about upcoming director appointments
Wednesday 26 August	MPDC Council Meeting – at this meeting we acknowledged staff member Todd Makeham for his 20 years of service to council
Thursday 27 August	Filming for social media about what has been discussed at council meetings, and upcoming activities.
Friday 28 August	Future Proof Implementation Committee meeting
Saturday 29 August	Meeting regarding a proposal for Te Aroha
Monday 31 August	Discussions with council staff regarding debt settlement matters regarding WWL