

Kaunihera | Council

Mēneti Wātea | Open Minutes



Minutes of an ordinary meeting of Matamata-Piako District Council held in the Council Chambers, 35 Kenrick Street, TE AROHA on Wednesday 28 May 2025 at 09:00.

Ngā Mema | Membership

Manuhuia | Mayor

Adrienne Wilcock (Chair)

Koromatua Tautoko | Deputy Mayor

James Thomas

Kaunihera ā-Rohe | District Councillors

Caleb Ansell

Sarah-Jane Bourne

Sharon Dean

Bruce Dewhurst

Dayne Horne

Peter Jager

James Sainsbury

Russell Smith

Kevin Tappin

Gary Thompson

Sue Whiting

Ngā whakapāha | Apologies

There were no apologies.

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

Name	Position/Organisation	Time In	Time Out
Sarah-Jane Bourne	Councillor, Matamata-Piako District Council	9.00am	10.58am

Kaimahi i reira | Staff Present

Name	Title	Item No.
Manaia Te Wiata	Tumu Whakarae Chief Executive Officer	
Stephanie Hutchins	Kaitohu Mātāmua Kāwana Senior Governance Advisor	
Anne Gummer	Kaitohu Kaupapahere Mātāmua Senior Policy Advisor	7.1
Larnia Rushbrooke	Pou Pūtea, Ratonga Pakihi Finance & Business Services Manager	7.1
Fiona Vessey	Hautū Whakahaere Group Manager Operations	7.2
Louisa Palmer	Kaiārahi Para Māro Solid Waste Lead	7.3
Barry Reid	Pūkenga Rawa Rori Roding Asset Engineer	7.4
Mark Naudé	Kaiārahi Mahere Paparēhia me ngā Taiwhanga Parks & Facilities Planning Team Leader	7.5
Andrea Garcia	Kaiārahi Whakaaetanga Rauemi Team Leader Resource Consents	7.6
Niall Baker	Kaiārahi Tīma Kaupapahere Policy Team Leader	7.7
Ajay Kumar	Kaitiaki Whakahaere Pūtea Management Accountant	8.1

I reira | In Attendance

Name	Position/Organisation	Item	Time In	Time Out
Marie McIntyre	3 Waters Project Manager, Consultant	7.2	9.05am	9.27am

1 Whakatūwheratanga o te hui | Meeting Opening

Mayor Adrienne Wilcock welcomed members, staff and members of the public and declared the meeting open at 9.00am.

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

There were no apologies and no leave of absence was requested.

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

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

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

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

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

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

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

4 Whākī pānga | Declaration of interest

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

5 Whakaaetanga mēneti | Confirmation of minutes

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That the minutes of the meeting of the ordinary meeting of Matamata-Piako District Council held on Wednesday, 7 May 2025, be confirmed as a true and correct record of the meeting.

Resolution number CO/2025/00001

Moved by: Cr D Horne

Seconded by: Cr C Ansell

KUA MANA | CARRIED

6 **Take i puta mai | Public Forum**

There were no speakers scheduled to the public forum.

7 **Pūrongo me whakatau | Decision Reports**

7.1 Adoption of Development Contributions 2025/26

CM No.: 3029825

Te Kaupapa | Purpose

Council updates its Development Contributions annually to include any increase in the Producer Price Index (PPI). The purpose of this report is to present the updated Development Contributions for 2025/26 to Council for review and adoption.

Rāpopotonga Matua | Executive Summary

The Development Contributions for 2025/26 have been updated to include any increase in the Producer Price Index (PPI), once adopted these will be inserted into the Fees and Charges 2025/26, made publicly available, and will come into effect from the 1 July 2025.

The rate for the Producer Price Index (construction) is 1.73%.

The Development Contributions 2025/26 are attached to this report.

Tūtohunga | Recommendation

That:

1. **The report is received.**
2. **That Council adopt the Development Contributions updated to include any increase in the Producer Price Index for 2025/26 to apply from 1 July 2025.**

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. **The report is received.**
2. **Council adopt the Development and Financial Contributions updated to include any increase in the Producer Price Index for 2025/26 to apply from 1 July 2025.**
3. **Council authorise staff to make minor amendments for clarification purposes.**

Resolution number **CO/2025/00002**

Moved by: **Cr C Ansell**

Seconded by: **Cr J Sainsbury**

KUA MANA | CARRIED

ATTACHMENTS

- A Development Contributions 2025-26 Revised figures tabled at Council meeting 28.05.25 with minor amendments for clarity

7.2 Matamata Wastewater Treatment Plant Upgrade Project - Budget Increase

CM No.: 3033257

Te Kaupapa | Purpose

The purpose of this report is to update Council on the increased budget requirements of the Matamata Wastewater Treatment Plant Upgrade project, following the completion of design and procurement processes.

Rāpopotonga Matua | Executive Summary

The Matamata Wastewater Treatment Plant (MM WWTP) is undergoing a significant upgrade to increase treatment capacity in line with projected population growth and to meet future environmental discharge standards. While the new comprehensive discharge consent is still pending approval, the plant is required to be fully upgraded and operational by the end of 2027.

The project covers investigations, detailed design, supplier procurement, site reclamation, and civil construction. It is progressing well, with the main plant build contract awarded and construction scheduled to meet the 2027 deadline. Physical works are being delivered in two stages:

- Stage One - Enabling Works contract: Reclaiming the treatment pond area to create a building platform for the new plant and removing sludge from both the reclaimed area and the existing pond (completed by end of May 2025)
- Stage Two - Main Plant Build: Construction of the new wastewater treatment plant.

The project was initially budgeted at \$57.8 million, allocated across the 2022/23, 2023/24 Annual Plans, and 2024/34 Long Term Plan. However, following completion of the detailed design and a competitive procurement process, the revised project cost is now recommended at \$67,050 million. This report outlines the key factors driving the cost increase and presents a recommendation to proceed with the revised budget.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. Council approve the revised budget of \$67,050,000 for the Matamata Wastewater Treatment Plant Upgrade Project.

Resolution number CO/2025/00003

Moved by: Cr S Whiting

Seconded by: Cr K Tappin

KUA MANA | CARRIED

7.3 MPDC response to Waste Legislation amendments

CM No.: 3032535

Te Kaupapa | Purpose

The Ministry for the Environment is consulting on amendments to the Waste Minimisation Act 2008 (WMA) and the Litter Act 1979. Consultation closes on 1 June 2025.

Rāpopotonga Matua | Executive Summary

We have prepared a response for submission on behalf of Matamata-Piako District Council (MPDC) and are seeking your approval to submit our response as consultation closes on 1 June 2025. The submission will be circulated separate to the agenda, in readiness for the meeting.

Tūtohunga | Recommendation

That:

1. The information be received.
 2. Council:
 - (a) approve the tabled draft submission to the Ministry for the Environment on the Waste Minimisation Act 2008 and the Litter Act 1979.
- OR
- (b) approve the tabled draft submission to the Ministry for the Environment on the Waste Minimisation Act 2008 and the Litter Act 1979 subject to further changes as directed by Council *[to be specified]*.
3. The Mayor be authorised to sign the submission to to the Ministry for the Environment on the Waste Minimisation Act 2008 and the Litter Act 1979 on behalf of Council.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. Council approves the tabled draft submission to the Ministry for the Environment on the Waste Minimisation Act 2008 and the Litter Act 1979.
3. The Mayor be authorised to sign the submission to to the Ministry for the Environment on the Waste Minimisation Act 2008 and the Litter Act 1979 on behalf of Council.

Resolution number CO/2025/00004

Moved by: Cr C Ansell

Seconded by: Cr B Dewhurst

KUA MANA | CARRIED

ATTACHMENTS

- A Additional Attachment - 7. 3 - MPDC response to WMA consultation - 28 May 2025

7.4 New private access way to be named off Washbourne Road, Morrinsville

CM No.: 3031432

Te Kaupapa | Purpose

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

Rāpopotonga Matua | Executive Summary

Early in May, an application was received to name a new access way created off Washbourne Road, Morrinsville; part of a newly developed 6-lot rural subdivision.

Whenever subdivisions of 6 or more lots are created, decisions on road naming are made in Council consistent with its policy (*Numbering of Properties, Naming of Roads, Access Ways and Open Spaces - 02 October 2019*).

This rural residential subdivision application is under the project management of Mark Strange, Land HQ Consultancy Group, Cambridge – who provide comprehensive subdivision services for a wide range of projects, including rural subdivisions, multi-unit developments, townhouses, and apartments.

It is recommended that the Council accept the proposed private access way name (**Manion Lane**). Road numbering will follow once 224 is approved, however some preliminary investigation has already been undertaken.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. Council approves the preferred private access way name: **Manion Lane** for this 6-lot rural residential subdivision being developed off Washbourne Road, Morrinsville.

Resolution number CO/2025/00005

Moved by: Cr S Whiting

Seconded by: Cr R Smith

KUA MANA | CARRIED

7.5 Local Purpose (Kindergarten) Reserve, 20 Rushton Road, Morrinsville

CM No.: 3031865

Te Kaupapa | Purpose

Council is asked to consider proposals from the current tenant, Central Kids, to obtain ownership of the land, or to enter into a longer-term lease. Any disposal of the land would be subject to the requirements of the Reserves Act 1977 and would require Council to initiate the public consultation process required by the Act. The delegation to grant a new lease rests with Council and has not been delegated to staff.

Rāpopotonga Matua | Executive Summary

Central Kids currently leases land at 20 Rushton Road, Morrinsville, where it operates a kindergarten. Central Kids own the buildings on the land. The term of the current lease is five years with two rights of renewal i.e. 15 years until expiry of the lease on 31 August 2035. Annual rental is \$155 per annum. Central Kids would like to either acquire ownership of the land, or seek a longer lease term (at least 25 years with options for renewals) (see Attachment A).

The land is a Local Purpose (Kindergarten) Reserve, vested in Council, subject to the Reserves Act 1977. Council is the administering body of the reserve and may, under the Reserves Act 1977, grant a lease for up to 33 years (with or without a right of renewal). The delegation to approve a new lease rests with Council and has not been delegated to staff. As the land is a local purpose reserve and is being used for the purpose for which it is currently held, Council may approve a longer lease period without undertaking public consultation.

Central Kids would prefer to own the land. They would like Council to dispose of it, either by gifting the land to them, or selling it via a closed tender process. To dispose of the land, Council would first need to consider whether the land is surplus and suitable for disposal. In deciding whether the land is surplus, Council should consider Council's strategic priorities and potential alternative uses for the land. If Council does regard the land as surplus, and wishes to dispose of it, the reserve status would need to be revoked, in accordance with the provisions of the Reserves Act 1977, prior to disposal. The Act prescribes a public consultation process that must occur before Council may request the Minister for Conservation to revoke the reserve status. If the reserve status is revoked, making the property available for disposal, it is recommended that Council disposes of the property in such a way as to realise maximum revenue. Proceeds from sale could be applied to fund other parks and reserves activities.

Tūtohunga | Recommendation

That:

1. The report is received;
2. Council considers the proposal by Central Kids, the relevant legislative requirements, potential uses for the land, Council's strategic priorities; and the impact of the decision on communities.
3. Council resolves to either:
 - a) grant a lease to Central Kids under section 61 of the Reserves Act 1977, for a longer term than the current lease but not exceeding 33 years (with or without right of renewal for a further specified period);

OR

 - b) decline to extend the current lease and defers a decision on the lease until closer to the expiry of the current lease in 2035 or the potential disposal of the property (as the case may be);
4. Council considers whether it regards Lot 11 DPS 10522 as surplus to requirements.
5. [If declared surplus] Council confirms its intention to revoke the reserve status of Lot 11 DPS 10522;
6. [If declares surplus], Council authorises staff to give public notice of Council's intention to revoke the reserve status of Lot 11 DPS 10522, and to call for submissions on the proposal;
7. Council Staff are authorised to undertake the necessary administrative actions required to give effect to the decision(s).

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The report is received;
2. Council has considered the proposal by Central Kids, and resolves to allow staff to negotiate the continuation of the lease and/or the potential of future sale.

Resolution number CO/2025/00006

Moved by: Cr B Dewhurst

Seconded by: Cr D Horne

KUA MANA | CARRIED

7.6 Resource Consent Delegation

CM No.: 3032802

Te Kaupapa | Purpose

The purpose of this report is to seek a change to the delegations for resource consent approvals, enabling the Planning Manager to approve Discretionary and Non-Complying consents and the Resource Consent Team Leader to approve Controlled and Restricted Discretionary consents. This is in addition to the current delegations for resource consents.

Rāpopotonga Matua | Executive Summary

The purpose of this report is to seek a change to the delegations for resource consent approvals. Currently, the resource consent delegations give the CEO, GM Growth and Regulation, and GM Operations the ability to approve all resource consents, with the Planning Manager only able to approve Controlled and Restricted Discretionary resource consents. Given that these are technical reports, it is proposed that the delegations are changed to enable the Planning Manager to approve all resource consents and the Resource Consent Team Leader to be able to approve Controlled and Restricted Discretionary resource consents.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. **The delegations under the Resource Management Act 1991 be updated to enable the Planning Manager to approve all resource consents and the Resource Consent Team Leader to approve Controlled and Restricted Discretionary resource consents.**

Resolution number CO/2025/00007

Moved by: Cr S Whiting

Seconded by: Cr K Tappin

KUA MANA | CARRIED

The meeting adjourned for a break at 10.14am and reconvened at 10.33am.

7.7 Waikato Local Authority Shared Services (Trading as Co-Lab) Changes to Constitution for Approval

CM No.: 3027962

Te Kaupapa | Purpose

Council agreement is sought for Co-Lab's proposed amendments to its constitution, specifically regarding the removal of the maximum tenure for board appointments.

Rāpopotonga Matua | Executive Summary

Peter Stubb, the current Chair of Co-Lab, is due to end his term on 30 June 2025 after serving two terms.

Currently, the company's constitution precludes the ability for the Chair to be reappointed for a further term, as the maximum tenure is stated as being two consecutive terms of three years.

Co-Lab has proposed amendments to the constitution to remove wording in the constitution, allowing for board members to be reappointed without a tenure limit.

A letter from Kelvin French, Co-Lab Chief Executive seeking approval to change Co-Lab's Constitution is attached to this report.

Tūtohunga | Recommendation

That:

1. The information be received.
2. Council:
 - a) Council approves the following amendment to the company constitution of Waikato Local Authority Shared Services Limited (trading as Co-Lab):
 - Proposed Change in section 13.6 Tenure of office.
 - 13.6.1: Other than as set out under 13.6.2, all Board terms are three years.
 - Any Board member may be reappointed.

The amendment removes the following from the end of the clause sentence:
... for a further term but can serve only a maximum of six years consecutively.

OR

- b) Council provides feedback to Waikato Local Authority Shared Services Limited (trading as Co-Lab) regarding the proposed amendment to the company constitution [*feedback to be specified*].

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. Council approves the following amendment to the company constitution of Waikato Local Authority Shared Services Limited (trading as Co-Lab):
 - Proposed Change in section 13.6 Tenure of office.
 - 13.6.1: Other than as set out under 13.6.2, all Board terms are three years.
 - Any Board member may be reappointed.

The amendment removes the following from the end of the clause sentence:
... for a further term but can serve only a maximum of six years consecutively.

Resolution number CO/2025/00008

Moved by: Cr S Whiting

Seconded by: Cr G Thompson

KUA MANA | CARRIED

8 Ngā Pūrongo Whakamārama | Information Reports

8.1 March 2025 Finance Report

CM No.: 3032566

Te Kaupapa | Purpose

The March 2025 financial report is presented for Council's information.

Rāpopotonga Matua | Executive Summary

The March 2025 financial report is attached and presented for Council's information.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The March 2025 financial report be received.

Resolution number CO/2025/00009

Moved by: Cr P Jager

Seconded by: Cr K Tappin

KUA MANA | CARRIED

8.2 Mayoral Diary for March/April 2025

CM No.: 2990323

Te Kaupapa | Purpose

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

Rāpopotonga Matua | Executive Summary

A summary of the Mayoral diary is attached for the months of March and April 2025.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information is received.

Resolution number CO/2025/00010

Moved by: Mayor A Wilcock

Seconded by: Cr C Ansell

KUA MANA | CARRIED

8.3 Minutes of the Waharoa (Matamata) Aerodrome Committee 15 May 2025

CM No.: 3032619

Te Kaupapa | Purpose

The purpose of this report is to provide an update to Council on the Waharoa (Matamata) Aerodrome Committee meeting held on 15 May 2025.

Rāpopotonga Matua | Executive Summary

Minutes of the Waharoa (Matamata) Aerodrome Committee meeting of 15 May 2025, are attached to this report for your information.

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00011

Moved by: Deputy Mayor J Thomas

Seconded by: Cr C Ansell

KUA MANA | CARRIED

8.4 External Committee Minutes - March/April 2025

CM No.: 3032831

Te Kaupapa | Purpose

The purpose of this report is to provide Council with the minutes of recent external committees meetings that Matamata-Piako District Council have representation on.

The minutes attached to this report are from:

- Waikato Civil Defence Emergency Management Group Joint Committee
 - 24 March 2025
- Regional Transport Committee
 - 10 March 2025
- Future Proof Implementation Committee
 - 11 April 2025

Rāpopotonga Matua | Executive Summary

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

Committee	Representative	Alternate Representative
Waikato Civil Defence Emergency Management Group Joint Committee	Cr Russell Smith	
Waikato Regional Transport Committee	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Regional Triennial Agreement Forum	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Hauraki Gulf Forum	Cr James Sainsbury	
Waihou-Piako Flood Protection Advisory Committee	Cr Sarah-Jane Bourne	
Waikato Plan Leadership Committee	<i>Appointment Deferred</i>	
Local Government New Zealand: Zone 2	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Future Proof Implementation Committee	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Pare Hauraki Collective Working Group	Mayor Adrienne Wilcock	Deputy Mayor James Thomas

WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00012

Moved by: Cr C Ansell

Seconded by: Cr G Thompson

KUA MANA | CARRIED

10.58 am

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

CONFIRMED AS A TRUE AND CORRECT RECORD
OF THE MEETING OF KAUNIHERA | COUNCIL
HELD ON 28 MAY 2025.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON: