

# 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 23 July 2025 at 9:00.

[The meeting livestream link is available to view here](#)

---

### Ngā Mema | Membership

#### **Manuhuia | Mayor**

Adrienne Wilcock, JP (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**

Cr Kevin Tappin  
Cr Sue Whiting

For leave of absence

## **Kaimahi i reira | Staff Present**

<b>Name</b>	<b>Title</b>	<b>Item No.</b>
Manaia Te Wiata	Tumu Whakarae   Chief Executive Officer	
Marsha McMillan	Kaitohu Kawana   Governance Advisor	
Tamara Kingi	Kaiārahi Kāwana   Governance Team Leader	
Kelly Reith	Hautū Tāngata, Kāwana me ngā Hononga   Group Manager People, Governance & Relationships	7.1
Ken Morris	Kaitohutohu Mōrearea, Kai-whakahaere ā Pakihi hoki   Consultant Risk and Business Excellence Advisor	7.1
Susanne Kampshof	Pou Rawa me ngā Kaupapa   Assets and Projects Manager	7.2
Santha Agas	Kaiārahi Rawa Hanganga me te Rautaki   Infrastructure Asset And Strategy Team Leader	7.2
Ajay Kumar	Kaitiaki Whakahaere Pūtea   Management Accountant	8.3
Charlotte Walker	Kaitohu Kaupapahere Paetahi   Graduate Policy Advisor	8.6

## **I reira | In Attendance**

<b>Name</b>	<b>Position/Organisation</b>	<b>Item</b>	<b>Time In</b>	<b>Time Out</b>
Nicola Greenwell	General Manager, Hamilton & Waikato Tourism	8.1	9.00am	9.22am

**1 Whakatūwheratanga o te hui | Meeting Opening**

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

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

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

That an apology from Cr Kevin Tappin and Cr Sue Whiting be received and accepted.

**Resolution number CO/2025/00001**

**Moved by: Cr R Smith**

**Seconded by: Cr C Ansell**

**KUA MANA | CARRIED**

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

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

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

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

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

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

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

**4 Whākī pānga | Declaration of interest**

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

**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 Monday, 30 June 2025, be confirmed as a true and correct record of the meeting.

**Resolution number CO/2025/00002**

**Moved by: Cr J Sainsbury**

**Seconded by: Cr G Thompson**

**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 Approval of Top Risks 2025/26

CM No.: 3048199

### Te Kaupapa | Purpose

To provide the Top Risks 2025/26 document to Council for approval, as endorsed and recommended by Council's Risk and Assurance Committee.

### Rāpopotonga Matua | Executive Summary

A Top Risks 2025/26 document has been developed, endorsed by Council's Risk and Assurance Committee, and is attached to this report for adoption by Council.

This document builds on work previously done within the organisation and by the Risk and Assurance Committee, to identify and rate the Top Risks of the organisation.

That work has now been reflected, and extended, in a register that provides fairly comprehensive detail for each of the Top Risks identified, including Inherent, Residual and Risk Appetite ratings, detail of controls already in place, Key Risk Indicators that assist in determining the effectiveness of those controls, and further controls that could be implemented to further mitigate the risks.

There are 11 Top Risks proposed. A 'Top Risk' is seen as a risk of any nature – strategic, operational, project – so significant, that it could result in the non-achievement of any or all of Council's strategic objectives. It is important that these Top Risks are contained to a manageable number, and 11 Top Risks are considered manageable.

The Risk and Assurance Committee will closely monitor these risks on an ongoing basis. A summary table of these risks including an assessment of any change in trend of that risk is proposed to feature in every Quarterly Risk Report provided to that Committee, together with a heat map visual showing where the Residual Risk sits relative to Risk Appetite. Future Quarterly Risk Reports will also include Key Risk Indicator information and indicated progress on the implementation of additional controls. In addition to this reporting the Risk and Assurance Committee will also carry out a 'deep dive' on each of these Top Risks, on a cyclical basis over the course of the year, providing the opportunity for further detailed examination of the management of the risk.

Because responsibility for Enterprise Risk should be with the governors of the organisation, staff ask that Council approve the Top Risks 2025/26 document (including the risk and appetite ratings assessed within it), knowing that the document has already been reviewed and endorsed by Council's Risk and Assurance Committee, and it is recommended to Council by that Committee.

A full review of the Top Risks document is proposed to be carried out annually.

---

---

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

**That:**

- 1. The information be received.**
- 2. Council approves the Top Risks 2025/26 document.**

**Resolution number CO/2025/00003**

**Moved by: Cr G Thompson**

**Seconded by: Cr B Dewhurst**

**KUA MANA | CARRIED**

## 7.2 Proposal to supply water for the Matamata Country Club

CM No.: 3058383

### Te Kaupapa | Purpose

This report seeks Council's consideration and decision on a request from Sanderson Group Limited to provide a bulk water supply connection from the Matamata public water network to the Matamata Country Club retirement village development. The report outlines the background, policy implications, and four potential options for water supply, with a staff recommendation to approve a temporary connection under specific conditions to support the ongoing development while maintaining alignment with Council's current water connection policy.

### Rāpopotonga Matua | Executive Summary

Sanderson Group Limited has been granted land use consent to develop a retirement village at 102 Peria Road, Matamata, named Matamata Country Club. As part of this consent, the developer is permitted to establish an internal water supply system to service the village.

Construction of the village is currently underway and will be completed in stages. The developer has obtained a resource consent from Waikato Regional Council to extract drinking water from four bores located within the development site.

The developer is now requesting that Council provide a bulk water supply connection from the Council's water system at the boundary of the property. The developer will manage the internal water supply infrastructure, including reticulation within the development.

Under the current Council Water Supply Connection Policy, new water connections are not permitted outside of urban residential zones unless special circumstances apply. The proposed development lies outside the currently zoned urban area. However, the developer argues that the retirement village presents a unique case and has offered a financial contribution (\$5,000 per villa) to support the connection. The 2021/22 Development contributions for water for a retirement unit in Matamata is \$3,318.94 as comparison.

Council has four options:

1. Decline the Request (Status Quo)
  - Aligns with current policy.
  - Does not support the developer's needs or progress.
2. Provide a Temporary Connection (Up to 3 Years)
  - Allows time for the developer to establish a permanent water treatment system.
  - Minimally deviates from policy.
  - Requires a formal agreement with strict conditions, including:
    - Developer must install and operate a compliant treatment system by the end of the term.
    - Council retains the right to disconnect the temporary supply.
  - Complies with the Local Government Act 2002, which mandates continued supply for sanitary purposes.
3. Provide a Permanent Bulk Water Connection

- Council supplies bulk water; developer owns and manages internal infrastructure.
- Contravenes current policy unless deemed a special circumstance.
- Council benefits from water sales and developer contributions.

#### **WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

**That:**

- 1. The report be received;**
- 2. Council accept the option 2 as the preferred option;**
- 3. Council resolve to authorise the staff to negotiate with the developer and enter into a temporary supply agreement with the developer to provide water up to 3 years for the development.**

**Resolution number CO/2025/00004**

**Moved by: Cr C Ansell**

**Seconded by: Cr J Sainsbury**

**KUA MANA | CARRIED**



8 Ngā Pūrongo Whakamārama | Information Reports

## 8.1 Hamilton & Waikato Tourism - Annual Report 2024/2025

CM No.: 3056461

### Te Kaupapa | Purpose

The purpose of this report is to provide Hamilton & Waikato Tourism's Annual Report for the 2024/25 financial year.

### Rāpopotonga Matua | Executive Summary

Nicola Greenwell, General Manager of Hamilton & Waikato Tourism, in attendance to present the organisation's Annual Report for the 2024/25 financial year. The Annual Report is attached.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00005

Moved by: Cr J Sainsbury

Seconded by: Cr G Thompson

**KUA MANA | CARRIED**

#### ATTACHMENTS

- A HWT presentation to MPDC year end June 2025

*Item 8.1 Hamilton & Waikato Tourism – Annual Report 2024/2025 was considered before Item 7.1 Approval of Top Risks 2025/2026.*

## 8.2 Local Government New Zealand Four-Monthly Report (March - June 2025)

CM No.: 3060695

### Te Kaupapa | Purpose

The purpose of this report is to present the Local Government New Zealand (LGNZ) Four-Monthly Report (March – June 2025).

### Rāpopotonga Matua | Executive Summary

From March to June 2025, Local Government New Zealand (LGNZ) focused on strengthening relationships with government, advocating for reforms, and launching initiatives to support councils. Highlights include the release of the Local Government Quarterly Economic Insights, progress on the Ratepayers Assistance Scheme (RAS), continued advocacy on rates capping, electoral reform, and infrastructure funding. LGNZ engaged actively with media and ministers and hosted an all-of-local-government meeting. Membership retention remained a focus, and new learning tools were launched to support prospective elected members. The period reflected LGNZ's strategic emphasis on championing, connecting, and supporting local councils.

The full report is attached.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Local Government New Zealand (LGNZ) Four-Monthly Report (March – June 2025) be received.

Resolution number CO/2025/00006

Moved by: Deputy Mayor J Thomas

Seconded by: Cr C Ansell

**KUA MANA | CARRIED**

## 8.3 May 2025 Financial Report

CM No.: 3059497

### Te Kaupapa | Purpose

To provide an overview and information on the financial performance of the Matamata-Piako District Council for the period ending 31 May 2025.

### Rāpopotonga Matua | Executive Summary

The May 2025 financial report is attached and presented for Council's information. Ajay in attendance to present the report.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The May 2025 financial report to be received.

Resolution number CO/2025/00007

Moved by: Cr D Horne

Seconded by: Cr C Ansell

**KUA MANA | CARRIED**

## 8.4 Successful grant recipients 2024/25 and amendments to Pride of Place - Community-Led Initiatives Grant Policy

CM No.: 3057569

### Te Kaupapa | Purpose

The purpose of this report is to

- provide an update on successful grant recipients for the 2024/25 financial year.
- approve amendments to the Pride of Place – Community-Led Initiatives Grant Policy.

### Rāpopotonga Matua | Executive Summary

Matamata-Piako District Council provides and/or administers various grants to support individuals, community groups and organisations within the district.

This report provides an update on successful grant recipients for the 2024/25 financial year and includes some suggested amendments to the Pride of Place – Community-Led Initiatives Grant Policy for clarity.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.
2. The attached amendments to the Pride of Place – Community-led Initiatives Grant Policy be approved.

Resolution number CO/2025/00008

Moved by: Cr R Smith

Seconded by: Cr D Horne

**KUA MANA | CARRIED**

## 8.5 CCO Performance Monitoring - Final Statement of Intent 2025/26 Waikato Regional Airport Limited (WRAL) Group

CM No.: 3054368

### Te Kaupapa | Purpose

The purpose of this report is for Council to receive the Waikato Regional Airport Limited (WRAL) Group Final Statement of Intent 2025/26.

### Rāpopotonga Matua | Executive Summary

Council Controlled Organisations (CCO's) are required by the Local Government Act 2002 (LGA) (subject to certain exemptions) to prepare and publish an annual Statement of Intent.

A Statement of Intent must include:

- a) the objectives of the group; and
- b) a statement of the board's approach to the governance of the group; and
- c) the nature and scope of the activities to be undertaken by the group; and
- d) the non-financial performance targets and other measures by which the performance of the group may be judged in relation to its objectives; and
- e) any additional information that is required to be included in the Statement of Intent.

Waikato Regional Airport Limited (WRAL) is a Council Controlled Organisation (CCO) owned by five Waikato councils, with Matamata-Piako's shareholding at 15.6%.

Council received WRAL's draft Statement of Intent on 26 March 2025 and were invited to provide feedback on the document prior to its finalisation. Council resolved to approve the document without feedback.

Council has now been provided with the final Statement of Intent 2025/26 for information.

### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Waikato Regional Airport Limited Group Final Statement of Intent 2025/26 be received.

Resolution number CO/2025/00009

Moved by: Deputy Mayor J Thomas

Seconded by: Cr G Thompson

**KUA MANA | CARRIED**

## 8.6 CCO Performance Monitoring - Final Statement of Intent 2025/26 Waikato Local Authority Shared Services Limited (Trading as Co-Lab)

CM No.: 3057191

### Te Kaupapa | Purpose

The purpose of this report is for Council to receive the Waikato Local Authority Shared Services Limited (Trading as Co-Lab) final Statement of Intent 2025/26.

### Rāpopotonga Matua | Executive Summary

Council Controlled Organisations (CCO's) are required by the Local Government Act 2002 (LGA) (subject to certain exemptions) to prepare and publish an annual Statement of Intent.

A Statement of Intent must include:

- a) the objectives of the group; and
- b) a statement of the board's approach to the governance of the group; and
- c) the nature and scope of the activities to be undertaken by the group; and
- d) the non-financial performance targets and other measures by which the performance of the group may be judged in relation to its objectives; and
- e) any additional information that is required to be included in the Statement of Intent.

Waikato Local Authority Shared Services Limited (Trading as Co-Lab) (Co-Lab) is a CCO owned by 12 local authorities in the Waikato region. Council received Co-Lab's draft Statement of Intent 2025/26 on 26 March 2025 and were invited to provide feedback on the document prior to its finalisation. Council resolved to receive the document.

Council has now been provided with the final Statement of Intent 2025/26 for information.

### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The Waikato Local Authority Shared Services Limited (Trading as Co-Lab) final Statement of Intent 2024/25 be received.

Resolution number CO/2025/00010

Moved by: Cr B Dewhurst

Seconded by: Cr S-J Bourne

**KUA MANA | CARRIED**

## 8.7 Chief Executive Officer Report

CM No.: 3060456

### Te Kaupapa | Purpose

The report provides an update on matters or issues that the Chief Executive Officer considers are relevant to Council.

### Rāpopotonga Matua | Executive Summary

The monthly report focuses on non-standard matters (beyond business-as-usual activities) and issues that I believe will be of particular interest or relevance to Council decision-making.

This month's report covers the following topics:

- Building Consent Authority Accreditation
- Shared Services
- Refuse Transfer Stations Transition to Council Operations
- Revocation of the Health (Hairdressers) Regulations 1980
- Emergency Management Roadmap
- Mana Whakahono ā Rohe requests
- Water Regulator Drinking Water Report 2024
- Waikato Waters Council Controlled Organisation

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00011

Moved by: Cr R Smith

Seconded by: Cr C Ansell

**KUA MANA | CARRIED**

## 8.8 Mayoral Diary for May/June 2025

CM No.: 2991595

### Te Kaupapa | Purpose

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

### Rāpopotonga Matua | Executive Summary

A summary of the Mayoral diary is attached for the months of May and June 2025

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information is received.

Resolution number CO/2025/00012

Moved by: Mayor A Wilcock

Seconded by: Cr S Dean

**KUA MANA | CARRIED**



## 8.9 Hauraki Rail Trail Board Minutes - 21 February 2025

CM No.: 3059381

### Te Kaupapa | Purpose

The purpose of this report is to provide Council with the minutes from the February meeting of the Hauraki Rail Trail Charitable Trust.

### Rāpopotonga Matua | Executive Summary

Council is a stakeholder and funder for the Hauraki Rail Trail (HRT) alongside the Hauraki District and Thames-Coromandel District Councils. The Trust consists of a maximum of six trustees, one appointed by each of the Matamata-Piako, Hauraki and Thames Coromandel District Councils and three by local iwi.

As Council is a stakeholder in the Trust, and has interest in the HRT, minutes are circulated from the board's meetings.

#### WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION

That:

1. The information be received.

Resolution number CO/2025/00013

Moved by: Cr J Sainsbury

Seconded by: Cr D Horne

**KUA MANA | CARRIED**

## 8.10 External Committee Minutes - June 2025

CM No.: 3047610

### 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:

- Future Proof Implementation Committee
  - 5 June 2025
- Regional Transport Committee
  - 9 June 2025
- Waikato CDEM Joint Committee
  - 16 June 2025 – *not available at time of agenda close, to be circulated separately or considered at the next meeting.*

### 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	
Hauraki Scheme Subcommittee	Cr Sarah-Jane Bourne	Cr Caleb Ansell
Local Government New Zealand: Zone 2	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Future Proof Implementation Committee	Mayor Adrienne Wilcock	Deputy Mayor James Thomas
Pare Hauraki Collective Working Group	Mayor Adrienne Wilcock	Deputy Mayor James Thomas

**WHAKATAUNGA A TE KAUNIHERA | COUNCIL RESOLUTION**

**That:**

- 1. The information be received.**

**Resolution number CO/2025/00014**

**Moved by: Mayor A Wilcock**

**Seconded by: Deputy Mayor J Thomas**

**KUA MANA | CARRIED**

11.38 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 23 JULY 2025.

**KO TE RĀ | DATE:** .....

**TIAMANA | CHAIRPERSON:** .....  
.....

***Minutes prepared by:***

*Marsha McMillan*

*Kaitohu Kāwana | Governance Advisor*