



te kaunihera ā-rohe o
matamata-piako
district council



Governance Structure and Roles for the 2025-2028 Triennium

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1. Introduction

Matamata-Piako District Council plays multiple roles, from leading communities to regulating them through the adoption of bylaws to protect health and wellbeing. Underpinning these multiple roles is the need to make decisions and oversee the implementation of those decisions.

In local government virtually nothing happens that is not based on a decision, whether that decision was to adopt a plan, adopt a budget, or to delegate powers to a chief executive or subsidiary body. Making good decisions matters, as does how they are made. Council seeks to meet the aspirations of their communities within the statutory rules and processes that set the scope of our legal powers and the source of our accountability.

The ability of Council to meet the needs of its community and achieve the objectives set by its governing body depends to a considerable degree on the nature of its governance system. The way in which the system is structured has a direct effect on Elected Members' workload, the opportunities for citizens to engage and participate, the Council's responsiveness to local concerns, and the level of governance oversight. Good decision-making models should:

- enable the governing body to concentrate on major issues with less distraction from operational matters.
- strengthen accountability and transparency because it is clear to citizens where decision making authority for different matters lies.
- enhance the poignancy and relevance of decision-making by bringing it closer to communities.

The Local Government Act 2002 (LGA) provides some guidance on what characterises a good decision-making structure.

The first clause of local government's purpose (s 10), "*to enable democratic decision-making and action by, and on behalf of, communities*" makes it clear that Councils need to create opportunities for communities to be directly engaged in making their own decisions. It is a requirement that strongly implies some form of devolved or delegated decision-making.

A number of the principles, (s 14) highlight the importance of direct community involvement as well as the need for decision-making structures that are clearly understood and efficient, for example:

- 14(a) emphasises that Council business should be undertaken in an open, transparent, and democratically accountable manner as well as giving effect to agreed priorities and outcomes efficiently and effectively.
- 14(b), echoing Part 6 of the Act, reinforces the importance of Councils being aware of the views of all its communities.
- 14(d) requires that Councils provide opportunities for Māori to contribute to its decision-making processes.

These sentiments are also emphasised in the Governance Principles of s 39, in particular, the principle that a local authority should ensure that its governance structures and processes are effective, open, and transparent and ensure, so far as is practicable, responsibility and processes for decision-making on regulatory matters are separated from the processes for decision-making on non-regulatory matters.

The way in which governance and decision-making structures are designed has an impact on how well Council can give effect to its purpose of enabling “democratic decision-making by communities”.

When designing a governance system an over-riding consideration is to ensure that, whatever model is adopted, it can manage the complex and diverse responsibilities that Council undertakes to efficiently and effectively meet the current and future needs of communities.

Section 41A of the LGA confers a number of powers and responsibilities to the Mayor. The Mayor may:

- Lead the development of Council plans, policies and budgets (including the Annual Plan and Long Term Plan) for consideration by the Council
- Appoint the Deputy Mayor
- Establish Committees of the governing body (Council) and appoint the chairperson for each of those Committees.

2. Governance Structure

This document sets out the Governance Structure by which Council:

- carries out its governance functions; and
- formally delegates its powers and responsibilities.

The Governance Structure is developed in accordance with the provisions and requirements of the LGA and the Local Government Official Information and Meetings Act’s (LGOIMA). The Governance Structure for Council is adopted at the beginning of each triennium. It sets out in full the delegations to the Committees.

The Governance Structure may also be reviewed and amended as necessary throughout the triennium.

For clarity, Council has setup some groups that are **not** formal Committees (unless Council decides otherwise) such as the Hearings Commission. This means they do *not* automatically fall under the LGOIMA definition of “meeting” for which the formal public meeting rules apply¹. Because these are not formal meetings under LGOIMA rules about public access, agendas, minutes etc do not apply in the same way.

Standing Orders must be adopted by a local authority for its meetings and for its Committees and Sub-Committees².

Council Standing Orders explicitly say that the rules do *not* apply to working parties and workshops.

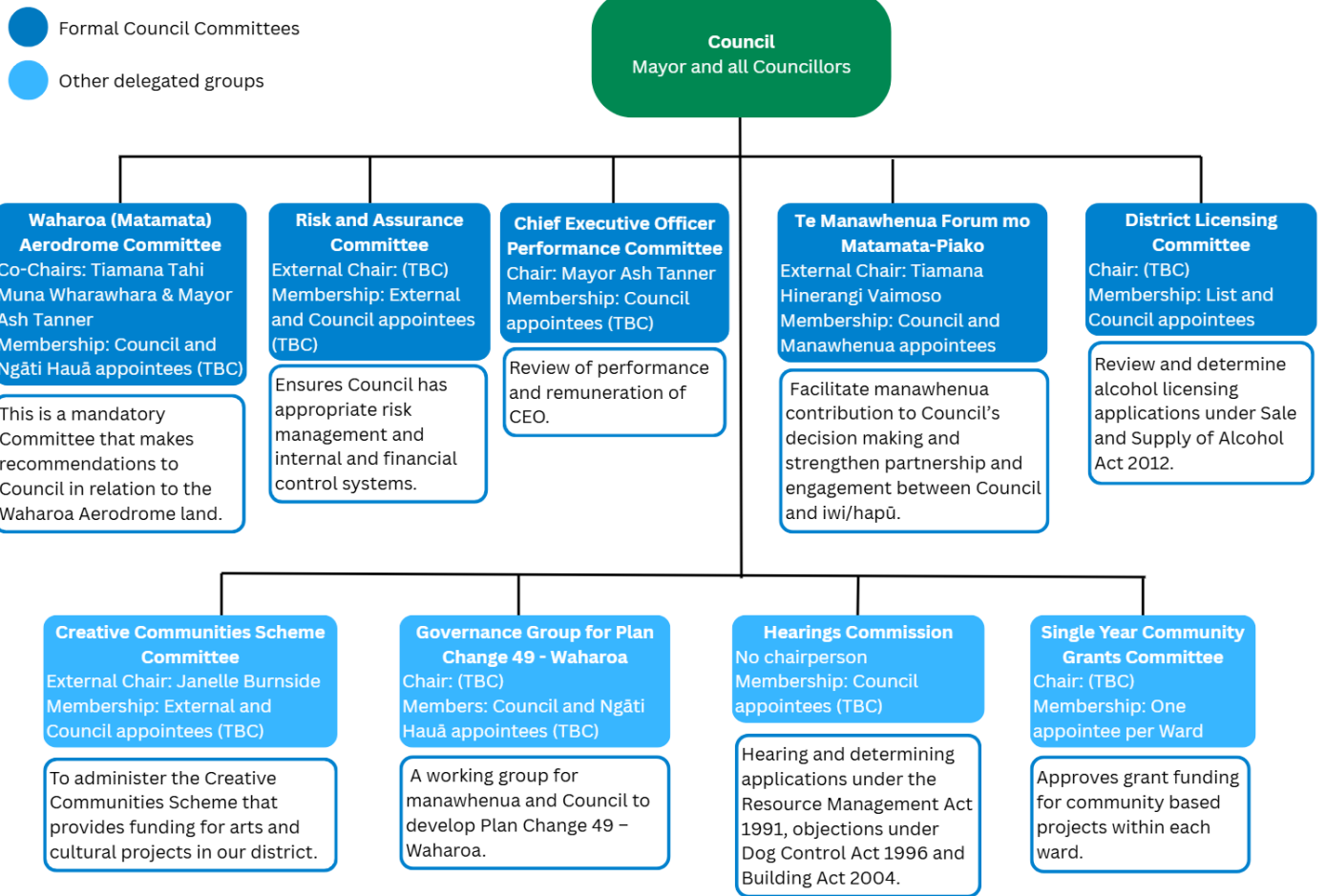
A member of Council or a formal Committee who attends a meeting by means of audio link or audiovisual link is to be counted as present for the purposes the quorum³.

¹ See LGOIMA Part 7: definition of “meeting” refers to Committees etc with functions/duties/powers.

² Schedule 7 cl 27 LGA.

³ Schedule 7 cl 25(A)(4) LGA.

3. Governance diagram



4. Council

Chair	Mayor Ash Tanner
Deputy Chair	Deputy Mayor James Sainsbury
Membership	The Mayor and 12 Councillors
Quorum	As the total number of members is odd, the quorum is a majority of members (7)
Meeting cycle	Monthly and as required
Reports to	N/A

Purpose

The Council is responsible for:

1. Providing leadership to, and advocacy on behalf of, the people of Matamata-Piako.
2. Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

Terms of Reference

1. To exercise those powers and responsibilities which cannot legally be delegated by Council⁴:
 - a) The power to make a rate.
 - b) The power to make a bylaw.
 - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan.
 - d) The power to adopt a Long-Term Plan or Annual Plan, or Annual Report.
 - e) The power to appoint a Chief Executive.
 - f) The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-Term Plan or developed for the purpose of the Council's Governance Statement.
 - g) The power to adopt a remuneration and employment policy.
 - h) The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
 - i) The power to approve or amend the Council's Standing Orders.
 - j) The power to approve or amend the Code of Conduct for Elected Members.
 - k) The power to appoint and discharge members of Committees.
 - l) The power to establish a joint Committee with another local authority or other public body.
 - m) The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council does not accept the recommendation.
 - n) The power to amend or replace the delegations in Council's Delegations Policy.

⁴ Clause 32, Schedule 7, LGA

2. To exercise the following powers and responsibilities of Council, which the Council chooses to retain:
 - a) Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
 - b) Approval of any changes to Council's vision, and oversight of that vision by providing direction on strategic priorities.
 - c) Approval of any changes to district boundaries under the Resource Management Act 1991.
 - d) Adoption of governance level strategies plans and policies which advance Council's vision and strategic goals.
 - e) Approval of the Triennial Agreement.
 - f) Approval of the local governance statement required under the Local Government Act 2002.
 - g) Approval of a proposal to the Remuneration Authority for the remuneration of Elected Members.
 - h) Approval of any changes to the nature and delegations of the Committees.
 - i) Approval or otherwise of any proposal to establish, wind-up or dispose of any holding in, a Council Controlled Organisation and Council Organisation.
 - j) Approval of Activity Management Plans.

Oversight of Strategies, Plans and Reports (such as):

- Long Term Plan
- Annual Plan
- Annual Report

Oversight of Policies and Bylaws (such as)

- Delegations Policy
- Elected Members' Remuneration, Allowances and Expenses Policy
- Significance and Engagement Policy
- Climate Resilience Strategy (draft)
- Development Contributions Policy
- Fees and Charges

5. Formal Council Committees

5.1.1 Risk and Assurance Committee

Chair	External appointee – Jaydene Kana
Deputy Chair	Mayor Ash Tanner
Membership	External appointee/Chair – Jaydene Kana External appointee – none appointed at this time Mayor Ash Tanner Deputy Mayor James Sainsbury Councillor James Thomas Councillor Bruce Dewhurst Councillor Andrew McGiven
Quorum	A majority of members
Meeting cycle	At least four times per year, and such additional meetings as the Chairperson shall decide to fulfil its duties.
Reports to	Council

Purpose

The primary objective of the Risk and Assurance Committee is to assist the Council in fulfilling its overall responsibilities relating to financial reporting, external audit, internal audit, compliance reporting and risk reporting, and report any areas of concern to Council.

The Committee will review:

- The integrity of Council's financial management and reporting processes.
- The scope, timeliness and effectiveness of Council's internal audit programme.
- The scope and timeliness of Council's external audit activity.
- Council's process for monitoring compliance with laws and regulations.
- Council's risk management activities and their effectiveness.

Terms of reference

[Refer Committee Charter](#)

Delegations

The Risk and Assurance Committee is delegated the following Terms of Reference and powers:

That pursuant to clause 32 of Schedule 7 to the LGA Matamata-Piako District Council hereby delegates to the Risk and Assurance Committee the role of ensuring Council has appropriate risk management, internal and financial control systems and that the Risk and Assurance Committee be requested to propose a work programme for the fulfilment of this delegation, The Committee shall operate under a Terms of Reference approved by Council.

5.1.2 Te Manawhenua Forum Mo Matamata-Piako

Chair	External appointee – Tiamana Hinerangi Vaimoso
Deputy Chair	No Deputy Chairperson is appointed
Membership	<p>Membership of the collective Forum shall comprise of:</p> <ul style="list-style-type: none"> • Matamata-Piako District Council (the Mayor and Deputy Mayor are appointed members) • Matamata Ward Councillor, Rewiti Vaimoso • Toa Horopū ā Matamata-Piako/Maori Ward Councillor, Gary Thompson (Observer only) • Ngāti Hauā • Ngāti Rāhiri-Tumutumu • Raukawa • Ngāti Maru • Ngāti Tamatera • Ngāti Whanaunga • Ngāti Pāoa • Ngāti Hinerangi and • any other members that the Forum may agree to in the future, upon formal application. <p>Each of the identified member groups of the Forum shall nominate two representatives, one of which is the principal spokesperson. Both representatives may attend the meetings. The second representative will act at meetings in the absence of the principal representative.</p> <p>The Mayor is the principal for the Council, the Deputy Mayor is the alternate.</p>
Quorum	The quorum required for any meeting of the Forum shall be four Iwi members who are entitled to vote plus a member of Council.
Meeting cycle	Bi-monthly or as required
Reports to	Council

Purpose

The purpose of the Forum is to facilitate mana whenua contribution to Council's decision making and strengthen partnership and engagement between Council and iwi/hapu. The purpose of the Forum does not substitute individual consultation and engagement of Iwi by the Council.

The Forum 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 development approach. This may include but is not limited to contributing to policy development, input into special projects, reserve management processes and receiving presentations from external organisations or individuals (e.g. regional council, government departments, and community groups).

The Forum will agree on an annual work programme to prioritise efforts and resources. This work programme will be considered by Council as part of its budgeting process.

Terms of reference

[Refer Heads of Agreement](#)

Delegations

In addition to the common delegations in section 4, the Te Manawhenua Forum Mo Matamata-Piako is delegated

That pursuant to clause 32 of Schedule 7 to the Local Government Act 2002 Matamata-Piako District Council hereby delegates to Te Manawhenua Mo Matamata-Piako Committee those functions agreed to under the Heads of Agreement between Matamata-Piako District Council and Te Manawhenua Mo Matamata-Piako Committee (namely the right to appoint any non-elected members to Te Manawhenua Forum Committee).

5.1.3 District Licensing Committee

Chair	Councillor Sue Whiting The Chair must be an Elected Member or a commissioner appointed to the Committee.
Deputy Chair	Councillor Greg Marshall (<i>note subject to fulfilling requirements</i>) The Deputy Chair must be an Elected Member
List members	Appointed list members: Ross Murphy, Alan Sciascia, Councillor Greg Marshall (<i>note subject to fulfilling requirements</i>) Section 192 of the Sale and Supply of Alcohol Act 2012 provides that a person may be appointed to the list of approved District Licensing Committee (DLC) members for a period of up to five years and may be approved for any one or more further periods of up to five years.
Quorum	Three members (except for uncontested applications which can be considered by the Chairperson acting alone) ⁵ .
Meeting cycle	As required
Reports to	Council

Purpose

- To administer the Council's alcohol licensing framework as determined by the Sale and Supply of Alcohol Act 2012 ('the Act')

Terms of Reference

- To consider and determine applications for alcohol licences and manager's certificates
- To consider and determine applications for renewal of alcohol licences and manager's certificates
- To consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with certain requirements
- To consider and determine applications for the variation, suspension, or cancellation of special licences
- To consider and determine applications for the variation of licences (other than special licences)
- With the leave of the chairperson of the Alcohol Regulatory and Licensing Authority ('the licensing authority'), to refer applications to the licensing authority
- To conduct inquiries and to make reports as may be required of it by the licensing authority
- Other functions conferred on the District Licensing Committee by the Act or other legislation

⁵ Refer section 191(1) of the Sale and Supply of Alcohol Act 2012.

Delegations

- To make decisions on applications and renewals for licences and manager's certificates in accordance with its terms of reference, the Act and other relevant legislation
- This Committee may make recommendations to Council

Special Notes:

- A DLC is a Committee of Council⁶, is administered by the Council, and may include Councillors. However, it is an independent inquisitorial and impartial body and operates differently from all other Council Committees.
- A key difference is that in DLC hearings the parties have the right to call, examine and cross-examine witnesses. In addition, DLCs are not required to publicise or run their meetings in the same way as other Council Committees (s 207 of the Act and part 7 Local Government Official Information and Meetings Act 1987).
- DLCs have the powers of a commission of inquiry under the Commissions of Inquiry Act 1908. As a commission of inquiry, a DLC has a quasi-judicial role. DLCs have powers and procedures similar to those of a court of law or a judge and are obliged to objectively make findings of facts and draw conclusions from them. This means, for example, that a DLC can issue summonses requiring the attendance of witnesses before it or the production of documents. It also has the power to rehear any matter that it has determined⁷.
- DLCs should not be subject to influence from the Council (or from any other third party). A Council can, if it wishes, be represented and participate in a DLC hearing⁸. However, a Council cannot override a decision of a DLC.
- A decision of a DLC can be appealed to the Alcohol Regulatory and Licensing Authority (ARLA) by any party to the decision. Decisions of ARLA can be appealed to the High Court, then the Court of Appeal, and up to the Supreme Court.

⁶ s 200(1), Sale and Supply of Alcohol Act 2012

⁷ s 201(4)) Sale and Supply of Alcohol Act 2012

⁸ S204, Sale and Supply of Alcohol Act 2012

5.1.4 Chief Executive Officer Performance Committee

Chair	Mayor Ash Tanner
Deputy Chair	Deputy Mayor James Sainsbury
Membership	Councillor Vincent Andersen Councillor Andrew McGiven Councillor Bruce Dewhurst Councillor Sue Whiting Councillor Dayne Horne
Quorum	Three members
Meeting cycle	As required
Reports to	Council

Purpose

To review the Chief Executive's performance and make recommendations to the Council about all matters relating to the employment of the Chief Executive and the Chief Executive's employment agreement.

Terms of reference

The Committee is delegated the following recommendatory powers:

- The Committee has no decision-making powers.
- The Committee must make recommendations to Council on all matters relating to the employment of the Chief Executive, including performance measures and remuneration (other than described below).

Delegations

The Chief Executive Officer Performance Committee is the following Terms of Reference and powers:

That pursuant to clause 32 of Schedule 7 to the LGA Matamata-Piako District Council hereby delegates to the Chief Executive Officer Performance Committee the authority to undertake a review of the performance and remuneration of the Chief Executive Officer on an annual basis in accordance with the Chief Executive Officer's employment agreement.

Special Notes:

- The Committee may request expert advice through the People Safety and Wellness Manager or the Corporate, People and Relationships General Manager when necessary.

5.1.5 Waharoa (Matamata) Aerodrome Committee

Chair	Two Co-Chairpersons Council appointee: Mayor Ash Tanner Ngāti Hauā appointee: Tiamana Tahi Muna Wharawhara
Deputy Chair	No Deputy Chairperson is appointed
Membership	Council Mayor Ash Tanner Deputy Mayor James Sainsbury Councillor James Thomas Ngāti Hauā Tiamana Tahi Muna Wharawhara (Co-Chairperson) Whaea Rangitonga Kaukau Mātua Matua Deacon Paul
Quorum	At each meeting, a quorum consists of 2 Council appointees and 2 Ngāti Hauā appointees.
Meeting cycle	As required
Reports to	Council

Purpose:

Under section 88 of the Ngāti Hauā Claims Settlement Act 2014 the Waharoa (Matamata) Aerodrome Committee, is established for the Council's Waharoa Aerodrome land and the Waharoa Aerodrome land.

Under section 98 Ngāti Hauā Claims Settlement Act 2014 the functions of the Committee are—

- (a) 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:
- (b) to make final decisions on access and parking arrangements for the Waharoa Aerodrome land and the Council's Waharoa Aerodrome land that affect Raungaiti Marae:
- (c) 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 in accordance with paragraph (d)):
- (d) to perform any other functions that the Council may delegate to the Committee.

The Committee has the powers reasonably necessary to carry out its functions in a manner consistent with this subpart and the relevant provisions of the local government legislation.

The Council is the administering body of the Waharoa Aerodrome land for the purposes of the Reserves Act 1977.

Terms of Reference:

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 7 the Reserves Act 1977, including initiation of a review, conducting any hearings, decision[1]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

Special notes:

- Despite the membership of the Committee provided for by [section 90](#), the Committee is a joint Committee within the meaning of [clause 30](#) of Schedule 7 of the LGA.
- The Council may appoint 1 member. The member appointed by the Council must be a Councillor who is not the Mayor or Deputy Mayor of the district.
- The Mayor and Deputy Mayor of the district are members of the Committee.

6. Other delegated groups

6.1.1 Hearings Commission

Chair	No Chairperson is appointed This recognises no Elected Member currently holds the Chairpersons accreditation under the Resource Management Act 1991 If an Elected Member completes accreditation with Chair endorsement Council may appoint them as Chair.
Deputy Chair	No Deputy Chair is appointed
Co-Ordinator	Councillor (to be confirmed)
Membership	Councillor Sue Whiting <ul style="list-style-type: none">Resource Management Act - The above appointments are made subject to each Elected Member holding the relevant required accreditation/recertification (Making Good Decisions).For other matters – it is encouraged that each Elected Member undertakes the Making Good Decision accreditation.
Quorum	At least two members of the Hearings Commission are delegated the power to hear and determine all applications.
Meeting cycle	As required
Reports to	Council

Purpose

- To conduct fair and effective hearings and make determinations on a range of the Council's quasi-judicial functions under legislation and other matters as referred to the Committee.

Terms of reference

- Hear and determine any statutory or regulatory hearings under relevant legislation, Council Policies, Plans, or Bylaws unless otherwise delegated by Council, including (but without limitation)
 - Objections under the Dog Control Act 1996
 - Building Act (Pool regulation waivers)

Delegations

The Hearings Commission is the following Terms of Reference and powers:

- That Matamata-Piako District Council resolves that pursuant to section 34(1) of the Resource Management Act 1991, hereby delegates to not less than two members of the Hearings Commission the power to hear and determine all applications that are

within Council's functions, powers and duties under the Resource Management Act 1991, except:

- a) the approval of proposed policy statements or plans or any change to a policy statement or plan; or
 - b) the hearing of resource consent applications where:
 - i. a conflict of interest exists; or
 - ii. a joint hearing is held with Waikato Regional Council
 - iii. legislation requires a certain appointment process for Hearings Commissioners; or
 - iv. requirements under the RMA for commissioners and or chairperson to have appropriate qualifications mean that an independent commissioner/s should be appointed; or
 - v. Council's Hearing Commissioners prefer to opt out either because of the technical or other nature of the application; or
 - vi. none of the Council's Hearing Commissioners are available to hold a hearing within the statutory timeframe.
2. Where the above applies, pursuant to section 34A(1) of the Resource Management Act 1991 the Matamata-Piako District Council hereby delegated to one or more Independent Hearing Commissioner(s) appointed by the Chief Executive Officer or Executive Managers, the power to hear and determine all applications that are within Council's functions, powers and duties under the Resource Management Act 1991.
3. Pursuant to clause 32 of Schedule 7 to the LGA and section 34A(1) of the Resource Management Act 1991, the Matamata-Piako District Council hereby delegates to the Coordinator of the Hearings Commission or any other member in their absence the power to determine applications where:
- a) in accordance with section 99 of the Act, a resolution has been reached by all parties prior to the hearing; or
 - b) in accordance with section 100 of that Act, the Applicant and all persons who have made a submission advises that they do not wish to be heard; or
 - c) in accordance with section 357 of the Act, any person who has made an objection advises that they do not wish to be heard.
4. Pursuant to clause 32 of Schedule 7 to the LGA and the Dog Control Act 1996, the Matamata-Piako District Council hereby delegates to not less than two members of the Hearings Commission the power to hear and determine all objections of:
- a) a probationary owner classifications;
 - b) a disqualified owner classifications;
 - c) a menacing dog classifications; and
 - d) a dangerous dog classification.
5. Pursuant to clause 32 of Schedule 7 to the LGA, pursuant to section 12, section 6 and clause 11 of the Fencing of Swimming Pools Act 1987 and section 9 of the Building (Pools) Amendment Act 2016 (effective 1 January 2017), the Matamata-Piako District Council hereby delegates to not less than two members of the Hearings Commission the power to hear and determine all applications.

Special Notes:

- The Hearing Commission not a formal Committee or Sub-Committee of Council. Therefore, their meetings are not run in the same way as other Council Committees and Standing Orders do not apply.
- The Committee may appoint additional members for hearings where the relevant terms of reference specify the requirement for expert or external representation.

6.1.2 Governance Group for Plan Change 49 – Waharoa

Chair	Chair to be appointed by the Governance Group Current Chair is Lisa Gardiner
Deputy Chair	A Deputy Chairperson has not been appointed
Membership	<p><u>Two Ngāti Hauā representatives.</u></p> <p>Current appointments:</p> <ul style="list-style-type: none"> • Lisa Gardiner (Chair) • Muna Wharawhara <p><u>Two Council representatives.</u></p> <p>Current appointments:</p> <ul style="list-style-type: none"> • Councillor Vincent Andersen • Councillor Sue Whiting <p><u>Technical staff</u></p> <p>RMA policy team and experts as required</p>
Quorum	No quorum
Meeting cycle	As required
Reports to	Council

Vision

To meet Council’s statutory requirements under the Resource Management Act by developing an enabling planning framework for the sustainable development of the Town of Waharoa to give expression to the “Ngā Tumanako Anamata – Hopes for the Future” and the Community’s aspirations.

Purpose

To establish a Working Group that provides tangata whenua the opportunity to partner with Council to successfully develop Plan Change 49 –Waharoa of the Matamata-Piako District Plan.

Functions

To provide advice to Council and to take responsibility for the governance of the project.

Terms of Reference

The working party will:

Governance

- Actively engage in Plan Change 49 –Waharoa plan development.
- Provide advice, and recommendations to Council
- Attend hui and review documents
- Make recommendations based on the legislative requirements

Technical plan development

- Conduct investigations, provide reports, advice and recommendations
- Documentation and support for the governance arm of the Working Party
- Presentation to hui and Working party
- Prepare plan change for notification
- Complete statutory plan-making process

Statutory Context and Decision Making

The Working Party is expected to make recommendations regarding the drafting of the plan provisions. The final provisions will be confirmed by Council.

Administration/ Secretarial Support

Council will provide all of the administration and management support services for all the meetings, venue, catering costs and expenses.

Meeting Fees

Cost share to be confirmed

6.1.3 Single-Year Community Grants Committee

Chair	To be determined at each of the Committee meetings, by members of the Committee.
Deputy Chair	No Deputy Chair is appointed
Membership	One Elected Member per ward, including Toa Horopū ā Matamata-Piako/Maori Ward Councillor, Gary Thompson
Quorum	2 members
Meeting cycle	Usually twice per year, or as required
Reports to	Council

Purpose

To determine applications for funding from Council Single Year Community Grant fund and any other grants that Council may establish or administer on behalf of other organisations, other than Creative Communities funding.

Community groups and organisations play an integral role in supporting community wellbeing. There are two funding rounds annually, they open on the second Wednesday of February and the first Wednesday of August each year and are open for applications for a period of five weeks.

Terms of reference

The Committee may co-opt iwi and/or community representatives as necessary.

The Chairperson is appointed by the members present.

The Committee meets periodically throughout the year following the closure of the grant rounds.

There is no Public Forum at these meetings, but grant applicants may be invited to speak about their applications.

Delegations

- Review applications under the Single Year Community Grants policy.
- Collate and assesses applications received.
- Makes decisions on the allocation of grant funding.
- Reports to the Council on decision making.

6.1.4 Creative Communities Scheme Committee

Chair	Janelle Burnside (Chairperson)
Deputy Chair	No Deputy Chair is appointed
Membership	Hilton Woodroofe Dianna Vaimoso Jill Thomas Jocelyn Legg Councillor Greg Marshall Councillor Grace Bonnar Haneen Lane Emah Lane Karin Barr
Quorum	No quorum
Meeting cycle	Usually twice per year
Reports to	Creative New Zealand

Purpose

Council administers the Creative Communities Scheme that provides funding for arts and cultural projects in our district. The funding comes from Creative New Zealand.

To be eligible for funding a project must support at least one of the following:

- Access and participation: Create opportunities for local communities to engage with, and participate in local arts activities
- Diversity: Support the diverse artistic cultural traditions of local communities
- Young people: Enable young people (under 18 years) to engage with, and participate in the arts

There are two funding rounds annually, they open on the second Wednesday of February and the first Wednesday of August each year and are open for applications for a period of five weeks.

The assessment Committee is made-up of community members from the Matamata-Piako District. They are appointed for their knowledge and experience of the arts and local communities

The Creative New Zealand guidance states there is no specific requirement for the number of members an assessment committee must have. However, Creative New Zealand strongly recommends that there be at least seven, and not more than 11 members. A committee of nine members works well; having an odd number also assists with voting.

There is provision in the guide for Council to appoint up to two representatives i.e. elected members. Community representatives may be appointed or elected for a specified term of up to three years and can serve a maximum of two consecutive terms. The term limitation does not apply to council representatives.

Terms of reference

Refer to:

<https://www.mpd.govt.nz/grants-and-funding/creative-communities-funding>

<https://creativenz.govt.nz/funding-and-support/all-opportunities/creative-communities-scheme>