SOUTH WAIRARAPA DISTRICT COUNCIL
*Kia Reretahi Tātau*

# Council and Committees Terms of Reference 2025-2028

# Contents

Contents ..... 2
Record of amendments ..... 2
Introduction ..... 3
Council ..... 5
Community Boards (Ngā Poari Hapori) ..... 6
Māori Partnership Committee ..... 9
Infrastructure Committee ..... 11
Risk and Assurance Committee ..... 13
People and Performance Committee ..... 15
Economic Growth Committee ..... 18
Social Resilience Committee ..... 22
Resource Management Hearings Panel ..... 23
District Licensing Committee ..... 24
Rural and Coastal Advisory Group ..... 25
Specific role descriptions and delegations ..... 27

# Record of amendments

| Version | Date | Resolution | Summary of Amendments |
|---|---|---|---|
| 1 | 20 Nov 2025 | DC2025/89 | Adopted |
| 2 | 11 Dec 2025 | DC2025/95 | Addition of Community Boards, Economic Development Committee, Environmental Sustainability Committee and Social Resilience Committee.<br>Amendments to the Māori Partnership Committee membership and functions. |
| 3 | 11 Mar 2026 | DC2026/16 | Addition of the Rural and Coastal Advisory Group |
| 4 | 28 May 2026 | DC2026/25 | Appointments to the Rural and Coastal Advisory Group |
| 5 | 25 June 2026 | DC2026/37 | Appointment of Councillor Aidan Ellims as Chair to Infrastructure Committee (following Colin Olds' resignation from Council). |
| 6 | 30 July 2026 | DC2026/48 | Appointment of Councillor Rob Taylor as Deputy Chairperson of the District Licensing Committee for SWDC. |
| 7 | 29 Oct 2026 | DC2026/80 | Appointment of Councillor Peter Biggs to the Economic Growth and Social Resilience Committees. |

# Introduction

This document sets out the Terms of Reference for the South Wairarapa District Council and its committees for the 2025-2028 triennium.

Council's business is wide-ranging, and it has many obligations and powers under statutes and regulations. It is not always necessary for the full Council to deal with every matter itself; therefore, committees are formed to support. In addition, delegations to officers are made for the effective and efficient operation of Council. These are outlined in the Delegations Policy and Register available on the Council website.

**Committee establishment**

The mayor has the power to establish committees and appoint the chairperson of each committee under section 41A of the Local Government Act 2002.

The Council also has the ability to appoint, discharge, or reconstitute, the committees that it considers appropriate under schedule 7 part 1, 30 of the Local Government Act 2002.

Committees include, in relation to Council:

- a committee comprising all the members of the Council
- a partnership committee or special committee appointed by the Council
- a joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002
- any subcommittee of a committee described above.
- The mayor is a member of each committee.

**Terms of Reference (ToR)**

The Terms of Reference for each committee are set out in full in this document. The Terms of Reference include the purpose, key responsibilities, delegations, membership, quorum and meeting frequency.

**Quorum**

Generally, unless otherwise specified, a quorum is the presence of:

- half of the members if the number of members (including vacancies) is even, or
- a majority of members if the number of members (including vacancies) is odd.

**Ambiguity and conflict**

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, with the result that there is uncertainty or dispute as to which committee has delegated authority in respect of a particular matter, the mayor will decide in consultation with the deputy mayor on advice from the chief executive.

**Chairpersons**

All chairpersons are required to attend training to chair meetings (through LGNZ, Governance Professionals or other similar provider).

A chairperson must ensure that the Council/committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.

**Agenda preview meetings**

To support planning and workflow, all formal committee and informal portfolio panel meetings will be required to attend a pre-meeting including the chairperson/portfolio lead, executive leadership team member and a democracy and engagement team member. Meetings will be arranged by the Democracy and Engagement Team in consultation with the chairperson/portfolio lead. At least three days' notice will be given.

**Health and safety**

Regarding health and safety, all members of Council are required to discharge their responsibilities of due diligence under the Health and Safety at Work Act 2015. Staff will provide regular reports to the governing body, through the Risk and Assurance Committee, to enable members to discharge their duties.

# Council

| | |
|---|---|
| Chair | Mayor |
| Deputy Chair | Deputy Mayor |
| Members | Mayor and All Councillors |
| Quorum | 6 |
| Frequency of meeting | At least six-weekly |

**1. The Council has the following decision-making powers:**

a) The following powers which are unable to be delegated [1]:

i. Making a rate;

ii. Making a bylaw;

iii. Borrowing money, or purchasing or disposing of assets, other than in accordance with the long-term plan;

iv. Adopting a long-term plan, annual plan, or annual report;

v. Appointing a chief executive;

vi. Adopting 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 local governance statement;

vii. Adopting a remuneration and employment policy;

viii. Approve or amending the Council's Code of Conduct for elected members;

ix. Approving or amending the Council's Standing Orders;

x. Establishing a joint committee with another local authority or other public body.

b) Overseeing and approving the Council's strategy and policy work programme.

c) Making the final decision on a recommendation from the Ombudsman where it is proposed that Council does not accept the recommendation.

d) Overseeing, developing and approving Council's relationship with Māori, including iwi appointments to, or removal from, committees.

e) Appointing and discharging members of committees (when not appointed by the Mayor).

f) Approving the Council's recommendation to the Remuneration Authority for the remuneration of elected members.

g) Approving the Triennial Agreement under the Local Government Act 2002.

h) Approving the Local Governance Statement.

i) Determining whether or how to fill any extraordinary Council vacancies.

j) Reviewing and developing policy and practices and making decisions in respect of governance (including representation reviews).

k) Promoting any legislation or promoting significant amendments to legislation (e.g. a Local Bill).

l) Exercising any authority which it has delegated to a committee, subcommittee or officer, and which is referred to it for decision.

[1] For powers i-vii see clause 32(1) Schedule 7 Local Government Act 2002. For powers viii-x see clauses 15, 27, 30, and 30A Schedule 7 Local Government Act 2002.

# Community Boards (Ngā Poari Hapori)

The South Wairarapa District Council (council) has three community boards established under sections 49–54 of the Local Government Act 2002 (LGA 2002), representing the communities of Featherston, Greytown and Martinborough.

Each board consists of four elected members and two appointed ward councilors. Boards meet at least four times per year. Each board elects a chairperson and deputy chairperson at its first meeting. The quorum is three (3) members. Boards operate under Council's Standing Orders, Code of Conduct and Terms of Reference. Members must also declare any conflicts of interest.

**1. Purpose**

Community boards play an essential role in connecting local communities and the South Wairarapa District Council (SWDC). Council and community boards will follow a "high trust and transparency" model and will encourage shared ownership of challenges and opportunities to achieve outcomes that strengthen the district.

Boards will:

a) represent and advocate for community interests in a constructive, solutions-focused way
b) develop positive relationships and communicate with local organisations, interest groups, iwi, residents and businesses
c) maintain an overview of services provided by Council within the community
d) provide local insights to inform Council from the community
e) consider and report on all matters referred to it by Council
f) support emergency preparedness and resilience in the community
g) prepare an annual submission to Council relating to proposed or potential work for expenditure within the community
h) undertake any other responsibilities that are delegated to them by Council.

**2. Delegations from Council**

Within their community areas, boards have the power to approve community grants within their allocated budgets and guidelines.

During the triennium, boards may undertake any other responsibility appropriately delegated by Council and agreed by boards.

Boards operate within defined boundaries. They are not authorised to enter into contracts, employ staff, or take actions that would exceed their approved budgets or contravene Council policy.

**3. Community engagement**

In order to optimise the delivery of their mandate, boards facilitate collaboration between the community and Council including feeding back community insight in an organised, data-informed way.

Council and boards work together to ensure that community engagement is discussed, coordinated and planned.

## 4. Civil defence and emergency readiness

Community boards will activate local civil defence readiness as their principal leadership responsibility.

They will:

a) work with Council and WREMO to ensure every community is fit for emergency response and recovery
b) promote local emergency preparedness through education, coordination, and communication
c) identify community leaders and volunteers who can assist during emergencies
d) oversee the appointment and support of local emergency centre coordinators
e) support, provide and lead community-specific communications before, during and after civil defence and emergency situations, as defined in the standard operating procedures (SOP)
f) provide regular readiness assessments to Council as part of annual reporting.

This responsibility builds community resilience and provides a clear, shared focus that benefits both Council and residents.

Council will provide planning and operational support to assist the boards, to ensure the appropriate plans and community-specific SOP are in place, and work in partnership with the boards to support coordinated emergency management across the district and region.

## 5. Advisory

Boards recommend to Council or relevant committees on:

a) local road priorities, traffic management, and street facilities
b) prioritisation of footpath renewals and maintenance
c) easements and reserves management plans
d) services feedback and recommendations.

To support this, Council will provide high-level advanced plans for works in the board area, with enough detail for practical consideration, and allow reasonable time for prompt community and board feedback.

Boards will also provide feedback to:

a) Council's long-term plan and annual plan
b) district plan reviews and bylaw changes
c) strategies and policy development relevant to their areas.

The boards will support Council community consultation on the above plans and reviews, raising issues that they identify are of concern to the community. To assist with this, the Council will provide relevant significant proposals and draft plans in a timely way, other than when deemed to be outside of the board or community interest, when the issue is commercial in confidence or where time required for the process demonstrably impacts the outcome.

## 6. Accountability and reporting

Boards are accountable to the community they represent. In all its actions, a board will be aligned with the Council's vision, mission and values, and contribute to the achievement of the Council's long-term plan.

In allocating funding and grants, and other delegated responsibilities, the boards are accountable to

Council. They develop an annual work plan aligned with Council's strategic priorities. Boards will make a submission to Council's annual and long term plans.

Boards will ensure that their communication with, and information and operational requests of Council, are appropriate in terms of timeliness, role and good practice. As part of this, ward councillors will share information to Council about the board activities.

To support this, Council will provide timely, relevant and accurate support, advice, guidance and feedback on information sought by boards.

Council will also provide and support a clear process for raising issues, and a path of escalation where required.

**7. Review of terms of reference**

These terms of reference may be reviewed by the Council in consultation with community boards at any time, with a formal review to occur before June 2027.

**8. Working together for the district**

This framework strengthens the partnership between Council and community boards. By focusing the boards on community resilience and structured engagement, SWDC ensures both entities work as a cohesive team — each informed by data, grounded in shared responsibility, and committed to delivering the best outcomes for South Wairarapa's people.

# Māori Partnership Committee

| | |
|---|---|
| Reports to | Council |
| Chair | TBC |
| Frequency of meeting | Six-weekly, or as required, with workshops and community forums held as needed. |
| Members | • At least one, but up to two Councillors appointed by Council in discussion with the chair of the Committee.<br>• Two representatives from each of the three South Wairarapa Marae (Kohunui Marae, Papawai Marae and Hau Ariki Marae).<br>• Two representatives from Pae Tū Mōkai o Tauira.<br>• One representative from Ngāti Kahungunu ki Wairarapa.<br>• One representative from Rangitāne o Wairarapa.<br>• The Mayor of South Wairarapa (ex officio).<br>• Up to one youth representative in an advocacy role.<br>**Note**<br>• Nominations for Iwi, Marae or Pae Tū Mōkai o Tauira representatives must be received in writing from each participating body and are ratified by Council.<br>• Councillor membership is ratified by Council.<br>• The chairperson and deputy chairperson are elected by the committee at the start of the triennium. |
| Non-voting attendees: | The youth representative is not a voting member of the committee. |
| Quorum | **Four** members including a minimum of **three** representatives from Iwi, Marae or Pae Tū Mōkai o Tauira and **one** representative from Council. |

**1. Introduction**

The Māori Partnership Committee (the Committee) is a formal committee of the South Wairarapa District Council (the Council), established under clause 30(1)(a) of Schedule 7 of the Local Government Act 2002. It reflects the enduring partnership between Council and mana whenua, grounded in the principles of **Te Tiriti o Waitangi**.

The Committee's four pou are: **Marae Wawata**, **Tautoko**, **Whakapapa**, and **Te Taiao**.

The Council acknowledges:

- The iwi of **Ngāti Kahungunu ki Wairarapa** and **Rangitāne o Wairarapa**, and their respective hapū, as holders of **mana whenua** and **mana moana** within the South Wairarapa District.
- The tīpuna marae of **Kohunui** and **Papawai.**
- Kaupapa Māori community groups viz, **Hau Ariki** marae and **Pae Tū Mōkai o Tauira**.
- The presence and contributions of **mātāwaka**—Māori who reside in the district but do not whakapapa to mana whenua.

## 2. Vision

**Manaaki whenua, manaaki tāngata, haere whakamua**

*If we take care of the land and take care of the people, we will take care of the future.*

## 3. Purpose

The Committee exists to:

a) Uphold and give effect to the principles of **Partnership**, **Participation**, and **Active Protection**.
b) Advocate for equitable outcomes for Māori across social, cultural, environmental, and economic domains.
c) Ensure Māori voices are heard in Council decision-making.
d) Support kaitiakitanga and sustainable development.
e) Strengthen Māori capacity and capability in civic processes.
f) Provide culturally grounded advice on planning, policy, and resource management.

## 4. Functions

The Committee will:

a) Work with Council on strategic matters.
b) Contribute to Long Term and Annual Plans.
c) Support Council officers through letters of support and cultural guidance.
d) Recommend opportunities for partnerships with hapū and marae.
e) Consider funding applications aligned with the Committee's four Pou.

## 5. Delegated Authority

The Committee has authority to:

a) Distribute community grants delegated to it.
b) Approve te reo Māori road names in line with the Road Naming Policy.
c) Make recommendations on kaupapa Māori projects and activities aligned with Council policy.

## 6. Accountability and Reporting

a) Reports received by Council.
b) Meeting minutes and reports are tabled at Council meetings.
c) Chair or nominated committee member may present updates.

## 7. Continuity

Under clause 30(7) of Schedule 7 of the Local Government Act 2002, the Committee continues beyond each triennial election to ensure sustained partnership and continuity of kaupapa.

# Infrastructure Committee

| | |
|---|---|
| Reports to | Council |
| Chair | Councillor Aidan Ellims |
| Deputy Chair | TBC |
| Members | Councillors Aidan Ellims (Chair), Collier Isaacs, Martin Bosley, Rachel Clarke and Deputy Mayor Rob Taylor. Mayor Fran Wilde (ex-officio). |
| Quorum | 3 |
| Frequency of meeting | Bi-monthly |

**1. Purpose**

To provide governance oversight and monitoring of Council's operational functions and capital programmes for roading, three waters, waste management and minimisation, public amenities and Council properties.

**2. Area of focus**

The Infrastructure Committee has responsibility for:

a) Roads, bridges and footpaths;
b) Solid Waste Management including Waste Minimisation;
c) Water Supply, Wastewater, Stormwater, and Water Races; and
d) Amenities (includes library buildings) and Council Properties.

**3. Responsibilities**

a) Oversee the delivery of the annual work programme as approved in the Annual Plan/Long Term Plan across activity areas.
b) Oversee the provision of capital and maintenance programmes to deliver effective:
    i. water, wastewater, stormwater including water races networks, and
    ii. roading networks (including roads and streets, bridges, retaining walls, drains and culverts, road markings, footpaths, kerb and channel, road safety, parking, street lighting and street trees).
c) Oversee the provision of solid waste services (including kerbside, solid waste and recycling collection services, landfills and transfer stations and waste minimisation initiatives).
d) Oversee the provision of amenities (including infrastructure, recreational areas, reserves, cemeteries and landscaping).
e) Oversee the management of land-purchases, land-swaps, leases, or sale of Council property.
f) Progress speed management plans under the Land Transport Rule: Setting Speed Limits 2024.

g) Oversee the development and review of plans, strategies, policies and bylaws for activity areas within the scope of the committee.

h) Receive reports and consider and decide recommendations from community boards, joint committees, Council appointments, and user groups on matters within the scope of the committee.

**4. Delegations**

The committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to Council by law, or by resolution of Council).

**5. The committee is delegated the power to act**

a) To approve a proposal to stop any road, including hearing and considering any written objections on such matters.

b) To initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002, relating to any activity area.

c) To consider exemptions, permissions and conditions relating to any bylaws, plans, or policies that relating to any activity area, in respect of land administered by Council under the Reserves Act 1977 and Council owned land

d) to approve easements

e) to review and notify draft reserve management plans.

**6. The committee is delegated the power to recommend to Council:**

a) The adoption of strategies, plans, policies and bylaws that relate to activity areas

b) Additional borrowing for items provided for in the Long-Term Plan or Annual Plan

c) The sale, purchase, or land-swap of a Council property

d) The vesting of a private road to Council

e) The initiation of the special consultative procedure, under the Local Government Act 2002, where it relates to any activity area.

**7. Oversight of policies and bylaws**

The committee has oversight of relevant policies, bylaws including any new policies, bylaws and plans created during the triennium that specify Infrastructure Committee oversight.

# Risk and Assurance Committee

| | |
|---|---|
| Reports to | Council |
| Chair | Bruce Robertson |
| Deputy Chair | Deputy Mayor Rob Taylor |
| Members | Mr. Bruce Robertson (Independent Chair), Deputy Mayor Rob Taylor (Deputy Chair), Councillors Chris Archer, Martin Bosley and Collier Isaacs.<br>Mayor Fran Wilde (ex-officio) |
| Quorum | 3 |
| Frequency of meeting | Bi-monthly |

**1. Area of focus:**

Ensure the overall strategic financial management and performance of the Council; and provide independent assurance and assistance on Council's risk, controls, compliance framework, and its external accountability responsibilities.

**2. Key responsibilities**

a) Setting direction and monitoring progress of the risk management framework, and associated procedures for effective identification and management of Council's financial and business risks, including insurance and fraud.
b) Reviewing the financial position of Council on a bi-monthly basis.
c) Reviewing Council's financial and non-financial performance against the Long-Term Plan and Annual Plan.
d) Advising and supporting the development of the Annual Plan and the Long-Term Plan.
e) Having a strategic understanding of the Annual Report.
f) Monitoring levels of service (KPIs) and performance of the activities.
g) Providing input into planning for engagement and consultation activity with a financial focus or impact.
h) Receiving and reviewing risk management dashboard reports.
i) Providing annual input into the setting of the risk management work programme.
j) Receiving updates on current litigation and legal liabilities.
k) Ensuring legal and compliance risks including monitoring Council's compliance with relevant laws, regulations, and associated government policies.
l) Ensuring the independence and adequacy of the external audit function.
m) Setting direction and monitoring progress of Council's emergency response and business continuity planning arrangements.
n) Ensuring the health, safety and well-being responsibilities of Council are well managed (noting the distinct responsibilities of the CEO under legislation).
o) Approving applications to declare land abandoned and any other such matters under the Rating Act.

**3. Delegated authority**

**a) Power to act:**

i. Approve strategies and plans related to emergency response and business continuity within budgeted limitations.

ii. Delegate to members of the committee and Chief Executive the powers to appoint an Independent Chair, as recommendations by the Auditor General.

**b) Power to Recommend to Council:**

Adoption of the Annual Report.

# People and Performance Committee

| | |
|---|---|
| Reports to | Council |
| Chair | Mayor Fran Wilde |
| Deputy Chair | Deputy Mayor Rob Taylor |
| Members | Mayor Fran Wilde (Chair), Deputy Mayor Rob Taylor (Deputy Chair), Councillors Martin Bosley and Collier Issacs. |
| Quorum | 2 (including the Chair or the Deputy Chair) |
| Frequency of meeting | At least 2 times per year |

**1. Purpose**

The purpose of the Committee to assist the Council to discharge its responsibilities by exercising due care, diligence and skill in relation to people and performance matters and the culture of the Council.

**2. Scope**

2.1 The specific areas of scope, on behalf of the Council, are:

a) Overseeing the work of SWDC in the promotion of a positive and inclusive culture, including staff wellbeing and engagement.

b) The appointment, remuneration and performance of the CEO.

c) Understanding the remuneration framework and succession planning for key roles.

d) Ensuring SWDC is a good employer and that it complies with legislative and regulatory requirements.

Note that Health and Safety metrics will normally be reported through the Risk and Assurance Committee.

2.2 It is expected that the Committee's role will result in improved organisational performance through the provision of alternative perspectives and informed independent advice. A specific benefit of the Committee is its independence and objectivity in relation to management. However, the Committee should not assume any management functions, nor should management be allowed to exert inappropriate influence over the work of the Committee.

**3. Authority and access**

3.1 The Council authorises the Committee, within the scope of its role and responsibilities, to:

a) Obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information).

b) Discuss any matters with other external parties (subject to confidentiality considerations).

c) Request the attendance of any relevant manager, including the Chief Executive, at Committee meetings.

d) Obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the expense of SWDC.

3.2 The external advisors and the Chief Executive Officer will report directly to the Committee on

matters relevant to the Committee's responsibilities under these Terms of Reference.

3.3 The Committee may delegate any of its responsibilities to the Chair of the Committee or a subset of its members from time to time and on such terms as the Committee considers appropriate.

**4. Membership**

a) Chair: Mayor Wilde, Deputy Chair : Deputy Mayor Rob Taylor, members Councillors Martin Bosley and Collier Isaacs.

b) The quorum shall be two members of the committee, including the Chair or the Deputy Chair.

c) The Chief Executive Officer shall not be a member of the Committee but shall attend meetings or parts of meeting of the Committee at the invitation of the Chair.

d) Other senior executives shall attend meetings of the Committee at the invitation of the Chair.

e) The Committee may invite other parties to attend meetings or parts of meetings from time to time as circumstances require.

**5. Meetings and reporting to the Council**

a) The Committee shall hold at least two meetings per year and such additional meetings as its Chair shall decide.

b) Minutes of the Committee shall be prepared. A summary of proceedings shall be reported by the Chair to a meeting of the Council and the minutes provided once the Committee has agreed them.

c) The CEO and the GM Corporate Services are responsible for drawing to the attention of the Committee any material matters that relate to the Committee's areas of responsibility.

**6. Responsibilities**

a) Oversee strategies and the delivery of key policies that promote a positive and inclusive culture in SWDC, as well as the well-being and engagement of staff.

b) Review and provide feedback to the CEO on policies on remuneration, leave, and gifts and benefits.

c) Review employee survey processes, provide feedback to the CEO on content, consider results and monitor the progress of management improvement plans established in response to findings.

d) Review and provide feedback on the CEO's recommendations regarding the structure of SWDC's executive team.

e) Review succession plans for the executive team, including the CEO, and for critical roles outside the Executive team.

f) Review candidates for and, following full interview by the Council, recommend to the Council the appointment of the CEO, the terms and conditions of employment, and the remuneration package.

g) Set KPIs for the CEO and the senior executive team, reviewing on an annual basis to ensure relevance.

h) At least annually (more frequently if considered necessary by the Committee or the Council) conduct a formal review of the performance of the CEO, soliciting input from the Council and other key stakeholders.

i) Ensure that the performance review of the CEO takes into account overall organisational performance in delivering the Council's strategies and priorities, and in maintaining its reputation, as well as achievement in meeting the specific KPIs set for the CEO.

j) Provide feedback to the CEO on their performance, including any areas for development or improvement.

k) Support the CEO to attend any professional development courses or conferences considered appropriate.

l) Undertake an annual review of the CEO's remuneration package and make recommendations to the Council including any salary adjustments.

m) Recommend to the Council the termination of employment of the CEO where required.

n) Be satisfied that SWDC is a good employer and is fully compliant with its legislative and regulatory responsibilities relating to employment, leave, remuneration and other staff-related matters.

o) Any other relevant business

p) Investigate any matter brought to its attention within the scope of its ToR.

## 7. Confidentiality

Committee members must treat all information with appropriate confidentiality. This includes matters tabled or discussed at Committee meetings, as well as any additional issues that are raised out of session.

# Economic Growth Committee

| | |
|---|---|
| Chair | Councillor Chris Archer |
| Deputy Chair | Councillor Collier Isaacs |
| Members | Councillors Chris Archer (Chair), Andrea Rutene, Simone Baker, Peter Biggs, Collier Issacs, and Rupert Watson. Mayor Fran Wilde (ex-officio). |
| Quorum | 3 |
| Frequency of meeting | As required |

**1. Purpose**

The purpose of the Committee is to drive sustainable economic growth, support local businesses and encourage investment, so as to enhance the overall quality of life for residents.

To achieve this, it will work with the private sector and local/central government to foster collaboration, ensure strategic developments, and position the region as a vibrant hub of innovation.

Its objectives will be to create a dynamic district and wider Wairarapa region where:

- Businesses thrive and their employees are valued and appropriately remunerated
- Sustainable development flourishes
- Agriculture meets evolving market needs
- New industries are cultivated and existing sectors adapt
- Hamlets and town centres evolve into captivating hubs of innovation and culture that reflect our community's character

**2. Partners**

Partners include business and industry leaders and organisations (e.g. Tourism Wairarapa, Business Wairarapa, local business groups), other councils in Wairarapa and the Greater Wellington region, Iwi/Māori economic representatives (in particular the post-settlement entities), tourism leaders, the primary sector, the education and training sector, community organisations.

**3. Key responsibilities**

a) Understand the nature of the local and regional economy and its needs, and the agency the Council holds in supporting economic growth.
b) Review current economic development strategies and plans and, if necessary, recommend updates.
c) Strengthen partnerships with iwi, businesses, other councils, central government and community stakeholders to support business success and retention.
d) Encourage Council support for the economy by enabling commercial, residential, and industrial development.
e) Identify, cultivate, and help secure new industry opportunities.
f) Work with the visitor sector and community leadership groups to enhance Wairarapa identity and promote the district through place-making and branding.
g) Work with appropriate agencies to attract long-term investment into the region.
h) Work with business to advocate for the development of specialised educational and training opportunities aligned with regional industry needs.
i) Advocate for greater central government recognition of the region's potential.
j) Be a strong advocate for the infrastructure (including transport and energy) required to support economic development and local/regional connectivity.

4. **Delegated authority**
   The Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law or by resolution of the Council).

5. **The Committee is delegated the power to act:**
   The Committee's decision-making powers relate to its economic growth mandate and are limited to the review and approval of key documents (e.g. new and amended policies).

6. **The Committee is delegated the power to recommend to the Council:**
   Economic growth strategies and plans.

# Environmental Sustainability Committee

| | |
|---|---|
| Chair | Councillor Rachel Clarke |
| Deputy Chair | Councillor Andrea Rutene |
| Council Members | Councillors Rachel Clarke (Chair), Deputy Mayor Rob Taylor, Collier Isaacs, Andrea Rutene and Rupert Watson. Mayor Fran Wilde (ex-officio) |
| Quorum | 3 |
| Frequency of meeting | As required |

**1. Purpose**

The purpose of the committee is to develop, monitor and review the Council's strategies to provide kaitiakitanga/stewardship by the Council towards te Taiao/the environment to ensure sustainability for future generations.

To achieve this, it will work with mana whenua, with organisations officially tasked with similar environmental guardianship, with community conservation groups and with groups that are working on the land and whose actions will have lasting consequences for the health of the land and water.

**2. Partners**

Partners include Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust, Rangitāne Tū Mai Rā Trust, Wairarapa Moana Statutory Board, Pae Tū Mōkai o Tauira, SWDC Rural & Coastal Advisory Group, GWRC, DOC and other relevant organisations, networks and community groups.

**3. Key responsibilities**

a) Explore with relevant iwi, hapū and mana whenua, te Ao Māori principles of environmental sustainability as they apply to the district and the wider Wairarapa region.
b) Partner with key central and local government organisations that hold formal responsibility for environmental management and with other conservation groups that contribute towards environmental sustainability in both the district and the wider Wairarapa region.
c) Understand how the agency Council holds can support environmental sustainability, then make appropriate recommendations to the Council.
d) Understand how climate change is likely to impact on South Wairarapa and its residents and lead Council discussion on appropriate responses in terms of both long-term planning and community preparedness, noting that Community Boards have been delegated some operational responsibility for working directly with their residents on the latter.
e) Receive reports on the waste minimisation plans and activities (including rubbish and recycling) of the Council and other local and central government agencies, understand the current programmes and seek efficiencies by exploring new initiatives e.g. waste diversion through recycling centres.

**4. Delegated Authority**

The Committee will have delegated authority to carry out activities within its terms of reference and activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

**5. The committee is delegated the power to act:**

The Committee's decision making powers relate to its environmental sustainability mandate and are

limited to the review and approval of key documents (e.g. new and amended policies).

**6. The committee is delegated the power to recommend to the Council**

Environmental sustainability and climate change mitigation/adaptation strategies and plans.

# Social Resilience Committee

| | |
|---|---|
| Chair | Councillor Simone Baker |
| Deputy Chair | Councillor Rupert Watson |
| Members | Councillors Simone Baker (Chair), Chris Archer, Peter Biggs, Rupert Watson, Deputy Mayor Rob Taylor, and Mayor Fran Wilde (ex officio). |
| Quorum | 3 |
| Frequency of meeting | As required |

**1. Purpose:**

The purpose of the Committee is to build over time a socially resilient and culturally vibrant community in South Wairarapa. To achieve this, it will work with deliverers of social services in the district and in wider Wairarapa, with objective assisting all residents, regardless of age or personal means, to have access to the services and amenities they require to lead healthy, functional, fulfilled and positive lives and to express themselves culturally in ways appropriate to individuals.

**2. Partners**

Partners include iwi and local marae, providers of health, housing and social services, as well as cultural groups including museums, galleries, community events and arts groups, other relevant networks or group and neighbouring councils.

**3. Key responsibilities**

a) Understand the social profile of the South Wairarapa community and in particular any groups that may be under-served in terms of community support.

b) Develop, monitor and review Council's strategies and services relevant to the social resilience of the community and ensure they are equitable and appropriate.

c) Partner with community agencies that are delivering in this field, to ensure co-ordination and robust support systems, and to optimise cost-effective delivery.

d) Engage with health providers with the objective of ensuring that all residents have fair and equal access to health services.

e) Collaborate with housing agencies with the objective of ensuring the provision of affordable and suitable community housing for different demographics.

f) Improve amenities and facilities to better serve the younger population of South Wairarapa.

g) Advocate for enhanced public transport systems to align with requirements and developments in the community.

**4. Delegated authority**

The Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to Council by law, or by resolution of Council).

**5. The committee is delegated the power to act:**

The Committee's decision-making powers relate to its community resilience mandate and are limited to the review and approval of key documents (e.g. new and amended policies).

**6. The committee is delegated the power to recommend to the Council:**

Social Development and cultural strategies and plans.

# Resource Management Hearings Panel

**1. Purpose**

To hear and determine matters arising under the Resource Management Act 1991.

**2. Key responsibilities**

a) Hearing and determining resource consents under sections 104 and 104A, 104B, 104C, and 104D under the Resource Management Act 1991
b) Hearing and recommending decisions on notices of requirement and amendments to notices of requirement under the Resource Management Act 1991
c) Hearing and deciding or recommending matters under the 1st Schedule of the Resource Management Act 1991, excluding clause 17
d) Specific delegations have been set out in Council's delegation register for panels convened for matters arising from the Resource Management Act 1991.

**3. Delegated authority**

**a) Power to act:**

i. To conduct hearings and make determinations on areas within its key responsibilities.
ii. To act in accordance with specific delegations set out in Council's delegation register.

**b) Power to Recommend to Council:**

i. The committee shall have the authority to make a decision on any matter before it without reference to Council but has the power to make a recommendation or refer any matter to Council if it so wishes for decisions on Notices of Requirements and Plan Changes pursuant to the Resource Management Act 1991.
ii. To hear and make recommendations to Council for those matters where a decision can't be delegated (e.g. District Plan).

**4. Membership**

The Chief Executive has delegated authority to appoint a Hearings Panel on a recommendation received from the Group Manager, Planning and Regulatory.

The Chief Executive may appoint:

- Independent accredited commissioners
- Chair including chair acting alone
- Hearings Committee members
- An iwi approved accredited commissioner with relevant experience and skills to the matters being heard.

For matters pursuant to Plan Changes, the Chief Executive is encouraged to appoint a member or members from the Hearings Committee to a Hearings Panel where appropriate.

The chair will be an independent accredited commissioner and will have a casting vote.

# District Licensing Committee

| | |
|---|---|
| Chair or Commissioner | SWDC Commissioner –Catherine Rossiter Stead |
| Deputy Chair SWDC | Deputy Mayor Rob Taylor |
| List members | Chairperson and list members maintained under section 192, including one Councillor and external members appointed by Council |
| Executive | The chief executive is the secretary of District Licensing Committee/s. The Chief Executive may delegate this responsibility. |
| Quorum | Three members |
| Frequency of meeting | As required |

**1. Purpose**

This committee is appointed in accordance with section 186 of the Sale and Supply of Alcohol Act 2012 to deal with licensing matters for its district.

**2. Key responsibilities**

The committee has the following functions outlined in section 187 of the Sale and Supply of Alcohol Act 2012:

a) Consider and determine applications for licences and manager's certificates
b) Consider and determine applications for renewal of licences and manager's certificates
c) Consider and determine application for temporary authority to carry on the sale and supply of alcohol in accordance with section 136
d) Consider and determine applications for the variation, suspension, or cancellation of special licences
e) Consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280
f) Refer applications to the licensing authority with the leave of the chairperson for the licensing authority
g) Conduct inquiries and to make reports as may be required of it by the licensing authority under section 175
h) Carry out any other functions conferred on licensing committees by or under the Sale and Supply of Alcohol Act 2012 or any other enactment.

**3. Delegated authority**

In accordance with section 188 of the Sale and Supply of Alcohol Act 2012, the committee has all the powers conferred on it by or under the Sale and Supply of Alcohol Act 2023 or any other acts, and all the powers as may be reasonably necessary to enable it to carry out its functions.

# Rural and Coastal Advisory Group

| | |
|---|---|
| Chair | Jenny Boyne |
| Members | 6-8 members made up of 4-6 rural/coastal members, 2 Councillors and the Mayor<br>Current membership as of 28 May 2026: Aaron Woodcock (Woody), Bec Nicholson, Belinda Milnes, Brian Jephson (Jeppy), Chris Sparks, Geoff Vause, Jenny Boyne (Chair), Kim Hayes, Lee Flutey. |
| Quorum | 4 or 5 *(depending on final number of members)* |
| Frequency of meeting | Quarterly or as required |

## 1. Purpose

The Rural and Coastal Advisory Group's purpose is to provide the Council with a perspective on issues associated with Council services affecting rural and coastal communities. The Group's advice will contribute to ensuring that the wellbeing of the district's rural and coastal communities is taken into account for Council policy decisions and planning for the district's future.

The purpose of a Rural and Coastal Advisory Group will be to allow advocacy for this community to Council and Committees of South Wairarapa. This will be a rural/coastal perspective on issues associated with council services affecting rural communities (e.g. roads and rates), with the potential to align and coordinate Wairarapa wide. It will ensure that the rural perspective is considered for Council policy decisions and planning, and supports the purpose of local government under the Local Government Act 2002, to enable democratic local decision-making and actions by, and on behalf of, communities.

The Coastal & Rural Advisory Group will also enable section 14 (1b) of The Local Government Act 2002: A local authority should make itself aware of, and should have regard to, the views of all of its communities.

## 2. Key responsibilities

To provide Council with advice on the following:

- the development of Council policies, plans and strategies as they relate to rural and coastal issues,
- Council engagement with the district's rural and coastal communities, and
- any matter of particular interest or concern to rural and coastal communities connected with the functions of the Council, including, but not limited to, rates, funding, rural roading, forestry, water resilience, water quality, the Wairarapa Combined District Plan, spatial planning, economic development, civil defence, climate change impacts, coastal issues, and bylaws.

## 3. Reporting

It is expected that the group will report back to Council on a quarterly basis, or as required if there is an urgent need for advice on a particular matter. The Chair will be responsible for ensuring that reports are written or delivered verbally within meeting timeframes as supplied by the Governance Team.

## 4. Membership

The Council Rural and Coastal Advisory Group will be made up of up to six to eight members including two elected members with the remaining community members appointed through an expression of interest process. Community members from any rural or coastal area that is not within the urban townships of Featherston, Greytown or Martinborough can apply.

**5. Criteria for community members:**

A selection panel will appoint the four to six community members. Membership will be considered based on:

- ability to provide advice on rural and coastal issues
- understanding of the South Wairarapa District rural and coastal communities living or working in a role serving the rural and coastal communities within the South Wairarapa District
- association with a rural/coastal sector group, organisation or rural/coastal community
- Their understanding of Te Tiriti o Waitangi.

The time commitment will involve attending at least two formal meetings a year (2-4 hours) and meeting preparation (reading time for reports and other material provided prior to meetings), with additional forums or workshops as required. Further input may be requested through additional meetings, emails and/or surveys.

Once the Council Rural and Coastal Advisory Group is selected, the meeting times will be set, with consideration of times and locations that are as convenient as possible for Advisory Group members.

# Specific role descriptions and delegations

### Mayor

- The mayor is the leader of Council and provides leadership to the other members of Council and the district. The mayor will lead the development of Council's plans, policies and budgets for consideration by Council. The mayor is the primary Council spokesperson
- The mayor will lead central government liaison, supported as necessary by relevant Councillors
- The mayor will establish a Mayoral Taskforce or Working Party, as required.

### Deputy mayor

- The deputy mayor will:
  i. Assist the mayor in carrying out the statutory and leadership role of the mayor
  ii. If the mayor is absent or incapacitated, perform all the responsibilities and duties, and exercise any powers of the mayor (other than the powers under section 41A LGA 2002 and the role of Justice of the Peace)
  iii. Lead and take responsibility for liaison with Councillors on matters of support for carrying out their governance role
  iv. Assist the mayor in day-to-day administration.
- Ensure that the mayor's view is conveyed to committee and other meetings when they are absent on Council business.

### Committee chair and deputy chair

A chair and deputy chair of a committee or subcommittee will:

- Provide leadership to the committee
- Ensure decision-making is evidence-based and made in a timely manner
- Conduct the meeting in accordance with standing orders and legislation
- Enhance relationships with key stakeholders
- Together with portfolio holders, act as Council's spokespeople and point of contact for the committee's activities, subject to the mayor's agreement
- Collaborate with other committee chairs and deputy chairs where objectives are shared
- Play a leadership role in the development of policy and strategy falling under the committee's area of focus
- Ensure progress is made towards Council's strategic priorities in the committee's area of responsibility
- In the committee's area of responsibility attend relevant events, launches of new activities and projects
- Ensure Council's advisory groups have effective input
- Meet regularly with the mayor, deputy mayor, chief executive and senior staff
- Keep the mayor informed of emerging issues
- Maintain a "no surprises" approach for elected members and staff
- Raise issues of Council performance with the assigned leadership team member in the first instance, following up with the mayor and chief executive if necessary.