



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

AGENDA

Ordinary Council Meeting Thursday, 19 February 2026

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Thursday, 19 February 2026

Time: 1:30 pm

**Location: Supper Room, Waihinga Centre, Texas Street
Martinborough**

**Janice Smith
Chief Executive Officer**

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1 KARAKIA TIMATANGA – OPENING

Kia hora te marino
Kia whakapapa pounamu te moana
Hei huarahi mā tātou i te rangi nei
Aroha atu, aroha mai
Tātou i ā tātou katoa
Hui ē! Tāiki ē!

May peace be widespread
May the seas be like greenstone
A pathway for us all this day
Let us show respect for each other
For one another
Bind us all together!

2 APOLOGIES

3 CONFLICTS OF INTEREST

4 ACKNOWLEDGEMENTS AND TRIBUTES

5 PUBLIC PARTICIPATION

6 URGENT BUSINESS

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 11 DECEMBER 2025

Author: **Amy Andersen, Lead Advisor, Democracy and Committees**

Authoriser: **Janice Smith, Chief Executive Officer**

File Number:

RECOMMENDATIONS

1. That the minutes of the Council meeting held on 11 December 2025 are confirmed as a true and correct record.

APPENDICES

Appendix 1 Minutes of the Council Meeting held on 11 December 2025

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON THURSDAY, 11 DECEMBER 2025 AT 1:30 PM**

PRESENT: Mayor Fran Wilde (Chair), Cr Martin Bosley, Cr Aidan Ellims, Cr Colin Olds, Cr Chris Archer, Cr Andrea Rutene, Cr Simone Baker, Cr Rachel Clarke, Cr Collier Isaacs, Cr Rupert Watson and Deputy Mayor Rob Taylor.

APOLOGIES: Nil

IN ATTENDANCE: Janice Smith (Chief Executive Officer), Stefan Corbett (Group Manager, Corporate Services), James O'Connor (Acting Group Manager, Infrastructure and Community Operations), Lina McManus (Grants and Funding Advisor), Narida Hooper (Pou Māori), Peter Trafford (Principal Engineer, 3 Waters), Sarah Pearson-Coats (Lead Advisor, Property Portfolio), Alex Pigou (Manager, Communications), Hayley Gastmeier (Advisor Digital Communications), Narida Hooper (Pou Māori), Charly Clarke (Chief Financial Officer), Peter Trafford (Principal Engineer, 3 Waters), Shanin Brider (Advisor, Community Governance) and Amy Andersen (Lead Advisor, Democracy and Committees).

PUBLIC FORUM: Nil

CONDUCT OF BUSINESS: This meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 1:30pm to 3:10pm except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

Cr Rutene opened the meeting.

2 APOLOGIES

Nil

3 CONFLICTS OF INTEREST

No interests were disclosed relating to items on the agenda or interests not already recorded on a relevant register.

4 ACKNOWLEDGEMENTS AND TRIBUTES

There were no acknowledgements and tributes.

5 PUBLIC PARTICIPATION

Nil

6 URGENT BUSINESS**6.1 URGENT BUSINESS - PROPOSED NAMING OF A NEW RIGHT OF WAY, AT 51 WOOD STREET, IN GREYTOWN REPORT****RESOLUTION DC2025/90****Moved:** Mayor F Wilde**Seconded:** Cr S Baker

Council resolved to add the *Proposed Naming of a New Right of Way, at 51 Wood Street, in Greytown Report* to this agenda as item 8.4.

Reasons for urgency:

Council officers were made aware of the application on 1 December 2025 and did not prioritise this as the land in question did not yet have a new title; council officers were not aware the subdivision consent had a condition that required the road naming application before a new title was issued. The application was lodged with Council in July 2025, so the applicant has been waiting for a considerable length of time already.

CARRIED**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 20 NOVEMBER 2025****RESOLUTION DC2025/91****Moved:** Cr C Isaacs**Seconded:** Cr C Olds

Council resolved that the minutes of the Council meeting held on 20 November 2025 are confirmed as a true and correct record.

CARRIED**8 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF****8.1 APPROVAL OF COMMUNITY GRANTS AND FUNDING POLICY AND FRAMEWORK**

Members were supportive of the policy and framework.

Ms McManus confirmed the eligibility of businesses and they can apply for grants.

Noted amendments:

- page 6 of the report, Māori Standing Committee changed to Māori Partnership Committee.

Recommendation 5 was amended from *intention to workshop approach* to *delegation to Mayor and Chair of Economic Growth Committee*.

RESOLUTION DC2025/92**Moved:** Cr M Bosley**Seconded:** Cr R Clarke

Council resolved to:

1. Receive the *Approval of the Community Grants and Funding Policy and Framework* report.
2. Adopt the Community Grants and Funding Policy and Framework to support best practice and decision-making.
3. Approve the increase in Community Board and Māori Partnership Committee grants to \$20,000 to commence in the current financial year.
4. Approve the decrease in the Community and Youth Grant budget to \$180,000 for 2025/26 and to rename the fund the Economic Development Fund.
5. Note the intention to delegate to the Mayor and Chair of Economic Growth Committee the approach to be used for the recommended participatory grant making for the Economic Development fund. [This amendment became part of the substantive motion].
6. Note the intention to communicate the opening of the fund to the community at Councils earliest convenience following initial workshop.

[Items 1-6 read together]

CARRIED**8.2 RESCINDING DELEGATIONS FOR LEASES**

Ms Smith spoke to the report.

Members queried how renewals and rent reviews would be reported back to council and sought to clarify the wording of recommendation 5.

Ms Smith provided an explanation of the changes to the delegations.

Ms Hughes responded to members queries and noted a review process is currently underway and there were 82-85 leases including licences at present. Ms Hughes also noted that automating requirements around renewals and streamlining process were key goals.

RESOLUTION DC2025/93**Moved:** Cr C Olds**Seconded:** Cr A Ellims

Council resolved to:

1. Receives the report "Rescinding delegations for leases"
2. Approves the amendment of the title Manager Governance and Business Operations to Manager Corporate Support on all relevant approved delegations

3. Approves the removal of delegations to approve new leases from roles previously identified in the register
4. Approves the requirement for all new leases to be approved by Council, noting they can be reviewed by a Community Board or Committee prior to being received at the Council table.
5. Approves the amendment to require new leases to be signed by two councillors.
6. Approves that all rights of renewal and rent reviews under existing leases can be approved by the Chief Executive.

[Items 1-6 read together]

CARRIED

8.3 REQUEST FOR INFORMATION FROM THE LOCAL GOVERNMENT COMMISSION

Mayor Wilde provided the background regarding the letters drafted in the report.

Ms Smith clarified the amount included in the letter under *considerations* (\$350,000) this means 1% of rates.

Mayor Wilde and Ms Smit responded to queries regarding the compliance schedule in the report – namely the implications for Māori. Ms Smith noted that emails from iwi have been received to confirm their support.

RECOMMENDATIONS

Council resolved to:

1. Receive the *Request for information from the Local Government Commission* report.
2. Approve the sending of a letter to the Local Government Commission and the Minister for Local Government seeking information on the process, timing and any revenue support that would be made available to support an amalgamation discussion with the community.
3. Approve that the wording of such a letter is agreed by all three Wairarapa Mayors and Chief Executive Officers.

Clarke / Rutene

8.4 PROPOSED NAMING OF A NEW RIGHT OF WAY, AT 51 WOOD STREET, IN GREYTOWN

Ms Smith responded to members concerns regarding compliance with the policy (only one option provided by the applicant and the appropriate Te Reo Māori spelling of “Rakau Lane” - should be “Rākau Lane” or “Raakau Lane”)

Members shared their concerns regarding the alignment with criteria, following process (setting precedent) and appropriate use of Māori names.

Cr Rutene also asked for her concerns regarding the processes in place for this particular policy and the issues as to why this particular application had taken so long to be progressed to be noted.

Members agreed the policy should be reviewed in the near future.

Due to urgency, Council agreed to breaking policy in this instance in order to complete approval process.

In light of all feedback, recommendation 2 was amended.

RESOLUTION DC2025/94**Moved:** Cr S Baker**Seconded:** Cr C Isaacs

Council resolved to:

1. Receive the *Proposed Naming of a New Right of Way, at 51 Wood Street, in Greytown Report.*
2. Consider an out of policy decision and approve the proposed name of “Rakau Lane” for the proposed right of way at 51 Wood Street, Greytown, noting the spelling is with a macron or aa. [The amendment became the substantive resolution].

CARRIED**9 MAYORAL REPORTS****9.1 MAYORAL REPORT - UPDATES TO COMMITTEES' TERMS OF REFERENCE AND ACTING ARRANGEMENTS DECEMBER 2025**

Mayor Wilde provided a brief explanation of each matter for decision.

Members were supportive of the Terms of Reference as presented, and additional appointments in the amended recommendation 1.

RESOLUTION DC2025/95**Moved:** Deputy Mayor R Taylor**Seconded:** Cr R Watson

The Mayor recommends that Council:

1. Approve the Terms of Reference and appointments where indicated for the:
 - a) Community Boards;
 - b) Economic Growth Committee; Deputy Chair – Councillor Collier Isaacs
 - c) Environmental Sustainability Committee; Deputy Chair – Councillor Andrea Rutene
 - d) Social Resilience Committee; Deputy Chair – Councillor Rupert Watson[The amendments became the substantive motion]
2. Approve the amended Terms of Reference for the Māori Partnership Committee.
3. Appoint Deputy Mayor Rob Taylor as Acting Mayor from 24 December – 31 December 2025 (inclusive).
4. Appoint Deputy Mayor Rob Taylor as alternate to the Wellington Regional Waste Management and Minimisation Plan Joint Committee.

5. Appoint Councillor Andrea Rutene as alternate to the Wairarapa Moana Statutory Board.
 [Items 1-5 read together]

CARRIED

10 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION DC2025/96

Moved: Cr C Olds

Seconded: Cr A Rutene

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution	Plain English reason for passing this resolution in relation to each matter
10.1 - Disposal of Old Featherston Golfcourse	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7	To protect Council's position to negotiate sale price.
10.2 - Three Waters Procurement	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7	Conducting negotiations with preferred supplier
10.3 - Waters Capital Projects Financial Delegations	s7(2)(h) - the withholding of the information is necessary to enable Council to	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would	To protect information that relates to a contract

	carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7	tender and negotiation process.
CARRIED			

Public excluded session commenced at 2:09pm.

11 KARAKIA WHAKAMUTUNGA – CLOSING

Cr Rutene closed the meeting with a karakia.

The meeting closed at 3:10pm.

Confirmed as a true and correct record.

..... (Mayor)

..... (Date)

..... (Chief Executive)

..... (Date)

8 MATTERS ARISING FROM PREVIOUS MEETINGS

9 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.1 CUSTOMER TRANSFORMATION PROGRAMME

Author: Matt Vins, Manager, Corporate Support

Authoriser: Stefan Corbett, Group Manager, Corporate Services

File Number:

PURPOSE

To inform *councillors/members* of progress made to deliver the Customer Transformation Programme and seek endorsement for the new Customer Charter and Customer Service Transparency Policy.

EXECUTIVE SUMMARY

- The report seeks to update Councillors on the Customer Transformation Programme, including an overview of work completed to date and next steps.
- It sets out next steps, particularly with regards to implementing and embedding a system to manage customer enquiries and ensure timely and consistent communication with customers.
- It also seeks Councillor endorsement for the new Customer Charter and Customer Service Transparency Policy documents, which seek to set out how the Council will work with its customers, and the expectations on staff to ensure a customer first approach.

RECOMMENDATIONS

That *Council*:

1. Receives the Customer Transformation Programme report
2. Notes the procurement of Zendesk to be used as a customer enquiry management tool
3. Endorses the Customer Charter
4. Endorses the Customer Service Transparency Policy
5. Notes that South Wairarapa District Council was recently recognised through the ALGIM Customer Experience Awards 2025, placing as a Finalist for Customer Experience.

BACKGROUND

The Strategy Working Committee approved the Customer Services Transformation Plan on 2 October 2024. This plan set out four key workstreams to change and enhance the Council's approach to customers:

- Culture Change – to put the customer at the heart of what we do and how we do it
- Knowledge base of key enquiries – to provide greater information at point of contact and triage enquiries where possible
- Systems upgrade – to enhance the ability to record, manage and resolve enquiries

- Self-service – to reduce manual, wasteful processes and enable greater self-service options for internal and external customers

To date, significant work has been undertaken across all these areas, including:

- Revised Council values including ‘customer first’
- Embedding of these values into performance and general culture
- Introduced quarterly ‘values in action’ awards for staff
- Commenced revising PDs and interview process to include the values
- Knowledge Hub of frequently asked questions to enable further triage and resolution at point of contact
- Revised payment processes (water tanks etc.) to improve transactions for customers
- Development of digital processes to support common internal queries
- Telephony switch to Teams to simplify systems and provide better reporting

Recent activity has focused on simplifying process and procuring a system to support the recording, management and resolution of customer enquiries. Historic processes were disjointed and split by different systems, creating a lack of oversight and difficulty in managing and resolving customer enquiries. Any system change requires the culture change and buy-in from the organisation to properly engage with a new approach where customers are at the heart of what we do.

During October-November 2025, the Customer Services Team delivered seven workshops with different teams across the Council, including Planning, Buildings, Regulatory Services, Community Operations, Roading, Water and Rates. These sought to map out a new way of managing Customer Enquiries, providing standardised process, automation and regular messaging to the enquirer to manage expectations. This not only informed what future processes could work, and highlighted potential issues to changing process, but was required to bring teams along on the journey – as no matter what system is to be procured, they need to use it and be part of its implementation – and to inform the systems specifications.

The outcome of this created a high-level system specification to engage with providers and set out a number of decisions made by SLT:

- All customer enquiries would be logged onto a system, regardless of whether they were resolved at point of contact or not.
- Customers would continue to be able to reach into teams/staff directly, rather than having to go through customer services.
- All customer, internal and provider contact is to be through the system to remove the need for emails which are not trackable.

This meant the system needed to:

- Have a very simple way of logging enquiries which have been resolved at point of contact to reduce the additional burden on staff to record this.
- Allow full access to all Council officers to be able to log, engage, respond and resolve customer enquiries.
- That all enquiries, those resolved at point of contact and those not, are able to be reported on for business intelligence.
- Replace the need for any emails through Outlook.

The Manager, Corporate Support and Team Leader, Customer Experience, engaged a range of providers during November-December 2025 and received several demonstrations of the potential systems. Through reviewing the systems' capabilities in line with the specification, and understanding potential cost, the preferred system is Zendesk.

Zendesk is a global customer ticketing solution and provides the necessary flexibility to manage diverse customer enquiries internally and with external partners. The system was procured in December 2025, with initial implementation meetings taking place in January 2026. It is expected the system will take a few months to build and rollout across the Council, with all customer enquiries to be logged and tracked using this moving forwards. The ongoing cost of the system is approximately \$21,000NZD per annum.

DISCUSSION

Alongside the procurement of a new system, the GM Corporate Services has developed a new Customer Charter and Customer Transparency Policy to support how the Council works with our customers.

The Customer Charter (Appendix 1) is an external document which sets out the core principles by which all Council employees will operate, ensuring a consistent, open and responsive approach to customers. It provides high-level information about expected response times, as well as requesting customers treat staff with courtesy and respect in their engagement with the Council.

The Customer Transparency Policy (Appendix 2) is an internal document which outlines South Wairarapa District Council's commitment to providing open, honest and timely communication with customers regarding enquiries and complaints. It ensures customers are kept informed throughout the process, building trust and accountability. All Council staff and contractors are to abide by the policy, which also commits to providing training for staff, to ensure better dialogue and outcomes for customers.

Councillors are requested to review the two documents and provide feedback before they are signed off and implemented.

To support all of this, the Council is considering customer-first professional training for all staff, to help embed our new ways of working and ensure consistent, high-quality customer service from all areas of the Council.

CONSIDERATIONS

Financial

	Yes/No/NA	Commentary
Inclusion in the AP/LTP? (if no – provide commentary)	No	Ongoing business improvement work
Confirmed budget source	Yes	IT Projects and subsequently IT Software Licenses

OPEX or CAPEX	OPEX	
Rating impact	Yes	Small impact given cost of new system
Procurement process	No	No full procurement process. Quotes were gathered from multiple suppliers.

There is no financial impact above the ongoing per annum software license cost of approximately \$21,000NZD.

Climate Change

There are no positive or negative effects on climate change from this decision.

CONCLUSION

Councillors are recommended to review and endorse the Customer Charter and Customer Transparency Policy, designed to support the rollout of Zendesk as a centralised customer enquiry management tool. These actions are designed to enhance how the Council engages with customers, and engages and monitors their enquiries

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with n/a.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.

Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	

APPENDICES**Appendix 1 Customer Charter****Appendix 2 SWDC Customer Service Transparency Policy**

Our commitment to you

We aim to deliver excellent service that is timely, transparent, and respectful.

This customer charter sets out the standards you can expect when engaging with us.



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Our principles

Respect and courtesy

- We will treat all customers with dignity, respect, and professionalism.
- We will listen carefully and respond in a polite and helpful manner.



Accessibility

- We will make our services easy to access for everyone, including providing clear information and support for those with additional needs.
- We will offer multiple contact channels (phone, email, online, in person).

Transparency

- We will provide clear, accurate, and timely information about our services, decisions, and processes.
- We will explain reasons for decisions and your options if you disagree.

Responsiveness

- We will acknowledge your request.
- We will advise on the timeframe it will require to respond to your request.
- We will update you during the process if we have information for you.
- If we need to extend the timeframe, we will let you know.

Accountability

- We will take responsibility for our actions and decisions.
- We will provide clear routes for feedback, complaints, and appeals.

Fairness

- We will treat everyone equally and without discrimination.
- We will make decisions based on facts, fairness, and the law.

Continuous improvement

- We will regularly review our services and seek feedback to improve.
- We will embrace innovation to deliver better outcomes for our community.

Response time commitments



- Phone calls: We will respond to your call promptly during business hours and make sure you are supported by the most suitable person or team.
- Emails: We will acknowledge your email within 3 working days and provide a full response within 10 working days. Where this is not possible we will be clear about the complexity and expected final response time.
- Online requests: Will be acknowledged immediately with an automated response. You will receive a full response within 10 working days. Where this is not possible we will be clear about the complexity and expected final response time.
- Postal mail: We will respond to your postal correspondence within 10 working days of receipts. Where this is not possible we will be clear about the complexity and expected final response time.
- Complaints: We will acknowledge your complaint within 3 working days and provide a resolution or update within 10 working days.
- Urgent issues (e.g., public safety): We will action urgent issues immediately or escalate to the appropriate service provider within 1 hour.

What we ask of you



- Treat our staff with courtesy and respect.
- Provide accurate information to help us serve you effectively.
- Respect the rights of other customers and the community in which we live.
- Work with us to reach a resolution.
- Let us know when your details have changed (e.g. address, dog registration details)
- Use our feedback channels to help us improve.



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

Customer Service Transparency Policy

Date of Approval	January 2026
Policy ID	
Next Review	January 2028
Business Owner	Group Manager, Corporate Services
Version History	1.0

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1. Policy Statement

South Wairarapa District Council is committed to delivering a transparent and customer-first service by:

- a. Acknowledging all enquiries and complaints promptly
- b. Providing clear and accurate information about progress and expected timelines
- c. Communicating any delays or changes proactively
- d. Ensuring customers are informed of the outcome and next steps

These commitments reflect South Wairarapa District Council Customer-First approach and support continuous improvement in the customer experience.

This policy is to be read in conjunction with the Complaints Policy (PI-ORG-005).

2. Purpose

The purpose of this policy is to outline South Wairarapa District Council's commitment to providing open, honest and timely communication with customers regarding enquiries and complaints. It ensures customers are kept informed throughout the process, building trust and accountability.

This policy is aligned with South Wairarapa District Council Customer-First value:

- a. We continuously improve by using customer insights to refine processes and services for better customer experience.
- b. We design our services and processes to provide the best possible outcomes for our customers.
- c. We keep our customers updated and informed by addressing customer enquiries promptly, providing ongoing updates and adapting to meet their needs.

3. Scope

This policy applies to all employees and contractors of South Wairarapa District Council who manage or respond to customer enquiries, service requests or complaints.

4. Standards and Expectations

- a. Acknowledgement
 - i. All customer enquiries and complaints must be acknowledged within three working days of receipt.
 - ii. A reference number and an expected timeframe for resolution must be provided in the acknowledgement.
 - iii. Complaints must be investigated in accordance with the Complaints policy, with a target resolution within 10 working days.

- b. Progress Updates
 - i. Customers must receive regular updates on the status of their enquiry or complaint, and will be advised if the expected resolution timeframe cannot be met.
 - ii. Updates must include:
 - The status of the enquiry or complaint
 - Next steps in the process
 - Any changes to previously advised timeframes
- c. Communication of Delays
 - i. If a delay occurs, the customer must be informed immediately
 - ii. The communication must include:
 - The reason for the delay
 - A revised timeframe for resolution
 - Any actions being taken to address the delay
- d. Resolution and Outcome
 - i. Customers must be notified when their enquiry or complaint has been resolved.
 - ii. The notification must include a clear explanation of the outcome and any next steps if applicable.

5. Roles and Responsibilities

The following roles are responsible for implementing this policy and ensuring a consistent customer experience:

- a. **Customer Experience Representatives:** Responsible for initial acknowledgement and routine progress updates.
- b. **Case Owners:** Responsible for managing resolution and providing detailed communication to customers.
- c. **Managers:** Responsible for monitoring compliance with this policy and addressing escalations.

6. Communication Channels

Communication with customers will be conducted via the following channels:

- a. Email
- b. Telephone
- c. Online customer portal
- d. In-person (where applicable)

7. Monitoring and Reporting

Compliance with this policy will be monitored through:

- a. Key Performance Indicators (KPIs):
 - i. Percentage of enquiries acknowledged within 3 working days

- ii. Percentage of cases receiving timely updates
- iii. Percentage of complaints resolved within 10 working days
- iv. Customer satisfaction scores
- b. Quarterly audit and reporting to the Strategic Leadership Team to ensure adherence and identify areas for improvement.

8. Training

All staff will receive training on:

- a. Effective communication techniques
- b. Use of the CRM system(s)
- c. Professional handling of complaints and enquiries

9.2 AMENDMENT TO NAMING OF PUBLIC ROADS, PRIVATE ROADS, AND RIGHTS-OF WAY POLICY

Author: Jessica Hughes, Principal Advisor, Legal

Authoriser: Janice Smith, Chief Executive Officer

PURPOSE

To seek councillors' consideration and approval of the updated Amendment to Naming of public roads, private roads, and rights-of way policy (**Policy**). The revised version improves clarity, modernises the approval process, and ensures the Policy is accessible and easy for everyone to understand.

The Policy also updates the approval structure, shifting the decision making process to the Council. This change provides a clearer, more consistent approval pathway, and ensures decisions are made at the appropriate governance level. It also removed variability between wards and supports a district-wide, equitable approach to road naming.

EXECUTIVE SUMMARY

- This Policy sets out how new and existing roads, private roads and rights-of-way are named in the South Wairarapa District. Legislative authority for road naming is provided under section 319A of the Local Government Act 1974.
- The proposed changes strengthen the usability of the Policy through:
 - Plain English re-writing;
 - Clearer definitions and terminology;
 - Update approval process for new and existing road naming applications;
 - Incorporation of step-by-step flow charts to support clearer understanding of the process; and
 - Clarification of roles for officers, Community Boards, and the Māori Partnership Committee.
- A key change in this update is the shift in final decision-making authority from the community boards to Council. This provides a single, consistent approval pathway and ensures decisions are made at the appropriate governance level. It also improves district-wide consistency, avoids variations between wards and streamlines the process for applicants. Community boards and the Māori Partnership Committee remain important advisory bodies, providing cultural, historical and local context where needed.

RECOMMENDATIONS

That *Council*

1. **Receives** the report.
2. **Approves** the updated Naming of Public Roads, Private Roads and Rights-of-Way Policy 2026
3. **Notes** that officers will finalise flow charts and updates application forms prior to publication.

BACKGROUND

The current policy was adopted in 2006 and last updated in 2018. Since that time, Council processes, resources consent practices and internal responsibilities have evolved. The 2026 update responds to the need for clear wording, improved public accessibility and alignment with operation practice.

A significant change in this revision is the shift in final decision-making authority from community boards to Council. Historically, community boards made decisions on existing road names, while Council made decisions on names arising from subdivisions. This split created inconsistency, variable timeframes and differing approaches between wards.

Moving all final approvals to full Council provides:

- A single, district-wide decision-making authority;
- Consistent interpretation and application of the Policy;
- Clearer accountability and more effective governance; and
- A more predictable process for applicants.

The updated Policy also modernises definitions, clarifies signage responsibilities, strengthens guidelines for name selection and restructures the approval processes for both new and existing roads. These improvements support clearer understanding for applicants, and the wider community.

DISCUSSION

Overview of proposed changes:

Proposed change	Reason for the change
Plain English and active writing style	<p>The Policy has been substantially rewritten in plain English, with shorter sentences, active verbs, and clearer instructions. This update aims to:</p> <ul style="list-style-type: none"> • improve public understanding • reduce enquiries and clarification requests • support consistent officer interpretation • align with best practice for council policy writing. <p>Examples include replacing complex or passive expressions with direct language such as:</p> <ul style="list-style-type: none"> • “Council approves, amends or declines road names by formal resolution” (instead of multi-clause sentences) • “Applicants must provide up to three proposed names and explain their significance.”
Updated definitions	Definitions for <i>Road</i> , <i>Private Road</i> , <i>Public Road</i> , and <i>Right-of-Way</i> have been clarified to reflect legal meaning and operational usage. The list of suggested suffixes has been retained but modernised for readability.
Revised approval process	The Policy now clearly distinguishes between: <ul style="list-style-type: none"> • new road naming applications (typically through subdivision/resource consent), and

	<ul style="list-style-type: none"> applications to name or rename existing roads. <p>Each process has been simplified, using:</p> <ul style="list-style-type: none"> step-by-step instructions consistent terminology defined officer responsibilities explicit points where Community Boards, or the Māori Partnership Committee may be consulted. <p>The Policy also clarifies when consultation with affected property owners is required.</p>
Flow charts	<p>Two flow charts will be added:</p> <ol style="list-style-type: none"> 1. New Road Naming Application Process 2. Existing Road Naming Application Process <p>These diagrams will visually summarise:</p> <ul style="list-style-type: none"> required documentation decision points officer and applicant responsibilities reporting and notification steps. <p>Adding these visuals will support community members who find text-heavy documents difficult to follow.</p>

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of Low significance.

State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report relates to the review of the decisions process in relation to the Policy.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	There are no health and safety considerations.

APPENDICES**Appendix 1 Draft - Road Naming Policy - February 2026**



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Policy on Naming of Public Roads, Private Roads and Rights-of-Way

Date of Adoption	23 August 2006
Policy Number	C006
Next Review	31 March
Amendment History	24 November 2018 – Minor amendments made in relation to MSC approvals of existing road names. [2] February 2026 – Update to reflect updated approval process.

1. RATIONALE:

The South Wairarapa District Council (the **Council**) is responsible for naming roads within its boundaries. A consistent and comprehensive approach is required to ensure ease of identification for emergency services, utilities, postal services, Council and the public. The Council is empowered to name roads under Section 319A of the Local Government Act of 1974.

2. PURPOSE:

The policy set out guidelines and standards for naming new public roads, private roads and rights-of-ways within the South Wairarapa District. It applies to new roads, existing, unnamed and informally named roads, and proposals to change existing road names.

3. DEFINITIONS: (for purposes of this Policy only):

Road: Means a generic term encompassing public roads, private roads and rights-of-ways servicing more than four lots.

Private Road: Means any roadway laid out on private land for public use but not maintained by the Council.

Public Road: Means any road open to the public and maintained by the Council.

Rights-of-Way (Private Way): Means an easement allowing passage over another's land; right-of-way are not maintained by the Council.

Suggested Suffixes: Means terms such as "road", "street", "lane" etc. are to be used in circumstances appropriate to the physical situation, with the following suffix definitions acting as a guide:

Avenue	A wide straight road planted with trees on either side
Boulevard	A wide, main road, often planted with rows of trees
Circle	A street surrounding a circular or oval shaped space
Common	A street with a reserve or public open space along one side
Court	A short, enclosed road, i.e. a cul-de-sac
Crescent	A crescent shaped street, generally with both ends intersecting the same street
Crest	A road running along the top or summit of a hill
Cul-de-sac	A short, enclosed road
Drive	An especially scenic road or a main connecting route in a subdivision
Glade	A tree covered street or passage between streets
Green	As for Common, but not necessarily bounded by a reserve
Grove	A road that often features a group of trees standing together
Heights	A road traversing high ground
Lane	A narrow road
Lookout	A road leading to or having a view of fine natural scenery
Parade	A public promenade or road

Place	A short, sometimes narrow road
Ridge	A road along the top of a hill
Rise	A road going to a higher place of position
Road	A route between places, general usage
Row	A road with a line of professional buildings on either side
Street	A road that usually has houses on both sides
Track	A narrow country street that may end in pedestrian access
View areas	A road commanding a wide panoramic view across the surrounding areas
Way	A narrow road, often synonymous with lane

4. GUIDELINES:

4.1. GENERAL

- 4.1.1. The Council is the primary authority responsible for the naming, approval, amendment or decline of all new and existing road, private road and rights-of-way names.
- 4.1.2. All approved road name will be recorded in the Council's GIS mapping and property addressing systems.
- 4.1.3. Community Boards and the Māori Partnership Committee are advisory bodies only and may be consulted at Council's discretion where additional local, historical, cultural or tikanga Māori expertise is required.
- 4.1.4. This Policy will be reviewed and amended from time to time.

4.2. PROCEDURE FOR NAMING ROADS

- 4.2.1. Applications for naming roads created or extended through subdivision must be submitted as part of the resource consent process.
- 4.2.2. Applicants must provide up to three proposed names, listed in order of preference with a brief statement of their significance. The applicant must also submit a concept/survey plan identifying the road and pay the appropriate fee ([see page 14 - Planning fees](#)).
- 4.2.3. Once council officers receive the application, they will check the suitability of the preferred and alternative names against its Policy.
- 4.2.4. The council may refer applications to Community Boards or the Māori Partnership Committee where advisory input is required. The Council will approve, amend or decline the name by way formal resolution.
- 4.2.5. Council officers will advise the applicant in writing of the decision.
- 4.2.6. Council officers will ensure that the road naming process is completed.
- 4.2.7. The signs are to be installed at no cost to council before the Section 224C certificate is prepared for issue. Performance bonds will not be accepted.
- 4.2.8. Applications for naming of existing roads are required to be submitted to the council's Chief Executive Officer. The Council will consider and make a decision on the road name application and will follow steps 4.2.3 to 4.2.4.
- 4.2.9. The Council also requires to be consulted for naming of existing private roads and rights-of-way to ensure that a current or proposed name complies with council policy and the various agencies to be informed are appropriately advised.

- 4.2.10. Applications for private road and rights-of-way names are to be submitted to the council officers on a standard form that is available [here](#) after consideration by officers, the applications will be submitted to the Council for the adoption of a name, or names.
- 4.2.11. Immediately after Council approves the name of any road, the council will advise Land Information NZ, Quotable Value, council's rating and GIS departments and all emergency services in the area of the name of the road.

4.3. GUIDELINES FOR SELECTION OF ROAD NAMES

- 4.3.1. Road names must not duplicate or closely resemble existing names within the South Wairarapa District emergency services area; this includes same road names with a different suffix.
- 4.3.2. Names must have clear local relevance, significant; or
 - Recognition of Maōri cultural significant;
 - Reflection of the landscape or topographical features; or
 - Recognition of historical events that have a significant impact of the community.
- 4.3.3. Names should be proportion to the length and character of the road.
- 4.3.4. All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".
- 4.3.5. A pre-approved list of road names exists for the Greytown Ward, these are located [here](#) at page 60 onwards. Applicants proposing road names within this ward are encouraged to consider this list in the first instance.
- 4.3.6. Where the road is a continuation of an existing named road or will in the future link to an existing named road, then the current road name will automatically apply.
- 4.3.7. Names are entirely at the discretion of Council, whether for policy reasons or for other considerations.

4.4. CHANGING EXISTING ROAD NAMES

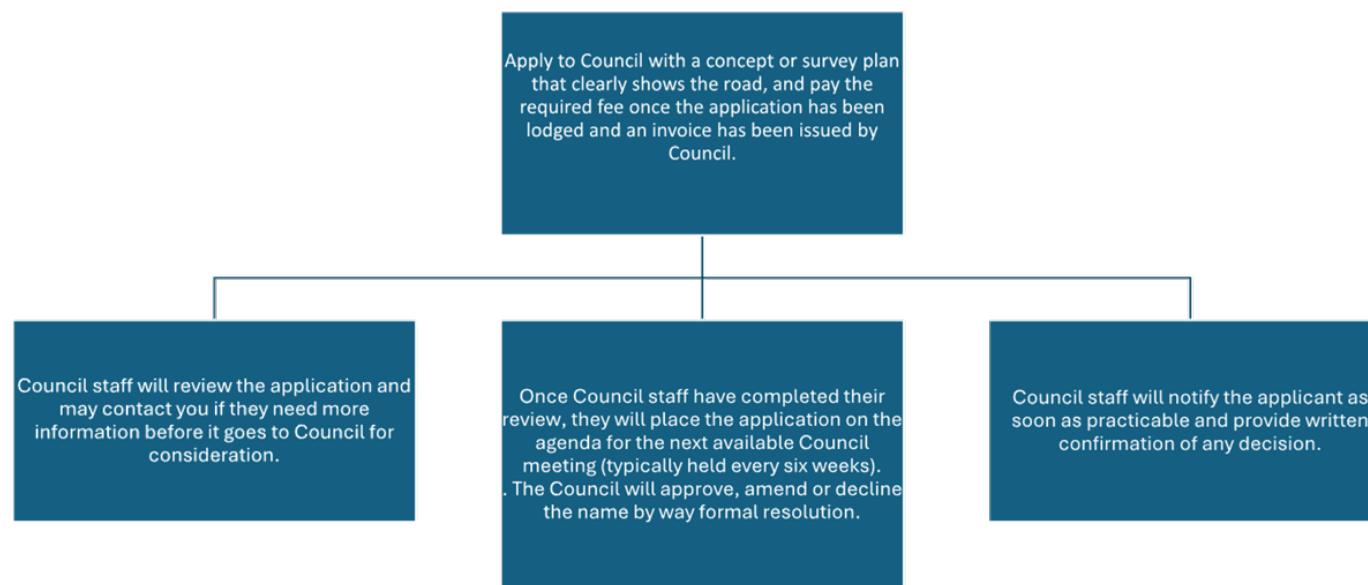
- 4.4.1. Where there is uncertainty about a road name, generally the most recently gazetted name will be the officially recognised name for the road.
- 4.4.2. A request to an existing road name must demonstrate a clear benefit to the community.
- 4.4.3. Council may consult affected property owners, Community Boards or the Māori Partnership Committee where appropriate.
- 4.4.4. Where a road name is requested to be changed to correct a demonstrated spelling error, the change shall be presented to Council for approval without the requirement for prior consultation with the relevant community board and residents and landowners.

4.5. SIGNAGE

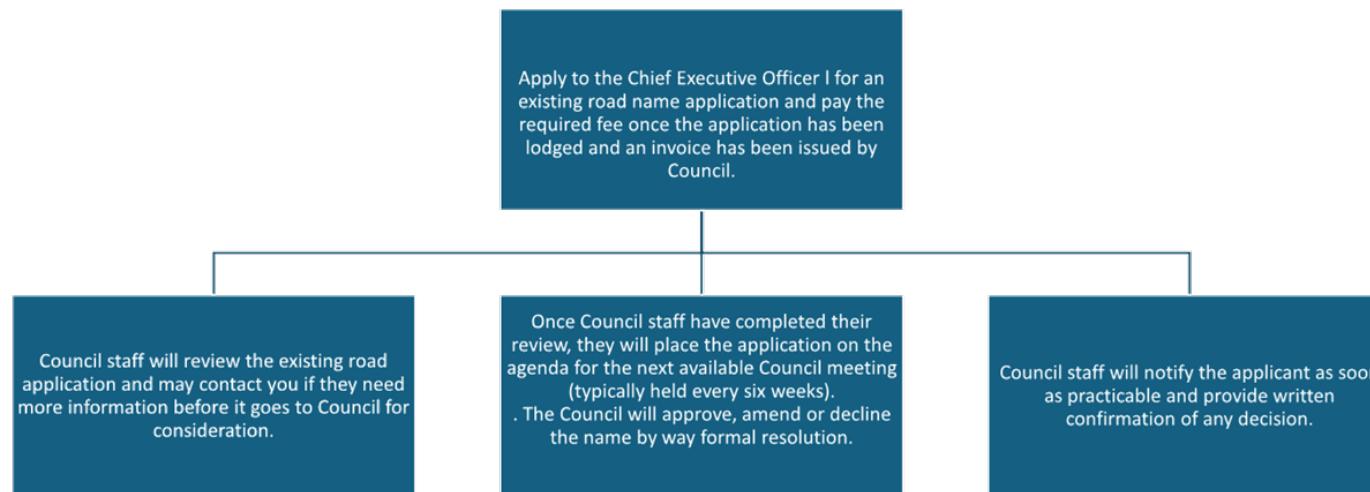
- 4.5.1. If Council approves the name of a road as part of a subdivision, a standard council road sign shall be created and erected at the applicant's cost.
- 4.5.2. Signage for private roads and rights-of-way remains the responsibility of the road owners.
- 4.5.3. Council will maintain signage for public roads.

4.5.4. Where appropriate, and at the discretion of Council, when signage for a road that has a significant historic name is to be replaced, a sign plate may be erected that identifies the historic significance of the name.

Process map – New Road Naming Application Process



Process flow chart – Existing Road Naming Application Process



9.3 TRIENNIAL AGREEMENT 2025-2028

Author: Jessica Hughes, Principal Advisor, Legal
Authoriser: Janice Smith, Chief Executive Officer
File Number: N/A

PURPOSE

To inform councillors of the Local Government Act 2002 (**LGA**) which requires that all local authorities in each region enter into a Triennial Agreement that sets out how they will work together for the good governance of their cities, districts and region.

The Wellington Regional Triennial Agreement 2025 to 2028 (**Agreement**) must be agreed by 1 March 2025. This report recommends that Council approve the draft Agreement at Appendix 1 of this report.

EXECUTIVE SUMMARY

- The Agreement outlines an agreement between all councils in the Wellington Region to work collaboratively on matters of mutual interest with a set of protocols to assist region-wide cooperation for the duration of the triennium.
- It is important to note that decisions to enter any form of arrangement are the domain of each council. The Agreement does not bind South Wairarapa District Council (**Council**) to any decision or course of action.
- This draft Agreement was reviewed by both the Chief Executives' Forum and the Wellington Regional Mayoral Forum.

RECOMMENDATIONS

That *Council*:

1. **Receive** the Triennial Agreement 2025-2028 report
2. **Approve** the draft Agreement attached at appendix 1.
3. **Agree** to delegate to the Chief Executive Officer and the Mayor the authority to make any minor amendments required as a result of minor changes requested by other local authorities in the region as part of the adoption process.

BACKGROUND

Section 15 of the LGA requires all local authorities in a region to enter into a triennial agreement by 1 March after each triennial general election, setting out how they will communicate, co-ordinate, and work together on significant cross-district activities.

The administering authority role rotates among the nine Wellington region councils at the start of each triennium, with the designated council providing secretarial support and acting as the central contact point for media and other communications.

DISCUSSION

The draft final Agreement has been refreshed onto a new template. The structure of the Agreement has been reorganised to modernise it, and the language used has been simplified where appropriate, to improve readability.

The content of the 2025-2028 draft final Agreement builds on the 2022-2025 Agreement to ensure the Agreement is more relevant and specifically lists out where the region will work together over the next three years.

For reference some of the changes include in the Agreement are (Annexure 2 is the previous agreement for reference):

1. Adding the Wellington Regional Waste Management and Minimisation Committee to the list of joint committees that enable regional collaboration (section 3A)
2. Adding a statement to section 3A noting that Councils will seek greater alignment across the established forums and committees mentioned in that section via coordination of meeting dates and alignment of agendas, supported through the Chief Executives' Forum, and that the administration of the Wellington Regional Mayoral Forum will be through the Wellington Regional Leadership Committee Secretariat, funded by the Wellington Regional Council.
3. Section 4 of the draft Agreement replaces clause 6.1 of the 2022-25 Agreement and reflects the list of issues and opportunities that the Chief Executives' Forum and the Wellington Regional Mayoral Forum have previously identified as being the areas on which they would like to work collaboratively. Specifically for the 2025-28 Triennium this is grouped under three subheadings: Shared Services and Governance Structures; Legislative Reforms; and Issues of Particular Regional Significance.
 - i. *Shared Services and Governance Structures*: this relates to the councils working together to develop a preferred option for the form and function of local government in the region that delivers long term enduring outcomes, including consideration of opportunities for joint service delivery models.
 - ii. *Legislative Reforms*: given the extensive reform programme underway the key areas of legislation to which the region will coordinate their response are: Local Water Done Well, the Resource Management Act Phase 3 Reforms (the proposed Natural Environment Act and Planning Act), Local Government (System Improvements) Amendment Bill, and the Emergency Management Bill.
 - iii. *Issues of Particular Regional Significance*: climate adaptation planning and response, regional economic development, regional spatial planning, and cost efficiency in service delivery.
4. Changed the provision for the servicing of this agreement from passing the responsibility around from council to council each triennium, to being administered by the Wellington Regional Council on an ongoing basis.

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with the LGA.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	There are no health and safety considerations.

APPENDICES

Appendix 1 Final Draft - Triennial Agreement 2025-2028

Appendix 2 Triennial Agreement - Current (Ref only)

Greater Wellington
Te Mana Matua TaiaoHUTT CITY
City for EveryoneKāpiti Coast
District CouncilMASTERTON
WHAKAORIORI
DISTRICT COUNCIL

poriruacity

SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Rerehīhi TātauTe Mana Rauhī
Te Awa Kaiwhangi ki Uru
Upper Hutt City Council
Kia Rerehīhi TātauAbsolutely Positively
Wellington City Council

Wellington Regional Triennial Agreement (2025–2028)

Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council

1. Purpose

This agreement meets the requirements of Section 15 of the Local Government Act 2002 to:

- Encourage cooperation between councils in the Wellington region.
- Support regional planning and community wellbeing.
- Promote effective consultation and coordination.
- Strengthen relationships between councils.

2. Parties to the Agreement

This agreement is between:

- Carterton District Council
- Greater Wellington Regional Council
- Hutt City Council
- Kāpiti Coast District Council
- Masterton District Council
- Porirua City Council
- South Wairarapa District Council
- Upper Hutt City Council
- Wellington City Council

3. Protocols

All councils agree to work collaboratively and in good faith for the effective governance and development of the region. To give effect to this the following Protocols are agreed.

A. Collaboration

Parties agree to collaborate and coordinate their activities with one another. Collaboration may be undertaken on a regional or sub-regional basis as appropriate to the issue.

The Chief Executives' Forum will provide guidance and direction on which collaborative mechanism is best placed to lead on any issue or opportunity, taking into account agreed terms of reference.

The following collaboration mechanisms will be maintained:

Regional and sub-regional forums:

- Wellington Regional Mayoral Forum
- Wairarapa Combined Council Forum
- LGNZ Zone Four (or equivalent sub-regional forums)

Joint Committees:

- Wellington Regional Leadership Committee (WRLC)
- Regional Civil Defence Emergency Management Group (CDEM)
- Wellington Region Waste Management and Minimisation Committee

Other collaborative Committees:

- Regional Transport Committee

Councils will seek greater alignment across these established forums and committees by:

- Coordinating meeting dates and aligning agendas
- Supporting the administration of the Wellington Regional Mayoral Forum through the WRLC Secretariat, to be funded by the Wellington Regional Council
- Supporting alignment of agendas through the Chief Executives' Forum.

B. Communication and Consultation

Parties agree to maintain open communication and trust, including through the following:

- Application of a 'no surprises' approach whereby early notification (prior to any public announcement) is given between parties concerning: (a) significant new policies or programmes; (b) potential disagreements; (c) actions likely to impact significantly on other Parties.
- Respecting each of the Parties' autonomy and accountability.

- Representing dissenting views fairly when disagreements occur and refraining from publicly criticising other Parties.
- Communicating with central Government on collective regional issues through an agreed spokesperson and/or using a position agreed collectively.

Where possible collective regional decisions will be made on a consensus basis. Where this is not possible a majority vote will apply, with dissenting views clearly recorded.

C. Process for new Regional Council activities

The Regional Council will provide early advice to the Parties (via the Chief Executives Forum and Mayoral Forum) when proposing any significant new activity, in addition to other requirements specified in s16 of the Local Government Act.

D. Mana Whenua Partnerships

All Councils agree to work towards a genuine partnership with mana whenua based on Te Tiriti principles. Mana whenua will continue to be members of the Wellington Regional Leadership Committee and will meet as an iwi caucus with the Mayoral Forum as required to discuss issues of joint interest and seek alignment.

4. Areas of Joint Work

The Parties will work together on issues where it is agreed that the Region and the communities within it will benefit from a regionally collaborative approach. For this Triennium this will include the following:

Shared Services and Governance Structures

- Developing a preferred option for the form and function of local government in the region that delivers long-term enduring outcomes. Working with Government to enable its successful implementation.
- Identifying opportunities for joint service delivery models and support existing shared delivery of services

Legislative Reforms

- *Local Water Done Well Reforms* – putting in place the formal governance structures and foundation documents and establishing the new CCOs
- *Resource Management Act Phase 3 reform* – developing a shared regional view of how to implement the new planning framework
- *Local Government (System Improvement) Amendment Bill* – responding to the proposed changes from an aligned regional perspective
- *Emergency Management Bill* – developing a shared approach to new requirements to inform joint planning through Wellington Region Emergency Management Office (WREMO)

Issues of particular regional significance

- Climate adaptation planning and response – developing a regional framework to guide local adaptation planning (through the WRLC) and respond to the National Adaptation Framework
- Regional economic development – reviewing the approach to regional economic development and how we maximise regional impact on job creation from collective action
- Regional spatial planning – developing an aligned regional response to the RMA Reform proposals for a regional spatial plan, including the option of sub-regional spatial planning elements and how we will build on the work already undertaken to develop a Future Development Strategy through the WRLC
- Cost efficiency in service delivery – opportunities to deliver high quality services to the community for less.

5. Servicing the Agreement

This Agreement will be administered by the Wellington Regional Council who will:

- Act as the administering authority
- Respond to any media enquiries on the Agreement
- Coordinate development and signing of the next Agreement.

This Agreement remains in force until it is replaced by another agreement.

6. Reviewing the Agreement

Any council may request a review of this agreement by writing to the administering authority. A review must begin within four weeks of the request.

7. Dispute with the Agreement

If a decision of a Party is significantly inconsistent or expected to have consequences that will be significantly inconsistent with this Agreement, that Party must clearly identify and provide reasons for the inconsistency in accordance with s.6 of the Act.

All disputes that cannot be resolved, will be referred to non-binding arbitration. If councils cannot agree on an arbitrator, one will be appointed by the President of the Wellington Branch of the NZ Law Society.

This agreement is signed on this _____ day of _____, by the following on behalf of their respective councils:

Carterton District Council

Mayor

Greater Wellington Regional Council

Chair

Hutt City Council

Mayor

Kāpiti Coast District Council

Mayor

Masterton District Council

Mayor

Porirua City Council

Mayor

South Wairarapa District Council

Mayor

Upper Hutt City Council

Mayor

Wellington City Council

Mayor

Wellington Regional Triennial Agreement**2022-2025****1. Scope**

- 1.1 This agreement is drafted in order to meet the requirements of section 15 of the Local Government Act 2002 (the Act).
- 1.2 The Local Government Act 2002 is intended to provide the necessary flexibility for councils to work co-operatively and collaboratively together and with other public bodies to advance community goals and to improve community wellbeing. The scope of this agreement includes the current co-operative and collaborative projects already in place in the Wellington Region and work being undertaken to establish structures and protocols associated with specific issues, and aims to build on these.

2. Purpose

- 2.1 The parties to this agreement commit to working for the good governance of their city, district or region by acting co-operatively and collaboratively. It is intended that this agreement will ensure that appropriate levels of consultation and co-ordination are maintained between the councils of the Wellington Region. It is intended that the process of arriving at this agreement, as well as its ongoing operations, should continue to strengthen regional relationships.

3. Parties to Agreement

- 3.1 The parties to this agreement are:
 - Carterton District Council
 - Greater Wellington Regional Council
 - Hutt City Council
 - Kāpiti Coast District Council
 - Masterton District Council
 - Porirua City Council
 - South Wairarapa District Council
 - Upper Hutt City Council
 - Wellington City Council
- 3.2 In accordance with the requirements of the Act, and in the spirit of collaboration that they wish to foster within the region, the parties agree to work in accordance with the protocols outlined in this agreement.

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4. Protocols

- 4.1 The councils of the Wellington Region will work together on issues where it is agreed that the Region and the communities within it will benefit from a regionally collaborative approach.
- 4.2 When a council has a significant disagreement with the position of others, the group will make every effort to accommodate, acknowledge or at least fairly represent the dissenting view.
- 4.3 The councils of the Wellington Region will proactively present their case to the Government and other councils from other regions to ensure that the Wellington region's interests are protected and enhanced.
- 4.4 When a significant decision or issue affects a particular council, or its population, then that council should have the lead role in formulating the Region's response.
- 4.5 Where facilities and services of significance benefit more than one district, and are intended to be funded by more than one district, those districts that intend to participate shall be involved in identifying, delivering, and funding the facility or service. One council shall take the lead for the project, appointed by the participating councils.
- 4.6 The agreement acknowledges each council's unique accountability.
- 4.7 The councils agree to act in good faith on issues of information and disclosure.
- 4.8 The councils agree to work collaboratively in an open and transparent manner.
- 4.9 The councils agree to build on work currently being undertaken within the region and to continue to address issues of co-ordination, roles and responsibilities.
- 4.10 As signatories to this agreement all councils will ensure the provision of the following:
 - a) Early notification to affected councils, through the distribution of draft documentation, of major policy discussions which may have implications beyond the boundaries of the decision-making council. This specifically includes the development of consultation policies and policies on significance.
 - b) Opportunities for all councils in the region to be involved in early consultation on the development of each other's draft Annual Plan and draft Long Term Plan and other significant policy consultation processes.
 - c) The application of a 'no surprises' policy, whereby early notice will be given over disagreements between councils concerning policy or programmes, before critical public announcements are made.

5. Consultation

5.1 Consultation in relation to this agreement will be undertaken within the following groups:

- a) A meeting of the Mayors, Regional Council Chair and the Chief Executives will occur at least once every six months to discuss general policy business and to review the performance of the agreement.
- b) Existing regional and sub-regional forums such as:
 - The Wellington Regional Mayoral Forum
 - The Joint Wairarapa Councils' Meeting
 - The Wellington Regional Transport Committee
 - LGNZ Zone Four
 - Regional Civil Defence Emergency Management
 - Wellington Regional Leadership Committee
- c) Meetings between staff as necessary to achieve communication and co-ordination on issues identified in the agreement.

5.2 Section 15(2) of the Act requires a statement of the consultation process that will apply to proposals for new Regional Council activities. The following process applies:

- a) Where a proposed new Regional Council activity is significant in terms of the Wellington Regional Council's policy on significance, the process will be as set out in s.16 of the Act.
- b) Where a proposed new Regional Council activity is not significant in terms of the Wellington Regional Council's policy on significance, the Regional Council undertakes to notify all other councils in the region prior to commencing any public consultation, in line with the principles of 'no surprises', transparency and good faith.
- c) Where the parties to this agreement are unable to agree, dispute procedures set out in s. 16 (4)-(7) of the Act will apply.

5.3 The following consultation process will apply to any change, variation, or review of the Regional Policy Statement for the Wellington region, and the preparation of any future Regional Policy statement:

- The Regional Council will seek the input of territorial authorities into the review of the Regional Policy Statement for the Wellington region.
- The Regional Council will make available to all local authorities, for discussion and development, draft copies of:

- a) any change or variation of to the Regional Policy Statement;
- b) any proposed Regional Policy Statement;
- c) Territorial Authorities will be given a reasonable period of time, but not less than 30 working days, to respond to any such proposal. The Regional Council agrees to consider fully any submission and representations on the proposal made by territorial authorities within the region.

6. Other issues

6.1 The parties agree that, in addition to the general consultation obligations of this agreement, the councils of the Wellington region will continue to meet together in various forums to develop common and collaborative approaches on issues identified as priorities for the region.

The region faces a number of challenges over the next few years, and the councils within the Wellington region will work collaboratively in the areas of:

- Regional spatial planning including housing
- Transport
- Climate change
- Resilience
- Regional economic development
- Waste
- Reforms;
 - Three Waters
 - Resource Management Reforms
 - Future For Local Government
 - Civil Defence Emergency Management

Collaboration within the region

The Mayoral Forum will:

- Be the vehicle for oversight of projects, such as collaboration projects. Noting projects may have their own governance arrangements.
- Review existing collaboration and shared services arrangements as necessary to ensure that current arrangements remain relevant and optimal.
- Identify new opportunities for collaboration and shared services for consideration by the councils.

7. Servicing

7.1 The parties agree that responsibility for servicing this agreement shall be shared, with responsibility passing from local authority to local authority at the start of each triennium. Servicing involves:

- Providing those secretarial services required

- Within the limits outlined in the protocols and principles above, acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the agreement.

7.2 The parties agree that Carterton District Council will be the council responsible for servicing this agreement for the 2022-2025 triennium, after which it shall pass to the remaining local authorities as listed in appendix one, unless otherwise agreed.

7.3 The parties also agree that responsibility for servicing, and making media comment on behalf of, existing specific regional and sub-regional forums, will lie within those specific forums.

8. Review of the agreement

8.1 The parties agree to review the terms of this agreement in accordance with s.15(4) of the Act within four weeks of a request by one of the councils make in writing to the council delegated responsibility to service the agreement.

9. Dispute resolution

9.1 In event of a disagreement over the terms of this agreement, the parties agree to refer the issue of disagreement to arbitration for non-binding resolution. If no agreement on an arbitrator will be appointed by the President of the Wellington Branch of the New Zealand Law Society.

Appendix One: Servicing Responsibility

Party Responsible	Triennium
Masterton District Council	2007-10
Porirua City Council	2010-13
South Wairarapa District Council	2013-16
Upper Hutt City Council	2016-19
Wellington City Council	2019-22
Carterton District Council	2022-25
Greater Wellington Regional Council	
Hutt City Council	
Kāpiti Coast District Council	

Servicing involves:

- Providing those secretarial services required
- Within the limits outlined in the protocols and principles above, acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the agreement.

The responsible party should also ensure that a process is in place for the drafting, and subsequent signing, of the triennium's agreement.

This agreement is signed on this _____ day of _____ 2023, by the following on behalf of their respective councils:

Carterton District Council

Ron Mark - Mayor

Greater Wellington Regional Council

Daran Ponter - Chair

Hutt City Council

Campbell Barry - Mayor

Kāpiti Coast District Council

Janet Holborow - Mayor

Masterton District Council

Gary Caffell - Mayor

Porirua City Council

Anita Baker - Mayor

South Wairarapa District Council

Martin Connolly - Mayor

Upper Hutt City Council

Wayne Guppy - Mayor

Wellington City Council

Tory Whanau - Mayor

310681

9.4 ADOPTION OF LOCAL GOVERNMENT STATEMENT

Author: Jessica Hughes, Principal Advisor, Legal

Authoriser: Janice Smith, Chief Executive Officer

File Number:

PURPOSE

To seek agreement to adopt the local government statement 2025-2028 (**Statement**) and make it publicly available on the council's website.

The purpose of the local governance statement, as required under section 40 of the Local Government Act 2002 (**LGA**), is to promote transparency, accountability and public understanding of how the council operates. It achieves this by making publicly available a comprehensive overview of the council's functions, responsibilities, governance arrangements, decision-making processes, policies and systems for public participation and access to information.

EXECUTIVE SUMMARY

- Section 40 of the LGA requires all local authorities to prepare and publicly release a Local Governance Statement within six months of each triennial general election.
- This statement must describe the Council's functions, responsibilities, governance structures, key policies, bylaws and the mechanisms through which the public can participate in local democratic processes.
- This report outlines these statutory obligations, identifies the information that must be included in the Council's Statement and provides direction for meeting legislative requirements.
- The report also discusses the purpose of the statement as a transparency and accountability tool that helps communities understand how Council operates and how to engage with decision-making processes.

RECOMMENDATIONS

1. That *Council* receive the Adoption of Local Government Statement 2025-2028 report.
2. **Adopt** the Statement attached at appendix 1.
3. **Delegate** authority to the Chief Executive to maintain the Statement by making administrative updates as and when required.

BACKGROUND

The previous Statement was adopted on 22 February 2023 and published on the Council's website. The proposed Statement is updated to reflect new formatting and to make the document more readable and user friendly for the public.

DISCUSSION

Section 40 of the LGA servers as a key mechanism for open, transparent and accountable local government.

The Local Governance Statement supports these principles in several ways:

1. Enhancing Transparency

By outlining governance structures, delegation frameworks, meeting procedures and statutory obligations, the statement provides the public with clarity about how Council decisions are made and who holds authority.

2. Supporting Public Participation

The statement sets out systems for public access to elected members, engagement policies and processes for official information requests. This makes it easier for residents to engage with Council processes and understand the avenues available for influencing decisions.

3. Clarifying Member Roles and Conduct

The inclusion of information about elected members' responsibilities, codes of conduct and statutory requirements promote accountability and ensures the community is aware of the standards governing those in public office.

4. Providing Legislative and Policy Context

The statement captures key planning and policy documents, bylaws and local legislation, offering the community a consolidated reference point for understanding how various legal and policy frameworks shape Council operations.

5. Maintaining Current and Accurate Information

Councils are required to update their governance statements as appropriate, ensuring ongoing relevance and accuracy. This maintains public confidence and ensures the statement reflects current structures, policies and legislative obligations.

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by	This is a matter of Low significance.

the <u>Council's Significance and Engagement Policy</u>	
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	Adoption of the Local Governance Statement meets the requirements of section 40 of the Local Government Act 2002.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	There are no health or safety implications.

APPENDICES

Appendix 1 Local Governance Statement 2025-2028



LOCAL GOVERNANCE STATEMENT 2025-28



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

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1. WHAT IS A LOCAL GOVERNANCE STATEMENT?

The local governance statement explains how the South Wairarapa District Council (**SWDC**) involves the public in their decision making. It outlines how the Council operates and how the community can have their say.

It includes information on:

- » Council functions, responsibilities and activities
- » electoral system and the opportunity to change it
- » representation arrangement, including Māori wards and the opportunity to change them
- » members' roles and conduct
- » governance structures, processes, membership and delegations
- » equal employment opportunities policy
- » processes for requests for official information.
- » meeting processes
- » management structure and the relationship between management and elected members
- » key planning and policy documents and the process for their development and review
- » systems for public access to it and its elected members
- » policies for liaising with and agreements, with Māori
- » consultation policies
- » remuneration and employment policy, if adopted
- » local legislation
- » bylaws

This document was prepared in February 2023. As new information becomes available or is updated, it will be published on the Council website.

2. FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES OF THE COUNCIL

The purpose of local government is to enable democratic local decision-making and action by and on behalf of, communities. The current purpose of local government stated in the Local Government Act 2002 (**Act**) is to promote the social, economic, environmental and cultural well-being of communities in the present and for the future, but this is expected to change once the Local Government (Systems Improvement) Amendment Bill makes its way through parliament. The change to the purpose focuses local government on core services and the provision of good quality infrastructure that supports housing and economic growth.

The SWDC is responsible for giving effect to these purposes and for performing the duties and exercising the rights, conferred on it by the Act and any other enactment.

The activities undertaken by the Council include core services such as local roading, water and wastewater services, waste management and minimisation, libraries, museums, reserves and other community and recreational facilities.

The Act provides the Council with full capacity to carry on or undertake any activity or business, subject to it complying with the law. Our [Long Term Plan](#) contains information about all of the Council's activities, over a period of 10 years. The Council has responsibility for carrying out functions prescribed by a number of statutes. These include the management of reserves (Reserves Act 1977); managing natural and physical resources sustainably through its planning processes (Resource Management Act 1991); ensuring compliance with the building code (Building Act 2004); and the provision of planning for civil defence emergency management within the South Wairarapa district (Civil Defence Emergency Management Act 2002). It should be noted that there is a significant level of reform currently underway that amends the above legislation to varying degrees.

3. ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE IT

Local authority general elections are held once every three years and were last held throughout New Zealand on 11 October 2025. The next local government election will be held in 2028.

An "electoral system" describes the voting process used at local authority elections. There are two types of electoral systems for the election of mayor, councillors and community board members:

- » First Past the Post (FPP)
- » Single Transferable Vote (STV).

SWDC currently uses the FPP system. This is due for review again from 2027.

Changing the electoral system

Under the Local Electoral Act 2001, the electoral system can be changed by:

- » Council resolving to change the system to be used for the next two elections
- » Council conducting a binding poll
- » Electors demanding a binding poll (requires 5% of registered electors to sign a petition demanding a poll).

Once changed, an electoral system must be used for at least the next two triennial (three-yearly) elections but continues in effect until either a further resolution is made or a poll is held.

4. REPRESENTATION ARRANGEMENTS

The South Wairarapa district is led by a mayor and 10 councillors. The mayor is elected by voters of the whole district and the councillors are elected from [our wards](#) being Featherston, Greytown and Martinborough (**Wards**) with three councillors each of these wards and one, elected at large, for the Māori Ward. The Deputy Mayor is appointed by the Mayor.

The community boards, one for each of the Wards, each comprise four elected members and two Ward councillors appointed by Council.

Review of representation arrangements

Councils are required to review their representation arrangements at least once every six years to consider:

- » How many councillors should represent the district
- » How councillors are elected – by ward or district, or a mix of both
- » How many wards the council should have and their names
- » If the district should have community boards and if so, what their names, boundaries and membership should be

We last reviewed our representation arrangements prior to the 2025 elections.

The next review will commence in 2030 to take effect for the 2031 elections.

Māori representation and partnership arrangements

Council has a Māori Partnership Committee with membership representing Pāpāwai Marae, Kohunui Marae, Hau Ariki Marae, Pae tū Mokai o Tauira (a Featherston incorporated society representing local Māori interests in the district), as well as iwi Rangitāne o Wairarapa and Kahungunu ki Wairarapa.

In 2024, Council resolved to create a Māori ward for the 2025 elections. At that election the voting population voted to retain the Māori ward for the next two election cycles, being 2028 and 2031.

5. ROLE OF ELECTED MEMBERS***Role of elected members***

The Mayor and the councillors of SWDC have the following roles:

- » Setting the policy direction of Council;
- » Monitoring the performance of Council;
- » Representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially and according to their best skill and judgment in the best interests of the district); and
- » Employing the Chief Executive (under the Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Role of the Mayor

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

In addition, the Mayor:

- » Provides leadership to other members of the Council and people in the South Wairarapa district;
- » Leads development of the Council's plans (including the long-term plan and the annual plan), policies and budgets for consideration by members; and
- » Appoints a deputy mayor, establishes committees and to appoints committee chairs.

The Mayor presides at Council meetings and is responsible for ensuring the orderly conduct of business at Council meetings in accordance with Standing Orders.

Role of the Deputy Mayor

The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties and may exercise the powers of the mayor (as summarised above).

Role of community boards

The role of community boards is to:

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

6. CODE OF CONDUCT FOR EFFECTIVE GOVERNANCE

All elected members are required to adhere to a code of conduct. Adopting such a code is a requirement of the Act. Once it is adopted such a code may only be amended by a 75 percent or more vote of the council. Council adopted it's [Code of Conduct](#) on the 29 October 2025.

[https://swdc.govt.nz/wp-content/uploads/Policy Code of Conduct for Councillors and CB Members 2016.pdf](https://swdc.govt.nz/wp-content/uploads/Policy%20Code%20of%20Conduct%20for%20Councillors%20and%20CB%20Members%202016.pdf) Elected members are subject to a variety of laws, such as the Local Authorities (Members' Interests) Act 1968 and the Secret Commissions Act 1910. These provisions are in place to make sure that elected members do not act in a corrupt manner.

7. GOVERNANCE STRUCTURE

Councils can create committees, which have the authority to consider all matters coming within their scope as detailed in their Terms of Reference. SWDC's committee structure is established after each triennial election and the structure for 2025-28 in Appendix 3 and is also available on our website: <https://swdc.govt.nz/your-council/committees/>

8. COMMUNITY ENGAGEMENT AND CONSULTATION

SWDC is responsible for making decisions on behalf of its communities and we aspire to work with our communities to ensure their views and preferences are taken into account.

Council's [Significance and Engagement Policy](#) lets our communities know how and when they can expect to be engaged in Council's decision-making processes.

9. MĀORI AND MANA WHENUA ENGAGEMENT AND RELATIONSHIPS

Council respects the unique status of mana whenua Māori in our community and is committed to building and strengthening our relationships with Māori.

One of our key mechanisms for making sure the Māori voice is heard is the Māori Ward Councillor. The Māori Partnership Committee also ensures that the contributions of local iwi and marae are represented. Council also employs a Pou Māori – Principal Advisor.

The Māori Ward Councillor and the Māori Partnership Committee will inform and advise Council on matters of significance to Tangata Whenua. Council will also engage directly with iwi and marae representatives where appropriate.

Council recognises that early engagement is the most effective, particularly for those decisions which have greater significance. We are committed to providing relevant information to inform Māori contribution and improve Māori access to the Council's engagement and decision-making processes. Council currently developing a Māori Policy that outlines our commitment.

10. PUBLIC ACCESS TO THE COUNCIL AND ITS ELECTED MEMBERS

Information about current elected members and their contact details is contained in Appendix 2 or can be found on our website under <https://swdc.govt.nz/your-council/your-councillors/>.

Members of the public seeking information or support can contact SWDC in writing, by telephone or in person.

11. OTHER REPRESENTATION AND STRUCTURES

Cross-council, regional and external representation

Council also has representation on joint committees and groups including members from other Wairarapa councils and the wider Wellington region:

- » **Wairarapa Committees/Groups:** Wairarapa Policies Working Group, Wairarapa Economic Development Forum and Wairarapa Trails Action Group.

- » **Joint Regional Committees/Groups:** Wellington Regional Waste Management and Minimisation Plan Joint Committee, Wellington Region Waste forum, Wellington Water Committee (to June 2026) and Wellington Regional Leadership Committee.
- » **Greater Wellington Regional Council Committees/Groups:** Civil Defence Emergency Management (CDEM) Group, Regional Transport Committee, Wairarapa Committee and Wairarapa Moana Statutory Board.
- » **External Appointments:** Destination Wairarapa Board, Wairarapa Road Safety Council, Cobblestones Trust Board.

Council-controlled organisations

Council is a joint owner of Wellington Water along with Greater Wellington Regional Council, and Lower Hutt, Porirua, Upper Hutt and Wellington city councils. Wellington Water was formed in 2014 to provide dedicated management of council water infrastructure and operations. SWDC retains ownership of all its infrastructure assets and contracts Wellington Water to provide infrastructure management services. SWDC sets all the policies and performance objectives that are expected to be met by Wellington Water. SWDC's role in Wellington Water will cease in 2026, when Wellington Water is reformed under the Local Water Done Well reform programme. Council will become a joint member of the Wairarapa Tararua joint water entity.

12. MEETING PROCESSES

Each year a schedule of meetings is adopted for Council, committees and community boards, and the details are published on the Council website. Meetings are an opportunity for council business to be considered and decisions to be made. They are an opportunity for resident to make their view heard.

Council also publishes a list of all meetings scheduled to be held in the following month (including the dates, times and venues) in the newspaper not more than 14 days and not less than 5 days before the end of every month.

Sometimes meetings need to be held at short notice. These are called "extraordinary meetings" and are notified as soon as practicable.

Meeting agendas and reports are available on the Council website at least two days before a meeting and can also be viewed at the district libraries or Council office in Martinborough. Unconfirmed minutes are available once they have been reviewed by the Chair after the meeting. Minutes are confirmed for correctness at a subsequent meeting and will be updated if any changes are made.

Meetings are live streamed to the Council's YouTube channel where possible.

Standing Orders

Meetings of Council, committees and community boards use Standing Orders which is a set of procedures that guide the conduct of meetings. They include rules on who can speak and when and outline procedures for voting and making decisions. Their purpose is to enable local authorities to carry out their decision-making in a transparent, inclusive and lawful way.

SWDC adopted its [Standing Orders](#) on 28 October 2025.

Public attendance at meetings

The public are welcome to attend Council, committee and community board meetings. From time to time, confidential matters will be discussed, and the public are not allowed to attend those parts of the meeting. There are limited reasons for excluding the public from a meeting which will be notified on the meeting agenda. The reasons generally relate to the protection of privacy, professional or legal privilege or commercial sensitivity.

Public excluded agendas and minutes are not available to the public.

Participating at a meeting

At the start of each meeting, 30 minutes is set aside for members of the public to bring matters to the attention of elected representatives. Speakers can speak up for 5 minutes and should register their intention to speak with a Committee Advisor at least 24 hours prior to the meeting.

Further information about participating at a meeting is available on the Council website: www.swdc.govt.nz/your-council/public-participation-at-a-meeting/

Workshops

Workshops are an opportunity for members to discuss matters, receive briefings and provide guidance to officers. Workshops are not meetings and cannot be used to make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.

Workshops can either be open to the public or public excluded.

Community forums and drop-in sessions

The Council, Community Boards and the Māori Partnership Committee hold community forums and/or drop-in sessions from time to time, generally in between ordinary meetings. Community forums are an opportunity for members to engage more easily with their communities and may be used for activities such as drafting community plans and submissions with community input, coordinating and co-delivering community training or hosting an external guest speaker. Standing orders do not apply to forums, and they cannot be used to make decisions.

13. RELATIONSHIP BETWEEN MANAGEMENT AND MEMBERS

The Act requires the Council to appoint one employee, the Chief Executive, who is responsible for implementing council decisions, providing advice, operational management, staff employment, legal compliance and financial planning.

The Chief Executive is supported by a Strategic Leadership Team, comprising Group Managers of Planning and Regulatory Services, Corporate Services and Infrastructure and Community Operations.

Principles for working together

The Strategic Leadership Team and elected and appointed members (The Mayor, councillors, community board members and Māori Partnership Committee members) have agreed to a set of principles for how we work together.

14. GOOD EMPLOYER

SWDC is committed to the principle of being a good employer and will undertake all employment activities in good faith. Council employs a Chief Executive who is responsible for the employment of all other staff.

SWDC will make sure it:

- » provides good and safe working conditions.
- » puts Equal Employment Opportunities (**EEO**) practices in place.
- » provides opportunities for the enhancement of the abilities of individual employees.
- » recognises aims, aspirations and employment requirements of Māori.
- » recognises aims, aspirations, employment requirements and cultural differences of ethnic or minority groups.

Equal Employment Opportunities

SWDC is committed to equality in the workplace and a policy of providing equal employment opportunities (**EEO**). For more information see our current [EEO Policy](#)

15. REQUESTING OFFICIAL INFORMATION

Official information refers to all information held by Council. Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person has the right to request information at any time. We treat all requests for information as requests made under LGOIMA, even if it is not referred to in the request.

Requests can be made directly to the Council through email, phone, letter or online. To ensure that requests are dealt with as quickly as possible we recommend using our online form. Information requests should be as specific as possible so information can be found quickly.

Council supplies the information as soon as possible and no later than 20 working days after the request is received, unless reasons exist for withholding information. However, if the request is complex, involves a large amount of research and collation, or consultation we may need to extend the timeframe.

The reasons for withholding information are set out in the LGOIMA. Common reasons are to:

- » protect people's privacy
- » protect confidential or commercially sensitive information
- » maintain legal privilege.

Most requests are supplied free of charge, but we are entitled to charge. When we do, our charging policy is based on [Ministry of Justice Guidelines](#).

[See the Council website for more information on official information requests.](#)

16. KEY STRATEGIES, PLANS AND POLICIES THAT GUIDE US

The purpose of Council is to enable democratic local decision-making and action by and on behalf of, communities and to promote the social, economic, environmental and cultural wellbeing of communities now and for the future.

An important role of Council in carrying out its functions, responsibilities and activities, is developing and reviewing key strategies, plans and policies. Council has several of these key documents summarised in the diagram below.

Long Term Plan

Every three years, councils are required to develop, in consultation with its community, a Long-Term Plan (**LTP**) with a ten-year outlook. The LTP is a strategic planning document that identifies what our biggest priorities are. It is also a budget which outlines the activities and projects that are planned and how much they will cost.

Council must also prepare a financial strategy and infrastructure strategy alongside the LTP. Our financial strategy provides a framework which guides the Council to make decisions in a financially responsible and transparent. Our infrastructure strategy takes a 30-year view of Council's approximately \$388 million worth of infrastructure assets.

Our current 10-year plan, 2025-34 LTP, was adopted by Council on 25 June 2025. Our next LTP is due to be adopted by 30 June 2027.

Annual Plan

In between producing LTPs, Council must produce an Annual Plan that reviews our work programme and considers whether any changes are needed. These changes could be budget revisions, new priorities that arise, or new projects to help deal with issues that face the district.

Council must adopt the 2026/27 Annual Plan on or before 30 June 2026. We welcome public input into our planning.

Annual Report

Each year we prepare an Annual Report. This report is an accountability document that compares actual performance against intended levels of performance described in the Annual Plan. It also explains how rates are spent and the value received in return.

Council's financial year ends on 30 June and the Annual Report must generally be produced within three months of that date. The report is published on the Council website within one month of its adoption. The report for 2024-25 was adopted 8 October 2025.

Wairarapa Combined District Plan

The Wairarapa Combined District Plan (**WCDP**) sets out the objectives, policies, rules and other methods to promote the sustainable management of districts the natural and physical resources. District Plans are required under the Resource Management Act 1991 (**RMA**). Our plan became operative on 8 October 2025.

The reforms of the RMA that are currently underway may have an impact on the WCDP, but this remains subject to the drafting and adoption of the Planning Act and the Natural Environment Act, which are currently out for consultation.

South Wairarapa Spatial Plan

A spatial plan is a plan that helps shape the way our communities grow and develop over the next 30 years. It sets the long-term direction for the district, looking to protect what is valued by communities while responding to change, growth and new opportunities.

The South Wairarapa Spatial Plan was developed throughout 2021 and benefitted from extensive consultation and engagement. The plan was adopted 10 November 2021. It will be reviewed in five years or earlier if significant change or circumstances arise.

Featherston Master Plan

A master plan is an overarching plan that shows where and how development might occur in Featherston overtime. It enables a planned approach to growth, getting the best and coordinated use of public investments such as the train station, parks and reserves, community facilities, roading, and integrating development.

Governance Policies

SWDC has range of governance policies that capture the 'big picture' issues of how to achieve our strategic direction and vision. These are collected into the following four areas based on the CouncilMark™ programme:

- » Governance, Leadership and Strategy
- » Community Engagement and Development
- » Financial Decision-Making and Transparency
- » Asset Management and Service Delivery.

Governance policies are available on the Council website: www.swdc.govt.nz/governance/policies

Local Legislation and Bylaws

Council's rights, obligations and responsibilities are described in statutes, regulations and bylaws. In fulfilling its purpose South Wairarapa District Council exercises powers and fulfils responsibilities conferred on it by the Act (which applies to all of local government) and local bylaws made by SWDC.

Council has also developed several management, development and concept plans for the reserves and other amenities in the district. These are available from www.swdc.govt.nz/governance/plans.

Bylaws help to protect the community by setting acceptable standards of behaviour to ensure activities in public places are carried out in a safe and responsible manner. They also promote a nuisance free environment and minimize the potential for offensive behaviour in public places.

Council works with the Wairarapa councils to create in common bylaws. Council also has bylaws which apply only locally within the South Wairarapa boundaries.

A list of our bylaws is provided in Appendix 1, and on the Council website
www.swdc.govt.nz/governance/bylaws

WHAKAPĀ MAI
CONTACT US**Address:**

19 Kitchener Street, Martinborough 5711
PO Box 6, Martinborough 5741
New Zealand

Telephone: 06 306 9611

Email: enquiries@swdc.govt.nz

Media enquiries: media@swdc.govt.nz

Our customer service is available to help with any enquiry.

Open: 9:00am – 4:00pm Monday to Friday



www.facebook.com/SouthWairarapaDistrictCouncil



www.instagram.com/south_wairarapa_dc/

CONSULTATIONS AND ENGAGEMENTS

Register to have your say on some of the ways we are working to make South Wairarapa an even better place to live. Join the conversation and help shape the future of our district here: [Have Your Say South Wairarapa](#)

SERVICE REQUESTS AND FEEDBACK

Our [Get It Sorted](#) online form or [Antenno](#) can be used to report issues to Council.

Urgent matters should be phoned straight away to Council on (06) 306 9611.

Council's [compliments and complaint policy](#) is located on our website – feedback is welcome and can be provided using the online [form](#).

MORE INFORMATION

All Council publications referred to in this document are available at www.swdc.govt.nz

The Local Governance Statement is Council's official information document.

Version Control: Adopted xx x xxxx.

Review Date: Not later than April 2029 (six months following triennial elections).

APPENDIX 1 - BYLAWS

Ngā Ture ā-Rohe Tōpu o Wairarapa: The Wairarapa Consolidated Bylaw 2025

. The Wairarapa Consolidated Bylaw was first adopted on 26 June 2019 and came into effect on 8 July 2019. In 2025 the bylaw was reviewed by the three councils and the 2025 version was adopted by South Wairarapa District Council at the Council meeting on 8 October 2025.

Ngā Ture ā-Rohe Tōpu o Wairarapa: the Wairarapa Consolidated Bylaw 2025 bylaw is divided into 11 parts. Part 1-8 come into effect from 1 November 2025. Parts 9-11 are the Wairarapa Consolidated Bylaw 2019 version and will next be reviewed under the Local Government (Water Services) Act 2025

The table below provides details on the purpose of each part of the consolidated bylaw.

Wairarapa Consolidated Bylaw 2025	
Part 1: Introductory	Includes information that is common to all parts of the consolidated bylaw, including definitions and provisions of a general nature.
Part 2: Public Places (including Parks and Reserves)	Controls a diverse range of activities within public places so everyone can enjoy them safely. It also addresses damage to public facilities (e.g. roads, grass verges) and activities within public places and reserves which may have an adverse effect on other users.
Part 3: Sale of Goods or Services in Public Places	Requires every person who wants to sell goods or services in a public place to first obtain a license.
Part 4: Prevention of Nuisance from Fire and Smoke	Controls the lighting of fires to protect the community from smoke nuisance.
Part 5: Keeping of Animals, Poultry and Bees	Outlines requirements for keeping animals, poultry and bees, in order to prevent nuisance and protect public health and safety. .
Part 6: Traffic	Enables Council to set requirements for parking and control of vehicles on roads in the district.
Part 7: Cemeteries and Crematoria	Controls and sets standards for the operation of cemeteries and crematoria.
Part 8: Beauty Therapy, Tattooing and Skin Piercing	Regulates hygiene standards in commercial beauty therapy, tattooing and skin-piercing practices to ensure safe practices.

Part 9: Water Supply	Provides controls to manage and protect the water supply.
Part 10: Wastewater	Regulates wastewater drainage from domestic and trade premises.
Part 11: Trade Waste	Regulates the discharge of trade waste to a sewerage system. Includes details of how to apply for a trade waste permit and permit conditions.

Standalone Bylaws

SWDC has adopted standalone bylaws relating to alcohol, dogs, solid waste and water races.

Bylaw Name	Description	Date made and last reviewed
Alcohol Control Bylaw	Aims to control the consumption, bringing into, or possession of alcohol in public places to reduce and mitigate crime and disorder that is caused or made worse by the presence or consumption of alcohol in those places.	Made 3 November 2021
Control of Dogs Bylaw 2013	Sets standards and controls that must be observed by dog owners. It includes matters such as dogs in public places, wandering dogs, ownership of more than one dog, and nuisances caused by dogs.	Made 2007 and reviewed 2013 and 2023
Featherston Longwood Water Race Bylaw 1936	Makes provisions for proper protection and management of the water race and provisions to prevent nuisances and obstructions. It is intended to assist efforts to maintain and enhance the quality of the Featherston Longwood Water Race to help ensure the future of this resource.	Made 20 June 1936 and reviewed April 2014
Moroa Water Race Bylaw 2007	Assists efforts to maintain and enhance the quality of the Moroa Water race to help ensure the future of this resource. It includes matters such as conditions of use, Council responsibilities, cleaning, existing uses, extra or abnormal supplies and powers of Council.	Made 23 July 2008 and reviewed April 2014
Water Race Code of Practice	To minimise the wastage of water, inputs of containments from various farming and land	Made 16 October 2017

	activities and other adverse environmental impacts to the Moroa and Longwood water race.	
Masterton, Carterton and South Wairarapa District Councils Solid Waste Bylaw	Provides controls to ensure solid waste is managed and disposed of, while achieving acceptable standards of amenity.	Made 31 July 2013 and reviewed 17 February 2021
South Wairarapa District Council Freedom Camping Bylaw 2024	To protect Local Authority Areas; protect the health and safety of the people who may visit local authority areas; or protect access to Local Authority Areas.	Made 27 March 2024
Cape Palliser Paper Road Bylaw	Restricts Motor Vehicle access on the Cape Palliser ULR while allowing pedestrian and horse access.	Made 8 October 2025 for two (2) years. In force from 1 December 2025 to 30 November 2027.

APPENDIX 2 – OUR MEMBERS

MAYOR, DEPUTY MAYOR AND COUNCILLORS

**Mayor Fran Wilde****Email:** fran.wilde@swdc.govt.nz**Deputy Mayor and Councillor Rob Taylor****Ward:** Martinborough**Email:** rob.taylor@swdc.govt.nz**Councillor Andrea Rutene****Ward:** Te Karu o Te Ika a Māui Māori**Email:** andrea.rutene@swdc.govt.nz**Councillor Martin 'Boz' Bosley****Ward:** Greymouth**Email:** martin.bosley@swdc.govt.nz**Councillor Simone Baker****Ward:** Greymouth**Email:** simone.baker@swdc.govt.nz**Councillor Collier Isaacs****Ward:** Greymouth**Email:** collier.isaacs@swdc.govt.nz

SOUTH WAIRARAPA DISTRICT COUNCIL
Kia Reretahi Tātau

[Local Governance Statement 2025-28](#)



Councillor Rachel Clarke

Ward: Featherston

Email: rachel.clarke@swdc.govt.nz



Councillor Chris Archer

Ward: Martinborough

Email: chris.archer@swdc.govt.nz



Councillor Colin Olds

Ward: Featherston

Email: colin.olds@swdc.govt.nz



Councillor Aidan Ellims

Ward: Martinborough

Email: aidan.ellims@swdc.govt.nz



Councillor Rupert Watson

Ward: Featherston

Email: rupert.watson@swdc.govt.nz

COMMUNITY BOARDS AND MĀORI PARTNERSHIP COMMITTEE**Featherston Community Board**

Tui Rutherford
Chair
tui.rutherford@swdc.govt.nz

Tanja Schubert-McArthur
Deputy Chair
tanja.schubert-mcarthur@swdc.govt.nz

Warren Maxwell
warren.maxwell@swdc.govt.nz

Anne Hynds
anne.hynds@swdc.govt.nz

Cr Rachel Clarke
rachel.clarke@swdc.govt.nz

Cr Rupert Watson
rupert.watson@swdc.govt.nz

Greytown Community Board

Louise Brown
Chair
louise.brown@swdc.govt.nz

Neil Morison
Deputy Chair
neil.morison@swdc.govt.nz

Jo Woodcock
jo.woodcock@swdc.govt.nz

Diane McKenzie
Diane.mckenzie@swdc.govt.nz

Cr Martin Bosley
martin.bosley@swdc.govt.nz

Cr Simone Baker
simone.baker@swdc.govt.nz

Martinborough Community Board

James Brodie
Chair
mailto:james.brodie@swdc.govt.nz

Nana Boyle
Deputy Chair
nana.boyle@swdc.govt.nz

Mel Maynard
mel.maynard@swdc.govt.nz

Ross Andrew
ross.andrew@swdc.govt.nz

Cr Chris Archer
chris.archer@swdc.govt.nz

Cr Aidan Ellims
aidan.ellims@swdc.govt.nz

Māori Partnership Committee

Membership will be added once approved by Council.

APPENDIX 3 – TERMS OF REFERENCE

9.5 ANNUAL PLAN 2026/27 COMMUNITY ENGAGEMENT

Author: Charly Clarke, Chief Financial Officer

Authoriser: Janice Smith, Chief Executive Officer

File Number:

PURPOSE

To inform *councillors/members* that the draft 2026/27 Annual Plan and associated budget does not trigger formal community consultation requirements, as defined by the Local Government Act 2002, as it remains consistent with Year Two of the 2025–34 Long-Term Plan (LTP).

EXECUTIVE SUMMARY

Work undertaken through the 2025 autumn workshops has produced a draft Annual Plan and budget that is substantively aligned with the direction, financial forecasts and work programme already adopted in Year Two of the Long-Term Plan. Under the South Wairarapa District Council Significance and Engagement Policy, consultation is required only where proposed changes are deemed to have high significance. Based on the policy's criteria, no such triggers are present.

RECOMMENDATIONS

That *Council*

1. **Receives** the *Annual Plan 2026/27 Community Engagement* report.
2. **Notes** that the draft Annual Plan 2026/27 does not trigger the requirement for consultation under the Significance and Engagement Policy.
3. **Approves** continued development of the Annual Plan 2026/27 without undertaking formal community consultation.
4. **Notes** community engagement will still be carried out across the district to share what is included in the Annual Plan 2026/27 and to begin seeking early ideas and input for the development of the 2027–37 Long-Term Plan.

BACKGROUND

The Annual Plan 2026/27 (AP) represents an update of Year Two of the 2025–34 Long-Term Plan (LTP), which Council adopted in June 2025. The early years of the LTP focus on getting “back to growth” in the water and wastewater areas, reflecting Council’s intent to strengthen the district’s three waters infrastructure ahead of its planned transfer to the Wairarapa & Tararua WSCCO. This approach aims to ensure that South Wairarapa’s assets are handed over in a more resilient and sustainable condition, enabling the future CCO to concentrate on increasing capacity and driving further improvements for the community.

To support these objectives, SWDC assumed direct oversight and procurement responsibility for the three waters capital works programme, ensuring stronger control over delivery, sequencing and

quality of critical upgrades. In addition, Council guidance has been to reinvest any procurement savings into bringing forward works originally scheduled for the outer years of the LTP. This approach accelerates key upgrades, further improves the condition of the assets before transfer and positions the future CCO to focus on strategic improvements and growth rather than remedial catch-up.

DISCUSSION

Officers and elected members have undertaken a comprehensive review of budgets, work programmes and financial assumptions to develop the draft Annual Plan (AP) 2026/27. This review confirmed that the proposed budgets and activities remain aligned with Year Two of the 2025–34 Long-Term Plan (LTP), with no material changes to levels of service, strategic direction or financial settings. As a result, none of the criteria within Council's Significance and Engagement Policy—such as inconsistency with existing strategy, major impacts on the community or significant effects on Council's capacity or capability—are triggered. Consequently, the draft AP does not require formal consultation.

Because the AP continues the course already set in the LTP, the approach to engagement for the 2026/27 year can shift from a formal consultation process to a more informal, two-way conversation with the community. Rather than asking residents to respond to specific proposals or changes, Council can focus on sharing what is planned for the coming year, providing transparency about priorities and work underway, and inviting general feedback. This style of engagement supports accessibility, encourages broader participation and allows early ideas to emerge for the development of the 2027–37 Long-Term Plan, while remaining appropriate for an AP that does not differ significantly from the adopted LTP.

CONSIDERATIONS

Financial

There is no financial impact, consistency with existing Long-Term Plan financial projections is maintained.

Climate Change

There are no positive or negative effects on climate change from this decision.

CONCLUSION

This report confirms that the direction set in the Long-Term Plan 2025–34 will be maintained.

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and

traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.

2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <u>Council's Significance and Engagement Policy</u>	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with the Long-Term Plan for 2025-34.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has reviewed this report.
State the possible implications for health and safety	There are no implications for health and safety.

APPENDICES

Nil

9.6 APPOINTMENTS TO THE MĀORI PARTNERSHIP COMMITTEE

Author: Narida Hooper, Principal Advisor, Māori / Pou Māori

Authoriser: Janice Smith, Chief Executive Officer

PURPOSE

To inform councillors of the appointments to the Māori Partnership Committee for the 2026-2028 triennium.

EXECUTIVE SUMMARY

- There was a delay to the establishment of the Māori Partnership Committee due to a change made to the Terms of Reference that impacted representation. This was amended at the November 2025 council meeting.
- Appointments to the Māori Partnership Committee from Ngāti Kahungunu ki Wairarapa will be notified following their next scheduled board meeting.
- On approval of the appointments to the Māori Partnership Committee, the committee can hold its first meeting for the triennium, scheduled for 10 March 2026.

RECOMMENDATIONS

That Council:

1. Receive the report of appointments to the Māori Partnership Committee
2. Approve the following appointments to the Māori Partnership Committee as outlined in the Terms of Reference 2025-2028:
 - a) Gillies Baker from Papawai Marae;
 - b) Whitu Karauna and JD Smith from Hau Ariki Marae;
 - c) Memory Te Whaiti and Denise Riwai from Kohunui Marae;
 - d) Karen Mikaera and Mark Fenwick from Pae tū Mōkai o Tauira Inc Soc; and
 - e) Dottie Whittaker from Rangitāne o Wairarapa Iwi.

BACKGROUND

The Māori Partnership Committee, previously the Māori Standing Committee has had a long history with South Wairarapa District Council having been established, since 1996. The committee's purpose; to advocate for equitable outcomes for Māori across social, cultural, environmental and economic domains. To support and provide guidance to council on matters of significance to tangata whenua.

DISCUSSION

Kaitohu Matua, Pou Māori is a conduit for council in achieving successful engagement with tangata whenua and path to ensuring the Māori Partnership Committee are informed on matters of interest and significance to them as listed in paragraph (c).

Schedule 7 cl 31 (3) of the LGA 2002 allows for the appointment of external members to a committee or subcommittee '*a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.*'

Members are required to advise on tangata whenua and Māori interests in the Council's major areas of activity and therefore recommended membership of the committee should be representatives from the district's marae, iwi and Pae tū Mōkai o Tauira. This is in line with the Terms of Reference.

The process for appointment is for the Marae / Iwi to make a nomination to Council and for Council to consider appointing the nominated person as a member of the Committee.

Council is asked to endorse the nominations as attached in appendices 1-5.

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with the Terms of Reference of Council and Committees 2025-2028.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	N/A

APPENDICES

- Appendix 1 Appointment from Papawai Marae**
- Appendix 2 Appointments from Hau Ariki Marae**
- Appendix 3 Appointments from Kohunui Marae**
- Appendix 4 Appointments from Pae Tū Mōkai o Tauira**
- Appendix 5 Appointment from Rangitāne o Wairarapa**



South Wairarapa District Council
19 Kitchener Street
Martinborough
5711
Attention: Māori Partnership Committee

Tēnā koutou,

Please accept this letter on behalf of the Papawai Marae Trustees.

Gillies Baker will continue as the representative on the Māori Partnership Committee on behalf of Papawai Marae.

The second appointee will be confirmed by the Papawai Marae trustees within the next month.

Ngā mihi

Herewini Ammunson, Chairperson - Trustees of Papawai Marae

3 February 2026

Herewini Ammunson

Hau Ariki Marae Committee
131-133 Regent Street, Martinborough 5711



3 February 2026

South Wairarapa District Council
PO Box 6
Martinborough 5741

Kia ora koutou

SWDC Maori Partnership Committee: Hau Ariki Marae Appointees

Hau Ariki Marae confirms Whitu Karauna and JD Smith as its member representatives to the Maori Partnerships Committee.

Nga mihi nui

Kevin Haunui
Outgoing Marae Committee Chair

Email: huariki@gmail.com

KOHUNUI MARAE TRUSTEES

2417 Lake Ferry Road
Pirinoa
South Wairarapa

3rd February 2026

Kia Ora Narida,

I write on behalf of the Kohunui Marae Trustees with regard to the representatives for the Maori Partnerships Committee.

We had a meeting of trustees on Wednesday 28th January 2026 and the following names were nominated and seconded at our meeting. Therefore, we would like to have the following two people represent Kohunui Marae on the Maori Partnerships Committee:

> Denise Riwai (Trustee)	deniseriwai64@gmail.com
> Memory Tewhaiti (CoChairperson)	m_tewhaiti@xtra.co.nz

We thank you for the opportunity for us to have representation on this committee at SWDC.

Should you require any further information then please do contact me at your earliest convenience.

Nga mihi,

Jane Quinn
Co Chairperson
Kohunui Marae Trustees
Email: jane.quinn1@gmail.com
Phone: 021 2723779



28th January 2026

Māori Partnership Committee 2026

South Wairarapa District Council
19 Kitchener Street
Martinborough 5711
Atten: Shanin Brider

Tēnā koe, ko te manako kei te nui tō ora!

Please accept this letter on behalf of the Pae tū Mōkai o Tauira Incorporated Society.

Our two appointees to the Māori Partnership Committee for 2026 are;

Karen Mikaera and Mark Fenwick

Please see our website for more information and to support our mahi follow us on
facebook. www.paetumokai.nz

Nāku iti noa
Nā

Sally Warner





Rangitāne ki runga
Rangitāne ki waho
Rangitāne ki roto
Rangitāne ki raro

4 Pēpuere 2026

Janice Smith
Chief Executive
South Wairarapa District Council
janice.smith@swdc.govt.nz

Tēnā koe e Janice,

Re: Appointment of Rangitāne o Wairarapa Iwi Representative to South Wairarapa District Council Māori Partnership Committee

On behalf of the Rangitāne o Wairarapa Inc Board, we are pleased to formally confirm the re-appointment of Dottie Whittaker as the Rangitāne o Wairarapa Iwi Representative to the South Wairarapa District Council Māori Partnership Committee.

Dottie is well known to Council, having previously served as the Rangitāne Iwi representative on this rōpū, and brings with her deep knowledge, continuity, and a strong commitment to advancing meaningful outcomes for our people and our rohe.

We also wish to acknowledge and commend the Council for the significant steps it has taken to strengthen equitable Māori participation in local decision-making. The establishment of a Māori Ward, alongside the evolution of this committee from an advisory body to a partnership forum, signals an important shift in how power, voice, and responsibility are shared at Council. These changes reflect a growing maturity in approach and a genuine commitment to partnership grounded in mutual respect.

We look forward to continuing to work alongside Council in this strengthened partnership arrangement and are confident that, with Dottie's appointment, the relationship between Rangitāne o Wairarapa and South Wairarapa District Council will continue to deepen in ways that serve the people and places of South Wairarapa.

Ngā mihi nui ki a koe mō tō tautoko me tō kaha ki te anga whakamua i runga i te mahi ngātahi.

Nāku noa, nā

Jack Morris
Chairperson
Rangitāne o Wairarapa Inc

10 PUBLIC EXCLUDED BUSINESS**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATIONS**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution	Plain English reason for passing this resolution in relation to each matter
10.1 - Public Excluded Minutes of the Council Meeting held on 11 December 2025	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7	Relates to the public excluded reports from the meeting held on 11 December 2025: Disposal of Old Featherston Golfcourse; Three Waters Procurement; and Waters Capital Projects Financial Delegations

11 KARAKIA WHAKAMUTUNGA – CLOSING

Kua mutu ā mātou mahi
Mō tēnei wā
Manaakitia mai mā katoa
O mātou hoa
O mātou whānau
Aio ki te Aorangi

Our work is finished
For the moment
Blessing upon us all
Our friends
Our families
Peace to the Universe