



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

AGENDA

Ordinary Council Meeting Thursday, 11 December 2025

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

Date: Thursday, 11 December 2025

Time: 1:30 pm

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

**Janice Smith
Chief Executive Officer**

Order Of Business

1	Karakia Timatanga – Opening	4
2	Apologies	4
3	Conflicts of Interest	4
4	Acknowledgements and Tributes.....	4
5	Public Participation	4
6	Urgent Business.....	4
7	Confirmation of Minutes	5
7.1	Minutes of the Council Meeting held on 20 November 2025	5
8	Decision Reports from Chief Executive and Staff	10
8.1	Approval of Community Grants and Funding Policy and Framework.....	10
8.2	Rescinding Delegations For Leases.....	32
8.3	Request for information from the Local Government Commission	37
9	Mayoral Reports.....	40
9.1	Mayoral Report - Updates to Committees' Terms of Reference and Acting Arrangements December 2025	40
10	Public Excluded Business	52
10.1	Disposal of Old Featherston Golfcourse	52
10.2	Three Waters Procurement.....	52
10.3	Waters Capital Projects Financial Delegations.....	52
11	Karakia Whakamutunga – Closing.....	53

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 20 NOVEMBER 2025

Author: Amy Andersen, Lead Advisor, Democracy and Committees

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

RECOMMENDATIONS

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

APPENDICES

Appendix 1 - Council meeting minutes of 20 November 2025

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, 8 TEXAS STREET, MARTINBOROUGH
ON THURSDAY, 20 NOVEMBER 2025 AT 1:30 PM**

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

APOLOGIES: Cr Andrea Rutene.

IN ATTENDANCE: Janice Smith (Chief Executive Officer), Stefan Corbett (Acting Group Manager, Corporate Services) and Amy Andersen (Lead Advisor, Democracy and Committees).

CONDUCT OF BUSINESS: This meeting was held in the Supper Room, Waihinga Centre, 8 Texas Street, Martinborough. 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 1:40pm.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

All in attendance opened the meeting.

2 APOLOGIES

2.1 APOLOGIES

RESOLUTION DC2025/86

Moved: Cr R Taylor

Seconded: Cr A Ellims

Council resolved to accept apologies from Cr Rutene.

CARRIED

3 CONFLICTS OF INTEREST

Cr Baker declared a relationship with Papawai Marae (in regards to the Terms of Reference for the Māori Partnership Committee).

4 ACKNOWLEDGEMENTS AND TRIBUTES

There were no acknowledgements and tributes.

5 PUBLIC PARTICIPATION

There was no public participation.

6 URGENT BUSINESS

There was no urgent business.

7 CONFIRMATION OF MINUTES**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 29 OCTOBER 2025****RESOLUTION DC2025/87**

Moved: Cr C Olds

Seconded: Cr R Clarke

Council resolved that the minutes of the Council meeting held on 29 October 2025 are confirmed as a true and correct record, subject to the following change: item 4.2 - Cr C Taylor should read Cr R Taylor.

CARRIED

8 DECISION REPORTS**8.1 MAYORAL APPOINTMENTS**

Members clarified that the SWDC District Licensing Committee Commissioner listed in the Terms of Reference (ToR) is Alistair Plimmer until March 2026.

Noted that Deputy Mayor Taylor, Councillors Clarke and Ellims have been scheduled to attend the next available Making Good Decisions Course in March 2026.

Further additions to the ToR document will be coming to the December meeting.

Action - Cr Issacs will be added to the pool of councillors taking the Making Good Decisions Course.

RESOLUTION DC2025/88

Moved: Cr A Ellims

Seconded: Cr C Olds

Council resolved to receive the 'Mayoral Appointments' Report.

CARRIED

RESOLUTION DC2025/89**Moved: Mayor F Wilde****Seconded: Cr C Archer**

Council resolved to:

1. Approve the following appointments to Community Boards:
 - (a) Featherston – Councillors Rachel Clarke and Rupert Watson;
 - (b) Martinborough – Councillor Aidan Ellims and Chris Archer; and
 - (c) Greytown – Councillors Simone Baker and Martin Bosley.
2. Approve the establishment of the following internal committees and appoint membership as follows (Mayor ex officio on all):
 - (a) Infrastructure Committee: Councillors Colin Olds (Chair), Aidan Ellims (Deputy Chair), Collier Isaacs, Martin Bosley, Rachel Clarke and Deputy Mayor Rob Taylor.
 - (b) Risk & Assurance Committee: Mr Bruce Robertson (Independent Chair), Deputy Mayor Rob Taylor (Deputy Chair), Councillors Chris Archer, Martin Bosley, Collier Isaacs and Colin Olds.
 - (c) Social Resilience Committee: Councillors Simone Baker (Chair), Colin Olds, Chris Archer, Rupert Watson and Deputy Mayor Rob Taylor.
 - (d) Economic Growth Committee: Councillors Chris Archer (Chair), Andrea Rutene, Simone Baker, Collier Issacs, Colin Olds, and Rupert Watson.
 - (e) Environmental Sustainability Committee: Councillors Rachel Clarke (Chair), Deputy Mayor Rob Taylor, Collier Isaacs, Andrea Rutene and Rupert Watson.
 - (f) Rename the Māori Standing Committee to be the Māori Partnership Committee: Councillors Andrea Rutene and Simone Baker, Mayor Fran Wilde, plus Independent Chair and other members TBC; and
 - (g) People and Performance Committee: Mayor Fran Wilde (Chair), Deputy Mayor Rob Taylor (Deputy Chair), Councillors Martin Bosley and Collier Issacs.
3. Approve the establishment of the following Advisory Group and appoint membership as follows:
 - (a) Rural & Coastal Advisory Group: Councillors Aidan Ellims and Collier Isaacs; Independent chair TBC.
 - (b) Note that an expression of interest process needs to be completed for community nominations to this group.
 - (c) Note that the Draft Terms of Reference will be considered by the Group, once all members are in place.
4. Approve the Terms of Reference for Council and Committees 2025-2028, as per Appendix 1.
5. Approve the schedule of meetings for 2026, as per Appendix 2.

6. Note the Mayor is appointed to the Civil Defence Emergency Management Group and the Wellington Regional Leadership Committee, and the Deputy Mayor is appointed the alternate for the Wellington Regional Leadership Committee, in accordance with the Terms of Reference.
 7. Appoint the Mayor to the Regional Transport Committee and Deputy Mayor Rob Taylor as alternate.
 8. Appoint the Mayor to the Wellington Regional Mayoral Forum.
 9. Appoint the Mayor to the Wairarapa Committee.
 10. Appoint the Mayor to the Wairarapa Moana Statutory Board.
 11. Appoint the Mayor to the Wairarapa – Tararua Water Stakeholder Forum and Deputy Mayor Rob Taylor as alternate.
 12. Appoint the Mayor to the Wellington Water Committee and Deputy Mayor Rob Taylor as alternate.
 13. Appoint Councillor Rachel Clarke to the Wellington Region Waste Management and Minimisation Plan Joint Committee.
 14. Appoint Councillor Aidan Ellims to the Wairarapa Road Safety Council.
 15. Appoint Mr Joseph Gillard to the Cobblestone Trust Board.
 16. Appoint Mr Peter Biggs to the Destination Wairarapa Board.
- [Items 1-16 read together]

CARRIED

9 KARAKIA WHAKAMUTUNGA – CLOSING

All in attendance closed the meeting with a karakia.

The meeting closed at 1:40pm.

Confirmed as a true and correct record.

..... (Mayor)

..... (Date)

..... (Chief Executive)

..... (Date)

8 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

8.1 APPROVAL OF COMMUNITY GRANTS AND FUNDING POLICY AND FRAMEWORK

Author: Lina McManus, Grants and Funding Advisor

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

PURPOSE

To provide an updated Policy for managing grants and funding to ensure consistent process and well-informed decisions that best support our communities.

EXECUTIVE SUMMARY

- The current policy is no longer fit for purpose, isn't particularly user friendly and does not give elected members, community nor officers the support to apply best practice, work efficiently and effectively.
- Councillors have requested an updated Community Grants Policy and Framework to align to the following:
 1. Community Board Grants and Māori Partnership Committee grants increased from \$15,000 to \$20,000
 2. Community and Youth Grant budgeted \$200,000 for 2025/26 to \$180,000 to allow for the increase as above.
 3. The remaining \$180,000 will become the Economic Development Fund, to support Council strategic priorities; kickstarting the local economy to deliver sustainable long-term investment from visitors, investors and key partnerships.

RECOMMENDATIONS

That Council:

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 workshop the recommended participatory grant making approach for the Economic Development fund in January/February 2026
6. Note the intention to communicate the opening of the fund to the community at Councils earliest convenience following initial workshop.

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BACKGROUND

Our district is facing significant challenges that impact economic growth and sustainability. These include:

1. Funding cuts affecting local initiatives and development projects.
2. Increased demand for services and support from businesses and community organizations.
3. Governance limitations within local entities.
4. Volunteer fatigue, compounded by:
5. A small number of available funders.
6. Depleted funding pools.
7. Legislative changes to the Incorporated Societies Act.

Currently, 60–70% of grants investment is allocated to event funding, with the remainder directed toward capital enhancements, youth initiatives, and social services. This distribution does not fully align with the need to stimulate economic development and long-term growth

There is an urgent need for clear priorities and directives for grants investment to:

1. Drive economic impact and measurable outcomes.
2. Support initiatives that enhance business resilience, job creation, and regional competitiveness.

Risks associated with perceived poor or inconsistent investment decisions can:

1. Damage Council's reputation and credibility.
2. Undermine partnerships with key stakeholders and investors.
3. Conversely, there is a unique opportunity to reposition Council as a leader in economic development by making strategic investments that deliver proven economic returns.

DISCUSSION

The policy should contribute to achieving the outcomes set out in the following strategic documents:

1. Local Government Act 2002.
2. The South Wairarapa District Council's Long-Term Plan.

All Council-administered grants must have clearly defined eligibility criteria and impact outcomes established prior to the opening of applications. These criteria and outcomes must:

1. Align with the purpose of the fund and support Council's strategic objectives.
2. Be publicly accessible and communicated to all potential applicants.

Require applicants to:

1. Demonstrate how they meet the stated eligibility criteria.
2. Provide evidence of how their proposed initiative will deliver the defined impact outcomes.

This approach ensures transparency, accountability, and measurable results from all funded projects.

CONCLUSION

The current grant policy is not fit for purpose and requires updating to make it useable by staff and any external applicants.

The focus of grant funding is changing towards economic development support, and the criteria need to reflect that change.

The revised policy and framework, once adopted, will provide the clarity required and enable Council to move forward in 2026 with seeking applicants for the funding round once it is announced.

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 Local Government Act 2002, s 77 and s79.
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	Nil

APPENDICES

Appendix 1 Draft Community Grants & Funding Policy & Framework



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Community Grants and Funding Framework and Policy

Date of Approval	TBC
Policy ID	PI-000-001
Next Review	July 2028
Business Owner	Chief Executive; GM Corporate Services
Version History	Version 1 - Adopted on Date TBC

Contents

Policy Statement	3
Community Funding and Grants Framework and Policy	4
1. Introduction	4
2. Purpose	4
3. Strategic Context.....	4
4. Framework Objectives and Goal.....	5
5. Grants Budget	5
6. Community Investment Principles.....	5
7. Scope.....	6
8. Appendices.....	8
Part A – Guidelines.....	8
Accountability and Reporting	12
Definitions	13
Part B: Funding Programmes	15

Policy Statement

It is the policy of South Wairarapa District Council (SWDC) to provide a clear framework for community investment via grants and funding for development of the district's voluntary, and community sector, while also ensuring Council's resources are targeted at meeting its strategic outcomes.

This policy describes the funds that are created and/or administered by Council to support the community and events sector.

The word 'community' is used here in its broadest sense; it signals that this policy will support social, cultural, environmental and economic outcomes for our people and places. This will make it easier for Council, elected members and staff to be equitable and transparent in their treatment of organisations, and for organisations to understand how the Council provides support to the community sector.

Community Funding and Grants Framework and Policy

Whakatauki

Mei te tatū o ngā whakaaro ki ngā āhuatanga o te hinengaro, Mei te ngāwari ake o te ahunga ki nāianeī, Kua tū nei te tūranga ki runga i ngā pakahiwi o te nehenehe.

If I am confident with where we'll be in the future, composed with how we are at present. It is merely because I am standing on the shoulders of the past.

1. Introduction

The strategic direction for our district is reviewed as part of the long-term planning (LTP) process every three years. A range of stakeholders from our communities and interested parties take part in this process by helping shape the overall direction for the South Wairarapa District.

Council is committed to driving strong economic outcomes that contribute to the district's prosperity, alongside social, cultural, and environmental benefits. One way we achieve this is by investing in local organisations and initiatives through grants that support organisations operating within South Wairarapa and delivering economic sustainability to its people.

2. Purpose

The purpose of the Community Grants and Funding Framework and Policy aims to provide a clear framework for how the Council, will deliver community investment and grant funding support to groups, organisations, and individuals to achieve sustainable outcomes that strengthens a thriving and independent community sector, in alignment with the LTP.

Community funding investment may be granted by the Council for the following purposes:

- a. Supporting the viability of community events that assist in the development of a thriving local economy.
- b. To be a catalyst for change for the benefit of the community, whilst enhancing the social fabric of our three towns and our rural and coastal communities.
- c. Protecting the district's built, cultural and natural heritage whilst building community cohesion and resilience.

Any specific and/or additional purposes of our various grants can be found in *Part B Funding Programmes*.

3. Strategic Context

The following Council strategies, plans and policies are critical to this framework and policy.

- Local Government Act 2002
- Long Term Plan 2025 - 2034

- The Māori Strategic Framework – Te aka ma taki taki
- Local Community Board Plans
- Community Development and Engagement Framework

4. Framework Objectives and Goal

The primary objective of the Community Grants and Funding Framework is to provide clear direction for community investment. To ensure successful implementation of this policy Council will work to achieve.

- a. Community investment and grant funding decision-making that focus' on measurable outcomes, that are monitored and reviewed.
- b. A transparent, accessible and equitable grants process for all funding applicants and programmes.
- c. Increased capacity and capability of groups and organisations to deliver initiatives that impact the social, economic, environmental and cultural wellbeing of our district.
- d. A shared understanding that Council support is provided through various means including grants, funding, scholarships, subsidies, venue remission, fund finder and general advice.

5. Grants Budget

The grants allocation available for each funding programme is generally determined through the LTP process.

Council may choose to earmark specific amounts for particular purposes during the annual budget process. Grants' allocation budgets will not roll over if they remain unallocated at 30 June.

The overall amount available per funding programme will be published in advance of funding rounds opening for each new financial year.

The budget for Creative Communities Scheme comes directly from Creative New Zealand.

The budget for the Sport NZ Rural Travel Fund comes directly from Sport NZ.

6. Community Investment Principles

To ensure equity across the different types of community investment, Council applies the following principles in inviting and considering applications.

A. Transparency

» We operate transparently at all stages of the process while protecting confidentiality. Clear information and expectations will be provided to the community in a timely manner.

B. Collaboration

» We provide feedback to unsuccessful applicants so they can learn and know how to improve next time and offer support to find other funding opportunities.

C. Equity

» We are impartial and treat all applicants fairly with applications being assessed on their alignment to the criteria.

D. Accountability

» We consider the outcomes of previous funding assistance given by Council, including an applicant's previous track record, their current capability and their future potential.

E. Respect

» We share many interests, values and goals with community and recognise that relationships formed from mutual respect and acknowledgement that delivering positive outcomes is as shared responsibility, will strengthen our community.

F. Outcomes-focused

» We allocate funding to projects that can demonstrate delivery of our funding criteria and outcomes.

7. Scope

The Council's Annual Plan alongside the LTP sets the grant allocations available for community support. Through our funding programmes we can support one-off and ongoing activities.

The Grants Policy applies to all grants funded and administered by Council, including Committees and Community Boards.

Funding programmes administered on behalf of other agencies have their own eligibility criteria and are attached to this policy schedule.

For individuals

- Creative Communities Scheme grants
- Greytown Community Board grants
- Featherston Community Board grants
- Māori Standing Committee grants
- Martinborough Community Board grants

For the community and voluntary sector

- Creative Communities Scheme grants
- Economic Development Grant
- Greytown Community Board grants
- Featherston Community Board grants
- Māori Standing Committee grants
- Martinborough Community Board grants

- Pain Estate Fund
- Sport NZ Rural Travel Fund (schools and sports clubs)

For the events sector

- Creative Communities Scheme grants
- Economic Development Fund
- Waste Minimisation Grant

Out of scope

- Mayoral Relief Fund
- Licence to Occupancy of Council Facilities
- Rates remission and postponements

DRAFT

8. Appendices

Part A – Guidelines

8.1.1. Eligibility

Who can apply?

- Schools may apply for activities not funded by Ministry of Education (**MOE**)
- Individuals – for Creative Communities and Community Board grants only
- Community organisations without a formal legal structure must include letters of support from the community
- Social enterprises and commercial enterprises may apply for initiatives that meet our economic development criteria

Ineligible applicants

- Political parties
- Council Controlled Organisations
- Other local authorities and government agencies
- Applicants with overdue accountability reports - *we cannot fund future projects from your organisation until this is received.*

Eligible expenses

Applicants will be asked to provide a budget for the project, event or initiative. In most cases Council should be one of several sources of funding. This should be reflected in your budget where possible.

Cost examples include:

- Project wages that are connected to an outcome
- Programmes expenses such as equipment, materials or tutor fees
- Costs integral to service delivery, e.g. Community Centre power bill

Ineligible expenses

- Debt servicing or refinancing costs
- Stock or capital market investment
- Gambling or prize money
- Purchase of land and buildings
- Professional fundraising
- Private social functions
- Medical or healthcare costs
- International air travel and/or accommodation
- Funding for the same project within 12 months
- Money that will be redistributed as grant funding, sponsorship, bequests, aid funding or aid to other recipients
- Payment of any legal expenditure or expenditure related to mediation disputes
- Projects that are primarily the responsibility of government agencies

- Activities or initiatives where the primary purpose is to promote religious ministry, political objectives, and individual profit-oriented interests
- Activities or initiatives that negatively impact community wellbeing and or are a detriment to an individual or organisation's wellbeing.

8.1.2. Lower priorities

In a competitive funding environment, the following may be a lower priority for funding:

- Salaries and administrative costs
- Commercial events; conferences, trade shows and expos
- National organisations
- Health based organisations that could be funded by Te Whatu Ora
- Education based organisations that could be funded by MOE
- Groups whose services are not located in the district
- Council may specify additional exclusions for funding

8.1.3. Conflicts of Interest

Community groups affiliated in some way to elected members or employees of Council can still be considered. However, organisations in this category should note any conflict of interest (real or perceived) as soon as possible to ensure any necessary steps can be taken to mitigate this.

Elected members or council employees involved in decision making are required to formally note any possible conflict of interest (real or perceived) and will be excluded from decision making and discussion related to those applications.

8.1.4. Assessment

Using a community social investment lens, we assess applications that enable us to:

- Address issues early, reducing future costs to Council
- Support proven sustainable solutions through data and lived experience
- Track and measure outcomes both qualitative and quantitative

And provide tangible benefits to our community.

It is important to consider how your project or activity meets the criteria of the fund, and what outcomes will be benefiting the community e.g. social, cultural, environmental or economic. Review Part B for more information on each of our fund's criteria.

A robust matrix has been developed to support the Grants and Funding team in preparing applications to be assessed by our Committees, Boards and Panels and may be used in meetings.

8.1.5. Supporting documents

It is best practice to showcase your capacity, capability and community endorsement by providing supporting documents.

These are required:

- Project Budget – template provided
- Trust Deed, Rules, Charter or Constitution
- Financial Statements or Audited Financial Statements if required by your rules
- Accountability report from previous years grants

These can support your case in a competitive climate:

- Your organisations about us - vision, mission, values, structure and committee
- One - two community letters of support
- Images, newspaper articles, survey results

Our grant forms include a checklist before you submit your application so you know what you need to provide to complete and full application.

Missing one or more required supporting documents might mean we can't process your application, which means you must wait for another meeting for your project to be considered.

8.1.6. Deadlines

Most of our grant's allocations are meeting based, the schedule is often set as part of the Council's Meeting Schedule process, and committee availability.

Each grant will be promoted and shared in a way that allows groups a minimum of four weeks to apply. In some cases, this may be more.

A grants calendar can be found on our website www.swdc.govt.nz and grant deadlines on Grant Guru – South Wairarapa Fund Finder.

We cannot accept late applications, please plan accordingly.

8.1.7. Decision Making and Decision Makers

Many factors are taken into consideration in decision making, with grants the priority is foremost alignment to criteria, impact and outcomes.

8.1.8. Decision Makers

Each funding programme will detail the mode of decision making for example, committee, board, assessment panel, staff assessment, peer review.

In allocating grant funding decision makers will;

- Declare any real or perceived conflicts of interest; and be excluded from any decision making, assessment or discussion related to those application
- Act with integrity, impartially and in fair and reasonable manner
- Apply the 'proportionality principle' in evaluating applications
- Assess each application in its entirety, on its own merits in alignment with this policy and framework
- Consider appropriately an applicant's financial situation, their overall financial position and sustainability, whether they have accessed or made reasonable attempts to access

other funding, whether the applicant has received or is receiving other assistance from Council.

8.1.9. Correspondence

We promote grant rounds on our social media, website and grant guru; which will always include deadlines, how to apply and any updates to the fund criteria or process.

When you submit your application, you will receive confirmation of its receipt via email and a save the date for any speaking or presentation opportunities.

If you are interested in presenting, we share speaking tips and detail the process for you.

Following a meeting of decision-makers we will let you know the outcome of your application within 10 Working Days.

You will receive a grant outcome letter via email that will let you know all your obligations as a successful grant recipient and include your accountability report form.

We give feedback where possible to unsuccessful applicants via email or over the phone.

Grant information is regularly updated online: www.swdc.govt.nz/grants

8.1.10. Processing payments

It is important you plan; accordingly, we cannot fund projects that have already started.

Ensure your organisation account details and finance contact in your application are up to date, include supporting documents e.g. bank account verification.

If these details change you can let our team know at accountspayable@swdc.govt.nz

If you are not GST registered your grant will be processed after the meeting date. This may take up to 20 Working Days.

For your planning note, grants are typically distributed into the applicants account on the 20th day of the month following a grants meeting.

If you are GST registered, you will need to raise an invoice for your grant to accountspayable@swdc.govt.nz

Please note grants that remain unclaimed after 60 Working Days of a decision will receive a final reminder to uplift. If a grant is not uplifted within 90 Working Days, the resolution to grant will be rescinded.

Accountability and Reporting

- **Do we have to account for our funding?**

Yes, it is best practice to account for your funding, this includes providing receipts, bank statements and completing an accountability form. Your grants outcome letter will detail clearly what you need to account and report on.

Please note: outstanding accountability forms restrict you from being eligible for future funding.

- **When do we need to account for our funding?**

You should account for your funding within 12 months of date of receipt regardless of when you applied for funding.

We appreciate that projects can take a while to get off the ground. You are required to report back to us 3 months after the completion of your project. If you can't meet this deadline, please get in touch with our team at grants@swdc.govt.nz

- **What is an approved purpose?**

An approved purpose is the purpose for which the grant was approved i.e. Solar Panels for Early Childcare Centres in Coastal Communities, September 2025. If the funding is spent on anything other than the approved purpose, a refund will be required. Your approval letter will detail the specific items we have agreed to fund.

In exceptional circumstances you may request to amend your approved purpose. You can do this by sending a letter to grants@swdc.govt.nz. If your request is declined, you will be required to refund the grant back to us.

If your approved specific purpose has been cancelled, the funding must be returned to the Council by direct credit within 30 Working Days of the cancellation being known. You can do this by depositing the funds into our bank account, using your grant number as a reference. If you need our bank account details, please contact our team at grants@swdc.govt.nz

Definitions

Community: means a social group sharing common characteristics, locality, heritage or interests, and perceived as distinct within the larger society within which it operates.

Community concessional lease: means a subsidised rental lease for occupation of Council administered land and/or buildings.

Double dipping: means an applicant has multiple current (live) applications for the same money and for the same purpose, this is not permitted with Council funds.

Financial year: means for Council being 1 July to 30 June.

Grant: a financial contribution to a group, organisation or sector of the community.

Marae: means meeting place registered as a reserve under the Te Ture Whenua Māori Act 1993 (The Māori Land Act).

Not-for-profit: means group with a primary purpose of delivering non-statutory services and activities, and does not seek to generate profit, revenue or financial surpluses for commercial or individual interests.

Political activities: means the promotion of a political stance, ideology or party.

Rates remission: a reduction, postponement or removal of rates.

Re-gifting: means an organisation seeks funding so they can administer these funds to individuals or organisations through their own funding scheme.

Religious activities: means any activity that promotes or supports a particular religious deity or ultimate reality (for example, but not limited to, worship ceremonies, religious studies, or active promotion and advertising).

Retrospective costs: means where a project, service or event has commenced prior to the funding committee meeting.

Social Enterprise: means a revenue generating organisation, with a primary purpose of achieving social, cultural or environmental goals, and reinvests financial surpluses in the pursuit of the social, cultural and environmental outcomes of the organisation.

Sporting activities: means general sports activities of sports clubs (for example, grounds maintenance, coaching, uniforms, tournament fees, venue hire costs for regular training and games, subsidies for registrations)

Statutory function: means a function conferred or imposed by a statutory instrument (law), and is delivered in part through government funding which is provided to the organisation for the purpose of providing the service.

Public Sector entities: means governmental or quasi-governmental organizations established to serve the public interest. They are accountable to the public and funded primarily through taxes, rates, or government grants.

Urupā: means Māori burial ground.

Working Day: means a day of the week other than—

- (a) a Saturday or a Sunday;
- (b) Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's birthday, Te Rā Aroki a Matariki (Matariki Observance Day), and Labour Day;
- (c) a day in the period commencing with 25 December in a year and ending with 2 January in the following year;
- (d) if 1 January falls on a Friday, the following Monday;
- (e) if 1 January falls on a Saturday or Sunday, the following Monday and Tuesday;
- (f) if Waitangi Day or Anzac Day falls on a Saturday or Sunday, the following Monday

Part B: Funding Programmes

FOR COLLECTIVES, COMMUNITY GROUPS, BUSINESS, CHARITIES AND HAPORI	
1 Economic Development Fund	
Purpose	The Council's LTP sets the funding available for community support through grants. Through our funding we may support one-off and ongoing activities.
Eligibility	Open to local and regional organisations that are delivering collaborative initiatives that the economic development of our district and communities. A group of individuals who have come together for a common purpose to benefit the South Wairarapa District may be considered.
Exclusions	See "What we can't fund" – additional exclusion may be made from time to time
Priorities	Are set by Council
Allocation	\$180,000 for financial year end June 2026. The application process, criteria and key dates will be shared in early 2026.

FOR INDIVIDUALS, CHARITIES, HAPORI AND COMMUNITY GROUPS	
2 Council Community Boards and Māori Partnership Committee	
Purpose	To support cost for project and initiatives that support Community Boards objects
Eligibility	Open to local individuals and for-purpose groups that are delivering collaborative initiatives that support their local community, residents or take place in the community boards remit.
Exclusions	The following applicants and expenditure will unlikely be eligible for funding; -live applications to the Economic Development fund, this is considered double dipping See "What we can't fund"
Allocation	Each has an allocation of \$20,000 set for the financial year 2025/26 Community Board grants and Māori Partnership Committee grants are open at the start of the financial year and will remain open until fully allocated, grant allocation meeting dates can be found online at www.swdc.govt.nz/grants The Community Boards and Māori Partnership Committee will assess applications and will make allocations as appropriate. To ensure your application is reviewed in time – check our grants calendar for deadlines. We cannot except late or incomplete applications.

FOR RESIDENTS, SCHOOLS, SPORTS CLUBS & COMMUNITY GROUPS IN THE 'BOROUGH' (TOWN) of MARTINBOROUGH	
3 The Pain Estate Fund (Pain Farm)	
Purpose	To support, maintain and improve facilities used by children and youth e.g. sports grounds, parks, camping grounds, swimming baths and/or equipping and maintain sports facilities and playground in Martinborough township.
Eligibility	Any funding distribution from the Pain Farm must be of benefit to the children and youth of Martinborough.
Exclusions	The fund criteria is exclusive, additional exclusions may be made at the discretion of Council
Priorities	<p>In 1932, George Pain made a will bequeathing the 210 acre property known as the Pain Farm to the then Borough Council (now the SWDC). Under provisions of the Charitable Trust Act 1957 in February 1966 the Court directed:</p> <p>“That the income from the Trust Lands should be used, in maintaining and improving the borough’s parks, sports grounds, camping ground, swimming baths, providing equipping and maintaining sports facilities and a children’s playground – in such manner and in such proportion as the Council may from time to time decide.”</p> <p>The fund therefor can only be spent in the Martinborough ‘township’, the former borough council area and has to benefit, impact or provide positive tangible outcomes for children and youth.</p>
Allocation	<p>Funds are only made available upon profits accrued from activities at the Pain Farm, therefor annual allocations and availability of funds vary year on year.</p> <p>Annually the Council will confirm by formal resolution the amount available for distribution from the fund and will notify the MCB.</p> <p>Following that the MCB will assess applications to the Pain Estate Fund and make recommendations to Council.</p> <p>Dates for grant deadlines, speaking and the total grants allocation will be updated on our website and social media.</p> <p>To ensure your application is reviewed in time – check our grants calendar for meeting dates and deadlines. We cannot except late or incomplete applications.</p>

FOR INDIVIDUALS, ARTS GROUPS AND HAPORI	
4 Creative Communities Fund	
Purpose	To support operational costs for local arts activities, (events, project and initiatives) with an arts focus that
Eligibility	Open to individual artists, groups or organisations. Individuals must be NZ citizens or permanent residents.
Exclusions	The following projects can't get Creative Communities Scheme (CCS) funding: <ul style="list-style-type: none"> - Fundraising activities - Developing galleries marae, theatres or other venues or facilities - Projects which are mainly focused around other areas e.g health, education or the environment that only have a very small arts component. - Arts projects in schools or other education institution that are the core business of that institution or that are normally funded through curriculum budgets.
Criteria	To be eligible for funding through CCS your project must meet one of the following: <p>Participation – create opportunities for local communities to engage with and participate in local art activities for example, <i>festivals featuring local artists</i>.</p> <p>Diversity – support the diverse artistic cultural traditions of local communities for example, <i>workshops or exhibitions by local migrant communities</i>.</p> <p>Young people – enable young people (under 18) to engage with and participate in the arts for example, <i>a group of young people creating a film about an issue that is important to them</i>.</p>
Allocation	Creative Community Scheme grants are open a minimum of twice a year and a maximum of four. <p>Your application will go to an assessor panel of local artists, with industry expertise across varying forms. They are appointed for their knowledge and experience of the arts.</p> <p>While there is no limit in how much you can apply for, grants typically range from \$500 - \$3,000</p> <p>To ensure your application is reviewed in time – check our grants calendar for meeting dates and deadlines.</p>

FOR SCHOOLS AND SPORTS CLUBS	
5 Sport NZ Rural Travel Fund	
Purpose	To support travel cost associated with travel to local sports competition, outside of school hours.
Eligibility	The Sport NZ Rural Travel Fund is open to South Wairarapa sports clubs and school teams with young people aged between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions. The scheme is a partnership between Council and Sport NZ and was developed in response to concerns about the lack of participation in sport by young people living in rural communities.
Exclusions	The following applicants and expenditure will not be eligible for funding; <ul style="list-style-type: none"> - Individual players, coaches or officials - Schools/teams in inter or intra competitions during school time - Schools/clubs outside the South Wairarapa Territorial Authority
Priorities	Applications are welcomed from sport club teams and school club teams within our region that consist of members aged between 5 and 18 years. We prioritise participation opportunities for: <ul style="list-style-type: none"> • Girls and young women aged 5-18; and/or • Disabled tamariki (5-11) and rangatahi (12-18)
Allocation	There are two grant rounds for each financial to encompass a winter season and a summer season. Additional rounds may be publicised to support growing demand for access to sports travel support. <p>Council Officers assess applications in alignment with Sport NZ's criteria and matrix, making allocations accordingly.</p> <p>Funding allocations may range from \$250 - \$1,000</p> <p>To ensure you application is reviewed in time – check our grants calendar for meeting dates and deadlines. We cannot accept late applications.</p>

8.2 RESCINDING DELEGATIONS FOR LEASES

Author: Jessica Hughes, Principal Advisor, Legal

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

PURPOSE

To inform *councillors* of the proposed changes relating to leasing requirements in the Delegations Policy and Register, ensuring clarity on approval processes and accountability for decision-making.

EXECUTIVE SUMMARY

- The Delegations Policy and Register has been updated to reflect
 - a change of position title from Manager Governance and Business Operations to Manager Corporate Support and
 - an amendment to the delegations relating to leasing.
- New lease approval rules require all new leases, regardless of value, to be approved by Council resolution, while the CEO may approve variations, subleases, or rent reviews if they do not change permitted activities.

RECOMMENDATIONS

That

1. *Council* 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.

BACKGROUND

The Delegations Policy and Register identifies who in the organisation can make decisions and exercise statutory powers on behalf of Council. It provides clear rules for delegating authority from elected members to the Chief Executive and staff, ensuring decisions are made at the right level for efficiency and accountability. The policy supports compliance with legislation, defines limits and

conditions, and promotes transparency, while the register lists specific delegations used daily for operational tasks such as permits and enforcement.

DISCUSSION

Council had previously resolved to delegate approval of leases to staff under the Delegations Policy & Register. The Chief Executive is now recommending that those delegations be revisited and replaced as follows:

Approval for new leases: All new leases, regardless of value or land type (parks, roads or freehold), now require a formal council resolution. This change centralises decision-making for new lease arrangements. Such leases need to be signed by two councillors.

Authority for short term leases (less than 12 months), variations and subleases: The CE can approve any right of renewal, assignments, subleases, rent reviews, or surrenders if they do not change the permitted activity. This provides flexibility for routine administrative changes.

Clear separation of roles for Lease management: Operational approvals, such as works within leased areas, remain delegated to managers for parks and roads, while freehold land approvals sit with the CE. This ensures accountability and clarity in responsibilities.

The amended sections of the Delegations Policy & Register are below:

Property Law Act 2007		
Section	Description	Delegated to
208	Power to make a short-term lease of Council land (not being land vested or administered as reserve) <i>Limits on Exercise of Delegation</i> Transaction must achieve value for ratepayers; and Transaction must be within the officer's financial delegation	CEO
210, 236	Power to terminate lease	CEO
228	Power to recover damages from lessor <i>Limits on Exercise of Delegation</i> Transaction must achieve value for ratepayers; and Transaction must be within the officer's financial delegation	CEO
234	Power to exercise rights arising from covenants	
245, 246	Power as lessor to cancel lease for breach of covenants including to pay rent	

Public Bodies Leases Act 1969		
Section	Description	Delegated to
7	Power to grant tenancies or leases within sub-delegated financial limit	Council (new leases) CEO
8,9	Leases to be sold by public tender or auction subject to certain conditions requirements of these sections and within sub-delegated financial limit	SLT Manager Corporate Support Manager Community Operations

Reserves Act 1977		
<i>Where Council is acting as an administering body or where reserves are vested in Council</i>		
Section	Description	Delegated to
55	Powers (other than leasing) in respect of scenic reserves	CEO
56	Leasing powers in respect of scenic reserves	Council <i>Limits on Exercise of Delegation-</i> excludes circumstances where the Council as an administering body is required to obtain the consent or approval of the Minister
57	Powers in respect of nature reserves	CEO
58	Powers in respect of historic reserves	
58A	Leasing powers in respect of historic reserves	Council <i>Limits on Exercise of Delegation-</i> excludes circumstances where the Council as an administering body is required to obtain the consent or approval of the Minister
59	Powers in respect of scientific reserves	CEO
61	Powers (including leasing) in respect of local purpose reserves	Council
61A	Leases in respect of reserves for aerodrome purposes	
67	Leasing	Council
73	Leasing of recreation reserves for farming, grazing, afforestation, or other purposes	Council
74	Licences to occupy reserves temporarily	CEO
113 and 114	Power to determine the terms and conditions of leases and licenses on reserves, where such terms and conditions are not inconsistent with the Act	CEO

Miscellaneous or Administrative Delegations				
#	Subject of a Decision/Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
3	New Leases less (Entering as Lessee and Lessor)	To be approved by Council Resolution	To be approved by Council Resolution	To be approved by Council Resolution
5	Right of renewal, assignment, sublease, rent reviews variation or surrender of leases – no change to permitted lease activity	CEO	CEO	CEO
7	Lessors' approval for works within leased area	Manager Community Operations	Group Manager Infrastructure and Community Operations Principal Advisor Roading	CEO
8	Granting of Film Permits (48hr standard decision timeframe for straight forward activities)	Manager Community Operations	Manager Community Operations	CEO
9	Rent reviews where they do comply with policy	Manager Community Operations	Principal Advisor Roading	CEO
10	Non-compliant lease matters	Manager Community Operations	Principal Advisor Roading	Manager Community Operations

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 Council's Significance and Engagement Policy	
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 our process in relation to entering any lease.
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**Nil**

8.3 REQUEST FOR INFORMATION FROM THE LOCAL GOVERNMENT COMMISSION

Author: Janice Smith, Chief Executive Officer

File Number:

PURPOSE

To inform Councillors of the information being sought from the Local Government Commission and Minister for Local Government in response to the Government suggestion that Councils consider amalgamation options in the future.

EXECUTIVE SUMMARY

- On 25 November the Government issued a paper on local government that focussed on Regional Councils but suggested that part of this might be a wider amalgamation review for all Territorial Authorities.
- The policy release provides an opportunity for the Wairarapa Councils to reconsider amalgamation, potentially as a Unitary Authority
- To be able to discuss this at a Council and Community level, it is necessary to seek information from the Local Government Commission on the process, timing and possible revenue support available to Councils

RECOMMENDATIONS

That *Council*

1. Receive the report "Request for information from the Local Government Commission"
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.

BACKGROUND

On 25 November the Government issued a paper on local government, focussing on regional councils (RCs), but potentially triggering off a round of amalgamations of territorial authorities. It proposed replacing RC elected members with local mayors from each region, and potentially the appointment of additional (or only) commissioners as alternative options. The new governance board for each region would be called the Combined Territories Board (CTB).

DISCUSSION

The policy released by the Government provides an opportunity for local Wairarapa councils to look again at amalgamation – potentially into a unitary authority – in an environment encouraged by central government.

To progress this, Council would appreciate receiving from the Local Government Commission detailed information on the process (including all requirements that need to be fulfilled) and the timeline to reach implementation.

Council should also seek financial support, if possible, to update information from previous discussions noting that the Wairarapa is a large land area with a small population. Work on potential amalgamation would stretch resources as the three Councils move towards water amalgamation under Local Water Done Well.

Any work on potential amalgamation would need to be supported by robust community consultation to assess the appetite for change across Wairarapa.

OPTIONS

Option 1

Do nothing and wait for the new legislation to be developed. Consultation is open until February 2026, after which the Government may refine or change the proposal for Regional Councils. This could impact on timelines for future amalgamation discussions.

Option 2

Begin exploratory discussions with the Local Government Commission to better understand the process requirements for amalgamation, along with what a timeline could look like. This should cover an amalgamated Wairarapa District Council as well as a Unitary Authority.

This option should also include a request for financial assistance to aid the discovery phase and community consultation.

CONSIDERATIONS

Financial

The discovery work and consultation will require funding. This would fall to be funded from operational budgets and directly impact rates. At this point in time \$350k is the equivalent of 1% in rate increases.

	Yes/No/NA	Commentary
Inclusion in the AP/LTP? (if no – provide commentary)	No	Council
Confirmed budget source	N/A	
OPEX or CAPEX	Opex	
Rating impact	Not known	
Procurement process	N/A	

Climate Change

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

CONCLUSION

This report outlines the options available to Council and the wider Wairarapa to reconsider amalgamation.

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. This report refers to investigation only
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 is in response to the recent Government announcement regarding Regional Councils.
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.	Initial indications are that Iwi would be supportive of a discussion on amalgamation
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	None

APPENDICES

Nil

9 MAYORAL REPORTS

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

Author: Fran Wilde, Mayor

File Number: N/A

PURPOSE

To provide key developments and updates since the last meeting of Council, and to seek decisions on my recommendations as per the report.

RECOMMENDATIONS

The Mayor recommends that Council:

1. Approve the Terms of Reference for the:
 - a) Community Boards;
 - b) Economic Growth Committee;
 - c) Environmental Sustainability Committee; and
 - d) Social Resilience Committee.
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.

DISCUSSION

Updates to Committees' Terms of Reference (ToR)

Community Boards were invited to discuss and provide feedback on the draft ToR at a session held on Wednesday, 3 December 2025. This is attached as Appendix 1.

The following committees were established along with their membership at the Council meeting on 20 November 2025:

- Economic Growth Committee
- Environmental Sustainability Committee
- Social Resilience Committee.

The ToR have been drafted for approval and are attached to this report as Appendix 2-4.

Māori Partnership Committee – Amendments to ToR

Following adoption on 20 November 2025, the Māori Partnership Committee ToR has been amended to ensure that the first meeting quorum can be met, as the previous version did not allow for this. There have also been amendments to the committee membership as this aligns to the previous Māori Standing Committee. Lastly, the following function was removed from section 4 of the ToR: *Advise on cultural input into resource consents under the Resource Management Act 1991 (RMA)*. The Committee do not undertake this function. There is a direct arrangement with each iwi who provide this function.

The amended ToR is attached to this report as Appendix 5.

Acting arrangements - December 2025

I will be going on leave from Christmas Eve for a week. I have asked Deputy Mayor Rob Taylor to act as Mayor during my absence.

Additional Appointments

Alternates are required for the Wairarapa Moana Statutory Board and the Wellington Regional Waste Management and Minimisation Plan Joint Committee.

APPENDICES

Appendix 1	Community Boards - Draft TOR
Appendix 2	Economic Growth Committee - Draft ToR
Appendix 3	Environmental Sustainability Committee - Draft ToR
Appendix 4	Social Resilience Committee Draft ToR
Appendix 5	Māori Partnership Committee - Amended ToR

**South Wairarapa District Council Community Boards (Ngā Poari Hapori)
Terms of Reference (2025–2028 Triennium)**

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

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

1. Purpose

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

Boards will:

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

2. Delegations from Council

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

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

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

3. Community engagement

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

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

4. Civil defence and emergency readiness

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

They will:

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

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

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

5. Advisory

Boards recommend to Council or relevant committees on:

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

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

Boards will also provide feedback to:

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

The boards will support Council community consultation on the above plans and reviews, raising issues that they identify are of concern to the community. To assist with this, the Council will provide relevant significant proposals and draft plans in a timely way, other than

when deemed to be outside of the board or community interest, when the issue is commercial in confidence or where time required for the process demonstrably impacts the outcome.

6. Accountability and reporting

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

In allocating funding and grants, and other delegated responsibilities, the boards are accountable to Council. They develop an annual work plan aligned with Council's strategic priorities. Boards will make a submission to Council's annual and long term plans.

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

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

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

7. Review of terms of reference

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

8. Working together for the district

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

Economic Growth Committee

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

1. Purpose

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

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

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

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

2. Partners

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

3. Key responsibilities

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

4. Delegated authority

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

5. The Committee is delegated the power to act:

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

6. The Committee is delegated the power to recommend to the Council:

Economic growth strategies and plans.

DRAFT

ENVIRONMENTAL SUSTAINABILITY COMMITTEE

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

1. Purpose

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

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

2. Partners

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

3. Key responsibilities

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

4. Delegated Authority

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

5. The committee is delegated the power to act:

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

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

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

DRAFT

Social Resilience Committee

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

Purpose:

The purpose of the Committee is to build over time a socially resilient and culturally vibrant community in South Wairarapa.

To achieve this, it will work with deliverers of social services in the district and in wider Wairarapa, with objective assisting all residents, regardless of age or personal means, to have access to the services and amenities they require to lead healthy, functional, fulfilled and positive lives and to express themselves culturally in ways appropriate to individuals.

Partners

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

Key responsibilities

1. Understand the social profile of the South Wairarapa community and in particular any groups that may be under-served in terms of community support.
2. Develop, monitor and review Council's strategies and services relevant to the social resilience of the community and ensure they are equitable and appropriate.
3. Partner with community agencies that are delivering in this field, to ensure co-ordination and robust support systems, and to optimise cost-effective delivery.
4. Engage with health providers with the objective of ensuring that all residents have fair and equal access to health services.
5. Collaborate with housing agencies with the objective of ensuring the provision of affordable and suitable community housing for different demographics.
6. Improve amenities and facilities to better serve the younger population of South Wairarapa.
7. Advocate for enhanced public transport systems to align with requirements and developments in the community.

Delegated authority

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

The committee is delegated the power to act:

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

The committee is delegated the power to recommend to the Council:

Social Development and cultural strategies and plans.

Māori Partnership Committee

Reports to	Council
Chair	TBC
Frequency of meeting	Six-weekly, or as required, with workshops and community forums held as needed.
Members	<ul style="list-style-type: none"> At least one, but up to two Councillors appointed by Council in discussion with the chair of the Committee. Two representatives from each of the three South Wairarapa Marae (Kohunui Marae, Papawai Marae and Hau Ariki Marae). Two representatives from Pae Tū Mōkai o Tauria. One representative from Ngāti Kahungunu ki Wairarapa. One representative from Rangitāne o Wairarapa. The Mayor of South Wairarapa (ex officio). Up to one youth representative in an advocacy role. <p>Note</p> <ul style="list-style-type: none"> Nominations for Iwi, Marae or Pae Tū Mōkai o Tauria representatives must be received in writing from each participating body and are ratified by Council. Councillor membership is ratified by Council. The chairperson and deputy chairperson are elected by the committee at the start of the triennium.
Non-voting attendees:	The youth representative is not a voting member of the committee.
Quorum	Four members including a minimum of three representatives from Iwi, Marae or Pae Tū Mōkai o Tauria and one representative from Council.

1. Introduction

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

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

The Council acknowledges:

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

2. *Vision*

Manaaki whenua, manaaki tāngata, haere whakamua

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

3. *Purpose*

The Committee exists to:

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

4. *Functions*

The Committee will:

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

5. *Delegated Authority*

The Committee has authority to:

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

6. *Accountability and Reporting*

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

7. *Continuity*

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

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 - 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 carry out, without prejudice or disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable	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 information that relates to a contract tender and negotiation process.

	Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)		

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