SOUTH WAIRARAPA DISTRICT COUNCIL
Kia Reretahi Tātau

AGENDA

Ordinary Council Meeting
Thursday, 20 November 2025

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

Date:	**Thursday, 20 November 2025**
Time:	**1:30 pm**
Location:	**Supper Room, Waihinga Centre, 8 Texas Street, Martinborough**

Janice Smith

Chief Executive Officer

Order Of Business

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 29 OCTOBER 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 29 October 2025 are confirmed as a true and correct record.

APPENDICES

Appendix 1 **Minutes of the Council Meeting held on 29 October 2025**

MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
COUNCIL FIRST MEETING OF THE TRIENNIUM
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON WEDNESDAY, 29 OCTOBER 2025 AT 2:00PM

PRESENT:	Mayor Fran Wilde (Chair), Cr Chris Archer, Cr Simone Baker, Cr Martin Bosley, Cr Rachel Clarke, Cr Aidan Ellims, Cr Collier Isaacs, Cr Colin Olds, Cr Andrea Rutene, Cr Rob Taylor (Deputy Mayor) and Cr Rupert Watson.
IN ATTENDANCE:	Janice Smith (Chief Executive Officer), Stefan Corbett (Acting Group Manager, Corporate Services), James O'Connor (Acting Group Manager, Infrastructure and Community Operations), Russell O'Leary (Group Manager, Planning and Regulatory), Shanin Brider (Advisor, Community Governance), Charly Clarke (Chief Financial Officer), Nicki Ansell (Lead Advisor, Strategy and Performance), and Amy Andersen (Lead Advisor, Democracy and Committees).
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 2:00pm to 2:26pm except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

All in attendance opened the meeting.

2 APOLOGIES

There were no apologies.

3 CONFLICTS OF INTEREST

No interests were disclosed relating to items on the agenda.

4 REPORTS FROM CHIEF EXECUTIVE AND STAFF

4.1 MAKING AND ATTESTING OF MEMBERS' DECLARATIONS

Ms Smith confirmed Mayor Wilde and all Councillors completed their oral and written declarations at the ANZAC Hall, Featherston the morning of 29 October 2025.

RESOLUTION DC2025/79

Moved: Cr A Ellims
Seconded: Cr C Isaacs

Council resolved to:

1. Receive the Making and Attesting of Members' Declarations Report dated 29 October 2025;
2. Note that the Chief Executive has received and witnessed the declaration of the Mayor; and
3. Note that the Mayor has received and witnessed the declaration of Council members.

[Items 1-3 read together]

CARRIED

4.2 GENERAL EXPLANATION FROM CHIEF EXECUTIVE

The Chief Executive provided a brief explanation of the report and noted that members as individuals must be informed of the Acts and laws as they relate to their role as Councillors.

Noted - error in the personal liabilities section of the report which relates to South Wairarapa District Council, not Horizons Regional Council.

RESOLUTION DC2025/80

Moved: Cr C Taylor
Seconded: Cr M Bosley

Council resolved to:

1. Receive the *General Explanation from Chief Executive* report; and
2. Receive information provided by the Chief Executive on:
   - the Local Government Act 2002
   - the Local Government Official Information and Meetings Act 1987
   - the appropriate provisions of the Local Authority (Members' Interests) Act 1968
   - the Crimes Act 1961: sections 99, 105, and 105A
   - the Secret Commissions Act 1910
   - the Financial Markets Conduct Act 2013
   - the Protected Disclosures Act 2000
   - personal liability of Elected Members
   - the Health and Safety at Work Act 2015
   - the Public Audit Act 2001.

[Items 1 & 2 read together]**CARRIED**

4.3 APPOINTMENT OF THE DEPUTY MAYOR

RESOLUTION DC2025/81

Moved: Mayor F Wilde
Seconded: Cr R Clarke

Council resolved to note the Mayor's appointment of Councillor Rob Taylor as the Deputy Mayor.

CARRIED

4.4 ELECTED MEMBERS' REMUNERATION 2025/26

Mayor Wilde presented the options in the report. Members agreed to progress option 1.

RESOLUTION DC2025/82

Moved: Cr C Isaacs
Seconded: Cr M Bosley

Council resolved to:

1. Receive the Elected Members' Remuneration 2025/26 Report;
2. Agree to put forward a proposal to the Remuneration Authority to pay a salary of $38,962 per annum to the Deputy Mayor and to split the remainder of the remuneration pool equally among all councillors, which would equate to a salary of $27,325;
3. Note that councillors will be paid the minimum allowable remuneration rate of $24,076 until the amending determination is gazetted at which point councillors pay will be back dated; and
4. Adopt the Members' Remuneration and Allowances Policy (PI-GSL-001), subject to any changes agreed at the meeting.

[Items 1-4 read together]

CARRIED

4.5 ADOPTION OF SOUTH WAIRARAPA DISTRICT COUNCIL'S FORMAL MEETING SCHEDULE NOVEMBER TO DECEMBER 2025

RESOLUTION DC2025/83

Moved: Cr C Olds
Seconded: Cr A Ellims

Council resolved to:

1. Receive the *Adoption of South Wairarapa District Council's Formal Meeting Schedule November to December 2025* Report;

2. Adopt the schedule of meetings for Council, community boards and committees for the remainder of 2025, as attached in appendix 1;
3. Set the first ordinary meeting of Council to be held on Thursday 20 November 2025 at 1:30pm; and
4. Delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the relevant chairperson.

[Items 1-4 read together]

CARRIED

4.6 ADOPTION OF STANDING ORDERS

Members were given the option to make changes to the Standing Orders in the meeting. Ms Smith highlighted key sections for members to consider. In light of national standardisation in the near future, no changes were made to the Standing Orders at this time.

RESOLUTION DC2025/84

Moved: Cr A Rutene
Seconded: Cr C Archer

Council resolved to:

1. That *Council r*eceive the *Adoption of Standing Orders* Report;
2. Adopt Standing Orders 2025 for the conduct of its meetings and those of its committees (including community boards); and
3. Note that any amendments made to the Standing Orders during the course of the meeting held on 29 October 2025 will be included in the final version of the document.

[Items 1-3 read together]

CARRIED

4.7 ADOPTION OF THE CODE OF CONDUCT

Members were also given the option to make changes to the Code of Conduct. Again, in light of national standardisation in the near future, no changes were made to the Code at this time.

RESOLUTION DC2025/85

Moved: Cr S Baker
Seconded: Cr R Watson

Council resolved to:

1. Receive the Adoption of the Code of Conduct report;
2. Adopt the South Wairarapa District Council Elected Members Code of Conduct for the 2025-2028 triennium as attached in Appendix 1; and
3. Adopt the policy as attached in Appendix 1 for dealing with potential breaches of the code.

[Items 1-3 read together]

CARRIED

5 KARAKIA WHAKAMUTUNGA – CLOSING

All in attendance closed the meeting with a karakia.

The meeting closed at 2:26pm.

Confirmed as a true and correct record.

……………………………………….. (Mayor)

……………………………………….. (Date)

……………………………………….. (Chief Executive)

……………………………………….. (Date)

8 DECISION REPORTS

8.1 MAYORAL APPOINTMENTS

Author: **Fran Wilde, Mayor**

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

File Number: **N/A**

PURPOSE

To inform councillors of the proposed Mayoral appointments and committee structure under section 41A of the Local Government Act 2002.

EXECUTIVE SUMMARY

- The Mayor is able to exercise their powers under section 41A of the Local Government Act to establish committees and make appointments to those committees.
- This report outlines proposed appointments to internal and external committees, as well as external boards and portfolios.

RECOMMENDATIONS

The Mayor recommends that the Council*:*

1. Receive the 'Mayoral Appointments' Report.
2. 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.
3. 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.

4. 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.

5. Approve the Terms of Reference for Council and Committees 2025-2028, as per Appendix 1.

6. Approve the schedule of meetings for 2026, as per Appendix 2.

7. 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.

8. Appoint the Mayor to the Regional Transport Committee and Deputy Mayor Rob Taylor as alternate.

9. Appoint the Mayor to the Wellington Regional Mayoral Forum.

10. Appoint the Mayor to the Wairarapa Committee.

11. Appoint the Mayor to the Wairarapa Moana Statutory Board.

12. Appoint the Mayor to the Wairarapa – Tararua Water Stakeholder Forum and Deputy Mayor Rob Taylor as alternate.

13. Appoint the Mayor to the Wellington Water Committee and Deputy Mayor Rob Taylor as alternate.

14. Appoint Councillor Rachel Clarke to the Wellington Region Waste Management and Minimisation Plan Joint Committee.

15. Appoint Councillor Aidan Ellims to the Wairarapa Road Safety Council.

16. Appoint Mr Joseph Gillard to the Cobblestone Trust Board.

17. Appoint Mr Peter Biggs to the Destination Wairarapa Board.

BACKGROUND

I have elected to exercise my powers under section 41A of the Local Government Act to establish committees and make appointments to those committees, following a review of the committee structure from the previous triennium and discussion with Council and the Chief Executive, Janice Smith.

Preferred appointments have been discussed with councillors and have given consideration to existing outside work commitments, existing councillor skills, experience and knowledge, and best fit.

I am seeking to create open and transparent processes and have reviewed the delegations to the committees and community boards in order to empower them.

DISCUSSION

Constitution of Committees and Appointments

Community Board Appointments

Section 50 of the Local Government Act and section 19F of the Local Electoral Act 2001 enable councillors to be appointed as members of community boards. I propose that the following councillors be appointed to the community boards:

Community Board	Appointments
Featherston Community Board	Councillors Rachel Clarke and Rupert
Martinborough Community Board	Councillor Aidan Ellims and Chris Archer
Greytown Community Board	Councillors Simone Baker and Martin Bosley

The chair and deputy chair will be elected from within the Community Boards.

The Terms of reference for Community Boards are in development and will be brought to the next ordinary meeting of Council in December 2025.

Committee Structure and Appointments

It is my responsibility to ensure the governance structure of committees is appropriate and effective.

My intention is to establish the following committees:

- Infrastructure Committee
- Risk and Assurance Committee
- People and Performance Committee
- Social Resilience Committee
- Economic Growth Committee
- Environmental Sustainability Committee
- Rural & Coastal Advisory Group

Following consultation with the relevant parties, I propose the Māori Standing Committee is renamed the Māori Partnership Committee, and note the terms of reference has been reviewed and amended.

The Terms of Reference and appointments are included in Appendix 2.

It is noted that some committees do not yet have a Terms of Reference as yet (Social Resilience Committee, Economic Growth Committee, Environmental Sustainability Committee and the Rural & Coastal Advisory Group) and these will be brought to Council for approval in December 2025.

The following appointments will be made to ensure there is continuity and SWDC representation across the regional and joint committees as follows:

Committee / Board	Noted or proposed Appointment
Wairarapa Moana Statutory Board	Mayor
Wellington Region Waste Management and Minimisation Plan Joint Committee	Cr Clarke
Civil Defence Emergency Management Group	Mayor
Wellington Regional Leadership Committee	Mayor and Deputy Mayor
Regional Transport Committee	Mayor and Deputy Mayor
Wairarapa Road Safety Council	Cr Ellims
Wellington Region Mayoral Forum	Mayor
Wellington Water Committee	Mayor and Deputy Mayor
Cobblestones Trust Board	Mr Joseph Gillard
Destination Wairarapa Board	Mr Peter Biggs
Stakeholder Forum – Wairarapa /Tararua Water	Mayor and Deputy Mayor
Wairarapa Committee	Mayor

Any further appointments to remaining committees, boards and/or forums will be made at subsequent ordinary meetings.

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 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 as it is not required.
State the possible implications for health and safety	Work/life balance for elected members should be noted in the process of appointing members.

APPENDICES

Appendix 1 SWDC Draft Schedule of Meetings 2026

Appendix 2 Draft Terms of Reference of Council and Committees 2025-2028

2026	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2026
MON						1 Kings Birthday							MON
TUE						2 MPC			1 FCB			1	TUE
WED				1		3	1		2 MCB			2	WED
THU	1 New Years Day			2		4	2		4	1 Council		3	THU
FRI	2 Day after			3 Good Friday	1	5	3		4	2		4	FRI
SAT	3			4	2	6	4	1	5	3		5	SAT
SUN	4	1	1	5	3	7	5	2	6	4	1	6	SUN
MON	5	2 GCB	2	6 Easter Monday	4	8 GCB	6	3	7	5	2	7	MON
TUE	6	3 FCB	3	7	5	9 FCB	7	4	8	6 MPC	3	8	TUE
WED	7	4 MCB	4	8	6	10 MCB	8	5	9	7	4	9	WED
THU	8	5	5	9 Council	7 EGC / SRC	11	9 Council	6	10	8	5 EGC / SRC	10	THU
FRI	9	6 Waitangi Day	6	10	8	12	10 Matariki	7	11	9	6	11	FRI
SAT	10	7	7	11	9	13	11	8	12	10	7	12	SAT
SUN	11	8	8	12	10	14	12	9	13	11	8	13	SUN
MON	12	9	9	13	11	15	13	10	14	12 GCB	9	14	MON
TUE	13	10	10 MPC	14	12	16	14 MPC	11	15	13 FCB	10	15	TUE
WED	14	11	11	15	13	17	15	12	16	14 MCB	11	16	WED
THU	15	12 IC	12 RAC	16 IC	14 RAC	18 IC	16	13 IC	17 RAC	15 IC	12 RAC	17	THU
FRI	16	13	13	17	15	19	17	14	18	16	13	18	FRI
SAT	17	14	14	18	16	20	18	15	19	17	14	19	SAT
SUN	18	15	15	19	17	21	19	16	20	18	15	20	SUN
MON	19 Wgtn Ann	16	16 GCB	20	18	22	20 GCB	17	21	19	16	21	MON
TUE	20	17	17 FCB	21 MPC	19	23	21 FCB	18	22	20	17 MPC	22	TUE
WED	21	18	18 MCB	22	20	24	22 MCB	19	23	21	18	23	WED
THU	22	19 Council	19	23	21 ESC	25 HOLD - Council adopt Annual Plan	23 RAC	20 Council	24 PAP	22	19 Council	24	THU
FRI	23	20	20	24	22	26	24	21	25	23	20	25 Christmas Day	FRI
SAT	24	21	21	25	23	27	25	22	26	24	21	26 Boxing Day	SAT
SUN	25	22	22	26	24	28	26	23	27	25	22	27	SUN
MON	26	23	23	27 ANZAC Day	25	29	27	24	28	26 Labour Day	23 GCB	28	MON
TUE	27 MPC	24	24	28 GCB	26	30	28	25 MPC	29	27	24 FCB	29	TUE
WED	28	25	25	29 FCB	27		29	26	29	28	25 MCB	30	WED
THU	29	26	26 PAP	30 MCB	28 Council		30	27		29 HOLD - Council adopt Annual Report	26 ESC	31	THU
FRI	30	27	27		29		31	28		30	27		FRI
SAT	31	28	28		30			29		31	28		SAT
SUN			29		31			30			29		SUN
MON			30					31 GCB			30		MON
TUE			31										TUE

Scheduled as six-weekly:

COUNCIL	Council
MCB	Martinborough Community Board
FCB	Featherston Community Board
GCB	Greytown Community Board
MPC	Māori Partnership Committee

Committees scheduled bi-monthly

IC	Infrastructure Committee
PAP	People and Performance Committee
RAC	Risk & Assurance Committee

Committees scheduled as needed (placeholders entered)

SRC	Social Resilience Committee
EGC	Economic Growth Committee
ESC	Environmental Sustainability Committee

Not scheduled - TBC

RCAC	Rural & Coastal Advisory Committee (not scheduled)

Other:

(pink)	Public & School Holidays
(green)	Workshops for Council and Committees - holding space

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Council and Committees Terms of Reference

South Wairarapa District Council

2025-2028

DRAFT v5

Contents

Record of amendments

Version	Date	Resolution	Summary of Amendments
1	20 Nov 2025		Adoption

DRAFT v5

Introduction

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

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

Committee establishment

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

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

Committees include, in relation to Council:

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

Terms of Reference (ToR)

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

Quorum

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

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

Ambiguity and conflict

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

Chairpersons

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

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

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Agenda preview meetings

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

Health and safety

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

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Council

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

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

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

i. Making a rate;

ii. Making a bylaw;

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

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

v. Appointing a chief executive;

vi. Adopting policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement;

vii. Adopting a remuneration and employment policy;

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

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

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

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

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

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

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

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

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

h) Approving the Local Governance Statement.

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

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

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

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

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

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Māori Partnership Committee

Reports to	Council
Chair	TBC
Frequency of meeting	Six-weekly, or as required, with workshops and community forums held as needed.
Members	• At least one, but up to two Councillors appointed by Council in discussion with the chair of the Committee. • One representative from each of the three South Wairarapa Marae (Kohunui Marae, Papawai Marae and Hau Ariki Marae). • One representative from Pae Tū Mōkai o Tauira. • 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. **Note** • Nominations for Iwi, Marae or Pae Tū Mōkai o Tauira representatives must be received in writing from each participating body and are ratified by the Committee. • 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 Tauira and **one** representative from Council.

1. Introduction

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

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

The Council acknowledges:

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

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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) Advise on cultural input into resource consents under the Resource Management Act 1991 (RMA).
d) Support Council officers through letters of support and cultural guidance.
e) Recommend opportunities for partnerships with hapū and marae.
f) 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.

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Infrastructure Committee

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

1. Purpose

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

2. Area of focus

The Infrastructure Committee has responsibility for:

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

3. Responsibilities

a) Oversee the delivery of the annual work programme as approved in the Annual Plan/Long Term Plan across activity areas.
b) Oversee the provision of capital and maintenance programmes to deliver effective:
   i. water, wastewater, stormwater including water races networks, and
   ii. roading networks (including roads and streets, bridges, retaining walls, drains and culverts, road markings, footpaths, kerb and channel, road safety, parking, street lighting and street trees).
c) Oversee the provision of solid waste services (including kerbside, solid waste and recycling collection services, landfills and transfer stations and waste minimisation initiatives).
d) Oversee the provision of amenities (including infrastructure, recreational areas, reserves, cemeteries and landscaping).
e) Oversee the management of land-purchases, land-swaps, leases, or sale of Council property.
f) Progress speed management plans under the Land Transport Rule: Setting Speed Limits 2024.
g) Oversee the development and review of plans, strategies, policies and bylaws for activity areas within the scope of the committee.
h) Receive reports and consider and decide recommendations from community boards, joint committees, Council appointments, and user groups on matters within the scope of the committee.

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4. Delegations

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

5. The committee is delegated the power to act

a) To approve a proposal to stop any road, including hearing and considering any written objections on such matters.
b) To initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002, relating to any activity area.
c) To consider exemptions, permissions and conditions relating to any bylaws, plans, or policies that relating to any activity area, in respect of land administered by Council under the Reserves Act 1977 and Council owned land
d) to approve easements
e) to review and notify draft reserve management plans.

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

a) The adoption of strategies, plans, policies and bylaws that relate to activity areas
b) Additional borrowing for items provided for in the Long-Term Plan or Annual Plan
c) The sale, purchase, or land-swap of a Council property
d) The vesting of a private road to Council
e) The initiation of the special consultative procedure, under the Local Government Act 2002, where it relates to any activity area.

7. Oversight of policies and bylaws

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

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Risk and Assurance Committee

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

1. Area of focus:

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

2. Key responsibilities

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

3. Delegated authority

a) Power to act:

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

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

b) Power to Recommend to Council:
Adoption of the Annual Report.

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People and Performance Committee

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

1. Purpose

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

2. Scope

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

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

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

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

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

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

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

3. Authority and access

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

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

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

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

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

3.2 The external advisors and the Chief Executive Officer will report directly to the Committee on matters relevant to the Committee's responsibilities under these Terms of Reference.

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

4. Membership

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

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

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

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

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

5. Meetings and reporting to the Council

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

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

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

6. Responsibilities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

o) Any other relevant business

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

7. Confidentiality

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

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Resource Management Hearings Panel

1. Purpose

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

2. Key responsibilities

a) Hearing and determining resource consents under sections 104 and 104A, 104B, 104C, and 104D under the Resource Management Act 1991

b) Hearing and recommending decisions on notices of requirement and amendments to notices of requirement under the Resource Management Act 1991

c) Hearing and deciding or recommending matters under the 1st Schedule of the Resource Management Act 1991, excluding clause 17

d) Specific delegations have been set out in Council's delegation register for panels convened for matters arising from the Resource Management Act 1991.

3. Delegated authority

a) Power to act:

i. To conduct hearings and make determinations on areas within its key responsibilities.

ii. To act in accordance with specific delegations set out in Council's delegation register.

b) Power to Recommend to Council:

i. The committee shall have the authority to make a decision on any matter before it without reference to Council but has the power to make a recommendation or refer any matter to Council if it so wishes for decisions on Notices of Requirements and Plan Changes pursuant to the Resource Management Act 1991.

ii. To hear and make recommendations to Council for those matters where a decision can't be delegated (e.g. District Plan).

4. Membership

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

The Chief Executive may appoint:

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

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

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

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District Licensing Committee

Chair or Commissioner	SWDC Commissioner - Alistair Plimmer
List members	Chairperson and list members maintained under section 192, including one Councillor and external members appointed by Council
Executive	The chief executive is the secretary of District Licensing Committee/s. The chief executive may delegate this responsibility.
Quorum	Three members
Frequency of meeting	As required

1. Purpose

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

2. Key responsibilities

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

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

3. Delegated authority

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

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Specific role descriptions and delegations

Mayor

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

Deputy mayor

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

Committee chair and deputy chair

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

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

9 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