



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

AGENDA

Ordinary Council Meeting Thursday, 28 May 2026

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

Date: Thursday, 28 May 2026

Time: 1:30 pm

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

**Janice Smith
Chief Executive Officer**

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1 KARAKIA TIMATANGA – OPENING

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

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

2 APOLOGIES

3 CONFLICTS OF INTEREST

4 ACKNOWLEDGEMENTS AND TRIBUTES

5 PUBLIC PARTICIPATION

6 URGENT BUSINESS

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 9 APRIL 2026

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 9 April 2026 are confirmed as a true and correct record.

APPENDICES

Appendix 1 Minutes of the Council Meeting held on 9 April 2026

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON THURSDAY, 9 APRIL 2026 AT 1:30 PM**

PRESENT: Cr Martin Bosley, Cr Aidan Ellims (from 1:58pm), Cr Colin Olds, Mayor Fran Wilde, Cr Chris Archer, Cr Andrea Rutene (from 1:52pm, via Teams), Cr Simone Baker, Cr Rachel Clarke, Cr Collier Isaacs, Cr Rupert Watson, Cr Rob Taylor.

IN ATTENDANCE: Janice Smith (Chief Executive Officer), Stefan Corbett (Group Manager, Corporate Services), James O'Connor (Group Manager, Infrastructure and Community Operations), Clare Barton (Group Manager, Planning and Regulatory), Mia Wilton (Manager, Environmental Services), Matt Vins (Manager, Corporate Services) and Amy Andersen (Lead Advisor, Democracy and Committees).

Simon Taylor (Manager, Primary Local Controller & Primary Recovery Manager - Emergency Management Wairarapa)

PUBLIC FORUM: Louise Lyster, Peter Isaac and Mary Tipoki.

CONDUCT OF BUSINESS: This meeting was held in the Supper Room, WaiHINGA Centre, Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 1:30pm to 2:39pm.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

All in attendance opened the meeting.

2 APOLOGIES

Noted that Cr Ellims and Cr Rutene would be joining the meeting, arriving before 2pm.

3 CONFLICTS OF INTEREST

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

4 ACKNOWLEDGEMENTS AND TRIBUTES

There were no acknowledgements and tributes.

5 PUBLIC PARTICIPATION

1. Louise Lyster

Key points raised:

- Support for Martinborough wastewater treatment plant concept and provision for future growth.
- Concern about the financial burden of water infrastructure debt on urban ratepayers.
- Requested clearer articulation of what constitutes a “reasonable” cost for urban residents.
- Highlighted traffic noise and safety issues between Ferry Road and Dublin Road due to heavy vehicles and metal service covers.
- Suggested that further work beyond the spatial plan, priority is given to renewal of existing infrastructure and community communication on new speed reductions and possible landscaping improvements.

Council response: Mayor Wilde noted the issues.

2. Peter Isaac – South Wairarapa Whenua Advisory Group (SWWAG)

Key points raised:

- Concerns regarding proposed large-scale battery storage facilities associated with solar farms over the Tauwharenikau aquifer.
- Asserted that battery storage is integral to solar developments and should be acknowledged transparently.

Council response: Mayor Wilde noted the issues.

3. Mary Tipoki

Key points raised:

- Severe and repeated flood impacts in Pirinoa and surrounding areas following recent weather events.
- Road washouts, isolation of residents and safety risks identified.
- Concern about lack of suitable warm, safe evacuation facilities (e.g. issues with Pirinoa Hall).
- Requested that councillors visit the area to see impacts firsthand.
- Emphasised need for mitigation, preparedness and communication.

Council response: Mayor Wilde noted the issues.

6 URGENT BUSINESS

There was no urgent business

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 19 FEBRUARY 2026

RESOLUTION DC2026/11

Moved: Cr C Isaacs
Seconded: Cr C Olds

Council resolved:

1. That the minutes of the Council meeting held on 19 February 2026 are confirmed as a true and correct record; and
2. That the public excluded minutes of the Council meeting held on 19 February 2026 are confirmed as a true and correct record.

[Items 1-2 read together]

CARRIED

7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 11 MARCH 2026

RESOLUTION DC2026/12

Moved: Cr R Taylor
Seconded: Cr C Archer

Council resolved that the minutes of the Extraordinary Council meeting held on 11 March 2026 are confirmed as a true and correct record.

CARRIED

8 MATTERS ARISING FROM PREVIOUS MEETINGS

There were no matters arising.

9 RECOMMENDATIONS FROM COMMITTEES

9.1 RECOMMENDATION FROM THE RISK AND ASSURANCE COMMITTEE - FRAUD AND CORRUPTION POLICY

Mr Corbett noted the Policy was reviewed by the Audit & Risk Committee. No questions were raised by Council.

Cr Rutene arrived at 1:52pm.

RESOLUTION DC2026/13

Moved: Cr R Clarke
Seconded: Cr M Bosley

Council resolved to:

1. Receive the *Recommendations from the Risk and Assurance Committee* report; and
 2. Approve the Fraud and Corruption Policy (as recommended in resolution RAC2026/02).
- [Items 1-2 read together]
- CARRIED**

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 APPROVAL TO OPERATE OUTSIDE TREASURY POLICY – INTERIM HEDGING APPROACH FOR WATER-RELATED DEBT

Ms Smith spoke to the report and provided assurance that the management of debt will be prudent. Ms Smith noted that the new entity should be able to borrow at better rates and for longer. Other key points raised:

- Council debt currently best managed at floating rates (~2.7%) rather than fixing (~5%).
- Debt expected to be short-term (approx. 15 months) pending water entity transition.
- Fixing debt now could incur significant break costs.

Ms Smith confirmed:

- In terms of compliance, external treasury advisory Bancorp is advising and supporting the process of debt management and the new water entity will have oversight of transfers.
- Council would transfer debt to the new water entity the day it is stood up.
- Debt would be shifting from \$28.5 million to \$38-40 million over the coming months, as outlined in Long Term Plan.

RESOLUTION DC2026/14

Moved: Cr M Bosley
Seconded: Cr R Taylor

Council resolved to :

1. Approve a temporary departure from the *Treasury Policy* to allow greater proportion of water-related debt to remain on short-term or floating interest rates during the period leading up to the transition of water loans to the CCO shortly after 1 July 2027;
2. Note that this interim approach reflects the current low short-term interest rate environment and the shorter effective tenure of water-related debt on the Council’s balance sheet; and
3. Request report back from officers if market conditions materially change or if the proposed timing of the water-related debt transfer is altered by more than six months.

[Items 1-3 read together]

CARRIED

10.2 DOG CONTROL FEES AND CHARGES 2026/2027

Cr Ellims arrived at 1:58pm.

Ms Barton, supported by Ms Wilton, spoke to the report and highlighted:

- Council are required by legislation to recover costs for dog control services.
- The proposal to increase dog registration fees by **5%**, raising cost recovery from 54% to 59%.
- Aim: better public/private cost balance without exceeding comparators.

Discussion highlights:

- Members shared their concerns about lack of detailed data in the paper (dog numbers, complaints, impoundments) and made a request for stronger justification and exploration of efficiencies and shared services.
- Officers provided statistics on registered dogs and complaints, and an explanation of officer workload and service coverage.
- Comparison showed fees broadly aligned with neighbouring councils.

RESOLUTION DC2026/15

Moved: Cr R Clarke

Seconded: Cr C Archer

Council resolved:

1. To receive the Dog Control Fees and Charges 2026/2027 report;
2. That Council adopt a 5% increase to the Dog Control fees for 2026/2027; and
3. To authorise Council officers to give public notice of those fees.

[Items 1-3 read together]

In Favour: Cr M Bosley, Cr C Olds, Mayor F Wilde, Cr C Archer, Cr A Rutene, Cr S Baker, Cr R Clarke, Cr C Isaacs, Cr R Watson and Cr R Taylor

Against: Cr A Ellims

CARRIED 10/1

10.3 WAIRARAPA EMERGENCY MANAGEMENT STRATEGY

Mr Corbett supported by Mr Vins and Mr Taylor, spoke to the report.

Noted on page 48 of the agenda, there was mention of taking this strategy to a Risk and Assurance Committee meeting in March. This did not occur as there was not enough time to complete a report to that body – included in error.

Key discussion points included:

- Strategy focus on workforce capability, training, and resilience.
- Lessons from recent weather events incorporated – including trauma response for staff and community wellbeing where appropriate.

- Increased regional support (WREMO) significantly improved response.
- Financial impacts are covered for the next two years; future funding to be addressed in 2027.
- Councillors requested clearer acronyms and a glossary of terms in future reports.

Mayor Wilde acknowledged the work of Mr Taylor and the Emergency Operations Centre (EOC). Mr Taylor acknowledged the SWDC team members including Nigel Carter, Mr Vins and Mr Corbett.

RESOLUTION DC2026/16

Moved: Cr C Olds

Seconded: Cr A Ellims

Council resolved to:

1. Receive the Wairarapa Emergency Management Strategy report; and
2. Adopt the Wairarapa Emergency Management Capability Strategy 2025-2030.

[Items 1-2 read together]

CARRIED

10.4 COMBINED WAIRARAPA DISTRICT PLAN REVIEW – JOINT COMMITTEE APPOINTMENT

Ms Barton spoke to the report and highlighted the need to establish a joint committee with Carterton and Masterton District Council if mediation is required.

There was clarification that “members” (not necessarily elected members) are appointed, as referenced in the report.

Delegations and financial arrangements were also clarified (costs would be split three-ways between the local councils).

RESOLUTION DC2026/17

Moved: Cr A Ellims

Seconded: Cr S Baker

Council resolved:

1. To receive the report ‘Combined Wairarapa District Plan Review – Joint Committee appointment’ 19 February 2026; and
2. In accordance with sections 34(1) of the Resource Management Act 1991 ("RMA") and clause 30 of Schedule 7 to the Local Government Act 2002, the South Wairarapa District Council:
 - (a) unites with the Carterton District Council and Masterton District Council in appointing a joint committee, to be known as the Wairarapa Combined District Plan Joint Committee to exercise the functions, duties and powers of the Council under the First Schedule to the Resource Management Act 1991 which are delegated to the Joint Committee; and

- (b) agrees that each council will appoint two members to the Joint Committee with the ability to appoint alternate members to cover absences; and
- (c) agrees to the appointment to the Joint Committee of 2 members (one member representing Rangitāne o Wairarapa and one member representing Ngāti Kahungunu ki Wairarapa) to be appointed by the four iwi entities (Kahungunu ki Wairarapa, Ngāti Kahungunu ki Wairarapa Tāmaki Nui ā Rua Settlement Trust, Rangitāne o Wairarapa, and Rangitāne Tū Mai Rā Trust); and
- (d) agrees that the Joint Committee will appoint an appropriately qualified Commissioner as an independent Chair and the Joint Committee will appoint one of its members as the Deputy Chair; and
- (e) agrees that the removal of the office of Chair and Deputy Chair is within the powers of the Joint Committee; and
- (f) agrees that the quorum of the Joint Committee will be five members and include at least one member of each territorial authority; and
- (g) appoints the following elected member and non-elected member as the South Wairarapa members to the Joint Committee:
 - (i) Councillor Rob Taylor
 - (ii) Brian Jephson
- (h) Appoints the following councillors as the alternate members of the Joint Committee to cover the absence of one of the appointed members:
 - (i) Councillor Collier Issacs
 - (ii) Councillor Aidan Ellims; and

3. In accordance with Section 34 of the Resource Management 1991 the South Wairarapa District Council delegates to the Wairarapa Combined District Plan Joint Committee all its functions, powers and duties under the First Schedule to the Act.

[Items 1-3 read together]

CARRIED

11 KARAKIA WHAKAMUTUNGA – CLOSING

All in attendance closed the meeting with a karakia.

The meeting closed at 2:39pm.

Confirmed as a true and correct record.

..... (Mayor)

..... (Date)

..... (Chief Executive)

..... (Date)

8 MATTERS ARISING FROM PREVIOUS MEETINGS

9 RECOMMENDATIONS FROM COMMITTEES

9.1 RECOMMENDATION FROM THE RISK AND ASSURANCE COMMITTEE - SENSITIVE EXPENDITURE POLICY

Author: Amy Andersen, Lead Advisor, Democracy and Committees

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

PURPOSE

To provide an opportunity for Council to consider the recommendation received from the Risk and Assurance Committee.

EXECUTIVE SUMMARY

The report to the Risk and Assurance Committee meeting in relation to the recommendations in this report can be found on the SWDC website (agenda item 10.1):

<https://swdc.govt.nz/meeting/risk-assurance-committee-13-may-2026/>

RECOMMENDATIONS

Officers recommend that Council:

1. Receive the *Recommendations from the Risk and Assurance Committee* report.
2. Consider the recommendation made by the Risk and Assurance Committee at their meeting on 13 May 2026: to approve the Sensitive Expenditure Policy (Resolution RAC2026/13).

BACKGROUND

The updated Sensitive Expenditure Policy, which sets out Council's expectations and requirements for the appropriate, transparent, and legitimate use of public funds in situations where expenditure may be perceived as providing a private benefit.

Sensitive expenditure poses heightened risks to organisational reputation and public trust, even when the amounts involved are small.

The policy has been refreshed in line with the latest principles-based guidance from the Office of the Auditor General (OAG), including transparency, moderation, legitimate business purpose, and defensibility—ensuring that all decisions related to sensitive expenditure can withstand scrutiny.

Once adopted, operational guidelines and internal controls will be reviewed and updated to ensure effective implementation.

DISCUSSION

The Risk and Assurance Committee endorsed the Policy for approval by Council, as presented by the Chief Financial Officer at their meeting in May 2026.

For further details of the Committee’s discussion, please refer to the Committee’s meeting minutes here: <https://swdc.govt.nz/meeting/council-28-may-2026/>

The Policy is attached for review as Appendix 1.

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 Policy complies with best practice guidelines issued by the Office of the Auditor General.
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 minor implications for Māori in the area of Koha, which will be recorded in the Gifts and Koha register. Tikanga and kawa relating to te ao Māori will be balanced with the need for transparency.
Chief Financial Officer review	The Chief Financial Officer has reviewed this report.
State the possible implications for health and safety	There are no health and safety implications.

APPENDICES

Appendix 1 PI-FDT-002 Sensitive Expenditure Policy 2026



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Sensitive Expenditure Policy and Procedures

First Adopted	December 2017 (Formerly M500)
Last Reviewed	February 2024
Policy Number	PI-FDT-002
Document History	Reviewed October 2022, July 2023, and February 2024
Next Review	March 2028

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DRAFT

Sensitive Expenditure Policy

1. Purpose

This policy provides a principles-based approach for managing South Wairarapa District Council's (SWDC) sensitive expenditure to ensure it is appropriate, justifiable and can withstand public scrutiny. It should be read in conjunction with the attached Sensitive Expenditure Guidelines which provide boundaries for common types of sensitive expenditure and outline the process for expenditure approval and reimbursement.

This policy seeks to protect public trust and confidence in South Wairarapa District Council by outlining the approach taken to expenditure where there is a perceived, or actual private benefit to staff and elected members. This principle ensures that expenditure can withstand independent audit, and public scrutiny, even if technically compliant with legislation, policy, and guidance.

SWDC acknowledges the Controller and Auditor-General (2020) Controlling Sensitive Expenditure: Guidelines for Public Entities publication in the development of this policy.

2. Scope

This policy applies to Council sensitive expenditure by SWDC staff and elected and appointed members. This policy applies equally to:

- Council-funded, reimbursed, and Council-facilitated expenditure (including credit cards, cash advances, and third-party payments);
- Contractors and secondees when acting on behalf of Council; and
- All spending regardless of funding source (including grants, sponsorships, or externally funded projects).

3. Principles

SWDC is committed to ensuring expenditure meets standards of probity and financial prudence. All expenditure decisions should:

- have a justifiable business purpose that is consistent with SWDC's objectives. A justifiable business purpose means a reason that would make clear sense, supported by evidence of the need for the spending and evidence that a range of options have been considered.
- be impartial, which means decisions are based on objective criteria, rather than based on any sort of bias, preference or improper reason.
- be made with integrity. Integrity is about exercising power in a way that is true to the values, purposes and duties for which that power is entrusted to, or held by someone. It is about consistently behaving in keeping with agreed or accepted moral and ethical principles.
- be moderate and conservative when viewed from the standpoint of the public and given the circumstances of the spending. It includes considering whether the justifiable business purpose could be achieved at a lower cost.
- be made transparently. Transparency in this context means being open about the spending, and willing to explain any spending decisions or have them reviewed.
- be made with proper authority. This means the person approving the spending has the appropriate financial delegation to do so, for the type and amount of spending and follows correct procedure.
- be cost effective. This means that alternatives should be explored where the cost is high or the expenditure is non-routine.
- actively avoid situations where expenditure could be interpreted as primarily benefiting an individual.

These principles should be applied together. None should be applied alone, and no principle should be treated as more important than any other.

Where expenditure is of a higher risk, or non-standard type decision-makers must document how these principles were applied.

All expenditure must be in accordance with the following Council documents:

- Procurement Policy, to ensure purchasing decisions are consistent, fair, transparent and lawful and deliver value for money.
- Financial Delegations Policy, to ensure employees act within delegated authority.

SWDC staff are guided by the SWDC adopted values and behaviours in the application of this policy and guidelines.

4. Types of Sensitive Expenditure

Sensitive expenditure is any spending that could be seen to be giving private benefits additional to the business benefit to the organisation.

The Sensitive Expenditure Guidelines provides boundaries for managing common types of sensitive expenditure. If there are no specific rules for a situation, those incurring and approving sensitive expenditure should use careful judgement by considering the above principles and the context of the situation.

Exceptions to this policy and guidelines may be granted under exceptional circumstances at the discretion of the Chief Executive.

Higher-risk sensitive expenditure requires enhanced scrutiny, including pre-approval where practicable, clear documentation of business purpose, demonstration of proportionality and value for money, and consideration of how the expenditure would be perceived if subject to public or audit scrutiny.

The following types of sensitive expenditure are inherently higher-risk due to their potential for real or perceived private benefit and therefore require greater scrutiny, clear justification, and robust documentation:

- **Travel and accommodation, particularly:**
 - International travel
 - Use of premium economy or flexible fares
 - Travel combined with private leave or non-work activities
 - Travel where remote participation was a feasible alternative
- **Entertainment and hospitality, including:**
 - Hospitality involving alcohol
 - External stakeholder entertainment
 - After-hours or off-site meetings
 - Hospitality exceeding normal or routine limits
- **Staff recognition and celebration, including:**
 - Farewells, retirements, long-service recognition
 - Team celebrations or functions
 - Gifts or events recognising individual achievement
- **Gifts, whether:**
 - Given by Council to external parties
 - Received by staff, elected members, or contractors
 - Associated with suppliers, stakeholders, or regulated parties
- **Koha, particularly where:**
 - Cash is involved
 - Receipt is not available
 - Amounts are material or outside normal practice
- **Donations and sponsorships, including:**
 - Monetary or in-kind donations
 - Support provided outside formal grant programmes

- **Use of Council credit cards, including:**
 - Cash advances
 - Online purchasing
- **Expenditure outside standard procurement channels**
- **Staff wellbeing and support expenditure that:**
 - Is discretionary rather than contractual
 - May be perceived as substituting for remuneration or personal benefit
- **Sale or disposal of Council assets to staff, including:**
 - Low-value assets
 - Non-auction disposals
 - Situations where staff have preferential access
- **Expenditure involving conflicts of interest or close personal relationships, whether actual or perceived.**

5. Monitoring

Any expenditure that is deemed to be inappropriate must be reported to the Chief Executive as soon as identified.

Managers are encouraged to discuss the contents of this policy with their teams and all new starters to ensure that the requirements for sensitive expenditure are fully understood. The recovery of inappropriate expenses will be pursued.

- GM Corporate Services shall be provided with a list of Sensitive Expenditure, on a quarterly basis, for review.
- The Risk & Assurance Committee shall be advised of any exceptions to this policy discovered by GM Corporate Services.
- A trend report on Sensitive Expenditure shall be provided twice yearly to the Risk & Assurance Committee.

Sensitive Expenditure Guidelines

These guidelines outline processes for sensitive expenditure approval and reimbursement and provide boundaries for common sensitive expenditure decisions. If there are no specific rules for a situation, those incurring and approving sensitive expenditure should use careful judgement by applying the policy principles.

6. Approval and Reimbursement Processes

6.1. Expenditure Approval

In deciding whether sensitive expenditure is appropriate, individual transactions and the cumulative amount for each employee/team should be considered to ensure the combined amount is justified.

All non-routine, high-value, or perception-sensitive expenditure must be approved in writing in advance.

Approvers are required to consider the public perception of the spending.

Sensitive expenditure should only be approved when:

- The approver is satisfied that expenditure is appropriate and consistent with the principles.
- Whenever practical, approval is given before expenditure is incurred.
- Expenditure is within budget and delegated authority.
- Expenditure is compliant with SWDC policies and procedures.
- Approval is given by an appropriate manager (minimum 'one up' rule applies) who does not benefit from the expenditure.

Sensitive expenditure incurred by:

- the Chief Executive is to be approved by the Mayor
- the Mayor is to be approved by the Independent Chair of the Risk & Assurance Committee
- elected members are to be approved by the Chief Executive or Mayor

6.2. Expenditure Reimbursement

People claiming for reimbursement of expenditure incurred on behalf of SWDC are responsible for providing proper supporting records (invoices and receipts) with their claim. These supporting records need to:

- clearly state the business purpose of the expenditure.
- be the original document (such as a tax invoice) or electronic copies provided they preserve the integrity and completeness of the document. Credit card statements do not constitute adequate documentation to support reimbursement.
- state the date, amount, description, and purpose for small expenditure when receipts are unavailable e.g., tips (for international travel only).
- be submitted within eight weeks of expenditure.

7. Common types of sensitive expenditure

7.1. Expenses when travelling

Staff might need to incur travel, accommodation and meal costs while travelling for work. Travel and accommodation should be economical and efficient, having regard to purpose, distance, time, urgency, health, security, and safety considerations.

In cases where a technology-enabled solution is available, consideration should be given to whether physical travel outside the Greater Wellington region would provide additional organisational benefits over attending remotely.

7.2. Transport

SWDC vehicles are provided for work travel, however at times the use of private vehicles, air travel, public transport (e.g., buses, trains), or small passenger services (e.g. taxis, rental vehicles) may be required.

SWDC vehicles

Use of SWDC vehicles is to be in accordance with the SWDC Driving Policy.

Air travel

Council will meet travel costs (or the equivalent airfare or mileage, whichever is the lower) required by staff, subject to that travel being necessary for the fulfilment of their role as approved by their Strategic Leadership Team member (or Chief Executive for International Travel).

The following guidelines apply:

- Travel is to be economy class. Travel should be booked as early as possible to obtain the benefit of cheaper airfares.
- For international travel, fares will be economy class unless the flight exceeds 4 hours in duration and there is a requirement for staff to work immediately after arrival, or the staff member has personal health issues. In these circumstances, an upgrade to Premium Economy can be considered if available. CE approval is required prior to booking.
- Basic travel insurance for International Travel should be arranged by the staff member travelling. A receipt will need to be produced for reimbursement.
- Flights may be booked for travel the previous day to ensure that staff arrive on time for the course/conference/meeting. Consideration must also be given regarding where the staff member is travelling to and from before and after the flight to ensure that Health & Safety concerns are considered.
- Staying away over weekends, stopovers, taking spouse or annual leave in conjunction with council travel is subject to the approval of the Strategic Leadership Team member. In all cases, this should involve no additional cost for Council.
- Seat allocation on airfares incurs additional charges. If staff would like seat allocation, they must do this at their own cost and it is not claimable for reimbursement.
- During winter months travel officers shall book Fully Flexi flight fares in the event of disruptions due to bad weather. Where staff experience out-of-town delays due to disruptions staff may book required accommodation at a reasonable price and must keep all receipts for reimbursement.

- Fully flexi flights should always be booked for the CE and Strategic Leadership Team members as arrangements can change often in relation to their travel. This ensures that any cancellations can be refunded.
- Subscriptions to airline clubs (such as Koru Club), shall be at the staff member’s own expense, except for the Chief Executive.

Private vehicles

A vehicle mileage allowance may be claimed in accordance with the SWDC Driving Policy for use of their own vehicle, including travel to and from the staff member’s residence, if the travel is:

- In the staff members own vehicle; and
- On the Council’s business; and
- By the most direct route that is reasonable in the circumstances; and
- The staff member could not book a pool vehicle or the use of such a vehicle was impractical; and
- Approved by the one-up manager prior to the trip being undertaken.

The Chief Executive is not required to use a pool vehicle and can claim mileage for all business-related trips in their private vehicle. These claims must be approved by The Mayor.

The vehicle mileage allowance is payable to staff at the relevant rate at the time of claim.

Information on Elected Member mileage is in the Elected Member Remuneration Policy.

Taxi/Uber/ride share travel

Taxi/Uber should be used where they are either cost or time effective or provide for personal safety, over other forms of transport. Council travel officers can arrange pre-booking of taxis and charge back to Council at some locations. Receipts should be presented to support all expense claims.

The following reimbursements for taxi fares will be approved.

- Airport to Hotel / Venue (and return)
- Hotel to conference or event related to council business (and return)

Rental vehicles

Council does not require rental vehicles on a regular basis therefore accounts with rental companies are not possible.

Where possible the booking will be secured against the Corporate Credit Card in advance of the booking taking place. Where the hire company will not accept the “card not present” security, the staff member will need to secure the booking against their own credit card and make payment at the time of hire. Receipts for hire charges and fuel will be required in all cases. The size of the car needs to be consistent with the requirements of the trip (including the distance travelled and the number of people).

Any fines (parking or traffic offences) incurred while using a rental vehicle on entity business will be paid by the driver of the vehicle and not claimable as an expense or reimbursement.

Further, there should not be unreasonable or extensive private use of the vehicle. In these cases, “away from home” means outside of the district. Within the District, it is expected that a Council pool car would be used if required.

7.3. Meals

Meals purchased by staff whilst away from home on Council business may be reimbursed for actual and reasonable costs, on production of receipts or appropriate evidence where a charge back facility is used to your hotel or motel. The total value of meals per day should not exceed \$150 inclusive of GST. Any costs exceeding that value must be justified to show that no other option was available to the staff member and approved by a senior manager with delegated authority to do so.

Meal expenses may not be claimed if a meal is provided as part of another package paid for by the entity.

Council will not reimburse alcohol costs with meals. Any alcohol that is purchased (e.g., a glass of wine with dinner) must be paid for by the employee, except in the circumstances outlined in 10. Entertainment and hospitality.

Council will not pay for any purchases from the mini bar or any additional services, for example movies or other services provided by the accommodation. Any such charges must be settled at check out by the staff member.

Council will not pay for any accompanying partners, family, or friends.

7.4. Accommodation

Council will meet costs of any accommodation required by staff, subject to that accommodation being necessary for the fulfilment of Council business. Local Government rates should be sought in all cases and the most cost-effective option taken, subject to the availability of accommodation at the time of booking as well as the geographic location of the accommodation relative to where the staff member is working, the standard of the accommodation and safety and security issues.

However, reimbursement for mini-bar purchases or 'in-house' movies, purchase of clothing and laundering will not be made. Full charge-back will apply for room, internet access, parking, and meals. All other charges are to be at the staff member's expense and are not claimable.

If a staff member stays with a friend or family member rather than in commercial accommodation, a claim for expenses of \$100 may be made.

7.5. Other travel matters

Fines

Any fines (e.g., parking and speeding) incurred while travelling are at the driver's expense.

Private travel combined with work travel.

Private travel may be linked to official business travel if there are no additional costs to SWDC, and private travel is only incidental to the business purpose of the travel.

Spouses, partners, or other family members accompanying travel.

Travel costs for spouses, partners, or other family members will not be covered.

Staff members should discuss with their manager if they intend for any family member to accompany them on a work-related trip to ensure there is proper consideration of any perceived personal benefit. Elected members should discuss this with the Mayor prior to travel.

Tipping

Tipping expenses may only be reimbursed if travelling in countries where it is local practice and appropriate in the circumstances. If this applies, a daily allowance is to be preapproved prior to travel, and any unused funds are to be accounted for.

Other Travel

Council will reimburse or meet the actual and reasonable costs of any 'other travel' (e.g. train fares, bus fares, car parking fees, overseas travel insurance, etc.) undertaken in the fulfillment of Council business. Receipts should be presented in support of all claims.

Interviewee Travel Arrangements

On occasion, there may be justification to cover travel costs for prospective employees to travel to council premises and attend an interview. These occasions should be the exception rather than the rule and any such request must be treated with strict confidentiality, as with any recruitment information.

8. Entertainment and hospitality expenditure

8.1. Entertainment and Hospitality

Recognising staff achievements and occasions

SWDC will recognise staff and elected or appointed members milestones such as farewells, retirements and staff achievements, or occasions such as a Christmas function. Any expenditure is to be conservative, appropriate for the years of service and must come from the group operational budget. Staff may want to personally contribute to a small gift.

External hospitality

Expenditure on entertainment and hospitality should be claimed by the senior member of the group and relate to the following purposes:

- Building relationships.
- Representing the organisation.
- Reciprocity of hospitality where the case has a clear business purpose and is within normal bounds; and
- Recognising significant business achievement.

Allowances or expense reimbursement for hospitality and/or entertainment greater than \$50 will only be considered where these are:

- Cost-effective and appropriate for the occasion.
- Approved at the relevant level of delegated authority (for the CE, this will require approval from the Mayor), with clear and appropriate limits on quantities and use of alcohol, if any;
- Substantiated by appropriate documentation that includes receipts, name and number of parties entertained, and the reasons for entertainment and hospitality.
- Supporting internal organisational development may also be a legitimate business purpose for moderate expenditure. This should be limited to
 - Small team events to recognise achievement or to commence a new workstream/activity.
 - No more than \$50; and be:
 - Substantiated by appropriate documentation that includes receipts, when the event took place, and the reasons for expenditure.

Alcoholic beverages

There will be occasions where, to build and maintain relationships that significantly benefit Council, meetings will be held out of office hours at a venue that offers alcoholic beverages. For example, an

after-hours meeting held in the employees' own time to discuss an important project for Council with external stakeholders. On these occasions, and where the employee finds themselves with a very modest alcohol expense (the value of which is minor in relation to the benefit Council receives from the meeting), the Chief Executive at their discretion may choose to reimburse the employee for all or part of this expense. All such cases will be recorded for audit purposes and included in the supporting evidence for the payment.

Flowers

The purchase of flowers in recognition of significant events is limited to death of a current or former staff member, elected member or community board member or a close relative. Flowers can be sent to the family or funeral service of any staff member or elected official up to a maximum limit of \$100.

Flowers that are required in any other circumstance should not be accounted for as council expenditure and should be funded by internal staff donation. There may be exceptional events that may require a form of recognition, and these will be dealt with on a case-by-case basis by the Chief Executive.

9. Goods and services expenditure

9.1. Loyalty reward scheme benefits

Personal loyalty cards (such as Fly Buys and Airpoints cards) are not to be used when purchasing goods or services on behalf of SWDC. Any accidental accrual of loyalty benefits (e.g., unavoidable loyalty points accrued when using airline app to check in for a booking) must be declared.

9.2. Reasonable private use of SWDC assets

Reasonable private use of SWDC assets (phones, photocopiers, internet) is permitted. See the Information and Technology Policy for more detailed guidelines.

9.3. SWDC use of private assets

On occasions SWDC staff may need to use their own private assets for work purposes for reasons such as cost, convenience, or availability (e.g., their own device/printer when required to work from home). SWDC may decide to reimburse reasonable costs provided prior approval is sought.

9.4. Sale of surplus assets to staff

As part of its normal business, SWDC will occasionally dispose of its assets when they become obsolete, worn out or surplus requirements (e.g., old office furniture).

Low value obsolete and worn-out goods may be tendered to staff provided this maximises the return to SWDC. Maximising return can include consideration of non-financial benefits like sustainability (e.g., if an alternative use is unable to be found it may be preferable that assets are offered to staff rather than be taken to the landfill).

All vehicles, high value items and confiscated items, e.g., stereos are to be sold through an auction process as set out in the Acquisition and Disposal of Assets Policy.

10. Staff support and wellbeing expenditure

10.1. Staff Support and Wellbeing

SWDC may provide staff support and wellbeing to benefit both the organisation and staff and to meet its “good employer” obligations in accordance with the SWDC Reward and Benefits Framework.

Staff wellbeing expenditure must not be in lieu of remuneration and must be applied consistently across teams where practicable.

10.2. Social Club

SWDC does not finance the activities of the social club. Monetary contributions to the social club are made by staff who opt to join on a voluntary basis.

11. Other types of expenditure

11.1. Donations

- Any donation made by SWDC is made voluntarily without expectation of goods and services in return.
- Donations must align with Council objectives and be free from political or personal influence.
- Donations may include monetary payments or contributions of goods or services and are to be approved in advance.
- Donations will be Lawful in all respects.
- Must be disclosed in aggregate.
- Made to recognised organisations (not individuals) by normal commercial means, not in cash or favour.

Donations do not include grants to community groups and organisations which are covered by the SWDC Grants Policy.

12. Koha

Koha describes the customary practice of reciprocal gifting between people and groups – which is based on relationships. Koha is an important and relevant custom practiced across Aotearoa today, in a wide range of settings, and for a variety of purposes. Koha may be described as a gift, a token, a present, an offering, a donation, or a contribution. Importantly, Koha should be viewed as relational, reciprocal practice through which relationships are built, strengthened, enhanced, and maintained. The amount to be given should be appropriate to the occasion and advice should be sought from the Pou Māori.

Koha may be given by SWDC to show respect and value for a relationship or an occasion, acknowledging the importance and significance of the relationship. As Koha is usually unreceipted, it should be approved in advance and clearly documented with the date, amount, and a description.

Koha should come from the specific budget that the event/project relates to. The request must:

- Specify in claim form what the Koha is for
- The Group Manager – Corporate Services then should withdraw the money from their SWDC credit card.

13. Gifts

Giving gifts

Gifts may be given by SWDC to a maximum value of \$200 as part of significant ceremonies with visiting dignitaries e.g., Twinning Agreement.

Receiving gifts

SWDC may accept gifts provided acceptance won't be perceived as influencing SWDC's purchasing or decision making. SWDC maintains a Gift Register for the recording of gifts. The Gift Register must be brought by the Group Manager – Corporate Services for review by Strategic Leadership Team annually.

Staff may personally acquire infrequent and inexpensive gifts that are openly distributed by suppliers and clients (for example pens, badges, calendars). These gifts do not need to be recorded in the Gift Register.

Staff may either decline to accept (provided doing so is not culturally insensitive and will not cause offence) or handover all other gifts to their manager. Any gift over the value of \$50, regardless of whether accepted or not, is to be recorded in the Gift Register.

14. Use of Credit Cards

The provision of council credit cards is limited to the Group Manager – Corporate Services only. The maximum combined limit for all credit cards shall be \$10,000, which shall be limited to:

- payment of business-related expenditure only.
- can only be used for cash advances related to Koha.
- subject to approved expenditure budgets; and
- in accordance with approved financial delegations' policy.

Where a staff member is travelling overseas and does not have a personal credit card, or they are not able to use it overseas, a cash allowance may be made for expenses. The staff member must keep all receipts and provide a reconciliation of the expenditure upon returning to the office, with any unspent cash being returned.

Where the credit card is used to purchase items online, the approval process remains the same as any other purchase. A manual payment request is required to be completed outlining the purchase to be made and must be approved by a manager holding an appropriate delegated authority.

Such payment requests should then be sent to the Group Manager – Corporate Services for approval before any purchase takes place.

When making payments online it is important that these are on sites that have secure payment processes and that a receipt for the payment can be obtained.

Claims and approvals for credit card expenditure must comply with SWDC's Sensitive Expenditure Policy and Procurement Policy. The credit card statement shall be reconciled monthly.

On termination of employment, or on a change of position, credit cards must be surrendered by the cardholder to the CE. The employee and the card shall then be deactivated in the online banking portal and the card immediately destroyed by cutting it in half and notifying the issuing bank. The cancellation shall be processed within 5 working days.

The cardholder is responsible for immediately reporting to the issuing bank a credit card that has been lost, damaged, fraudulently used or stolen and confirming the loss in writing. The card will be

deactivated in the online banking portal, and a replacement credit card shall be arranged by the Group Manager – Corporate Services.

Breach of this policy and misuse of the credit card by the card holder will invoke:

- Immediate withdrawal of the credit card; and
- Investigation and disciplinary action in accordance with SWDC’s Fraud, Corruption and Whistleblowing Policy.

DRAFT

Definitions

Actual & Reasonable	This means the actual cost incurred, supported by receipts, that must not exceed the value specified in this policy.
Approving Manager	A staff member's line manager or a manager higher in the financial delegation approval hierarchy (also known as 'one up' manager).
Conflict of Interest	A situation in which private interests or personal considerations may affect an employee's judgement and/or ability to act in the best interest of SWDC.
Employee	For the purposes of this policy, 'employee' includes: <ul style="list-style-type: none"> • full-time, part-time, permanent, temporary, fixed term and casual staff members • contractors • people seconded to organisations • volunteers
Entertainment Expenses	Expenditure on food, beverages, tickets for events, and related supplies for events, involving one or more Council staff members and/or one or more guests, and the purpose of the expenditure is to represent the Council or provide reciprocity of hospitality or build business relationships in pursuit of Council goals.
Official Function	Social functions, entertainment events, ceremonies, meetings, special events and conferences that can be demonstrated to provide clear benefit to the Council. Such functions must be sanctioned by the Chief Executive, or the relevant Strategic Leadership Team member.
Sensitive Expenditure	Any Council expenditure that provides, or has the potential or perceived potential to provide, a private benefit to an individual staff member that is additional to the business benefit to the entity of the expenditure. It also includes expenditure by Council that could be considered unusual for Council's purpose and/or functions. Examples of sensitive expenditure include: <ul style="list-style-type: none"> • travel and accommodation (private linked with business or where a personal relation / friend accompanies staff travel) • entertainment and hospitality • staff support and welfare expenses • loyalty points programmes • staff recognition and team building • sponsorship of staff • sale of surplus assets to staff

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 SHARE BUY BACK PROCESS - WELLINGTON WATER

Author: Janice Smith, Chief Executive Officer

Authoriser: Janice Smith, Chief Executive Officer

File Number:

PURPOSE

The purpose of this report is to seek approval from South Wairarapa District Council (Council), in its capacity as shareholder of Wellington Water Limited (Wellington Water), to:

- a) approve and authorise the buyback and cancellation of the shares held by South Wairarapa District Council (Council) in Wellington Water (SWDC Shares), including the entry into and performance of the Share Buyback Agreement by Wellington Water recording the terms of the buyback of the SWDC Shares (Share Buyback Agreement);
- b) delegate authority to the Chief Executive to finalise and sign the necessary shareholder approvals and associated documentation to give effect to:
 - i. the buyback and cancellation of the SWDC Shares once the terms of the Share Buyback Agreement have been agreed between Wellington Water and Council.

This report also outlines the intended approach for the buyback of Councils shares, the transfer of Wellington Water Shares to Tiaki Wai, and the context for the intended transactions.

EXECUTIVE SUMMARY

1. Greater Wellington Regional Council, Hutt City Council, Porirua City Council, Wellington City Council, Upper Hutt City Council (Tiaki Wai Shareholding Councils) and SWDC are the current shareholders of Wellington Water. Wellington Water manages the provision of water services on behalf of its shareholders on the terms contained in a Water Management Services Agreement between Wellington Water and each shareholder.
2. The Tiaki Wai Shareholding Councils have jointly established a new water services council-controlled organisation, Tiaki Wai, to take over responsibility for delivering water, wastewater and stormwater services across the Metropolitan Wellington Area (Service Area). The Tiaki Wai Shareholding Councils intend to terminate the Water Management Services Agreement with Wellington Water and amalgamate Wellington Water with Tiaki Wai on 1 July 2026, to align with when Tiaki Wai will accept responsibility for water services.
3. Council has resolved to join another water organisation established by the Wairarapa Councils and Tararua District and to cease to be a shareholder of Wellington Water. As part of the transition to that different water organisation, Council has entered into a new water services contract arrangement with a third party, City Care Water Limited, which will take effect from 1 July 2026.
4. To give effect to Council's decision to cease being a shareholder of Wellington Water, and to enable the Tiaki Wai Shareholding Councils to amalgamate Wellington Water with Tiaki Wai with effect from 1 July 2026, the SWDC Shares must either be bought back by Wellington Water or purchased by the Tiaki Wai Shareholding Councils. The amalgamation process to merge Wellington Water with Tiaki Wai will require the Tiaki Wai Shareholding Councils to transfer all shares in Wellington Water to Tiaki Wai prior to the amalgamation. Once such transfer is completed, Wellington Water will be a wholly owned subsidiary of Tiaki Wai, and an amalgamation can be used to merge Wellington Water with Tiaki Wai.
5. It is proposed that the Tiaki Wai Shareholding Councils and Council, as the current shareholders of Wellington Water, approve the buyback and cancellation of the SWDC Shares to enable:
 - a. Council to cease being a shareholder of Wellington Water; and
 - b. the Tiaki Wai Shareholding Councils to transfer their shares in Wellington Water to Tiaki Wai as part of the Transfer Agreement.
6. Under the Companies Act 1993 and Wellington Water's constitution, the share buyback requires:
 - a. approval by all "entitled persons" in Wellington Water (being its shareholders); and
 - b. board resolutions and directors' solvency certificates from Wellington Water and Tiaki Wai.
7. Each Tiaki Wai Shareholding Council and Council must therefore resolve to:
 - a. authorise and approve the share buyback and cancellation of the SWDC Shares;

- b. authorise and approve the entry into and performance of the Share Buyback Agreement by Wellington Water; and
 - c. sign or enter into all legal documents and resolutions (including an entitled persons agreement as shareholders of Wellington Water) to give effect to the share buyback and cancellation of the SWDC Shares.
8. Following the buyback and cancellation of the SWDC Shares, each Tiaki Wai Shareholding Council will transfer its shares in Wellington Water to Tiaki Wai. This will be done pursuant to the Transfer Agreement between Tiaki Wai and each Shareholding Council.
9. This report seeks approval from the Council to authorise and approve the share buyback and cancellation of SWDC Shares, and a delegation to the Chief Executive to finalise and execute all related documentation for and on behalf of the Council once all terms of the Share Buyback Agreement are agreed.

RECOMMENDATIONS

That Council Receives the report;

- a. Receives the report Share Buy Back – Wellington Water
- b. Approves the buyback and cancellation of the SWDC Shares;
- c. Authorises the Council to be a party to the unanimous entitled persons agreement required to approve the buyback and cancellation of the SWDC Shares;
- d. Delegates authority to the Chief Executive to finalise and execute all necessary documentation to give effect to the share buyback and cancellation, with delegation to allow non-material changes to the final agreed terms for the share buyback;
- e. Delegates to the Chief Executive the power to approve and execute all documents required in connection with, and to give effect to, the share buyback; and
- f. Directs Council staff to report back when all processes and requirements have been completed.

BACKGROUND

Through mid-2025, Greater Wellington Regional Council, Hutt City Council, Porirua City Council, Wellington City Council and Upper Hutt City Council (Tiaki Wai Shareholding Councils) agreed to establish a new water services council-controlled organisation (Tiaki Wai) that would take over responsibility for delivering water, wastewater and stormwater services across the Metropolitan Wellington Area (Service Area).

Separate from the decisions by the Tiaki Wai Shareholding Councils to establish Tiaki Wai, SWDC made decisions in mid-2025 in relation to its future water service delivery arrangements.

SWDC decided to exit as a shareholder of Wellington Water, and instead to join a different water organisation owned by Carterton District Council, Masterton District Council and Tararua District Council, and which would be transferred responsibility for water services on 1 July 2027 (WaiTi Water).

Share buyback is required as part of the establishment of Tiaki Wai

DISCUSSION

Tiaki Wai was incorporated in November 2025. It has been established as a Water Organisation under the Local Government (Water Services) Act 2025 and is to take over responsibility for the provision of water supply, wastewater, and stormwater services for the Wellington Metropolitan Area from 1 July 2026.

WaiTi Water is to take over responsibility for water services from 1 July 2027, with a new services agreement entered into with City Care Water Limited to ensure that Council will have the capacity to deliver water services from 1 July 2026.

The new services agreement with City Care Water Limited means that Council will no longer need to rely on the services agreement it has with Wellington Water from 30 June 2026.

Wellington Water is currently jointly owned by the Tiaki Wai Shareholding Councils and South Wairarapa District Council. In order to achieve Council's exit as a shareholder, several matters need to be progressed.

The most efficient way to achieve the exit, to avoid the Tiaki Wai Shareholding Councils needing to purchase (and finance the purchase of) the SWDC Shares, is for all shareholders of Wellington Water to authorise Wellington Water to buy back and cancel the SWDC Shares in accordance with Wellington Water's Constitution, the Companies Act 1993 and the Share Buyback Agreement.

Legal context for buyback**In summary, the legal context for the buyback is:**

1. Wellington Water's constitution permits the buyback of shares.
2. In order to effect the buyback of shares, the Companies Act 1993 requires:
 - (a) approval of all "entitled persons" (shareholders);
 - (b) Wellington Water board resolution approving the buyback and cancellation; and certification by directors that Wellington Water will satisfy the solvency test immediately following the buyback.

What this requires in practice is that:

- a) Wellington Water will purchase all shares currently held by Council, on terms agreed between Wellington Water and Council and reflected in the Share Buyback Agreement.
- b) The SWDC Shares will be cancelled immediately upon buyback and will not be held as treasury stock. This will increase the relative proportions of the Tiaki Wai Shareholding Councils shares in Wellington Water, but post Council's exit as shareholder.

Council approval is required because:

- a) the decision relates to Council's role as shareholder in a council-controlled organisation; and
- b) unanimous shareholder approval (by way of an entitled persons agreement) is required for a buyback of shares in Wellington Water.

While Officers consider the recommended decision to be largely administrative in nature, it is required as part of the Council's transition away from Wellington Water to WaiTi Water and will allow the transition to Tiaki Wai to occur.

Outline of commercial terms for buyback

As at the date of this report, the terms of the buyback and cancellation of the SWDC Shares are still being resolved between Wellington Water and Council. However, at a high level they are expected to involve:

- a) Financial consideration, including:
 - i) the equity contribution paid by Council to Wellington Water at the time of joining as a shareholder of \$50,000;
 - ii) reserve funds held by Wellington Water in favour of Council but not yet spent of approximately \$260k;
 - iii) a return of any retained earnings held by Wellington Water for Council, which Council is entitled to as a current shareholder of approximately 5% of the balance on 30 June 2026; and
 - iv) the return of any underspent funds held by Wellington Water for Council related projects and works, currently estimated to be around \$900k, as at the end of the financial year.

These values are estimates, and the final amounts will not be confirmed until the transfer is complete. The agreement allows for adjustments once the final figures are confirmed through the audit of the June 2026 accounts.

Because water rates must be ringfenced, any funds Council receives from the Wellington Water buyback will be ringfenced for the benefit of the water ratepayers and customers who funded them. The underspent operating costs and retained earnings also came from water ratepayers and must therefore benefit them, either through transitional-year works or by reducing debt at transition, which will lower future water charges.

- b) A transitional services arrangement, that is focussed on allowing Council continued (and reasonable) access to certain services and information for an agreed period to assist with orderly transition to City Care Water Limited. The terms of this transitional services arrangement are being considered at present.

OPTIONS

Officers have considered whether there are other options available to elected members, but in practice the only other option would be for the Tiaki Wai Shareholding Councils to purchase the SWDC Shares to then transfer them to Tiaki Wai through the Transfer Agreements required for the Tiaki Wai transition.

Considering this option could lead to practical issues and implications, including:

- a) the Tiaki Wai Shareholding Councils would need to agree the terms of the proposed acquisition with Council;
- b) the Tiaki Wai Shareholding Councils would need to have sufficient funding to complete the purchase of the SWDC Shares; and
- c) the purchase of the SWDC Shares by the Tiaki Wai Shareholding Councils instead of Wellington Water will require further legal and other resource because the transaction would involve more parties and more financial resources. This could create additional time pressure and demands on resources.

CONSIDERATIONS**Financial**

The financial implications for Council are not material. The buyback consideration is being determined between Wellington Water and Council and will involve funds already held by Wellington Water.

Climate Change

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

CONCLUSION

Subject to Council approval:

- a) final commercial terms for the SWDC Share buyback will be confirmed.
- b) the Council, by way of its authorised representative, will sign the unanimous entitled persons agreement and associated documentation to authorise the buyback and cancellation of the SWDC shares.
- c) Wellington Water will complete the buyback and cancellation of the SWDC Shares.

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	While the earlier decisions made by the Council to establish WaiTi Water were assessed as high significance, this report and recommendations are considered to be administrative in nature, and necessary to ensure Council's exit from Wellington Water. The assessment of significance of the decisions to approve the buyback is that they are of low significance, including given the consideration involved.
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 and recommendations made are considered consistent with the Council's previous decisions to establish WaiTi Water and enter into the services agreement with City Care Water Limited.
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.	Mana Whenua contributed to the Council's decision to establish WaiTi Water and so have been involved in the broader transition process to date. The share buyback will have no practical impact on mana whenua, as it is a largely administrative legal decision.
Chief Financial Officer review	The Chief Financial Officer has reviewed this report.
State the possible implications for health and safety	There are no specific health & safety issues arising from this report.

APPENDICES

Nil

10.2 LEGISLATIVE CHANGE - SUMMARY FOR SWDC

Author: Clare Barton, Group Manager, Planning and Regulatory

Authoriser: Janice Smith, Chief Executive Officer

File Number:

PURPOSE

To inform Elected Members of legislative change relating to planning and local government and the potential implications of the changes for SWDC.

EXECUTIVE SUMMARY

- Overall, there are various pieces of legislative change in train including Regulatory Systems Amendment Bill, Public Works Amendment Bill, Emergency Management Bill, Local Government (Infrastructure Funding and Financing) Amendment Bill, Local Government (Systems Improvements) Bill, Building Act Amendment Bill and Local Government Legislation Amendment Bill (Rate Capping). This report only focuses on specific Local Government Change including the recently announced Fast-Track Local Reform and the Natural & Environment and Planning Bills.
- The exact structural form of local Government in the Wairarapa is not known at this stage however, it is critical that SWDC remain engaged in discussions through the Regional Mayoral Forum, CE Hui and Senior Leadership Group. The implications of the change are not yet mapped out in any detail but are most likely to include:
 - combining regional and district council functions either for the Wairarapa or with the wider Wellington area;
 - changes to numbers of elected members;
 - change management processes for staff; and
 - the potential for a sense of loss of community.

Since commencing the writing of this report, the Government has announced there is a three-month window to put forward proposals for the form of local government within regions with the aim of assisting in the delivery of the new planning system, amongst other reasons.

- The Natural Environment Bill has more direct relevance for Greater Wellington Regional Council however, with a shift in the form of local Government to a Unitary model then the Unitary council would need to deliver on the requirements of the Natural Environment Bill. For example, develop plan provisions and have operational support for freshwater and coastal management, air quality, soil management, biodiversity and biosecurity.
- There are links between the Natural Environment Bill and Planning Bill. Spatial plans must be prepared and will need to give effect to environmental limits e.g. areas with poor air quality may need to have limits identified in a spatial plan around preventing industry with higher discharges.
- There is a requirement to develop a spatial plan for each region and there will be a cost to prepare the spatial plan that is not budgeted for currently. The Planning Bill will also mean

the provisions of the Combined Wairarapa District Plan need to be re-visited to align with the new legislation. The work on the Combined Plan will take place after the spatial plan and the form of the Combined Plan will be dependent on the structure of the Councils e.g. if the Wairarapa becomes a Unitary Authority then the Plan will need to capture both regional and district planning functions. The work on the spatial plan has commenced and for this financial year any costs will be met from within existing budgets. However, Officers are seeking to add this project to the overall operational project list for the 2026/27 year for the spatial plan work stream. The total project costs will be spread over the life of the LTP.

RECOMMENDATIONS

That *Council*:

- (a) **receives** the report “*Legislative Change – Summary for SWDC*” and notes the potential financial and structural implications for the Council; and
- (b) **agrees** to participate in the Regional Mayoral Forum, Regional CE Huis, Regional Leadership Committee and Reform Working Group; and
- (c) **agrees** to add \$150,000 operating expenditure for the 2026/2027 financial year for the development of a Spatial Plan. This will be spread over the remaining eight years of the current LTP, through our project smoothing reserve.

BACKGROUND

The Government has various pieces of legislative change in train. This report focuses on three pieces of legislation that relate to the delivery of SWDC functions, and these are:

- a) Local Government Legislation Amendment Bill (policy announcements were made on 1 December 2025 and it is expected further announcements will be made on policy and timing of any legislation in June 2026). The Bill aims to give effect to policy decisions around simplifying local government. An announcement was made on 5th May 2026 for the fast track of local Government reform to provide for territorial authorities to join with others in their region and put forward proposals for how they want to reorganise their local Government arrangements.
- b) Natural Environment Bill (referred to the Environment Committee – report due 26 June). Aims to manage environmental effects from the use of natural resources.
- c) Planning Bill (referred to the Environment Committee – report due 26 June). Aims to enable urban development and infrastructure and aligns with the Government’s Going for Housing Growth plan.

DISCUSSION

Fast Track Local Government Reform

On 5th May 2026 the Government announced it would provide a three-month period for proposals to be submitted on how they want to reorganise their local government arrangements. Minister Watts announcement states: *“Proposals should focus on creating larger, more efficient unitary authorities that streamline functions, reduce duplication and improve decision-making. We’re giving councils real flexibility. Proposals don’t need to cover an entire region, but they must show clear support, strong leadership, and real benefits for communities.”* The Minister has also said: *“For areas that do not come forward through the head start pathway, the Government will implement a backstop process to ensure reform still happens across the country.”* The criteria against which proposals will be assessed are:

- Can it actually be done? The proposal needs to be realistic and able to be delivered on time.
- Does it support the new planning system? It should make it easier, not harder to roll out new planning rules and plans.
- Does it simplify things? It should reduce duplication and make decision making clearer and more efficient.
- Will it deliver better value? It should improve efficiency, save money over time, and support better infrastructure and services.
- Are communities still well represented? It needs to keep a strong local voice and fairly represent different communities, including urban and rural areas.

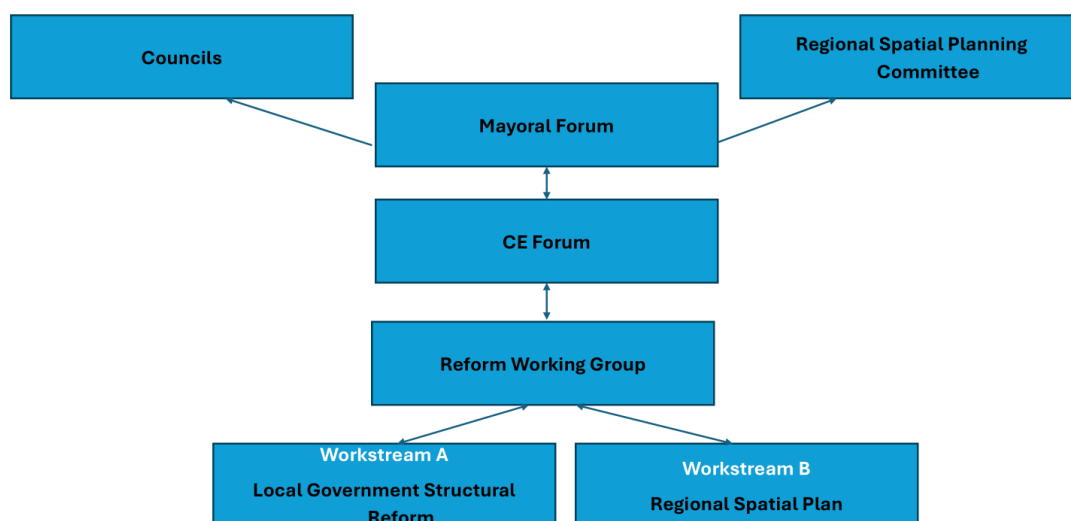
The deadline for having proposals lodged will be 7th August.

Mayoral Forum, Regional CE Hui, the Wellington Regional Leadership Committee and Reform Working Group

The following councils are participating in the meetings for Mayors, CEs and Regional Leadership:

- (a) Greater Wellington Regional Council.
- (b) Wellington City Council.
- (c) Hutt City Council.
- (d) Upper Hutt City Council.
- (e) Porirua City Council.
- (f) Kapiti Coast District Council.
- (g) Horowhenua District Council (observer).
- (h) South Wairarapa District Council.
- (i) Carterton District Council.
- (j) Masterton District Council.

Governance arrangements have been set up to progress work across all the councils for local Government reorganisation and a regional spatial plan. There are to be two workstreams to support progressing the work: *“Workstream A – Local Government Structural reform and Workstream B – Regional Spatial Plan”* – refer diagram below.



The intention was the Mayoral Forum would increase the frequency of meetings to 4-6 weeks and provide programme governance and manage recommendations from the joint programme to councils. The Regional Chief Executive Forum would continue to meet fortnightly to oversee the work. The GM Planning and Regulatory is on the joint Reform Working Group and included within Workstream B – Regional Spatial Plan. The Fast Track Legislative Reform programme will mean that whilst these workstreams are still of relevance there will be a condensing of the work programme for Local Government Structural Reform.

Local Government Structural Reform – Workstream A

A Mayoral Forum was held on 8th May focused on the case for change for future governance and design principles to guide the options for local Government structural reform. The Mayor can speak to the key components of the meeting.

Regional Spatial Plan – Workstream B

Once the new requirements of the Planning Act are confirmed in July then the further phases of Workstream B (Regional Spatial Plan) will be developed. In the meantime, there will be a data and evidence base stocktake undertaken, options for governance developed (e.g. Spatial Planning Committee) and project planning undertaken. The work for the 2025/2026 can be met from within existing budget. The initial costings for the development of a spatial plan are \$1.9million spread across (on an agreed allocation) the nine councils. An estimate of costs would be \$150,000 for SWDC for the 2026/2027 financial year. As this was not anticipated in the Long-Term Plan and there is no consultation occurring on the Annual Plan the \$150,000 operating expenditure can be added for the 2026/2027 financial year and can be spread over the remaining eight years of the current LTP through our project smoothing reserve.

Regardless of the form of local government there is a requirement to prepare a spatial plan for a region and cross regional issues need to be worked through. It makes financial sense to continue this work collectively with the other Councils.

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 medium significance. As the legislative changes are part of the Government's legislative agenda and subject to submission processes there is no requirement for SWDC to consult. The potential impact of implementing the legislation will be of high interest to the public and as the impacts are more fully embedded e.g. structural change options are developed or there is a draft spatial plan, then consultation will be appropriate.
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 addresses three pieces of Central Government Reform.
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.	The implications for Māori include: <ul style="list-style-type: none"> • As noted above, as the implementation impacts of the legislative change are worked through, then consultation with Māori is appropriate. This could include enabling more effective enduring partnerships across the Wellington/Wairarapa areas.
Chief Financial Officer review	The Chief Financial Officer has reviewed this report. The potential cost implications of any structural change to the Council are still to be worked through. As noted in the report the estimate of costs for SWDC would be approximately \$150,000 and these costs can be spread over eight years.
State the possible implications for health and safety	There are no health and safety requirements.

APPENDICES

Nil

10.3 PROPOSED NAMING OF NEW ROAD AND RIGHTS OF WAYS, AT COMMUNITY GREEN ROAD, FEATHERSTON

Author: Ratesh Chakkingal, Intermediate Planner
Authoriser: Clare Barton, Group Manager, Planning and Regulatory
File Number: N/A

PURPOSE

To seek South Wairarapa District Council's approval for proposed Road names "Community Green West" and "Community Green East" and proposed Right of Ways "Eszter Way, Robin Way, Zoltan Way, Nelson Way, Benjamin Way and Timothy Way" to access a 37-lot residential subdivision by *Brookside Developments - Featherston Limited*.

EXECUTIVE SUMMARY

- *Brookside Developments – Featherston Limited* has been granted resource consent (RC230176) by South Wairarapa District Council to develop a 37-lot residential subdivision at Community Green Road, Featherston, with works currently underway. The developer has applied (7 November 2025) to name new roads and rights of way within the subdivision. Proposed road names are "Community Green West" and "Community Green East," with rights of way named "Eszter Way, Robin Way, Zoltan Way, Nelson Way, Benjamin Way, and Timothy Way." The naming approach reflects the function and layout of the road network and aligns with Council policy, noting there is no pre-approved road naming list for the Featherston area.
- The application has been assessed by a Council Officer under Section 319(1)(j) of the Local Government Act 1974 and against the Council's Policy on Naming of Public Roads, Private Roads and Rights-of-Way (updated 19 February 2026). It has also been reviewed by South Wairarapa District Council Councillors – Councillor Andrea Rutene and Councillor Simone Baker, with no objections raised. An exemption is sought to Council's Road Naming Policy which requires up to 3 options for road names on the basis that requiring up to 24 names for 3 options is too onerous. South Wairarapa District Council has the authority to approve the proposed road and right-of-way names.

RECOMMENDATIONS

1. **Receive** the Report for the proposed naming of New Roads and Right of Ways, at Community Green Road, Featherston.
2. **Agree** to exempt the applicant from needing to meet the requirements of Council's Road Naming Policy requiring up to 3 options for road names.
3. **Approve** the proposed naming of Roads "Community Green West" and "Community Green East" and proposed Right of Ways "Eszter Way, Robin Way, Zoltan Way, Nelson Way, Benjamin Way and Timothy Way" at Community Green Road, Featherston.

BACKGROUND

Brookside Developments - Featherston Limited have been granted a Resource Consent (RC230176) by South Wairarapa District Council to develop a 37-lot residential subdivision in 6 stages on 29 May 2025 at Community Green Road, Featherston (see appended plan in the request at Appendix 1). The development is currently in progress and *Brookside Developments - Featherston Limited* currently seek to name New Roads and Right of Ways within the 37-lot residential subdivision at Community Green Road, Featherston through their application dated 7 November 2025.

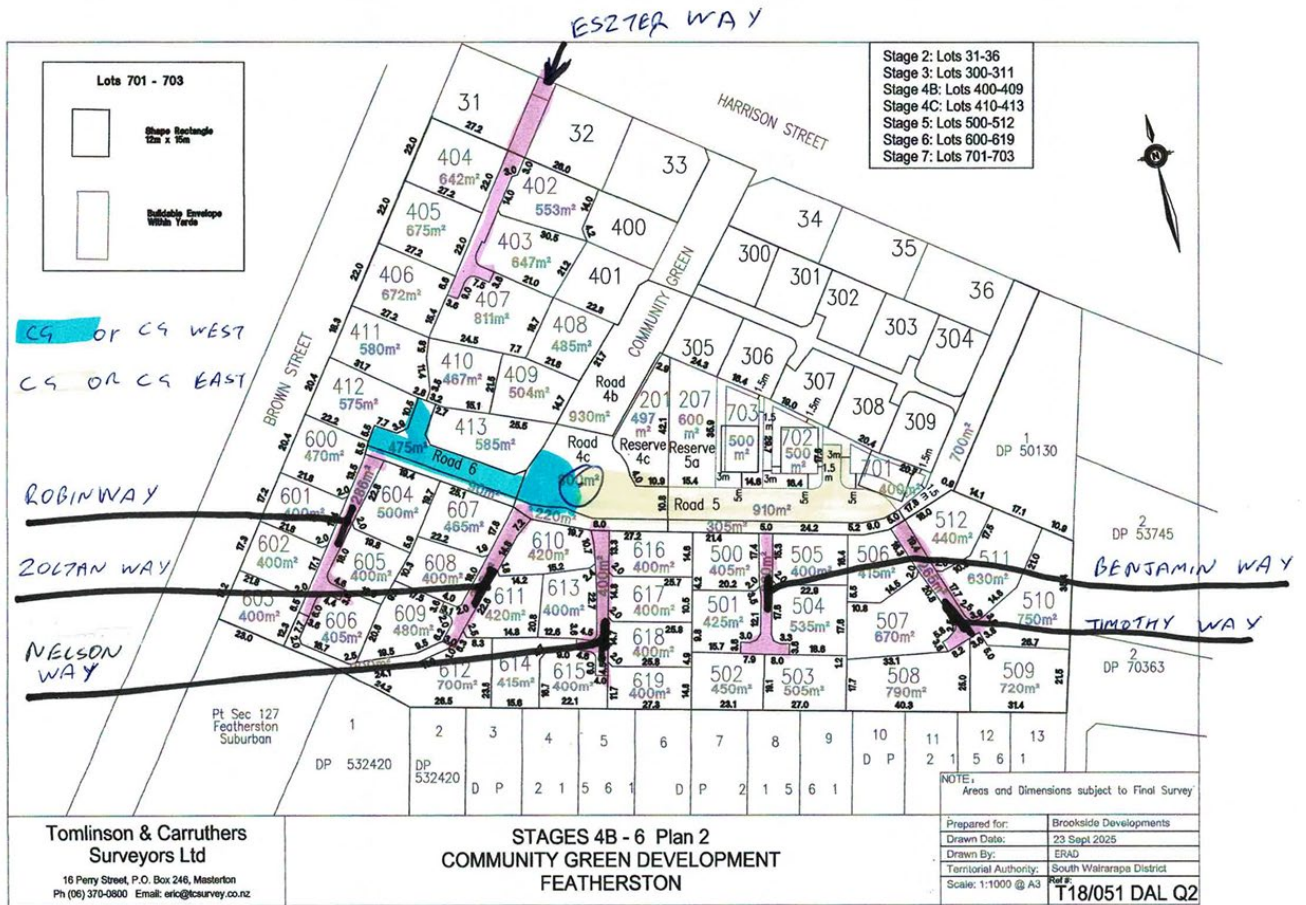
There is no current pre-approved list of road names for the Featherston area. The application proposes Road names as “Community Green West” and “Community Green East” and proposed Right of Way names as “Eszter Way, Robin Way, Zoltan Way, Nelson Way, Benjamin Way and Timothy Way”. These are the applicants preferred naming for both the new Roads and Right of Ways. Considering the location and physical extent of the Right of ways in providing access to the lots in the 37-lot residential subdivision, the applicants have proposed unique names with preferred suffixes such as ‘Road’ and ‘Way’ reflecting the type of roadway and consistent with the policy requirements.

Council has authority to accept or reject suggested names of roads/rights of way in the South Wairarapa District pursuant to Section 319(1)(j) of the Local Government Act 1974. The application has been assessed against Council’s Policy on Naming of Public Roads, Private Roads and Rights-of-Way (updated on 19 February 2026). The application had been submitted to Councillor Andrea Rutene and Councillor Simone Baker for their comments. Councillor Andrea Rutene on review of the application had no comments and approved it to be included in the next Council Meeting.

South Wairarapa District Council can approve the naming of these Roads and Right of Ways.

Subdivision location:





DISCUSSION

Legal situation

Under Council’s guidelines (Clause 4.2) for road naming, owners are requested to suggest at least three possible road names.

The names are to be listed in order of preference with a brief statement of their significance.

However, given the scale of the 37-lot residential subdivision and the number of Right of Ways to be created, the applicant has requested that the following names be considered for approval as indicated in the Scheme Plan above;

Road names

1. Community Green West; and
2. Community Green East

Right of Way names

1. Eszter Way
2. Robin Way
3. Zoltan Way
4. Nelson Way
5. Benjamin Way; and
6. Timothy Way

Assessment of Councils Policy

Council's criteria for Naming of Public Roads, Private Roads and Rights-of-Way (the Policy), includes the following:

4.3.1 Road names must not duplicate or closely resemble existing names within the South Wairarapa District emergency services area; this includes same road names with a different suffix.

The Community Green Development site has an established legal Road namely Community Green Road providing access to this subdivision development from Harrison Street East. Community Green Road is being further developed and branched off for proposed allotments to be developed in stages. The applicant is proposing the suffixes "West" and "East" to further ease addressing and emergency services identification to respective allotments. The proposed Right of Ways have been individually named as proposed by the applicant ensuring a distinct addressing identity to the allotments. Overall, there are no other existing Roads or Right of Ways which include the proposed names. It is recommended to adopt these names.

4.3.2 Names must have clear local relevance, significance; or

- Recognition of Maōri cultural significance;
- Reflection of the landscape or topographical features; or
- Recognition of historical events that have a significant impact of the community.

i. Community Green West Road and Community Green East Road

Community Green Road is an approved, established and recognised legal Road in Featherston which is being further developed to provide for new allotments in stages. The branching of Community Green Road is suffixed by "West" and "East" to ease addressing and emergency services identification to respective allotments.

ii. Right of Ways

The applicant has six new Right of Ways providing access to appropriately sized six or less allotments. With Community Green Road already having an established identity for this proposed development over the years, the applicant has considered naming the Right of Ways distinctly to establish uniqueness with the physical extent of the development.

4.3.3 Names should be proportionate to the length and character of the road.

The proposed Road names "Community Green West" & "Community Green East" identify with the existing character of a well-established and recognised Community Green Road and are appropriately suffixed to determine exact allotment locations within this development. The Right of Ways have much smaller distinct names to provide for recognition of access for these allotments. Overall, considering the character of the proposed Roads (4.3.2), the names are proportionate and should be able to be displayed sufficiently on the maps.

4.3.4 All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".

All of the six smaller Right of Ways serving more than 4 lots and have been named accordingly with the suffix "Way". Overall, the proposed names are considered consistent with the policy.

4.3.5 A pre-approved list of road names exists for the Greytown Ward, these are located [here](#) at page 60 onwards. Applicants proposing road names within this ward are encouraged to consider this list in the first instance.

Not applicable.

4.3.6 Where the road is a continuation of an existing named road or will in the future link to an existing named road, then the current road name will automatically apply.

Applicable as the subdivision is planned in stages and adding suffixes “West” and “East” to the legally existing and recognised Community Green Road will continue that character and identity the site has established over the years. The naming provides an accurate branching location for these allotments.

4.3.7 Names are entirely at the discretion of Council, whether for policy reasons or for other considerations.

Applicable. This report is prepared for South Wairarapa District Council to review and approve the proposed names for both the Roads and Rights of Way.

Procedure for Naming Roads of the Naming of Public Roads, Private Roads and Rights-of-Way Policy Review

Section 4.2 has been recently reviewed and amended on 19 February 2026 to align with South Wairarapa District Council’s delegation to name public/ private roads and rights of way.

CONCLUSION

Officers recommend that the proposed Road and Right of Way names are consistent with the guideline criteria in the Policy on Naming of Public Roads, Private Roads and Rights-of-Way. Considering the physical extent and location in the site providing access to a 37-lot residential subdivision, the Roads have been named to continue with an established and recognised legal Road identity. In addition, the Right of Ways have been appropriately suffixed “Way” as required for the number of allotments they serve. The Council is authorised to approve the naming of these Roads and Rights of Way.

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.

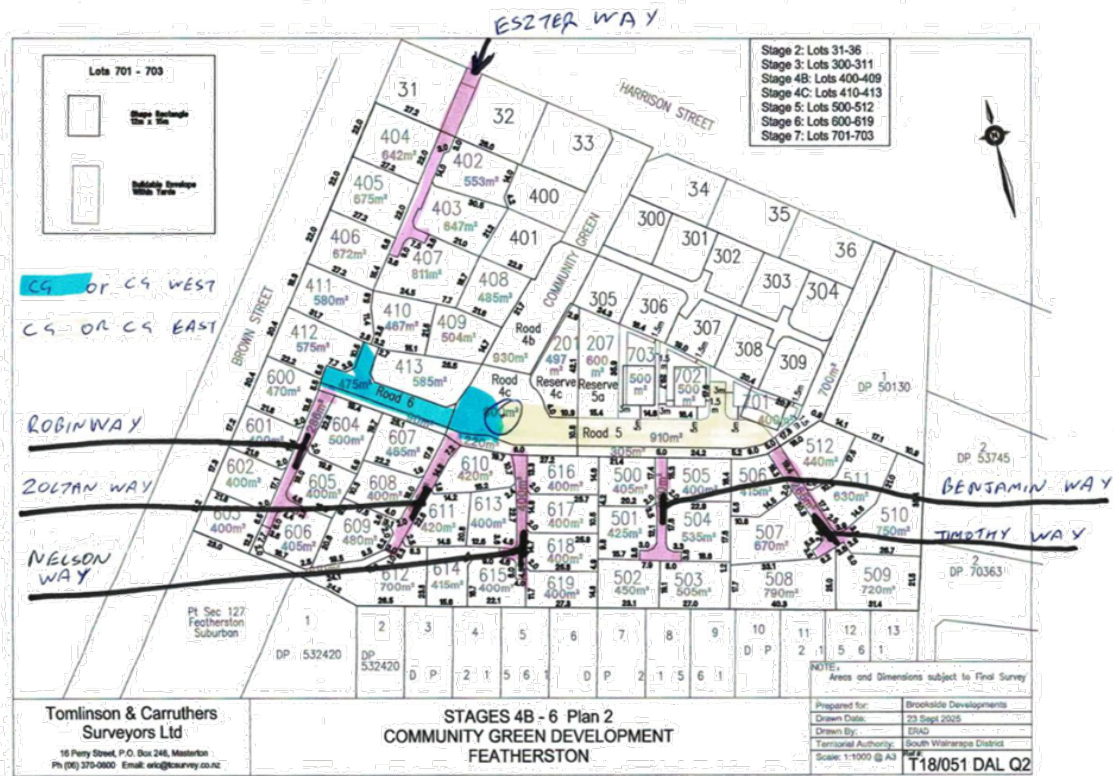
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

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	Overall, the proposal is a matter of low significance as t
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 South Wairarapa District Council's Policy on Naming of Public Roads, Private Roads and Rights-of-Way. South Wairarapa District Council's legal team have recently reviewed and updated this policy on 19 February 2026.
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	As there are no financial implications, the report does not warrant a review from The Chief Financial Officer.
State the possible implications for health and safety	

APPENDICES

Appendix 1 Road and Right of Way names

Appendix 1 – Road and Right of Way names



10.4 PROPOSED NAMING OF NEW RIGHTS OF WAYS, AT SHOOTING BUTTS ROAD, MARTINBOROUGH

Author: Ratesh Chakkingal, Intermediate Planner
Authoriser: Clare Barton, Group Manager, Planning and Regulatory
File Number: N/A

PURPOSE

To seek South Wairarapa District Council's approval for the names "Wharekaka Plains Road", "Rapaki Road" and "Milne Lane" for proposed Right of Ways to access a 39-lot rural subdivision by Rapaki Farm Enterprises Limited.

EXECUTIVE SUMMARY

- *Rapaki Farm Enterprises Limited* has obtained resource consent (RC220150v3) from the South Wairarapa District Council to undertake a 39-lot staged rural subdivision at Shooting Butts Road, with development currently underway. As part of progressing the subdivision, the applicant has submitted a request to name new roads and rights of way within the development. Consultation with the Māori Standing Committee on 30 April 2024 has been referred to where the name "Wharekaka Plains Road" was suggested to acknowledge and reflect the historical and landscape significance of that particular whenua (Wharekaka area). The applicant has adopted this recommendation and proposed a set of names "Wharekaka Plains Road," "Rapaki Road," and "Milne Lane"—aligned with the physical characteristics of the roads and consistent with the Council policy, noting there is no pre-approved road naming list for the Martinborough area.
- The application has been assessed by a Council Officer under Section 319(1)(j) of the Local Government Act 1974 and against the Council's Policy on Naming of Public Roads, Private Roads and Rights-of-Way (*updated* 19 February 2026). It has also been reviewed by South Wairarapa District Council Councillors – Councillor Andrea Rutene and Councillor Simone Baker, with Councillor Andrea Rutene's comments to include reference to the Māori Standing Committee meeting minutes. The Māori Standing Committee meeting minutes of 30 April 2024 have been referenced. An exemption is sought to Council's Road Naming Policy which requires up to 3 options for road names on the basis that the names have been approved by the Māori Standing Committee. South Wairarapa District Council has the authority to approve the proposed road and right-of-way names.

RECOMMENDATIONS

1. **Receive** the Proposed Naming of New Right of Ways, at Shooting Butts Road, in Martinborough Report.
2. **Agree** to exempt the applicant from needing to meet the requirements of Council's Road Naming Policy requiring up to 3 options for road names.
3. **Consider** and **approve** the Proposed Naming of "Wharekaka Plains Road", "Rapaki Road" and "Milne Lane" for the proposed right of ways at Shooting Butts Road, Martinborough.

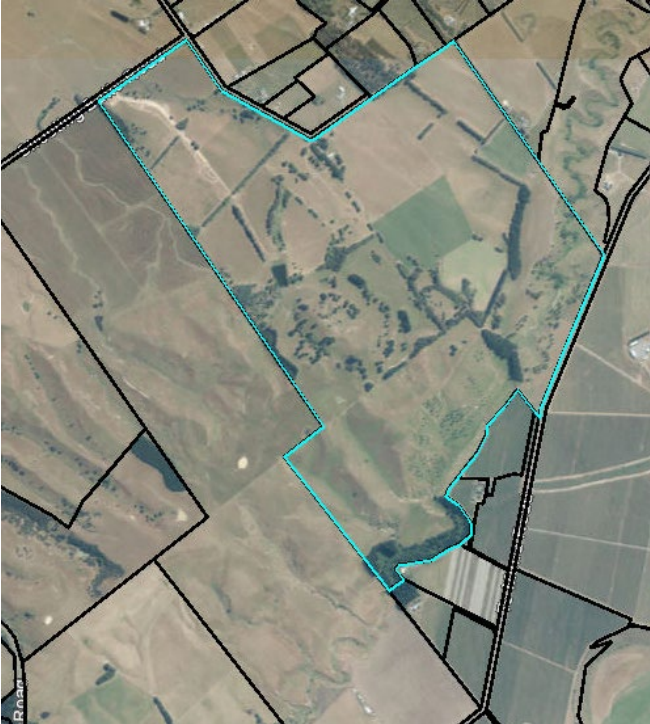
BACKGROUND

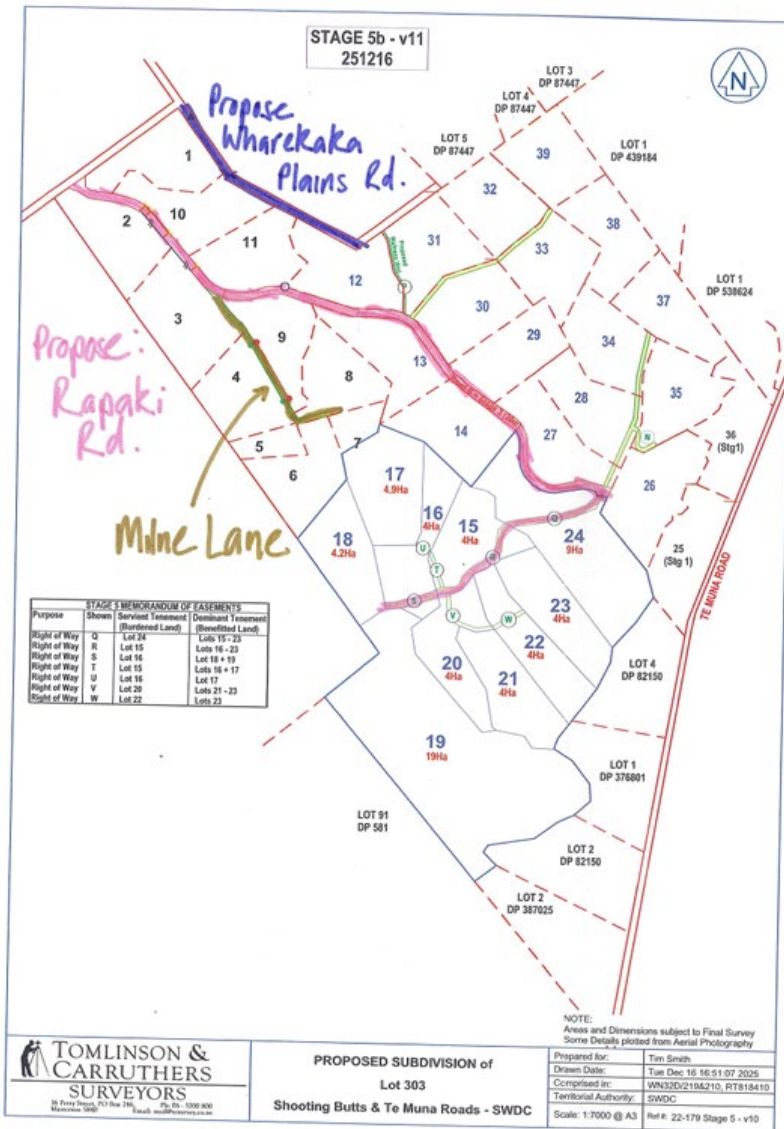
Rapaki Farm Enterprises Limited have been granted a Resource Consent (RC220150v3) by South Wairarapa District Council to develop a 39-lot rural subdivision in stages on 9 April 2025 at Shooting Butts Road, Martinborough (see appended plan in the request at Appendix 1). The development is currently in progress and *Rapaki Farm Enterprises Limited* seek to name New Roads and Right of Way within the 39-lot rural subdivision (RC 220150v3) at Shooting Butts Road, Martinborough through their application dated 13 January 2025.

There is no current pre-approved list of road names for the Martinborough area. The applicant refers to consultation with the Māori Standing Committee on 30 April 2024 where the name "Wharekaka Plains Road" was suggested to acknowledge and recognise the historical significance of that particular whenua (Wharekaka District) along with its landscape and topographical features. The applicant has incorporated the recommendation and has proposed the names "Wharekaka Plains Road", "Rapaki Road" and "Milne Lane" as the preferred naming option for the new Roads and Right of Way. Considering the historical location and physical extent of the new Roads and Right of way in providing access to the lots in the 39-lot rural subdivision, the applicants have proposed unique names with preferred suffixes such as 'Road' and 'Lane' reflecting the type of roadway and is consistent with the policy requirements.

Council has authority to accept or reject suggested names of roads/rights of way in the South Wairarapa District pursuant to Section 319(1)(j) of the Local Government Act 1974. The application has been assessed against Council's Policy on Naming of Public Roads, Private Roads and Rights-of-Way (updated on 19 February 2026). The application had been submitted to Councillor Andrea Rutene and Councillor Simone Baker for their comments. As per comments from Councillor Andrea Rutene on review of the application, the Māori Standing Committee meeting minutes of 30 April 2024 have been referenced and the application was approved to be included in the next Council Meeting. South Wairarapa District Council can approve the naming of these Roads and Right of Way.

Subdivision location:





DISCUSSION

The application has been assessed against Council’s Policy on Naming of Public Roads, Private Roads and Rights-of-Way (updated on 19 February 2026).

Legal situation

Under Council’s guidelines (Clause 4.2) for road naming, owners are requested to suggest at least three possible road names.

The names are to be listed in order of preference with a brief statement of their significance.

However, given the scale of the 39-lot rural subdivision and the number of Right of Ways to be created, the applicant has requested that the following names be considered for approval;

1. Wharekaka Plains Road
2. Rapaki Road
3. Milne Lane

Assessment of Councils Policy

Council's criteria for Naming of Public Roads, Private Roads and Rights-of-Way (the Policy), includes the following.

4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes the same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.

There are no existing roads or right of ways which include the proposed names "Wharekaka Plains Road", "Rapaki Road" and "Milne Lane". It is recommended to consider these names for its uniqueness.

4.3.2 Names must have clear local relevance, significance; or

- *Recognition of Māori cultural significance;*
- *Reflection of the landscape or topographical features; or*
- *Recognition of historical events that have a significant impact of the community.*

i. Wharekaka Plains Road

The Māori Standing Committee has been consulted on 30 April 2024 where the name "Wharekaka Plains Road" was suggested to acknowledge and reflect the historical and landscape significance of that particular whenua (Wharekaka area). The applicant has incorporated the recommendations and proposed 'Wharekaka Plains Road' for road naming. Wharekaka Plains Road is a 20m wide road proposed off Shooting Butts Road to provide access to the development and would be vested with the Council.

ii. Rapaki Road

The site currently includes the Rapaki Hillside Walk, which provides a recreational opportunity to the community, with walking access through to Te Muna Road. This walkway connects to the main branch road central to this subdivision. Rapaki Road (main branch road) is a 20m wide road proposed off Shooting Butts Road to provide access to the development and would be vested with the Council. Given the sense of locational identity of the word 'Rapaki' currently has, it is ideal to name the main branch road as Rapaki Road.

iii. Milne Lane

Milne Lane is a 10m Right of Way providing access to some of the allotments in this subdivision. This name has been chosen to honour the Milne brothers (Derek Milne & Duncan Milne) who recognised Martinborough's potential as a wine making district and pioneered the growth of 'Pinot Noir' variety of wine subsequently establishing Martinborough Vineyards.

4.3.3 Names should be proportionate to the length and character of the road.

The proposed names "Rapaki Road" & "Milne Lane" are short in length. The proposed name "Wharekaka Plains Road" has been proposed for the main road branching from Shooting Butts Road adjoining the northern boundary of the 39-lot rural subdivision. Recognising the historical significance of the Wharekaka District and in alignment with Māori Standing Committee recommendations, "Wharekaka Plains Road" has been proposed. Overall, considering the

character of the proposed Right of Ways (4.3.2), the names are proportionate and should be able to be displayed sufficiently on the maps.

4.3.4 All private roads and rights-of-ways serving more than four lots are to have the suffix “Lane” or “Way”.

Two of the roads “Wharekaka Plains Road” and “Rapaki Road” will be serving as the peripheral road and as the central branch road of the subdivision (with approximately 20m R.O.W). With their location and physical extent of providing access to the 39-lot rural subdivision and future vesting of the roads with the Council, it is considered to address them as “Road”. “Milne Lane” is a much smaller Right of way (approximately 10m R.O.W) serving more than 4 lots.

Overall, the proposed names are considered consistent with the policy.

4.3.5 The A pre-approved list of road names exists for the Greytown Ward, these are located [here](#) at page 60 onwards . Applicants proposing road names within this ward are encouraged to consider this list in the first instance.

Not applicable.

4.3.6 Where the road is a continuation of an existing named road or will in the future link to an existing named road, then the current road name will automatically apply.

Applicable as the subdivision is planned in stages.

4.3.7 Names are entirely at the discretion of Council, whether for policy reasons or for other considerations.

Applicable. This report is prepared for South Wairarapa District Council to review and approve the proposed Right of Way names.

Procedure for Naming Roads of the Naming of Public Roads, Private Roads and Rights-of-Way Policy Review

Section 4.2 has been recently reviewed and amended on 19 February 2026 to align with South Wairarapa District Council’s delegation to name public/ private roads and right of way.

CONCLUSION

Officers have assessed the proposed Road and Right of Way names as consistent with the guideline criteria in the Policy on Naming of Public Roads, Private Roads and Rights-of-Way. Considering the right of ways as providing access to a 39-lot rural subdivision and their physical extent and location in the subdivision, their suffixes have been named accordingly as “Road” and “Lane”. The Council is authorised to approve the naming of these Roads and Right of Way.

COMPLIANCE SCHEDULE

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

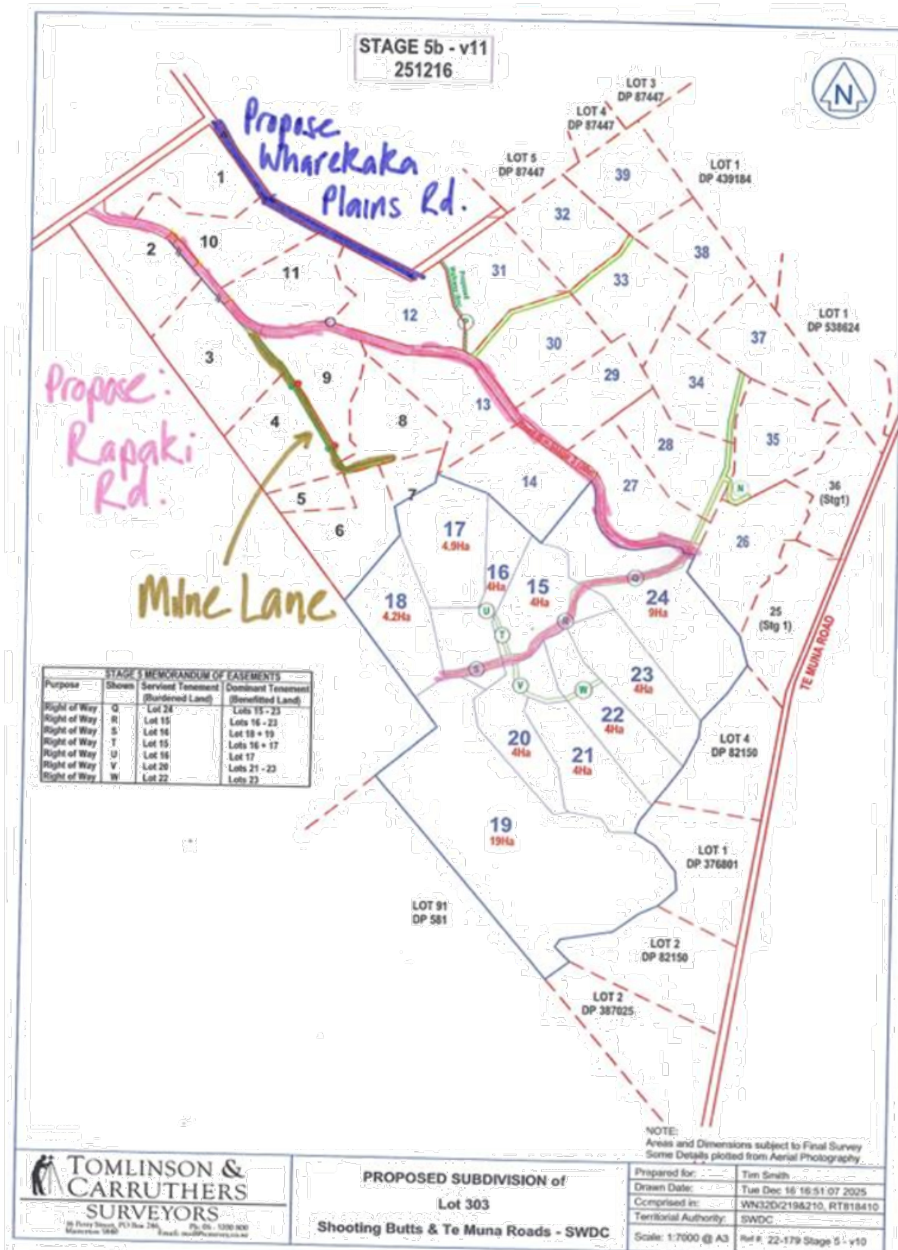
1. A Local authority must, in the course of the decision-making process,
 - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
 - b) Assess the options in terms of their advantages and disadvantages; and
 - c) If any of the options identified 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	Overall, the proposal is a matter of low significance as t
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 South Wairarapa Council's Policy on Naming of Public Roads, Private Roads and Rights-of-Way updated on 19 February 2026. South Wairarapa District Council's legal team have recently reviewed and updated this policy on 19 February 2026.
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.	The Māori Standing Committee has been engaged and consulted with and their recommendations incorporated for this application.
Chief Financial Officer review	As there are no financial implications, the report does not warrant a review from The Chief Financial Officer.
State the possible implications for health and safety	

APPENDICES

Appendix 1 Right of Way names

Appendix 1 – Right of Way names



10.5 APPOINTMENT TO THE RURAL AND COASTAL ADVISORY GROUP

Author: Amy Andersen, Lead Advisor, Democracy and Committees

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

PURPOSE

To update appointments to the Rural and Coastal Advisory Group.

EXECUTIVE SUMMARY

- This reporting is seeking Council approval for the appointment of Mayor Wilde to the Rural and Coastal Advisory Group; and
- To provide an update regarding the expressions of interest process which was completed in April 2026.

RECOMMENDATIONS

That Council:

1. Receive the report.
2. Approve the appointment of Mayor Wilde to the Rural and Coastal Advisory Group.
3. Note the appointments of the following community members to the Rural and Coastal Advisory Group by the selection panel: Aaron Woodcock (Woody), Bec Nicholson, Belinda Milnes, Brian Jephson (Jeppy), Chris Sparks, Geoff Vause, Jenny Boyne (Chair), Kim Hayes, Lee Flutey.

BACKGROUND

The Rural and Coastal Advisory Group was established in December 2025.

As per the [Terms of Reference](#): The Council Rural and Coastal Advisory Group will be made up of up to six to eight members including two elected members with the remaining community members appointed through an expression of interest process.

Councillor Isaacs and Councillor Ellims are the elected members currently appointed to the group.

DISCUSSION**Mayoral appointment**

The Mayor was omitted from the initial membership in the terms of reference, therefore, Council is being asked to make that a formal appointment. Noted that Section 41A(5) of the Local Government Act 2002 provides for the mayor to automatically be a member of each committee (ex officio). However, this doesn't cover advisory groups or other groups that are not formal committees.

Update to the expression of interest (EOI) process

The EOI process was overseen and completed in April 2026 by the selection panel appointed at Council’s meeting in March 2026. There was a total of 19 applications submitted during the process. The community members have been appointed to the group and the first meeting was held in early May 2026.

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.	Noted, the Mayor is not automatically appointed to advisory groups and this requires a formal appointment. Automatic appointment refers to section 41A(5) of the Local Government Act 2002 “The Mayor is a member of each committee”.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	N/A

APPENDICES

Nil

11 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
<p>11.1 - Destination Wairarapa Memorandum of Understanding Extension</p>	<p>s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities</p> <p>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)</p>	<p>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</p>	<p>Relates to discussions for the extension on the Memorandum of Understanding with Destination Wairarapa.</p>
<p>11.2 - Wastewater Treatment Plant Upgrades</p>	<p>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)</p>	<p>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</p>	<p>To allow Council to complete contract negotiations and awarding.</p>
<p>11.3 - Review of Remission of Rates Application</p>	<p>s7(2)(a) - the withholding of the information is necessary to protect the privacy of</p>	<p>s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would</p>	<p>This decision is for particular ratepayers so should be confidential.</p>

	natural persons, including that of deceased natural persons	be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7	
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12 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