



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

AGENDA

Ordinary Council Meeting Thursday, 9 April 2026

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

Date: Thursday, 9 April 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 19 FEBRUARY 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 19 February 2026 are confirmed as a true and correct record.
2. That the public excluded minutes of the Council meeting held on 19 February 2026 are confirmed as a true and correct record.

APPENDICES

Appendix 1 Minutes of the Council Meeting held on 19 February 2026

Appendix 2 Public Excluded Minutes of the Council Meeting held on 19 February 2026

Ordinary Council Meeting Minutes

19 February 2026

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON THURSDAY, 19 FEBRUARY 2026 AT 1:30 PM**

- PRESENT:** Mayor Fran Wilde (Chair) Cr Martin Bosley, Cr Aidan Ellims, Cr Colin Olds, Cr Chris Archer, Cr Andrea Rutene, Cr Simone Baker, Cr Rachel Clarke, Cr Collier Isaacs (via MS Teams), Cr Rupert Watson and Deputy Mayor Rob Taylor.
- APOLOGIES:** Nil.
- IN ATTENDANCE:** Janice Smith (Chief Executive Officer), Stefan Corbett (Group Manager, Corporate Services), James O'Connor (Acting Group Manager, Infrastructure and Community Operations), Charly Clarke (Chief Financial Officer), Matt Vins (Manager, Corporate Support), Jess Hughes (Principal Advisor, Legal), Hayley Gastmeier (Advisor, Digital Communications) and Amy Andersen (Lead Advisor, Democracy and Committees).
- PUBLIC FORUM:** Claire Bleakley, Garrick Emms and Frank Burt.
- 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 1:32pm to 2:30pm except where expressly noted.

OPEN SECTION**1 KARAKIA TIMATANGA – OPENING**

All in attendance opened the meeting.

2 APOLOGIES

Nil

3 CONFLICTS OF INTEREST

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

4 ACKNOWLEDGEMENTS AND TRIBUTES

- Cr Ellims acknowledged the passing of former Martinborough Councillor, Bev Clark.
- Mayor Wilde acknowledged the passing of Nelson Rangi, highlighting his role as a respected kaumātua who worked closely with the Council and Regional Council.
- Cr Rutene acknowledged the success of Te Rangiura o Wairarapa at the regional kapa haka competition held in Waipukurau last week.

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- Mayor Wilde acknowledged the inclusion of a number of South Wairarapa residents in the New Year Honours List 2026. They were former Mayor Viv Napier (Greytown), Chris Parkin (Martinborough) and Edwin and Julia Cook (Greytown).

5 PUBLIC PARTICIPATION

1. **Claire Bleakley** - Ms Bleakley raised concerns regarding the Featherston Wastewater Treatment Plant resource consent, including:

- Lack of inclusion of inflow/infiltration (I&I) and sludge removal within the consent scope
- Estimated costs of proposed upgrades and effects on the local community
- Safety concerns regarding discharge to land, potential contamination of bores, and aerosol drift
- Request for cost details, interest charges on land purchased for disposal, and clarification of rating impacts
- Concerns regarding the absence of a Featherston Community Liaison Group.

Council advised that detailed written responses would be provided.

2. **Garrick Emms** – Mr Emms supported Ms Bleakley’s concerns and raised additional matters:

- Questions regarding the tender process, timing, and preparation
- Queries about the suitability and performance of the proposed NBDR treatment technology
- Concerns about the effectiveness of trial processes and communication with the community
- Indicated willingness to provide an alternative design concept, subject to confidentiality arrangements.

The Council noted the matters and confirmed written responses would follow.

3. **Frank Burt** – Mr Burt raised concerns on behalf of rural residents about:

- Potential contamination impacts from land-based effluent disposal
- Water table vulnerability and risks to high-quality bore water supplies
- Lessons from historical dairy factory wastewater disposal
- The need to select non-residential locations to avoid risks to local households.

Council thanked Mr Burt for his contribution.

6 URGENT BUSINESS

6.1 MAYORAL REPORT

RESOLUTION DC2026/01

Moved: Mayor F Wilde

Seconded: Cr R Taylor

Council resolved to agree to add the Mayoral Report - Appointments to the Waiohine Advisory Group & Lower Ruamahanga Advisory Group to the agenda as item 9.7. The item was late due to the request for nominations being received on 13 February. The item cannot be delayed as the appointments will be confirmed by Greater Wellington Regional Council at their meeting on 2 April, prior to SWDC's next ordinary meeting.

CARRIED

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 11 DECEMBER 2025

RESOLUTION DC2026/02

Moved: Cr M Bosley

Seconded: Cr R Clarke

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

CARRIED

8 MATTERS ARISING FROM PREVIOUS MEETINGS

There were no matters arising.

9 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.1 CUSTOMER TRANSFORMATION PROGRAMME

The report was presented by Mr Corbett and Mr Vins, with Chief Executive input. Key points noted by officers:

- Customer service values are now embedded across recruitment, performance, and operations.
- Improved internal processes, including knowledge management and simplified communication.
- Implementation of Zendesk as a central customer service tool, replacing email-based workflows.

<ul style="list-style-type: none"> • Recognition from the ALGIM Customer Experience Awards, where SWDC performed strongly. <p>Councillors discussed:</p> <ul style="list-style-type: none"> • Zendesk use in other councils, training requirements, IT support, and costs • Metrics and reporting, particularly around response times and SLAs • Community board visibility of the Customer Charter • Integration with Antenno and future SMS notification options.
<p>RESOLUTION DC2026/03</p> <p>Moved: Cr R Clarke Seconded: Cr A Rutene</p> <p>Council resolved to:</p> <ol style="list-style-type: none"> 1. Receive the Customer Transformation Programme report; 2. Note the procurement of Zendesk to be used as a customer enquiry management tool; 3. Endorse the Customer Charter; 4. Endorse the Customer Service Transparency Policy; and 5. Note that South Wairarapa District Council was recently recognised through the ALGIM Customer Experience Awards 2025, placing as a Finalist for Customer Experience. <p>[Items 1-5 read together]</p> <p style="text-align: right;">CARRIED</p>

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

<p>The report was presented by Ms Hughes.</p> <p>Council discussed:</p> <ul style="list-style-type: none"> • Clarifying terminology, definitions, and approval processes • Strengthening language around partnership with mana whenua (e.g. using “will” rather than “may”) • Ensuring community boards receive the revised policy • Updating flowcharts and application forms.
<p>RESOLUTION DC2026/04</p> <p>Moved: Cr C Olds Seconded: Cr S Baker</p> <p>Council resolved to:</p> <ol style="list-style-type: none"> 1. Receive the Amendment to Naming of Public Roads, Private Roads and Rights of Way Policy report.

2. Approve the updated Naming of Public Roads, Private Roads and Rights-of-Way Policy 2026
 3. Note that officers will finalise flow charts and updates application forms prior to publication.
 4. Additional: Note that all minor edits will be completed prior to final publication.
- [Items 1-4 read together]
- CARRIED**

9.3 TRIENNIAL AGREEMENT 2025-2028

A statutory requirement under the Local Government Act 2002.

RESOLUTION DC2026/05
Moved: Cr R Taylor
Seconded: Cr A Ellims

Council resolved to:

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

[Items 1-3 read together]

CARRIED

9.4 ADOPTION OF LOCAL GOVERNMENT STATEMENT

A statutory requirement under the Local Government Act.

RESOLUTION DC2026/06
Moved: Cr M Bosley
Seconded: Cr R Watson

Council resolved to:

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

[Items 1-3 read together]

CARRIED

9.5 ANNUAL PLAN 2026/27 COMMUNITY ENGAGEMENT

The report was presented by Ms Clarke. Key points noted:

- No material changes are planned that would trigger a formal consultation under the Significance and Engagement Policy.
- Engagement will still occur, focused on informing the community and preparing for the upcoming Long-Term Plan consultation.

RESOLUTION DC2026/07

Moved: Cr A Rutene
Seconded: Cr C Olds

Council resolved to:

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

[Items 1-4 read together]

CARRIED

9.6 APPOINTMENTS TO THE MĀORI PARTNERSHIP COMMITTEE

Noted, one appointment remains pending from Ngāti Kahungunu Iwi.

RESOLUTION DC2026/08

Moved: Cr A Rutene
Seconded: Cr S Baker

Council resolved to:

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

e) Dottie Whittaker from Rangitāne o Wairarapa Iwi.
 [Items 1-2 (a-e) read together]

CARRIED

9.7 MAYORAL REPORT - NOMINATIONS TO THE WAIOHINE ADVISORY GROUP & LOWER RUAMAHANGA ADVISORY GROUP

RESOLUTION DC2026/09
Moved: Cr C Archer
Seconded: Cr M Bosley
Council resolved to:

1. Receive the Mayoral Report – Nominations to the Waiohine Advisory Group & Lower Ruamahanga Advisory Group.
2. Nominate Collier Issacs to the Waiohine Advisory Group.
3. Nominate Rob Taylor to the Lower Ruamahanga Advisory Group.

[Items 1-3 read together]

CARRIED

10 PUBLIC EXCLUDED BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION DC2026/10
Moved: Mayor F Wilde
Seconded: Cr M Bosley

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution	Plain English reason for passing this resolution in relation to each matter
10.1 - Public Excluded Minutes of the Council Meeting held on 11 December 2025	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or	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	Relates to the public excluded reports from the meeting held on 11 December 2025: Disposal of Old Featherston

	disadvantage, commercial activities s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	good reason for withholding would exist under section 6 or section 7	Golfcourse; Three Waters Procurement; and Waters Capital Projects Financial Delegations
			CARRIED

11 Karakia Whakamutunga – Closing

All in attendance closed the meeting with a karakia.

The meeting closed at 2:30pm.

Confirmed as a true and correct record.

..... (Mayor)

..... (Date)

..... (Chief Executive)

..... (Date)

**MINUTES OF PUBLIC EXCLUDED COUNCIL MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON THURSDAY, 19 FEBRUARY 2026 AT 1:30 PM**

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

APOLOGIES: Nil.

IN ATTENDANCE: Janice Smith (Chief Executive Officer), Stefan Corbett (Group Manager, Corporate Services), James O'Connor (Acting Group Manager, Infrastructure and Community Operations), Charly Clarke (Chief Financial Officer), Matt Vins (Manager, Corporate Support), Jess Hughes (Principal Advisor, Legal), Hayley Gastmeier (Advisor, Digital Communications) and Amy Andersen (Lead Advisor, Democracy and Committees).

CONDUCT OF BUSINESS: This meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and via audio-visual conferencing commencing at 1:30pm. The meeting was held under public excluded provisions from 2:29pm to 2:30pm except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

All in attendance opened the meeting.

2 APOLOGIES

Nil

3 CONFLICTS OF INTEREST

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

10 PUBLIC EXCLUDED BUSINESS

10.1 PUBLIC EXCLUDED MINUTES OF THE COUNCIL MEETING HELD ON 11 DECEMBER 2025

RESOLUTION DC2026/11

Moved: Cr R Taylor

Seconded: Cr A Ellims

Council resolved:

1. That the Public Excluded minutes of the Council meeting held on 11 December 2025 are confirmed as a true and correct record.
 2. That the public excluded minutes of the Council meeting held on 11 December 2025 stay in public excluded until the Chief Executive determines there are no longer any reasons to withhold the information under the Act.
 3. To note that:
 - s7(2)(h) the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities; and
 - 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).
- [Items 1-3 read together]
- CARRIED**

11 KARAKIA WHAKAMUTUNGA – CLOSING

All in attendance closed the meeting with a karakia.

The meeting closed at 2:30pm.

Confirmed as a true and correct record.

..... (Mayor)

..... (Date)

..... (Chief Executive)

..... (Date)

7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 11 MARCH 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 Extraordinary Council meeting held on 11 March 2026 are confirmed as a true and correct record.

APPENDICES

Appendix 1 Minutes of the Extraordinary Council Meeting held on 11 March 2026

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON WEDNESDAY, 11 MARCH 2026 AT 2:00 PM**

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

APOLOGIES: Cr Martin Bosley, Cr Aidan Ellims and Cr Rupert Watson.

IN ATTENDANCE: Janice Smith (Chief Executive Officer), Stefan Corbett (Group Manager, Corporate Services), Mia Wilton (Manager, Environmental Services), Hazel Turner (Alcohol Licensing Inspector), Nicki Ansell (Lead Advisor, Performance and Strategy), Katherine Meerman (Programme Director - Local Water Done Well) and Amy Andersen (Lead Advisor, Democracy and Committees).

CONDUCT OF BUSINESS: This meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 2:02pm to 2:12pm.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

All in attendance opened the meeting.

2 APOLOGIES

2.1 APOLOGIES

RESOLUTION DC2026/12

Moved: Cr R Taylor

Seconded: Cr C Isaacs

Council resolved to accept apologies from Cr Bosley, Cr Ellims and Cr Watson.

CARRIED

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 URGENT BUSINESS

There was no urgent business.

6 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

6.1 DELEGATIONS FOR SOUTH WAIRARAPA DISTRICT COUNCIL REPRESENTATIVES ON THE WAIRARAPA TARARUA WATER LIMITED'S STAKEHOLDERS' FORUM

Ms Smith confirmed that the *Statement of Expectations* (referenced in table 1 and table 2, Appendix 1 in the report) has not yet been written and it requires approval from Council. Members noted they would like to have input into this document when it is in draft form.

RESOLUTION DC2026/13

Moved: Cr R Taylor

Seconded: Cr C Olds

Council resolved to:

1. Note that it has appointed Mayor Fran Wilde (as primary representative) and Deputy Mayor Rob Taylor (as alternate) to the office of the Council's representative on the Wairarapa Tararua Water Limited's Stakeholders' Forum (resolution DC2025/89, point 12 refers).
2. Delegate the responsibilities and powers to the person for the time being holding the office of the Council's primary representative and alternate on this Stakeholders' Forum, as listed in Tables 1 and 2 in Attachment 1 of this report.
3. Note that these delegated responsibilities and powers:
 - (a) Were approved by the Council on 8 October 2025 while agreeing to the *Constitution* and the *Shareholders' Agreement for Wairarapa Tararua Water Limited*.
 - (b) Are required, under the *Shareholders' Agreement*, to be specifically delegated by the Council to its appointed Stakeholders' Forum member and its alternate.
4. Note that this paper and the Council's decision will be shared with the Stakeholders' Forum.

[Items 1-4 read together]

CARRIED

6.2 DISTRICT LICENSING COMMITTEE APPOINTMENT OF DUAL COMMISSIONERS AND CHAIRPERSON

Mayor Wilde noted that Cr Clarke, Cr Taylor, Cr Ellims and Cr Isaacs are currently being trained in *Making Good Decisions* and once that has been completed, the preference is hearings are chaired by a councillor where possible. It was noted that commissioners (whether or not they are councillors) get paid for these hearings.

RESOLUTION DC2026/14**Moved: Mayor F Wilde****Seconded: Cr A Rutene**

Council resolved to:

1. Receive the *District Licensing Committee appointment of Dual Commissioners and Chairperson* report.
2. Appoint Catherine Rossiter-Stead as Commissioner to act as dual commissioner and Chairperson for South Wairarapa District Council effective 31 March 2026 until 31 March 2027.
3. Appoint Alistair Plimmer as Commissioner to act as dual commissioner and Deputy Chairperson for South Wairarapa District Council effective 31 March 2026 until 31 March 2027.

[Items 1-3 read together]

CARRIED**6.3 ESTABLISHMENT OF THE RECOVERY GOVERNANCE BOARD**

Noted: Error in recommendation 5 - removed Councillor Chris Archer and replaced with Councillor Colin Olds.

RESOLUTION DC2026/15**Moved: Cr C Archer****Seconded: Cr R Clarke**

Council resolved to:

1. Receives the *Establishment of the Recovery Governance Board* report.
2. Approves the formation of the Recovery Governance Board.
3. Adopts the Terms of Reference for the Recovery Governance Board as set out in Appendix 1.
4. Approves the following delegations to Recovery Governance Board:
 - a) Endorse applications for central government support
 - b) Advocate to Wellington CDEM Group and national agencies
 - c) Approve allocation of any recovery grants (if activated).
5. Approves the appointment of: Councillor Colin Olds, Councillor Aidan Elimms, Councillor Andrea Rutene, and Haami Te Whaiti (representing Kahungunu ki Wairarapa) as members of the Recovery Governance Board.
6. Approves the appointment of a representative of Rangitāne o Wairarapa as advised by Rangitāne o Wairarapa.

[Items 1-6 read together]

CARRIED

6.4 APPROVAL OF THE RURAL AND COASTAL ADVISORY GROUP TERMS OF REFERENCE

Members sought the addition of a Te Tiriti o Waitangi expert to the selection panel for the assessment of expressions of interest (EOI) from community members. As a result, Councillor Baker’s name was added to recommendation 3.

RESOLUTION DC2026/16

Moved: Cr A Rutene

Seconded: Cr R Clarke

Council resolved to:

1. Receive the *Approval of the Rural and Coastal Advisory Group Terms of Reference* report.
2. Approve the Rural and Coastal Advisory Group Terms of Reference.
3. Appoint Mayor Wilde, Deputy Mayor Rob Taylor, Councillor Aidan Ellims, Councillor Collier Isaacs, Councillor Colin Olds and Councillor Simone Baker to the selection panel for the community membership of the Rural and Coastal Advisory Group.
4. Direct the CEO to commence the EOI process for the Rural and Coastal Advisory Group as soon as possible.

[Items 1-4 read together]

CARRIED

7 KARAKIA WHAKAMUTUNGA – CLOSING

All in attendance closed the meeting with a karakia.

The meeting closed at 2:12pm.

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 - FRAUD AND CORRUPTION 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-12-march-2026/>

RECOMMENDATIONS

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 12 March 2026: to approve the Fraud and Corruption Policy (Resolution RAC2026/02).

BACKGROUND

The Fraud and Corruption Policy is scheduled for its regular review to ensure it remains current, fit-for-purpose, and aligned with public sector expectations.

The purpose of a Fraud and Corruption Policy is:

- to articulate Council's commitment to integrity, transparency, and accountability;
- to establish expectations for staff, elected members, and contractors; and
- to ensure there are clear processes for reporting and managing suspected fraudulent or corrupt activity.

The updated policy has been developed with reference to guidelines published by the Office of the Auditor-General (OAG), including principles relating to risk management, internal controls, reporting channels, and organisational culture. Following adoption of this policy, as part of the

implementation phase, managers & staff will review and adjust associated operational procedures, and controls to ensure that the processes supporting the policy are robust and effective.

DISCUSSION

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

For further details of the Committee’s discussion, please refer to the Committee’s meeting minutes here: https://swdc.govt.nz/wp-content/uploads/RAC_Minutes_12-Mar-2026.pdf

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 report complies with the Local Government Act 2002.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	There are no health and safety implications.

APPENDICES

Appendix 1 Fraud and Corruption Policy - Reviewed 31 March 2026



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Fraud and Corruption Policy and Procedures

First Adopted	27 September 2006
Last Reviewed	31 March 2026
Policy Number	N702
Next Review	31 March 2029 Minor procedural amendments may be made to the procedures that sit within this policy outside of scheduled reviews on the approval of the Chief Executive Officer. Amendments will be reported in the governance report to the appropriate committee.

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Fraud and Corruption Policy

1. Relevant Legislation

- [Crimes Act 1961](#) (sections 99, 105 and 105A)
- [Employment Relations Act 2000](#)
- [Human Rights Act 1993](#)
- [Local Authorities \(Members' Interests\) Act 1968](#)
- [Local Government Act 2002](#) (sections 100 and 101)
- Protected Disclosures (Protection of Whistleblowers) Act 2022
- Serious Fraud Act 1990
- [Secret Commissions Act 1910](#)

2. Related Policies and Documents

- [Elected Member Code of Conduct](#)
- [Code of Conduct for Community Board Members](#)
- [Procurement Policy](#)
- [Financial Delegations Policy](#)
- [Protected Disclosures Policy](#)
- [Protected Disclosures Procedures](#)
- Staff Code of Conduct

3. Purpose

The purpose of this policy is:

- To clearly state the South Wairarapa District Council's (SWDC) commitment to integrity, transparency, and accountability, and a zero-tolerance stance toward fraud and corruption.
- To provide clear guidance to employees, senior leaders, elected or appointed members, contractors and other partners who encounter or suspect fraud and corruption within or involving SWDC.
- To clarify what fraud and corruption are, how to recognise them and the behaviours known to be associated with them.
- To raise awareness throughout SWDC about how to report fraud and corruption.
- To outline how any alleged or proven instances, of fraud and corruption will be dealt with when found.
- To embed good-practice expectations around prevention, detection, reporting, investigation, response, and continuous improvement.
- To reinforce the importance of strong organisational culture, leadership tone, and personal accountability for protecting public resources.
- To ensure everyone associated with SWDC understands their responsibilities for maintaining an environment where fraud and corruption are less likely to occur.

This policy is supported by the [Fraud and Corruption Procedures](#) which provide detailed guidance to staff and elected & appointed members who encounter or suspect fraud and corruption. Internal

controls, training, declarations of interest, and reporting mechanisms also provide support to the implementation of the content of this policy.

4. Scope

Fraud and corruption can occur due to the actions of SWDC employees, elected or appointed members, suppliers, consultants, contractors, volunteers, or any other parties with whom SWDC interacts. This includes individuals, groups, companies, partnerships, trusts, or other entities.

This policy applies to all suspected, alleged or proven instances of fraud and corruption that are committed:

- against SWDC by any person (legal or natural); or
- by SWDC's employees, consultants, vendors, contractors, elected or appointed members, and/or any other parties that have a relationship with the council.

Employees include:

- Current and employees,
- Temporary or agency staff,
- People seconded to the council,
- Interns, work-experience participants, or volunteers.

This policy applies to all activities, assets, processes, programmes, and decisions within SWDC's control, including procurement, financial management, grants, service delivery, regulatory functions, and use of Council resources.

This policy applies regardless of whether conduct occurs internally, externally, online, or using remote-access systems.

This policy does not apply to:

- Minor fraud perpetrated by members of the public against the Council that is more appropriately handled through existing operational processes (e.g., providing incorrect information on a licence application).
- Routine performance-management issues that should be resolved by the staff member's Manager with the support of the General Manager and the People & Capability team.
- Conflict-of-interest matters involving Councillors, who are subject to provisions within the Local Authorities (Members' Interests) Act 1968, the Local Government Act 2002, and South Wairarapa District Council's Code of Conduct for Elected Representatives.
- Theft of money or goods by a person not employed by the Council.
- Code of Conduct behaviour issues that do not involve fraud or corruption and are managed under existing behavioural or conduct policies.
- Customer fraud involving low-risk, low-value losses that are managed as part of normal operational processes.

Where uncertainty exists about whether an issue falls within this policy, staff must seek guidance from the Chief Executive, the Chief Financial Officer, or Principal Advisor, People and Culture.

5. Our organisational commitment and objectives

South Wairarapa District Council (SWDC) is committed to maintaining a culture of integrity, openness, and accountability in accordance with good practice guidance issued by the Office of the Auditor-General. We are committed to creating an environment where fraud and corruption are:

- **prevented** wherever possible by:
 - maintaining strong internal controls and clear delegations;
 - promoting ethical conduct and a culture of integrity;
 - training staff and elected/appointed members to recognise risks and red flags;
 - conducting regular fraud risk assessments; and
 - ensuring suppliers, contractors, and partners understand and uphold SWDC's standards.
- **detected early** by
 - encouraging reporting through clear, confidential, and accessible channels;
 - monitoring systems and transactions for anomalies;
 - undertaking internal audits and reviews; and
 - ensuring staff know how to recognise warning signs and report concerns without fear of reprisal.
- **responded to** decisively, lawfully, and effectively by
 - taking immediate action to secure and preserve evidence;
 - ensuring allegations are assessed and investigated by appropriately skilled personnel;
 - remedying harm caused and pursuing recovery of losses where feasible;
 - applying disciplinary, contractual, or legal action as appropriate; and
 - reviewing incidents to strengthen controls and prevent recurrence.

To support this commitment, SWDC makes the following commitments in relation to preventing, detecting and responding to fraud and corruption threats:

- We have a **zero-tolerance approach** to suspected, detected, or identified instances of fraud and corruption.
- We **treat all instances consistently and impartially**. The same principles, standards, and seriousness will be applied regardless of the person involved, position held, or financial value.
- We will **embed integrity in our organisational culture**, ensuring everyone understands their responsibility for preventing, identifying, and reporting fraudulent or corrupt behaviour.
- We **recognise our legal and ethical obligations** to act fairly, lawfully, objectively, and in good faith when conducting investigations into suspected instances of fraud or corruption.
- We will apply a **consistent, evidence-based standard of investigation** to determine whether fraud or corruption has occurred, ensuring findings are based on reliable, objective, and appropriately supported.
- We are committed to **continuous improvement**, regularly reviewing our fraud control systems, controls environment, training, and reporting mechanisms to ensure effectiveness and alignment with OAG expectations.

- We will promote **transparency and accountability**, sharing lessons learned and, where appropriate, reporting outcomes to senior leaders, elected members, auditors, and regulatory bodies.

Zero Tolerance

A zero-tolerance approach to fraud and corruption means that all suspected acts must be reported immediately, and every report will be thoroughly investigated with appropriate action taken. SWDC will make every reasonable effort to collect reliable and sufficient evidence to support disciplinary action or prosecution. All confirmed acts of fraud or corruption will be treated as serious misconduct and referred to the New Zealand Police or another appropriate enforcement agency for consideration. Wherever possible and practicable, SWDC will actively pursue recovery of any losses or costs incurred, including— but not limited to— money, physical assets, intellectual property, third-party expenses, and investigation costs. In applying this policy and its procedures, SWDC staff are guided at all times by the organisation’s adopted values and behaviours.

6. Defining and recognising fraud and corruption

Fraud is an intentional act involving deception by one or more individuals to obtain an unjust, unlawful, or illegal advantage. It involves the use of dishonest means to gain benefit, avoid an obligation, or cause loss to SWDC. This definition aligns with the OAG, which states that fraud includes bribery and corruption and encompasses a broad range of dishonest or deceptive conduct.

Examples of fraud include, but are not limited to:

- Knowingly providing false, incomplete, or misleading information to SWDC to gain an unjust or unlawful advantage.
- Unauthorised possession, use, or misappropriation of SWDC funds, assets, or resources.
- Deliberate mishandling, concealment, or misreporting of financial transactions.
- Unauthorised access to and misuse of SWDC systems, data, or information for personal gain or to cause harm.
- Destruction, removal, or inappropriate use of records or physical assets for personal benefit.
- Deliberate misuse of SWDC property, including vehicles, equipment, or IT resources.
- Forgery or fraudulent alteration of documents or records.

Corruption is the abuse of entrusted power, position, or authority for private or personal gain. It is a form of fraud characterised by dishonest influence, coercion, bribery, manipulation, or misuse of official position. The OAG identifies corruption as the abuse of power for private gain and notes that bribery is included within the definition. [oag.parliament.nz]

Examples of corruption include:

- Providing, assisting, or validating false or misleading information to improperly influence or circumvent procurement or decision-making processes.
- Improperly disclosing confidential, private, or commercially sensitive information without authority.
- Soliciting, accepting, offering, or seeking gifts, benefits, favours, or anything of material value that could improperly influence, or be perceived to influence, an official duty.
- Attempting to influence, or being influenced by, a member of the public, contractor, or partner to act in a way that is dishonest, biased, breaches public trust, or contravenes SWDC Codes of Conduct or statutory obligations.

Distinguishing Fraud and Corruption from Other Behaviour

Fraud and corruption involve deliberate dishonesty, deception, or the abuse of position for unfair, unjustified, unlawful, or illegal gain. They are distinct from:

- unintentional errors,
- poor performance, or
- breaches of policy or conduct requirements that do not involve dishonesty.

Such issues may still require management action or disciplinary processes, but they do not meet the threshold for fraud or corruption unless intentional deception or misuse of entrusted power is involved.

7. Recognising Fraud and Corruption

Fraud and corruption often arise when certain behavioural and organisational conditions are present. OAG-linked guidance highlights the widely recognised “fraud triangle”, which identifies three pre-conditions that increase the likelihood of fraudulent or corrupt behaviour occurring: pressure, opportunity, and rationalisation.

Understanding the behaviours, circumstances, and organisational factors that enable fraud and corruption helps SWDC minimise risk and detect issues early. Three key pre-conditions are commonly associated with fraud and corruption:

Incentives or Pressures

People may experience personal, financial, work-related, or external pressures that motivate them to commit fraud or corruption. Examples include financial hardship, debt, addiction, unrealistic performance expectations, or external coercion. These pressures create a perceived need that may drive dishonest behaviour.

Opportunities

Fraud and corruption are more likely where there are gaps or weaknesses in systems, processes, or oversight, or where individuals can override or manipulate controls. Poor segregation of duties, inadequate monitoring, weak procurement controls, and ineffective oversight all create opportunities. Strong, up-to-date internal controls and a healthy organisational culture significantly reduce these opportunities.

Attitudes or Rationalisation

Individuals may justify or rationalise fraudulent behaviour to themselves. Common rationalisations include believing that “everyone does it,” feeling mistreated, thinking the organisation won’t notice, or viewing misuse of resources as harmless. Rationalisation allows people to commit wrongdoing while minimising their own sense of culpability.

These three factors do not excuse fraud or corruption, but recognising these warning signs enables SWDC to strengthen controls, support staff appropriately, and reduce the likelihood of fraud or corruption occurring.

Fraud and Corruption Procedures

Purpose

These procedures guide SWDC staff and elected/appointed members to report, manage, and investigate suspected fraud or corruption, and clarify roles, responsibilities, and protections. They support OAG-aligned good practice on detection, prevention, response, and organisational integrity.

1. Reporting suspected fraud or corruption

Suspected fraudulent or corrupt activity must be reported **immediately**. All information reported is to be treated confidentially.

Fraud by staff members

Suspected incidents **by staff** are to be reported to:

- their Manager,
- Principal Advisor, People & Culture
- Chief Financial Advisor,
- General Manager Corporate Services, or
- Chief Executive.

Fraud by elected or appointed members

Suspected incidents **by elected or appointed members** are to be reported to the Chief Executive.

Fraud by the Chief Executive

If it is suspected **the Chief Executive** is involved, the information is to be reported simultaneously to the Mayor and Chair of the Risk and Assurance Committee (RAC).

Ongoing incidents

If there is an **immediate threat** to safety, significant loss risk, or suspected criminal activity in progress, contact NZ Police and then notify one of the channels above.

Appointed Auditor

Where matters are material, systemic, or of high public interest, SWDC will inform the Appointed Auditor so they can notify the Office of the Auditor General (OAG) as appropriate.

Reports should include the following information to support investigation:

- Nature of the suspected conduct, dates/times, and who may be involved.
- How the matter came to light and any immediate risk (e.g., asset, safety, data).
- Any documents, records, or verifiable facts.

Anyone who suspects fraud or corruption must not attempt to personally undertake investigations unless they are assigned to do so.

2. Protected and anonymous disclosure

Disclosures are made under the Protected Disclosures (Protection of Whistleblowers) Act 2022 (The Act).

Any current or former worker (including volunteers and secondees) can make a protected disclosure of serious wrongdoing, which includes unlawful, corrupt, or irregular use of public funds/resources, gross misconduct/mismanagement in public sector, and serious risks to health and safety.

How to disclose:

You may disclose internally through the people mentioned in part one of these procedures; or

You may disclose directly to an appropriate authority at any time (e.g., Police, Serious Fraud Office (SFO), Public Services Commission (PSC), or the Ombudsman), as permitted by the Act.

Confidentiality & protections

SWDC will protect your identity to the fullest extent permitted by law and handle information under Sections 17–19 of The Act.

No retaliation

Sections 20 to 22 of The Act state that it is unlawful to retaliate or treat a discloser less favourably because of their disclosure.

Immunity

Disclosers have immunity from civil, criminal, and disciplinary proceedings under Section 23 of The Act.

Receiver duties & timeframes

SWDC will acknowledge, assess, decide actions or referrals, and keep the discloser informed, consistent with the Act and Ombudsman guidance.

Anonymous reports

These are accepted through Te Kete or an above listed external authority where appropriate, e.g. police). SWDC will still assess and act on the information provided.

3. Triage, risk management and case management

Immediate actions (within 2 business days)

The initial receiver will:

- Acknowledge receipt (unless anonymous).
- Record the matter in the secure Fraud & Corruption Incident Register (restricted access: CE, GM Corporate Services, CFO).
- Assess immediate risks and implement urgent containment steps (e.g., suspend access, place payment hold), minimising operational disruption. (Monitoring integrity guidance emphasises timely action, transparency, and data-informed decision-making.)

Preliminary assessment (within 5 business days)

CE (or Mayor/Chair RAC if CE is implicated) decides whether to:

- Close with rationale and control improvements;
- Proceed to a fact-find; or
- Open a formal investigation.

Notification & oversight

The CE will inform those with a legitimate need-to-know (e.g., impacted GM/Manager; Chair RAC), maintaining confidentiality. Significant cases are reported (in-committee) to RAC and included (de-identified) in quarterly integrity reporting.

4. Investigation governance and process

Independence & capability

A Lead Investigator is appointed with appropriate independence, objectivity, and skills. Conflicts of interest must be disclosed and managed. External specialists or legal counsel may be engaged.

Terms of Reference (ToR)

The ToR for each investigation will define scope, standards, timeframe, legal/privacy considerations, reporting line, and criteria for referral to enforcement agencies.

Evidence handling

- A chain-of-custody will be used for physical/digital evidence;
- Secure data preservation (system logs, email, CCTV) in line with Public Records Act and Privacy Act obligations;
- Access will be limited to those that "need-to-know".

Process steps

- Discrete inquiries to establish substance and scope of alleged occurrence.
- If the threshold is met, formal investigation commences; CE (or Mayor/Chair RAC) is updated.
- Natural justice: people subject to allegations are advised of particulars and given a fair opportunity to respond (with support person/legal representation).

- Findings based on reliable, corroborated evidence; report provided to CE and RAC Chair (in-committee).

External referral

Where there is suspected criminal offending, refer to NZ Police or the Serious Fraud Office; SWDC may also notify the Appointed Auditor depending on materiality and public interest.

Communication

All media or public statements are handled by the CE (or delegate) with Legal/Communications support to protect the integrity of the process and any ongoing enforcement actions.

5. Outcomes, remediation, and continuous improvement

Disciplinary and contractual action

Confirmed conduct may result in disciplinary action (including dismissal), contract termination, debarment, and/or recovery of losses.

Loss recovery & insurance

SWDC will pursue recovery (money, assets, IP, third-party costs, investigation costs) and lodge insurance claims where applicable.

Control improvements

Each case results in a lessons-learned review to strengthen controls (e.g., segregation, delegations, procurement steps, gifts/benefits, cards, travel & hospitality).

Integrity monitoring and reporting

SWDC will maintain an integrity dashboard (trends, root causes, training completion, control fixes) and report regularly to RAC.

6. Roles and responsibilities

Chief Executive (or Mayor/Chair RAC if CE implicated)

Overall accountability for prevention, detection and response; timely, fair investigations; appointing Lead Investigator; determining referrals to Police/SFO; ensuring integrity reporting to RAC; and engaging the Appointed Auditor where appropriate.

Risk & Assurance Committee (RAC)

Maintain the Incident Register; advise on risk/controls; support triage and investigations (independent of management where needed); report patterns/trends to RAC.

Group Manager Corporate Services

Ensure fair process and employment-law compliance; support disclosers; coordinate protected disclosure handling and anti-retaliation measures.

Chief Financial Officer:

Ensure financial controls, delegations, reconciliations and sensitive-expenditure policies are effective and reviewed; action immediate financial containment (e.g., freeze cards, stop payments).

Ensure regular monitoring of controls, transactions, and reconciliations are conducted.

Review and update the Fraud & Corruption Policy and Procedures at least every two years.

Policy & Governance Advisor:

Keep policy and procedures current and communicated; ensure training aligns to OAG integrity framework; coordinate induction materials and periodic refreshers.

Managers:

Promote awareness; identify fraud risks; maintain and enforce controls; support reporters; and promptly action containment steps when directed.

All employees, contractors, volunteers, and elected/appointed members:

Act honestly; comply with policies and controls; report concerns immediately; cooperate with investigations; and declare/manage conflicts of interest

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

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

Author: Charly Clarke, Chief Financial Officer

Authoriser: Janice Smith, Chief Executive Officer

File Number:

PURPOSE

To seek approval from *councillors* to temporarily operate outside the Council's Treasury Policy by adopting a short-term borrowing approach for water-related debt that is not subject to hedging during the period between this Council meeting and the transition of water-related loans to the new Council-Controlled Organisation (CCO).

EXECUTIVE SUMMARY

- Council is currently managing \$28.5 million of debt, which is expected to increase to \$38–\$40 million over the coming months.
- The increase in borrowing is driven primarily by strong activity in the waters and roading capital programmes. A significant proportion of new borrowing relates to water infrastructure, which is expected to transition to the water services CCO shortly after 1 July 2027.
- Short-term interest rates remain comparatively low, creating an opportunity to manage financing costs prudently in the short term. Strict application of the Treasury Policy hedging requirements at this time may result in unnecessarily locking in longer-term fixed rates for debt that will soon be transferred out of Council.
- Approval is sought to temporarily allow greater use of short-term or floating rate borrowing for water-related debt, outside standard Treasury Policy limits, until transition to the CCO occurs. Non-waters debt will continue to be actively assessed for longer-term fixing, with ongoing market monitoring supported by Bancorp.

RECOMMENDATIONS

1. That *Council* **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. That *Council* **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.
3. That *Council* **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.

BACKGROUND

Council's Treasury Policy sets out the framework for managing interest rate risk, liquidity, and refinancing risk, with the primary objectives of certainty, affordability, and long-term financial sustainability.

Ordinarily, the policy requires a defined portion of debt to be hedged across fixed terms to reduce exposure to interest rate volatility. This approach is appropriate for long-term Council debt that is expected to remain on the Council balance sheet.

However, Council is currently in a transitional phase in relation to its water services activities. Under the wider water services reform programme, water-related loans are expected to transfer to a CCO shortly after 1 July 2027. As a result, the economic life of this debt on Council's balance sheet is shorter than normal.

At the same time, Council is experiencing strong delivery of its capital programme, particularly in waters and roading, necessitating increased borrowing in the near term.

DISCUSSION

Interest Rate Environment

Short-term borrowing rates remain relatively low compared to longer-term fixed rates. Locking in long-dated hedges for debt that will transfer off Council's balance sheet in the near future could result in higher interest costs without related risk reduction.

Using short-term or floating rate funding for water-related borrowing allows Council to:

- Benefit from the current rate environment
- Retain flexibility ahead of the debt transfer
- Avoid unnecessary break costs at transition
- Allows us to receive transfer from the CCO for the debt upon maturity soon after 1 July 2027

Alignment with Treasury Policy Principles

While this approach represents a temporary departure from the strict hedging ratios in the Treasury Policy, it remains consistent with the underlying principles of the policy by:

- Acting prudently in light of the known transition of water assets and liabilities
- Managing financial risk in a proportionate manner
- Minimising total borrowing costs over the relevant time horizon

Separation of Water and Non-Water Debt

Council's debt portfolio comprises both water-related and non-waters activities.

Water-related debt:

- Shorter effective tenure on Council's balance sheet
- Proposed greater reliance on short-term borrowing until transfer to the CCO

Non-waters debt (e.g. roading, general infrastructure):

- Expected to remain with Council long-term

- Will continue to be assessed for longer-term fixing where appropriate
- Interest rate exposures will be actively monitored with advice from Bancorp, our treasury advisors.

This differentiated approach ensures risks are managed appropriately for each category of debt.

COMPLIANCE SCHEDULE

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with Long-Term Plan forecasts for debt.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has reviewed this report.
State the possible implications for health and safety	None

APPENDICES

Nil

10.2 DOG CONTROL FEES AND CHARGES 2026/2027

Author: Mia Wilton, Manager, Environmental Services

Authoriser: Janice Smith, Chief Executive Officer

File Number:

PURPOSE

To provide councillors with options to set the fees and charges for dog control ahead of the annual plan for the 2026/2027 financial year.

EXECUTIVE SUMMARY

- [The Dog Control Act 1996](#) grants the power for the Council to set the fees and charges regarding the dogs in its district. The fees need to be set and publicly notified in a newspaper within the district at least one month prior to the start of the registration year.
- The fees and charges related to dog control will be included in the fees and charges for South Wairarapa District Council as part of the Annual plan 2026/2027 and will take effect from 1 July 2026.

RECOMMENDATIONS

That Council receive the *Dog Control Fees and Charges 2026/2027* report.

1. That Council adopt a 5% increase to the Dog Control fees for 2026/2027
2. Authorise Council officers to give public notice of those fees.

BACKGROUND

The Dog Control Act 1996 (the Act) gives Council the power to set fees for the registration and control of dogs within its territory. [Section 37 of the Act](#) states “that fees shall be made by resolution of Council and that fees must be publicly advertised once they are set”.

Under Section 37(2)(f), additional fees may be applied as a penalty when a dog is not registered by the required date. These fees cannot be more than 50% of the amount that would have been payable if the dog had been registered on the first day of the registration year.

South Wairarapa District Councils [Control of Dogs Policy](#), Section 11 includes that Dog Control Fees will be aligned with the Long Term Plan / Annual Plan each year, with the purpose to:

- ensure dog owners meet their obligations under the Dog Control Act (1996) and associated bylaws
- actively promote responsible dog ownership and the care and welfare of dogs
- prevent potential danger caused by dogs to the public, wildlife and natural habitats
- minimise potential distress and nuisance caused by dogs to the public (including children), wildlife and natural habitats; and
- provide for the exercise and recreational needs of dogs and their owners.

Dogs that are certified as disability assist dogs, as defined in Schedule 5 of the Dog Control Act are exempt from registration fees.

DISCUSSION

Dog control fees are reviewed annually as part of Council's fees and charges.

Council's Revenue and Financing Policy states that dog control activities are funded through a mix of user charges (dog fees) and rates, reflecting the balance between public and private benefit. This has been considered when setting the proposed fees and charges for 2026/2027.

Council has previously adopted increases of 10% in 2023, 5% in 2024, and 3% in 2025. However, the smaller increases over the last two years have not been sufficient to maintain the policy's intended distribution of costs between public and private good, which is set at 50% to 80% private good. A higher-than-inflation increase is needed to restore this balance.

The three options presented would improve the distribution as follows:

- A 5% increase would achieve approximately 59% private good.
- A 10% increase would achieve approximately 62% private good.
- A 15% increase would achieve approximately 64% private good.

Although the options show fee increases in 5% increments, the higher share of operating costs means that the proportion of the private good funded through fees will increase by less than 5%. As a result, the fee increases produce only a modest shift in the private-good share rather than a proportional change equal to the increase in fees and charges.

OPTIONS

Option 1

Under this option, dog control fees increase by 5% which is slightly higher than the 2.2% inflationary cost increase reflected in the 2025/2026 budget. While this approach maintains consistency with cost inflation, it is not ideal from a funding policy perspective. The increase does not bring Council above the minimum percentage set in the Revenue and Finance Policy, leaving the distribution between public and private benefit largely unchanged which is currently at 54%.

Option 2

This option proposes a 10% increase to fees, bringing them more in line with the levels set out in the Revenue and Finance Policy. While this adjustment moves the fees further within the policy parameters, Council would then be more in line with the Revenue and Finance Policy.

This option proposes a 15% increase to fees. This option makes a more meaningful move toward a user-pays approach and places Council more firmly within the Revenue and Finance Policy.

A detailed breakdown of the actual costs is outlined in Appendix 1.

CONSIDERATIONS

Financial

	Yes/No/NA	Commentary
Inclusion in the AP/LTP? (if no – provide commentary)	Yes	Due to the legislative requirement to publicly notify the incoming fees and charges they are required to be adopted outside of the Annual Plan adoption.
Confirmed budget source	Yes	
OPEX or CAPEX	N/A	
Rating impact	No	
Procurement process	N/A	

There is no financial impact from adopting the proposed changes. However, if fees and charges were not adjusted, there would be a financial impact over time, as the current public–private funding split would not keep pace with inflation. This would result in fees remaining at the lower end of the policy’s required range and eventually falling out of alignment with the Revenue and Finance Policy.

	2025/26 budget		inflated 26/27		New 26/27	
Annual Plan +5%						
Rate Requirements	- 209,937.00		- 205,384.00		- 184,891.00	
21302112. Dog Licences	- 214,643.00		- 219,365.00		- 239,858.00	
21302116. Pound & Infringement Fees	- 2,157.00		- 2,204.00		- 2,204.00	
21302117. Fines	- 25,983.00		- 26,555.00		- 26,555.00	
21303124. Dog Product Sales	- 1,027.00		- 1,050.00		- 1,050.00	
21311158. Miscellaneous Income	-		-		-	
Total	- 243,810.00		- 249,174.00		- 269,667.00	
	- 453,747.00	54%	- 454,558.00	55%	- 454,558.00	59%

Climate Change

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

CONCLUSION

An increase in fees and charges is recommended to ensure Council remains within the parameters set by the Revenue and Finance Policy. Without an adjustment, rising costs would affect the public–private split over time. It is recommended to increase fees by 5% to ensure a more appropriate public-private split and ensuring actual costs are largely borne by dog owners.

COMPLIANCE SCHEDULE

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

1. A Local authority must, in the course of the decision-making process,

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with the Dog Control Act 1996, South Wairarapa District Council – Control of Dog Policy and the South Wairarapa District Council Control of Dogs Bylaw 2013.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has reviewed this report.
State the possible implications for health and safety	Not applicable.

APPENDICES

Appendix 1 Dog Control Fees and Charges Options

	Current Price	Option 1	Option 2	Option 3
Description		Increase of 5% (Rounded to nearest dollar)	Increase of 10% (Rounded to nearest dollar)	Increase of 15% (Rounded to nearest dollar)
GENERAL				
Urban – Entire	\$131.00	\$138.00	\$144.00	\$151.00
Urban - Desexed	\$92.00	\$97.00	\$101.00	\$106.00
Urban – Classified (Dangerous)	\$138.00	\$145.00	\$152.00	\$159.00
Rural – Entire	\$83.00	\$87.00	\$91.00	\$95.00
Rural - Desexed	\$50.00	\$53.00	\$55.00	\$58.00
Rural – Classified (Dangerous)	\$75.00	\$79.00	\$83.00	\$86.00
Flat fee 10 rural dogs	\$262.00	\$275.00	\$288.00	\$301.00
Additional dogs	\$26.00	\$27.00	\$29.00	\$30.00
LATE FEE				
Urban – Entire	\$196.00	\$205.00	\$216.00	\$225.00
Urban - desexed	\$138.00	\$143.00	\$151.00	\$159.00
Urban – Classified (Dangerous)	\$204.00	\$214.00	\$224.00	\$234.00
Rural - Entire	\$123.00	\$129.00	\$135.00	\$141.00
Rural - Desexed	\$76.00	\$78.00	\$82.00	\$87.00
Rural – Classified (Dangerous)	\$114.00	\$119.00	\$125.00	\$131.00
Late fee for 10 rural dogs	\$392.00	\$412.00	\$432.00	\$451.00
Additional dogs	\$39.00	\$40.00	\$42.00	\$44.00
IMPOUNDING				

First	\$82.00	\$86.00	\$90.00	\$94.00
Second	\$206.00	\$216.00	\$227.00	\$237.00
Third	\$309.00	\$324.00	\$340.00	\$355.00
Housing (Feeding)	\$26.00	\$27.00	\$29.00	\$30.00
Seizure	\$103.00	\$108.00	\$113.00	\$118.00
Costs and expenses relating to seizing a dog	Actual cost, plus 10%	Actual cost, plus 10%	Actual cost, plus 10%	Actual cost, plus 10%
OTHER FEES				
Micro-chipping	\$21.00	\$22.00	\$23.00	\$24.00
Permit 2+dogs	\$170.00	\$179.00	\$187.00	\$196.00
Replacement tags	\$8.00	\$8.00	\$9.00	\$9.00
Surrender dog	\$360+actual expenses	\$378+ actual expenses	\$396 + actual expenses	\$414 + actual expenses

10.3 WAIRARAPA EMERGENCY MANAGEMENT STRATEGY

Author: Nigel Carter, Lead Advisor, Health, Safety and Emergency Management

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

PURPOSE

For the Council to adopt the Wairarapa Emergency Management (EM) Capability Strategy 2025-2030.

EXECUTIVE SUMMARY

The Strategy establishes a unified regional approach to emergency management across the three Wairarapa councils, aiming to improve coordination, resilience, and consistency in planning and operations. It sets goals to lift capability, build a sustainable workforce, strengthen partnerships (including iwi), and embed resilience into everyday council activity without requiring new budget decisions. An identical approval is being sought from Masterton and Carterton District Councils.

RECOMMENDATIONS

That Council:

1. Receives the Wairarapa Emergency Management Strategy report.
2. Adopts the Wairarapa Emergency Management Capability Strategy 2025-2030.

BACKGROUND

In June 2025, South Wairarapa, Carterton and Masterton District Councils agreed to expand the shared Emergency Operations Centre (EOC) model used during an EM response to establish a shared, enduring, and dedicated EM capability across Wairarapa. The development of the model led by a Regional EM Manager was driven off the success of the Wairarapa Recovery Office (WRO) and its ability to deliver strong outcomes with a dedicated and focussed resource.

The EM Office commenced on 1 July with Regional Manager Simon Taylor working with senior managers responsible for EM within each council to document the strategy, risk, and policy guidelines for the EM Office.

DISCUSSION***Wairarapa Emergency Management Capability Strategy*****Strategy overview**

With a vision of “a resilient Wairarapa where councils, iwi, communities, and partners work together to prepare for, respond to, and recover from hazard or disaster events”, the 5year Strategy for EM capability across Wairarapa has been developed to align with the Wellington Region EM Group Strategy, proposed changes to the EM Bill (No.2), and using the CDEM Act 2002 and subsequent amendments as the baseline.

The Strategy is designed as an internal operating policy that provides guidance to councils to:

- Deliver EM objectives effectively with a focused team
- Coordinate EM response and recovery on behalf of the three councils
- Improve efficiency and avoid duplication
- Create consistency in planning, systems, and service delivery
- Pool expertise and resources across three councils to resource the EOC and ongoing Local Controller duties
- Strengthen and consolidate relationships with iwi, lifeline utilities, emergency services, and central government
- Build resilience and long-term sustainability

Strategic goals

The strategic goals of the strategy by 2030 are:

- Lift council capability from Level 2 (Base) to Level 4 (Managed)
- Have a sustainable workforce strategy
- Deliver consistent policy and planning across the region
- Operate a shared Common Operating Picture with strong ICT interoperability
- Embed emergency management into business-as-usual council functions

Priority focus areas are confirmed as follows:

Category	Initiatives	Actions	Outcomes by 2030
<p>Understanding EM Risk, Assurance & Improvement</p>	<ul style="list-style-type: none"> • Develop a comprehensive regional risk profile • Implement an assurance and continuous improvement programme 	<ul style="list-style-type: none"> • Hazard, risk, and vulnerability assessment (HRVA) updated regularly • Establish a monitoring and assurance framework reporting to CEs and elected members • Annual self-assessment against the national capability framework • Implement lessons management following events and exercises 	<ul style="list-style-type: none"> • Comprehensive and regularly updated risk landscape • Formalised assurance and improvement programme • Demonstrated year-on-year improvement in capability

Category	Initiatives	Actions	Outcomes by 2030
Strategic Planning	<ul style="list-style-type: none"> • Develop a workforce strategy for emergency management • Build regional expertise through CIMS specialist roles • Enhance situational awareness with a Common Operating Picture • Deliver an ICT strategy that ensures interoperability with partners 	<ul style="list-style-type: none"> • Workforce plan covering training, secondments, volunteers, iwi partnerships • CIMS Centres of Excellence for controllers, logistics, planning, and public information • Develop and deploy a regional digital COP integrating GIS, dashboards, and real-time feeds • ICT roadmap ensuring alignment with councils, WREMO, and national systems 	<ul style="list-style-type: none"> • Sustainable and skilled EM workforce across Wai3C • Recognised regional CIMS specialist capability • COP in place and used for events, exercises, and BAU monitoring • Future-proof ICT supporting interoperability and resilience
Policy & Operational	<ul style="list-style-type: none"> • Embed resilience and reduction activities across council operations • Improve alignment of council policies with EM principles • Strengthen partnerships with iwi, lifeline utilities, and community groups 	<ul style="list-style-type: none"> • Redefine WREMO's regional priorities in the Wairarapa context • Establish a Wai3C EM Policy Panel to align district planning, asset management, and infrastructure strategies • Annual regional EM work programme agreed with stakeholders • Expand and strengthen community and iwi partnerships 	<ul style="list-style-type: none"> • Reduction and resilience activities embedded into BAU council policies • Strong alignment across three councils' planning frameworks • Active partnerships delivering shared resilience outcomes

Immediate work programmes are:

1. People development and upskilling council employees into EM/EOC roles
Develop appropriate Iwi/Hapu partnership models
2. Develop a comprehensive regional risk profile, and undertake a hazard, risk, and vulnerability assessment (HRVA).
3. Reduction and resilience activities embedded into BAU council activities.

The draft Strategy was agreed by senior council managers responsible for EM in December 2025 and recommended for Council’s adoption by the Risk & Assurance Committee in March 2026 (**Attachment 1 – Wairarapa Emergency Management Capability Strategy 2025-2030**).

CONSIDERATIONS

Climate change

The increasing frequency of severe weather events due to climate change means we are more likely to experience environmental events such as flooding. Many EM mitigations and activities seek to address or reduce anticipated climate impacts and support adaptation strategies.

Tāngata whenua

EM activities include engagement with tāngata whenua through the EOC Pou Māori roles, and SWDC Māori Liaison and Emergency Management Advisory roles. Mana whenua representatives participate in the Wellington CDEM Group governance.

Financial impact

There are no budgetary decisions required in this report.

Community Engagement requirements

The Strategy specifically relates to increasing councils’ internal capability and capacity in EM delivery therefore no community engagement is required in this decision.

Risks

The report updates the Council on activities and mitigations outlined in the Council’s Risk Register.

COMPLIANCE SCHEDULE

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

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

Compliance requirement	Staff assessment
------------------------	------------------

State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with the Local Government Act 2002.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Please refer to considerations section of the report.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	Please refer to considerations section of the report.

APPENDICES

Appendix 1 Emergency Management Wairarapa Capability Strategy 2025-2030



2025

Emergency Management Wairarapa

CAPABILITY STRATEGY 2025-2030

SIMON TAYLOR, EMERGENCY MANAGEMENT WAIRARAPA

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Emergency Management Wairarapa Strategy 2025–2030

1. Executive Summary

Emergency Management Wairarapa (“Wai3C”) was established by South Wairarapa, Carterton and Masterton District Councils in July 2025 to strengthen and enhance the emergency management capability of the three district councils in the Wairarapa. Currently, each council self-assesses at Level 2 (base) under the national emergency management capability framework. Over the next five years, this strategy sets out how Wai3C will move to Level 4 (managed) creating a more resilient, coordinated, and capable emergency management system for the Wairarapa.

This strategy is structured around three key focus areas:

1. **Understanding our Risk, Providing Assurance & Continual Improvement**
2. **Strategic Workforce Planning**
3. **Policy & Operations – Turning Strategy into Action**

The vision is defined as:

“A resilient Wairarapa where councils, iwi, communities, and partners work together to prepare for, respond to, and recover from hazard or crisis events.

2. Context and Rationale

Current Situation

The Wairarapa region is exposed to a wide range of hazards including earthquakes, floods, drought, severe storms, and climate change-related risks. Each district within the region faces additional vulnerability from rural isolation, infrastructure interdependence, and reliance on external contractors and suppliers. Currently, staff across the three councils are at different learning and capability levels.

While there is commitment to improving emergency management, resources are limited, emergency management policy development is inconsistent or non-existent, and resilience activities are not well coordinated between council and the Wellington Region Emergency Management Office (WREMO) who deliver a broad range of resilient training programs across the Wellington region.

Why Emergency Management Wairarapa?

The establishment of Emergency Management Wairarapa provides an opportunity to:

- Pool expertise and resources across three councils to resource the Emergency Operations Centre and ongoing Local Controller duties.
- Create consistency in planning, systems, and service delivery
- Improve efficiency and avoid duplication
- Strengthen and consolidate relationships with iwi, lifeline utilities, emergency services, and central government.
- Build resilience and long-term sustainability
- Deliver emergency management objectives effectively with a focused team.
- Coordinate Emergency Management response and recovery on behalf of the three councils.
- Represent councils at EM regional and national forums.
- Coordinate responses to bills and other emergency management submissions.
- Represent councils at the Local Government Emergency Management Collective,

Legislative Framework

This strategy sits within the obligations of the **Civil Defence Emergency Management Act 2002**, the **Civil Defence Emergency Management Amendment Act 2016, COVID-19 Related Change (May 2020)**, the **National Disaster Resilience Strategy 2019-2029 (10 April 2019)**, and expectations under the **Wellington Region CDEM Group Strategy 2025-2035 & WREMO Annual Plan 2025-2026**.

At the time of writing, the CDEM Act 2002 is being revised by a new Emergency Management Bill introduced to the house on 9 December 2025 to modernize the framework, improve coordination and provide for a whole society approach to emergency management. Key changes include clarifying roles and accountabilities, providing more flexibility through a new regulatory framework for the 4 Rs (reduction, readiness, response, and recovery), strengthening and clarifying community and iwi Māori involvement, and expanding power for essential infrastructure providers. The new bill aims to implement recommendations from past reviews and to enhance New Zealand's emergency management system. The bill is expected to be passed sometime in 2026, and this document has endeavored to incorporate key aspects to ensure we can enhance the existing emergency management system and can deliver to future expectations.

3. Strategic Direction

Vision

A resilient Wairarapa where councils, iwi, communities, and partners work together to prepare for, respond to, and recover from hazard or disaster events.

Guiding Principles

- **Collaboration** – work together across council, community, and partners
- **Resilience** – embed reduction and preparedness into all we do
- **Continuous Improvement** – learn from events and adapt
- **Inclusion** – recognise the role of iwi, community, and volunteers.
- **Sustainability** – build enduring systems, capability, and capacity

Strategic Goals

By 2030, Wai3C will:

- **Embed** a consolidated emergency risk management profile for Wairarapa into each council's risk register.
- **Embed** emergency management risk into business-as-usual council functions
- Have a **sustainable workforce planning strategy** for each council
- Deliver **consistent policy and planning across the Wairarapa region**
- Operate a shared **Common Operating Picture with strong ICT interoperability**

Through these outcomes, we will be able to lift council capability from **Level 2 (Base)** to **Level 4 (Managed)** by 2030.

4. Goals

Goal 1: Understanding our Risk, Providing Assurance & Continuous Improvement

Objectives:

- Develop a regional risk profile
- Implement an assurance and continuous improvement programme.

Key Actions:

- Hazard, risk, and vulnerability assessment (HRVA) updated regularly
- Establish a monitoring and assurance framework for reporting to councils
- Annual or agreed timeframe for self-assessment against the national capability framework or similar framework adopted by WREMO
- Implement lessons learned discipline following each event and exercise

Outcomes by 2030:

- Comprehensive and regularly updated risk landscape
- Formalised assurance and improvement programme
- Demonstrated year-on-year improvement in capability

Goal 2: Strategic Workforce Planning

Objectives:

- In conjunction with council HR managers, develop a Wairarapa region emergency management workforce strategy
- Build regional expertise through CIMS specialist roles
- Enhance situational awareness with a Common Operating Picture (COP)
- Deliver an ICT strategy that ensures interoperability with partners

Key Actions:

- Workforce plan covering training, secondments, volunteers, iwi partnerships
- CIMS Centres of Excellence for each CIMS function
- Develop and deploy a regional digital COP integrating GIS, dashboards, and real-time feeds
- ICT roadmap ensuring alignment with councils, council partners, WREMO, and national systems

Outcomes by 2030:

- Sustainable and skilled EM workforce across Wai3C
- Recognised regional CIMS specialist capability
- COP in place and used for events, exercises, and BAU monitoring
- Future-proof ICT supporting interoperability and resilience

Goal 3: Policy & Operations – Turning Strategy into Action

Objectives:

- Embed resilience and reduction activities across council operations
- Improve alignment of council policies with EM principles
- Strengthen partnerships with iwi, lifeline utilities, and community groups

Key Actions:

- Redefine and align WREMO's regional priorities with a Wairarapa context
- Establish a Wai3C EM Policy Panel to align district planning, asset management, and infrastructure strategies at a minimum
- Annual regional EM work programme agreed with stakeholders
- Expand and strengthen community and iwi partnerships

Outcomes by 2030:

- Reduction and resilience activities embedded into BAU council policies
- Strong alignment across three councils of emergency management into planning frameworks
- Active partnerships delivering shared resilience outcomes

5. Implementation Roadmap

Year 1 (2025/26):

- Establish baseline for emergency management risk reporting of Wairarapa risks into each council
- Establish baseline and workforce strategy
- Commence HRVA and assurance framework
- Early ICT and COP design

Years 2–3 (2026–28):

- Emergency management risks for Wairarapa embedded into council
- Workforce strategy implemented
- CIMS specialist roles developed
- COP developed, tested and deployed
- Emergency Management ICT roadmap in place

Years 4–5 (2028–30):

- Policy alignment embedded
- Continuous improvement cycle operational
- Demonstrated maturity uplift to Level 4 (Managed)

6. Measuring Success

Wai3C will measure success through:

- Annual capability self-assessments (target uplift to Level 4 by 2030)
- KPIs (e.g., staff trained, COP usage, policy alignment, partner engagement)
- Existing community preparedness surveys, whether through council or WREMO
- Regular reviews and reporting to council governance

7. Governance and Resourcing

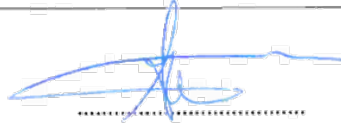
- **Governance:** Oversight by Wai3C Chief Executives and Mayors, reporting to councils and WREMO (Wellington Region Emergency Management Office).
- **Operational Delivery:** Wai3C Emergency Management Office, led by an EM Manager actively working across the three councils
- **Funding:** Shared council contributions, external grants, and potential NEMA co-investment

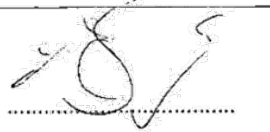
- **Accountability:** Regular reporting to CEs, elected members, and regional partners

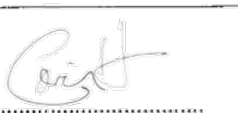
8. Conclusion

This strategy sets a clear pathway for the Wai3C councils to move from base-level emergency management to a managed, sustainable, and resilient system. By investing time and focus on people, systems, and partnerships, Wai3C will deliver a stronger emergency management capability, better prepared communities, and a more resilient future for Wairarapa.

Approved

Stefan Corbett Group Manager Corporate Services South Wairarapa District Council	 Date <u>17/12/25</u>
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Geri Brooking Group Manager People & Corporate Carterton District Council	 Date <u>17/12/2025</u>
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Corin Haines General Manager Community Masterton District Council	 Date <u>17 Dec 2025</u>
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9. Appendix

The following provides more depth on considering the 'how' to move from strategy to work programs for each focus area. They are not considered complete but to provide an outline of the approach to meeting the objectives under the strategy.

App 1: Goal 1 – Understanding our Risk, providing assurance & continuous improvement

Risk

Risk is the possibility that an event or action will negatively affect a council's ability to achieve its strategic, financial, operational or compliance objectives. Within emergency management this includes council obligation under the CDEM Act 2002.

Through identifying, assessing, and treating the risk, it is expected the risk will be mitigated to minimise potential harm or loss, or accepted in current form. Emergency management will use established risk registers and associated processes within councils to raise, monitor, and close risks, bringing new and amended risks to council during the regular A&R cycles.

As emergency management is a shared responsibility, consideration will be given to whether the risk originates from within or outside a council territory, across the Wairarapa in general or from outside of the Wairarapa. An example could be a road closure of a State Highway or extreme weather event that results in infrastructure failures across the region.

Within each council there is an opportunity to incorporate and embed a Wairarapa wide risk framework to provide visibility of emergency management risks for councils, whether the risk is direct or indirect. This is expected to provide additional input into funding decisions during the planning process. The risk landscape will include input from lifelines operating in the Wairarapa, council's own risks and the impact on welfare services following an extreme event causing extended isolation periods.

Assurance

Developing the capability to evaluate the effectiveness of systems in place to manage identified emergency management risks or risks that could impact emergency management.

This will be a consistent process across Wai3C councils whether managed by Emergency Management Wairarapa (EM_Wai) or the councils themselves.

Continuous Improvement

Through the development of robust risk management capabilities and assurance competencies, EM_Wai will embed ongoing, systematic approach to enhancing the

efficiency and effectiveness of EM_Wai and emergency management processes into council emergency management practices.

Responsible Parties

Lead EM_Wai Manager

Supporting Role: EM GM's, WREMO, Community/Iwi/Hapu Partners

Timeline:

0-1 years: Establish a baseline across councils for emergency management risk reporting

Agree continuous improvement and assurance metrics across council's

2-3 years: Emergency Management risk embedded into council's operations

Embed continuous improvement and assurance processes into council's.

App 2: Goal 2 – Strategic Workforce Planning

Workforce Planning

Introduction

Since the introduction of WREMO in 2012, the impact of extreme events has increased, demanding more time and commitment from councils and council employees to respond to obligations under the CDEM Act 2002 and subsequent legislative amendments and updates.

Current workforce planning is fragmented, leading to inefficiencies and capability gaps, particularly when dealing with a constantly changing workforce and the need to introduce inexperienced staff into emergency management on a regular basis.

The purpose is to establish a strategic approach to workforce planning across councils to ensure resilience, compliance, and better understanding of the capability of the existing and future workforce to meet the needs of an activated Emergency Operations Centre (EOC) and to maintain effective training between events.

Background and Rationale

Since the CDEM Act 2002, there have been legislative amendments requiring additional effort from councils to comply. Recent extreme weather events have also put a focus on the effectiveness of the current emergency management framework to deliver its obligations under the act, and this has resulted in subsequent governments looking to make significant changes to reflect current thinking. A new Emergency Management Bill has been introduced to the house with expectation that it will be passed during 2026.

Within the Wairarapa, Wai3C developed a concept of operations with Greater Wellington Regional Council to resource a shared Emergency Operations Centre, and through WREMO to align staff training provided to other WREMO councils to develop consistency when working under the CIMS model. Through EM_Wai we are looking to develop a consistent regional approach to risk reduction, response, recovery and resilience for both council and community.

Guiding principles

Pre-identification of EOC Resource

Each council will identify appropriately trained personnel and assets for the EOC before an event.

Continuity of Core Functions

Resources for legislative and essential services outside of the EOC will be earmarked to maintain legislative obligations during emergency events.

Integrated Training and Career Development

Emergency management competencies are embedded into career development plans and tracked by the respective council.

Dynamic Resource Allocation

EOC staffing levels adjusted based on event scale and physical constraints.

There will be a core group required to maintain the EOC and an element of 'surge staff' who can be pulled in during larger and more complex activations.

Strategic Workforce Planning Framework

1. Workforce Mapping
Identify critical roles, skills, and surge capacity needs.
2. Shared Resource Pool
Develop a cross-council database of trained personnel.
3. Training and Development
Standardise emergency management training across councils.
4. Succession Planning
Build resilience through career pathways and leadership development.
5. Scalability
Plans adaptable to different event sizes and EOC constraints.

Implementation Roadmap

- Phase 1: Establish governance and working group.
- Phase 2: Conduct workforce audit and gap analysis.
- Phase 3: Develop shared training program and resource database.
- Phase 4: Test and refine through exercises and real events.

Benefits and Outcomes

- Enhanced interoperability and coordination.
- Reduced duplication and improved efficiency.
- Increased confidence in emergency response capability.
- Compliance with legislative requirements.

Risks and Mitigation

Resistance to change → Mitigation: stakeholder engagement and clear communication.

Resource constraints → Mitigation: phased implementation and shared resource models.

Recommended approach

- Formal adoption of guiding principles by all councils.
- Establishment of a joint workforce planning committee.
- Integration of emergency management training into HR frameworks.

Output

- Workforce planning templates (Wai3C)
- Training curriculum outline (WREMO)
- EOC training pathway for staff to work in Wairarapa EOC
- example below

Example: Training pathway for council staff to work in EOC (bold border)

Level	Foundation	Intermediate Basics	Intermediate Function	Intermediate Advanced	Specialised	Training (in 12-month period)		Exercise (in 12-month period)	EOC Qualified
Introduction to EOC									
Intro to EM (all non EOC staff)	Yes								No
Training required to work in EOC									
Function Desk	Yes	Yes	Yes			Two	Or	One	Yes
Function Manager	Yes	Yes	Yes	Yes		Two	Or	One	Yes
Controller	Yes	Yes	Yes	Yes	Yes	Two	Or	One	Yes

Example of annual training to retain ability to work in EOC

Level	Foundation	Intermediate Basics	Intermediate Function	Intermediate Advanced	Specialised	Training (in 12-month period)		Exercise (in 12-month period)	EOC Qualified
Function Desk						One	and	One	Yes
Function Manager						One	and	One	Yes
Controller						One	and	One	Yes

EM_Wai should be able to successfully resource the EOC for 14 days with rostered shifts by 2030. To achieve this, EM_Wai may need to consider different shift lengths (8 to 12 hours, rostering teams have time off between shifts and more use of dedicated and surge staffing.

EM_Wai also needs to consider being able to accommodate workers from other councils who may be called in to support. This will need to be practiced.

EOC Training and Exercise – Change Required

Immediate Change – Exercise and Training schedule

As part of this paper EM_Wai is implementing an immediate change to the structure of exercises.

From 1 July 2025, in addition to the full day bi-annual exercises, EM_Wai is intending to implement the following exercise training regime to support those who have gone through the formal workshop training with an ability to practice what they have learnt in a focused training session before being qualified to work in an EOC, whether in an exercise or live event.

Council Full Day (May)	Council ½ Day (Aug)	Regional Full Day (Nov)	Council ½ Day (Feb/Mar)
8 hours	4 hours	8 hours	4 hours

Benefits

- Reduce the number of people required for an exercise by at least half, easing the burden on day-to-day council activity
- Enables Councils to practice their own BCP on training days to reflect reduced staff available
- The working environment in the EOC exercise is more conducive to learning and practicing
- Half Day Training days are more focused on the needs of the individual to become an active member of a function desk
- Able to run half day training across all CIMS functions, developing training that encourages function interaction
- Able to use function desk managers and their more skilled team members to ‘mentor’ candidates for function desks
- Able to use output from real events or completed exercise events to help develop the half day training to make it relevant and realistic
- Supports retention of information as learning is in concentrated sessions
- Practicable application of theory-based learning activities provided by WREMO

Issues

- Fewer opportunities for staff to achieve EOC entry status
- Does not overcome the biggest problem of how to log into WREM.NZ and find the function folders

- Relies on taking prescribed ½ and full training or exercise days per year to remain relevant with EOC knowledge
- Removes the one-hour training sessions run either monthly or twice monthly by the WREMO EM Advisor.

A key issue for staff working in the EOC has been:

1. their ability to log into WREM.NZ from their council device.
2. find their way around the function folders.
3. understand which forms and templates to use and when.
4. where to store information, and,
5. how to use the event and function logs.

In addition, we will soon be adding other technology to that already being used.

Proposal

Monthly 10-minute quiz for all staff identified to work in the EOC to:

1. Sign into WREM.NZ successfully
2. Go to a specific folder
3. Read a preselected section in a document
4. Answer at least 3 questions
5. Submit their answers
6. There will be an option to redo the quiz three times to get it right before submitting.
7. Have it evaluated as part of EOC training.

Benefits

1. This is not a pass/fail exercise, it is about learning and improving
2. Able to better identify those unable to log into WREM.NZ well before an exercise or live event.
3. Text will be relevant to own learning journey into a function desk
4. Engagement can be tracked and passed to HR for review.
5. For those with compatible HR learning systems, results can be tracked by the council

Intent is for staff to want to work in the EOC and to self-complete or maintain their EOC training. By recording their emergency management results, this acknowledges emergency management as a critical delivery for council, like roading or water, and should be treated seriously.

Responsible Parties

Lead: Council HR Managers

Supporting Roles: Wai3C EM Manager, EM GM's, WREMO

Timeline

1-2 years	Developing workforce strategy and embedding
3-5 years	Executing against workforce strategy.

App 3: Goal 3 – Policy & Operations – Turning Strategy into Action

Objectives

- Embed resilience and reduction activities across council operations
- Improve alignment of council policies with EM framework
- Strengthen partnerships with iwi, lifeline utilities, and community groups

Redefine WREMO's regional priorities in the Wairarapa context

Purpose & Link to Objectives: Ensure regional priorities reflect local risks and community needs.

Implementation Steps

- Review current WREMO priorities and identify gaps for Wairarapa.
- Engage with local councils and iwi/hapu to validate priorities.
- Update regional strategy documents to reflect agreed priorities.

Responsible Parties

- Wai3C Governance Group
- Wai_EM Manager

Resources Required

- Staff time
- Stakeholder engagement budget
- Facilitation support

Timeline

- Short-term (Years 1–2) Review and update priorities
- Medium-term (Years 3–5) Implement & monitor/review
- Long-term (By 2030) Continuous review for improvement.

Performance Indicators

- Updated regional priorities published by Year 2.
- Annual review of priorities completed and incorporated into Annual Planning each year from Year 2 and Long-Term Plan
- Stakeholder satisfaction with alignment of priorities initiated by Year 2 with key stakeholders

Risk & Mitigation

- Risk: Conflict of priorities
- Risk: Resistance to embedding EM frameworks into existing process

- Mitigation: Early engagement, transparent process, led from respective ELT
- Mitigation: Establish a Wai3C EM Policy Panel or participate in existing panel to align EM principles into district planning, asset management, and infrastructure strategies

Purpose & Link to Objectives

Embed EM principles into council planning frameworks.

Implementation Steps

- Form or engage into existing panel with representatives from three councils, iwi, and lifeline utilities.
- Develop terms of reference and governance structure.
- Schedule quarterly meetings and integrate outputs into planning cycles.

Responsible Parties

Lead: EM_Wai Manager
 Supporting: EM GM's, WREMO, Community & Iwi/Hapu Partners

Resources Required

- Staff time
- meeting facilitation
- administrative support

Timeline

- Short-term (Years 1–2) Establish panel.
- Medium-term (Years 3–5) Integrate outputs.
- Long-term (By 2030) Maintain alignment.

Performance Indicators

- Panel operational by Year 2.
- At least 3 policy alignment recommendations adopted by Year 5.

Risk & Mitigation

Risk: Limited engagement

Mitigation: Clear benefits and shared ownership

Annual regional EM work programme agreed with stakeholders.

Purpose & Link to Objectives

- Coordinate EM activities across councils and partners.

Implementation Steps

- Draft annual work programme with input from councils and iwi.
- Conduct stakeholder workshops for feedback.
- Publish and monitor progress annually.

Responsible Parties

Lead: EM_Wai Manager

Supporting: EM GM's, WREMO, Wai3C Governance Group

Resources Required

- Staff time
- Workshop facilitation
- Reporting tools

Timeline

- Short-term (Year 1) Develop first programme.
- Medium-term (Years 2–5) Annual updates.
- Long-term (By 2030) Embedded process.

Performance Indicators

- Annual programme published and reviewed.
- Stakeholder participation in workshops.

Risk & Mitigation

Risk: Lack of consensus

Mitigation: Inclusive engagement and transparent decision-making

Risk: Limited capacity of partners

Mitigation: Provide support and co-design initiatives

Expand and strengthen community and iwi partnerships

Purpose & Link to Objectives

- Build resilience through active collaboration with communities and iwi.

Implementation Steps

- Identify key community and Iwi/Hapu partners.
- Develop partnership agreements and shared resilience projects.
- Monitor and report on partnership outcomes.

Responsible Parties

- Councils
- WREMO
- Community Groups
- Iwi Representatives

Resources Required

- Staff time
- Community engagement
- Budget
- Communication tools

Timeline

- Short-term (Years 1–2) Identify and engage partners
- Medium-term (Years 3–5) Implement projects
- Long-term (By 2030) Maintain and expand partnerships

Performance Indicators

- Number of partnership agreements signed
- Number of joint resilience projects delivered

App 4: List of EM_Wai engagements

Lens	Meeting	Frequency	In person/ Dial In	Participant Level	Comments
Wai3C Controller	ESCC	Quarterly	In Person	Senior EM in agencies	Managed by NZP/WREMO
Wai3C Controller	Wairarapa Controllers	Monthly 3rd Thu	In Person & Dial Up	Controllers and Group Controller	Organised by Local Controller
Wai3C Controller	Primary Local Controller Hui	Monthly 4th Tuesday	In person	Local Controller	Organised by Carrie Mckenzie
Wai3C Controller	Local Emergency Group Health (Tu Ora/PHO/GPs/Pharmacies)	Quarterly	In person	Senior participants in local health facilities	
Wai3C Controller	WREMO courses locally based	Monthly	In person	Intro Intermediate Advanced Function	Greeting and importance of EM
Wai3C Manager	Joint Committee	Quarterly	Online	Ad-hoc	
Wai3C Manager	CEG	Quarterly F/M/A/N	Online	Ad-hoc	
Wai3C Manager	Assurance & Risk MDC, CDC, SWDC	Quarterly 2nd Wed/Thu Feb/May/Aug/Nov	In person	Council	
Wai3C Manager	Local Government Emergency Management Collective (LGEMC)	Monthly 2nd Tuesday	In person	EM Manager at councils	Represent 3 councils
Wai3C Manager	LGEMC Operational Issues	Monthly (To be continued?)	Online	EM Manager at councils	
Wai3C Manager	Wairarapa Continuous Improvement & Assurance Review & Planning	Yearly	In person	EM at council	Organised by Mark Duncan
Wai3C Manager	4 Council Meeting (SWDC, CDC, MDC, GWRC)	Monthly	In person/ online	Review EM Incl WREMO monthly reports	Conversion of existing meeting
Recovery Manager	Community Wellbeing Recovery Network (Mark Trüdinger)	Monthly	Teams	Recovery Practitioners	Best practice recovery (NZ/AU plus)

Lens	Meeting	Frequency	In person/ Dial In	Participant Level	Comments
Recovery Manager	Group Recovery Managers Network (Richard Ball Canterbury)	Fortnightly Friday	Teams	Group Recovery Managers plus others	For NZ based recovery practitioners to discuss current events, legislative changes, recovery training input plus other specialist discussion groups
Wai3C Controller	International Tsunami Risk & Readiness Forum	2 monthly 3rd Thursday	Teams	Resilience and Recovery Practitioners NZ & Oseas	
Wai3C Controller	Welfare Committee and Rural Advisory Gorup	Quarterly	In person	Liaison with 60+ agencies and partners across Wairarapa prior to event	Run by Wai3C Welfare Manager

10.4 COMBINED WAIRARAPA DISTRICT PLAN REVIEW – JOINT COMMITTEE APPOINTMENT**Author:** Courtenay Isherwood, Manager, Planning**Authoriser:** Janice Smith, Chief Executive Officer**File Number:** N/A**PURPOSE**

The purpose of this report is to present Council with the recommended composition of the Joint Committee to oversee the resolution of Environment Court appeals on the Proposed Wairarapa Combined District Plan and to present the Joint Committee's proposed delegations.

EXECUTIVE SUMMARY

- This report recommends re-establishing the Wairarapa Combined District Plan Joint Committee to provide governance oversight and delegated decision-making for resolving eight Environment Court appeals on the Proposed Wairarapa Combined District Plan.
- The proposed Joint Committee will include two elected members from each of the three district councils, two iwi representatives, and an independent Chair. Councils will delegate all functions under the First Schedule of the RMA to the Committee, except the final decision to make the plan operative, which must remain with each full Council.
- Appeals will be managed through a structured process of officer/legal review, informal negotiations, Environment Court-facilitated mediation, and Joint Committee approval of any settlements. This approach balances efficiency, risk management, and democratic oversight while ensuring alignment with statutory requirements and District Plan objectives.

RECOMMENDATIONS

That Council:

1. Receives 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 Aiden Ellims

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.

BACKGROUND

Masterton, Carterton and South Wairarapa District Councils have a combined District Plan.

In 2019 the Masterton, Carterton and South Wairarapa District Councils agreed to review the Wairarapa Combined District Plan jointly. The three councils appointed a Joint Committee to undertake this review, including the preparing a new Proposed District Plan. The Joint Committee was also appointed as the Hearing Panel to hear and make decisions on submissions on the Proposed District Plan. The Proposed District Plan was publicly notified for submissions in October 2023 and decisions on submissions were notified in October 2025.

The Joint Committee established and appointed for the above phases of the District Plan Review were discharged at the end of last triennium.

For reference, the previous Joint Committee members and the dates of their appointment are provided below:

- South Wairarapa District Council: Brian Jephson on 14 December 2022 and Alistair Plimmer on 22 July 2020
- Carterton District Council: Robyn Cherry-Campbell and Brian Deller on 24 June 2020
- Masterton District Council: Craig Bowyer and Frazer Mailman on 9 November 2022
- Ngāti Kahungunu ki Wairarapa: Kereana Sims on 13 February 2024
- Rangitāne o Wairarapa: Jo Hayes on 1 May 2021

- Independent Commissioner: David McMahon on 10 November 2020

The final stage of the District Plan Review/Proposed District Plan process is resolving Environment Court appeals. Eight appeals have been lodged with the Environment Court on the decisions.

This report is to approve the Joint Committee and appoint members to complete the plan process.

DISCUSSION

Joint Committee for appeals resolution

Staff are recommending that the Joint Committee continue (be re-established) to provide governance oversight and decision-making authority for the resolution of appeals to the Environment Court on the Proposed District Plan. The Committee would be responsible for approving Council's position on appeal matters and endorsing any negotiated resolution, ensuring outcomes align with the objectives of the Proposed District Plan, statutory requirements, and Council policy.

The Committee will consider officer and legal advice and ensure appeal resolutions are progressed efficiently and in a manner that manages risk, cost, and reputational impacts for the Councils.

Appeals Resolution Approach

Council officers and legal advisor will review each appeal and assess its planning, legal, and policy implications. Where appropriate, officers and legal advisor will engage in informal discussions with appellants and other parties to clarify issues, explore areas of common ground, and identify opportunities for early resolution without the need for formal court proceedings.

Where appeals are not resolved informally, the Council will typically participate in Environment Court-facilitated mediation. Mediation provides an opportunity for parties to negotiate potential amendments to plan provisions or mapping in a confidential and non-adversarial setting, with the assistance of an Environment Court Commissioner. Any proposed settlement outcomes arising from mediation will be reported to the Committee for consideration and approval, prior to being formalised through consent orders or Court directions.

Decision-Making and Reporting

The Committee will consider recommendations from officers on whether to support, oppose, or seek amendments to appealed provisions, and whether to approve settlement agreements. Where appeals cannot be resolved through negotiation or mediation, the Committee will provide direction on Council's position for formal Environment Court proceedings. The Committee would meet on an 'as required' basis, such as before and after Environment Court-facilitated mediation.

Final Step (Decision) – Making the Proposed District Plan Operative

Once all Environment Court appeals are resolved and final orders are issued, Council must complete the Proposed District Plan process set out in Schedule 1 of the Resource Management Act 1991 to approve the Proposed District Plan and make it operative. This includes incorporating all amendments arising from appeal resolutions and formally resolving to make the plan operative. The decision to approve the District Plan and declare it operative is a statutory function of the Council and cannot be delegated.

Alternatives to a Joint Committee

Alternatives to appointing a Joint Committee include retaining full decision-making by the full Council (all three Councils), or delegating authority to senior officers within set parameters. Retaining all decisions at full Council provides maximum accountability but is generally inefficient

and can delay timely resolution of appeals. Delegation to officers may improve operational efficiency; however, it reduces direct elected-member involvement in matters that can have significant policy and reputational implications. On balance, a Joint Committee approach provides an appropriate balance between efficiency, risk management, and democratic oversight.

Legal Considerations for Joint Committee

In 2005 when the first combined District Plan was being investigated, Simpson Grierson provided the basis for the joint committee appointment resolutions and staff have used this information to guide the drafting of the resolutions and proposed terms of reference for the joint committee. The legislative references have been updated to match small changes in the legislation since 2005. The full wording of the relevant legislative clauses are included in Attachment 1.

Clause 30(1) of Schedule 7 to the Local Government Act 2002 ("LGA") provides an express power for local authorities to appoint joint committees, as follows:

“Power to appoint committees, subcommittees, other subordinate decision-making bodies, and joint committees

(1) *A local authority may appoint:*

- (a) *the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate; and*
- (b) ***a joint committee with another local authority** or other public body in accordance with clause 30A”*

A joint committee appointed under clause 30(1)(b) is deemed to be both a committee of the appointing local authority and a committee of each other local authority or public body that has appointed members to the committee. Most of Schedule 7 of the Local Government Act provisions relating to local authorities and their members apply to joint committees, however, a joint committee has the following differences noted below:

- (a) *the powers to discharge any individual member and appoint another in his or her stead must be exercised by the local authority or public body that made the appointment; and*
- (b) *the quorum at a meeting of the committee consists of:*
 - (i) *half of the members if the number of members (including vacancies) is an even number; or*
 - (ii) *a majority of members if the number of members (including vacancies) is an odd number; and*
- (c) *the following matters may be varied by an agreement under subclause (1):*
 - (i) *the procedure by which the chairperson and deputy chairperson are to be appointed;*
 - (ii) *the procedure by which the chairperson or deputy chairperson may be removed from that office;*
 - (iii) *whether a quorum must include 1 or more members appointed by each party, or any party;*
 - (iv) *the extent to which the standing orders of any local authority or public body apply to meetings of the joint committee*

Since 2005 new mayoral powers were introduced to the Local Government Act. The Mayor is now deemed a member of all committees of a territorial authority. If the Mayor attends a joint committee under these mayoral powers, and was not one of the appointed members, they are not counted in the quorum calculations (Clause 6A within Section 30A).

Delegation of functions

Simpson Grierson advised previously that delegating the functions were preferable to transferring powers. Section 34 of the RMA provides for delegations of functions and the relevant subsections include:

(1) A local authority may delegate to any committee of the local authority established in accordance with the Local Government Act 2002 any of its functions, powers, or duties under this Act.

(7) Any delegation under this section may be made on such terms and conditions as the local authority thinks fit and may be revoked at any time by notice to the delegate.

(8) Except as provided in the instrument of delegation, every person to whom any function, power, or duty has been delegated under this section may, without confirmation by the local authority, exercise or perform the function, power, or duty in like manner and with the same effect as the local authority could itself have exercised or performed it.

(9) Every person authorised to act under a delegation under this section is presumed to be acting in accordance with its terms in the absence of proof to the contrary.

(10) A delegation under this section does not affect the performance or exercise of any function, power, or duty by the local authority.

All legislative excerpts relevant to appointment of Combined Plan Joint Committee are available here: [Wairarapa Combined District Plan Joint Committee Report Legislative excerpts App1.pdf](#)

Committee membership

Continuity of membership

The resolution of appeals is anticipated to be completed within the current term. To provide good continuity from the review, plan preparation, hearing of submissions, and decisions phase through to the appeal resolution phase, it is recommended we retain as many members of the previous Joint Committee as possible. This membership includes continuation of an independent commissioner as chairperson of the Committee.

Alternate members

The appointment of alternate members to cover absences is standard practice for the regional committees and is recommended for the District Plan Joint Committee. It will enable all three councils to be represented more easily at all meetings and for the Joint Committee to maintain its schedule of meetings and overall progress.

Members appointed by Iwi

Council staff recommended that iwi representation continue to be included on the Joint Committee and that 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) be invited to appoint two members to the Joint Committee (one member representing Rangitāne o Wairarapa and one member representing Ngāti Kahungunu ki Wairarapa). Again, Council staff consider retention of previous Joint Committee members would be advantageous for the same reasons as elected members.

Quorum

The quorum for joint committees is stipulated under Section 30A(6) of the LGA as:

- (i) half of the members if the number of members (including vacancies) is an even number; or
- (ii) a majority of members if the number of members (including vacancies) is an odd number; and

The local authorities appointing the joint committee may stipulate if the quorum must include one or more members of each party. Staff recommend that the three councils agree that the quorum must include one member of each council to ensure matters are not relitigated and that all councils are fairly represented.

For the previous Joint Committee (hearings panel), two members from each council were appointed, which meant the quorum was five members. Under the current legislation the mayors may also attend (if not one of the appointed members). With two elected members from each council and potentially three mayors attending, this would result in a very large group of individuals to organise for scheduling purposes. This has more potential for patchy attendance and the potential for rework of some appeals missed by some members.

Staff recommend that;

- two members be appointed from each council;
- two iwi representatives are appointed; and
- an experienced RMA practitioner is appointed as an independent member to act as Chairperson.

The recommended membership of six elected members, two iwi representatives and an independent Chair would mean the quorum was five, with at least one elected member from each council being in attendance.

Terms of reference for Joint Committee

The proposed terms of reference for the Joint Committee can be viewed here: [Wairarapa Combined District Plan Joint Committee Terms of Reference - App 2.pdf](#)

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
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<p>State the level of significance (high or low) of the issue or proposal as determined by the Council’s Significance and Engagement Policy</p>	<p>This is a matter of low significance.</p> <p>The District Plan review process has incorporated the appropriate engagement and consultation to meet legal obligations and council aspirations.</p> <p>Communications/engagement plan</p> <p>Developing a communication and engagement plan is part of the core work programme for the appeals resolution and making the plan operative.</p> <p>Environmental/climate change impact and considerations</p> <p>Environmental and climate change impact is core content considered by the review of the District Plan.</p>
<p>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.</p>	<p>The legislative implications have been described in the background section of the report.</p>
<p>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.</p>	<p>The Resource Management Act provisions enable participation by Māori in the review of the District Plan. The Joint Committee have and will continue to consider treaty considerations and implications for Māori throughout the process.</p>
<p>Chief Financial Officer review</p>	<p>The Chief Financial Officer has not reviewed this report. The budget for the appeals phase is provided for in the current Long Term Plan. Resolution of appeals will take into account the budget provisions available and if necessary, the Joint Committee will request the three councils revisit budgets if required.</p>
<p>State the possible implications for health and safety</p>	<p>There are no health and safety considerations.</p>

APPENDICES

Nil

11 KARAKIA WHAKAMUTUNGA – CLOSING

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

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