



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

AGENDA

Extraordinary Council Meeting Wednesday, 11 March 2026

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

Date: Wednesday, 11 March 2026

Time: 2:00 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 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

Author: Amy Andersen, Lead Advisor, Democracy and Committees

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

PURPOSE

This report seeks the South Wairarapa District Council's (the Council's) approval to delegate certain matters to its primary representative (and alternate) appointed to the office of the Council's representative on the Wairarapa Tararua Water Limited's Stakeholders' Forum.

EXECUTIVE SUMMARY

This report covers the shared understanding of shareholders' delegations, delegated responsibilities and roles, and the various considerations councillors should be aware of prior to decision-making.

RECOMMENDATIONS

That Council:

1. **Notes** 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. **Delegates** 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. **Notes** 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. **Notes** that this paper and the Council's decision will be shared with the Stakeholders' Forum.

BACKGROUND

The Council has appointed Mayor Fran Wilde (as the primary representative) and Deputy Mayor Rob Taylor (as the alternate) to the office of the Council's representative on the Wairarapa Tararua Water Limited's Stakeholders' Forum (Resolution DC2025/89, point 12).

This report seeks the Council's approval to the delegation of certain responsibilities and powers of the primary representative and alternate in relation to their representative roles with the Stakeholders' Forum.

DISCUSSION

Shared understanding of shareholder delegations

Decisions have been taken in successive Council meetings from [8 October 2025](#) which put in place guard rails around the decision-making responsibilities of the four Shareholder Councils' representatives on the Stakeholders' Forum, as noted below:

1. The *Constitution* and the *Shareholders' Agreement for Wairarapa Tararua Water Limited* were agreed by the Council on 8 October 2025, and also by the other three shareholding Councils. In broad terms, these:
 - a. Established the Stakeholders' Forum as the basis for coordinating shareholder activity, providing overarching governance of the Company and for the four Councils to exercise their shareholding responsibilities and powers.
 - b. Determined the size and composition of the Stakeholder Forum: six members in total - one member from each of the four Shareholding Councils and one each from Rangitāne and Ngāti Kahungunu.
2. The Stakeholders' Forum is a representative forum of the Shareholders and Iwi representatives. It is not a "joint committee" as defined in the Local Government Act 2002 (LGA).¹
3. Each shareholder is required to delegate to its appointed Stakeholder Forum representatives all the responsibilities and powers listed in Tables 1 and 2 of Attachment 1 of this Report, under the Appendix to Schedule 4, and clause 6.6, of the *Shareholders' Agreement*.
4. The *Shareholders' Agreement* allows that:
 - a. The alternate may attend as an observer without rights of participation or voting at all meetings of the Stakeholders' Forum.
 - b. If the Council's primary Stakeholders' Forum Member is unable to attend any meeting of the Stakeholders' Forum, the alternate may attend that meeting with full rights of participation and may exercise the vote of its primary Stakeholders' Forum Member.

¹ The *Terms of Reference* for the Stakeholders' Forum, Schedule 4 of the *Shareholders' Agreement for Wairarapa Tararua Water Limited*, refers.

ANALYSIS AND ADVICE

Delegated responsibilities and powers

The responsibilities and powers to be delegated by the Council to its primary representative and alternate holding the office of the Council's representative on the Wairarapa Tararua Water Limited's Stakeholders' Forum are:

- Established in the *Shareholders' Agreement for Wairarapa Tararua Water Limited*.
- Listed in Tables 1 and 2 in Attachment 1.

The Council is required by the *Shareholders' Agreement* to delegate these responsibilities and powers to its appointed primary representative and alternate.

For completeness, Table 2 contains a list of matters that require the Council's delegate/alternate to seek written approval from the Council before exercising any of the delegations given to them in relation to such matters.

SUMMARY OF CONSIDERATIONS

Strategic, Policy and Legislative Implications

The recommendations in this report are consistent with the *Constitution and Shareholders' Agreement for Wairarapa Tararua Water Limited* adopted by the Council on 8 October 2025.

Significance, Engagement and Consultation

The Council's three waters network is a strategic asset under the *Significance and Engagement Policy*. Council has previously consulted with the community with respect to the water service delivery model, in line with provisions in the Local Government (Water Services Preliminary Arrangements) Act 2024 and the Local Government Act 2002.

The decisions sought in this report do not require further consultation with the community as they implement decisions previously taken by the Council.

Financial Considerations

There are no specific financial implications associated with the decisions in this report.

Implications for Māori

Water and environmental wellbeing are key priorities for mana whenua and the wider Māori community. Ngāti Kahungunu ki Wairarapa and Rangitāne o Wairarapa iwi have previously agreed with the four councils, the key terms of the *Constitution and Shareholders' Agreement for Wairarapa Tararua Water Limited*.

Environmental/Climate Change Impact and Considerations

There are no impacts on climate change resulting from the decisions in this report.

NEXT STEPS

Following the Council's agreement to delegate responsibilities and powers to its primary representative and alternate on the Stakeholders' Forum, this paper and the Council's decision will be shared with the Stakeholders' Forum.

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.	The recommendations in this report are consistent with the Constitution and Shareholders' Agreement for Wairarapa Tararua Water Limited.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Please refer to the Summary of Considerations in this report.
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 Matters delegated and limitations and controls on those delegations

Appendix 1: Matters delegated and limitations and controls on those delegations

Table 1: Matters **delegated** to the Council’s Delegate/Alternate to the Stakeholders’ Forum

<p>Clause 6.5 of Schedule 2 to the Shareholders’ Agreement states that each Shareholder agrees to delegate to its appointed Stakeholders’ Forum Member, and their Alternate, those responsibilities and powers set out in the Appendix to the Terms of Reference (in Schedule 4 to the Shareholders’ Agreement) and those in clause 6.6, as detailed below:</p>	
<p>Governance oversight responsibilities:</p>	<p>All responsibilities and powers necessary to participate in and carry out the Stakeholders’ Forum governance oversight responsibilities including:</p>
	<ul style="list-style-type: none"> • Receiving and considering the half-yearly and annual reports of Wairarapa Tararua Water Limited (“the Company”).
	<ul style="list-style-type: none"> • Receiving and considering such other information from the Company as the Stakeholders’ Forum may request on behalf of the Shareholders and/or receive from time to time.
	<ul style="list-style-type: none"> • Undertaking performance and other monitoring of the Company.
	<ul style="list-style-type: none"> • Considering and providing recommendations to the Shareholders on proposals from the Company.
	<ul style="list-style-type: none"> • Providing coordinated feedback, and recommendations as needed, on any matters requested by the Company or any Shareholder.
	<ul style="list-style-type: none"> • Providing recommendations to the Shareholders regarding the relevant network infrastructure owned by each Shareholder and/or the Company.
	<ul style="list-style-type: none"> • Providing recommendations to the Shareholders regarding water conservation.
	<ul style="list-style-type: none"> • Preparing the three-yearly Statement of Expectations in accordance with the process and other requirements of the <i>Shareholders’ Agreement</i> and the <i>Local Government (Water Services) Act 2025</i>. <ul style="list-style-type: none"> ○
	<ul style="list-style-type: none"> • Seeking and interviewing candidates for the Company’s Board, as needed.
<ul style="list-style-type: none"> • Monitoring the performance of the Board of the Company. 	

	<ul style="list-style-type: none"> • Providing recommendations to the Shareholders regarding changes to the <i>Terms of Reference</i>, the <i>Shareholders' Agreement</i>, and the <i>Constitution</i>.
All Shareholders' responsibilities and powers in relation to:	All responsibilities and powers in relation to the agreement of: <ul style="list-style-type: none"> • when Shareholder meetings, or resolutions in lieu of Shareholder meetings, are required (without prejudice to Shareholder and Board rights to call meetings under the Constitution); and • the appointment, removal, and remuneration of directors.
	<ul style="list-style-type: none"> • Approving the three-yearly Statement of Expectations in accordance with the process and other requirements of the <i>Shareholders' Agreement</i> and the <i>Local Government (Water Services) Act 2025</i> <ul style="list-style-type: none"> ○
Clause 6.6 of Schedule 2 to the <i>Shareholders' Agreement</i>	
Authority of Stakeholders' Forum member:	Any right, power, discretion or action for a Shareholder under the Shareholders' Agreement (including casting a vote on any Shareholder resolution, signing any notice, resolution, consent or approval, and approving any Shareholder Reserved Matter).

Table 2: Matters requiring the Council's Delegate/Alternate on the Stakeholders' Forum to seek the approval of Council in writing before exercising any of the delegations given to them

Matter or transaction	
1	A decision to approve and adopt the draft Statement of Expectations, pursuant to clause 12.2(e) of Schedule 2 of the <i>Shareholders' Agreement</i> .
2	"Major transactions", as that term is defined in the <i>Companies Act</i> .
3	"Major transactions", being any transaction to acquire, sell, lease (whether as lessor or lessee), exchange or otherwise (except by way of charge) dispose of assets where the transaction involves an aggregate value (including over the term of the contract, if applicable) about \$100,000.000. Subject to indexing from June 2025 in accordance with changes to the Producers Price Index (All Industries) (as published by Statistics New Zealand) – SQU900000 June 2025 = 1483.
4	Any alteration to, or revocation of, the <i>Constitution</i> .
5	Any issue of Shares, securities that are convertible into or exchangeable for Shares, or options to acquire Shares.
6	Any alteration of rights, privileges or conditions attaching to the Shares.
7	Any arrangement, dissolution, reorganisation, liquidation, merger or amalgamation of the Company.
8	Any transfer by the Company of Shares held by the Company or any purchase or other acquisition by the Company of its own Shares.
9	Any cancellation, buy-back or reduction of Shares, securities that are convertible into or exchangeable for Shares, or options to acquire Shares.
10	The giving of any financial assistance for the purpose of, or in connection with, the purchase of Shares.
11	Making a material change in the nature of the Company's business or engaging in business activities other than the Business.
12	Starting or settling any legal or arbitration proceedings, except in the ordinary course of business.

13	Any decision for the ceasing operations, liquidation, winding-up, dissolution, restructuring or assignment to its creditors or any similar transaction of the Company.
14	Any decision to admit a new Shareholder, as set out in clause 8.2 of the <i>Agreement</i> .
15	Any decision to approve the exit of an existing Shareholder, as set out in clause 8.3 of the <i>Agreement</i> .
16	Any amendments or replacements to the pricing principles as set out in Schedule 7 to this agreement or to clause 2.2 of the <i>Constitution</i> during the period of nine years commencing from 1 July 2027.
17	Any amendments or replacements to the pricing principles as set out in Schedule 7 to this agreement or to clause 2.2 of the <i>Constitution</i> during the period following 1 July 2036.
18	Any matters that the Council considers to be of [high/medium] significance under its Significance and Engagement Policy

For the avoidance of doubt, notwithstanding anything to the contrary, the Council is not delegating to the delegate/alternate (i) any matters that the Local Government Act 2002 (as amended, substituted, or replaced from time to time) says the Council cannot delegate, including, but not limited to, clause 32 of Schedule 7 and (ii) any matters referred to in the 'Legal Framework' section (3.1) of the Delegations Policy

6.2 DISTRICT LICENSING COMMITTEE APPOINTMENT OF DUAL COMMISSIONERS AND CHAIRPERSON

Author: Mia Wilton, Manager, Environmental Services

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

PURPOSE

To enable Council to consider options for the appointment of dual Commissioners to act as Chair and a Deputy Chairperson following the expiry of the current temporary appointments that end 31 March 2026.

EXECUTIVE SUMMARY

- Section 193 of the Act enables the chief executive on recommendation of the territorial authority to appoint a commissioner or commissioners to the District Licensing Committee.
- Under section 189(2) a territorial authority must appoint one member as the chairperson and that person must be a member of that territorial authority or a commissioner appointed to the licensing committee.
- A territorial authority pursuant to Section 189(3) may appoint a member of the territorial authority to be a deputy chairperson.
- A territorial authority must not approve a person to be included on the list unless that person has experience relevant to alcohol licensing matters. How relevant experience is defined is up to the territorial authority to determine.

RECOMMENDATIONS

Officers recommend that Council:

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.

BACKGROUND

In 2024 the three Wairarapa councils, Masterton, Carterton and South Wairarapa District Council, undertook a combined recruitment and appointment process for the District Licensing Committee.

As a result of that recruitment the District Licensing Committee Commissioner for Masterton and existing shared District Licensing Committee members were appointed until 30 June 2029.

On 8 October 2025, South Wairarapa District Council resolved (Decision DC2025/61) to appoint two Commissioners to the South Wairarapa District Council District Licensing Committee. Alistair Plimmer was appointed as Commissioner with Catherine Rossiter Stead appointed as Commissioner to act in the deputy role.

The current appointments expire on 31 March 2026 and new appointments will be required to ensure the ongoing operation of the committee.

DISCUSSION

The Sale & Supply of Alcohol Act 2012 allows a territorial authority to form a District Licensing Committee for that territorial authority or to form a joint committee with other territorial authorities. South Wairarapa District Council formed a joint committee list with Carterton and Masterton District Councils.

South Wairarapa can appoint two positions, being the Chair and Deputy Chair, to the South Wairarapa District Licensing Committee.

The following outlines the statutory requirements and practical considerations for appointing commissioners to the District Licensing Committee, pursuant to Sections 186, 189(2), and 189(3) of the Sale and Supply of Alcohol Act 2012.

Key points:

1. Both current appointed dual Commissioners, Alistair Plimmer and Catherine Rossiter-Stead, are commissioners and have indicated their willingness to continue in the role of commissioner for a further five-year term from 31 March 2026, which is the maximum reappointment term permitted under the Act.
2. To ensure compliance with appointment requirements the appointments must be effective from 31 March 2026 as this is the expiry of the current appointments.
3. The Act provides that a territorial authority must not approve a person for inclusion on the committee list unless they have experience relevant to alcohol licensing matters.
4. In addition, a person must not have any involvement, or the appearance of involvement, with the alcohol industry that could give rise to actual or perceived bias. They also cannot be a member of the Police, a Medical Officer of Health, an inspector, or an employee of the council.
5. The appointment of a commissioner as Chair will provide stability and continuity of the committee, independence from Council and elected members thereby reducing the risk of potential conflict of interests.
6. There are currently four councillors undertaking Making Good Decision Training to enable them to act in commissioner roles in the future. It is suggested that the appointments recommended in this report apply for 12 months at which point, consideration could be given to appointing one of the new commissioners to the role of Deputy Chair.

CONSIDERATIONS

Financial

There is no additional financial impact as current budgets already have provision for remuneration of District Licensing Committee members. Financial considerations have been incorporated into the Annual and Long-Term Plan. Remuneration figures are set in legislation for committee members.

Climate Change

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

CONCLUSION

The appointment of a commissioner supports operational continuity, provides resilience and maintains the independence of the District Licensing Committee. Setting the term of appointment to 31 March 2027 will provide stability over the medium term and allow council to revisit and review appointments.

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 relevant legislation, Sale and Supply of Alcohol Act 2012.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision	There are no implications for Māori.

making if this decision is significant and relates to land and/or any body of water.	
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	There are no identified implications for health and safety.

APPENDICES**Nil**

6.3 ESTABLISHMENT OF THE RECOVERY GOVERNANCE BOARD

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

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

PURPOSE

To seek Council approval to formally establish a Recovery Governance Board to oversee recovery from the 15 February 2026 Severe Weather Event and to adopt the associated Terms of Reference (ToR).

EXECUTIVE SUMMARY

- The severe weather event on 15 February 2026 caused widespread disruption across the South Wairarapa District, including significant impacts to access routes, power supply, water infrastructure, and rural communities.
- Recovery efforts transitioned from response to recovery on 23 February with the signing of a Transition Notice Period following approval from the Minister of Civil Defence.
- Since the date of transition, a dedicated Recovery Office has been established by the South Wairarapa Recovery Manager using temporarily re-purposed council staff and support from WREMO.
- The role of the Recovery Office is to coordinate the multi-agency recovery work programme required to support the holistic recovery of our affected communities, until a point in time when business-as-usual services can effectively take over.
- It is anticipated that CDEM-led recovery operations may be in place for anything up to the next 4 to 6 weeks.
- Key objectives of the Recovery Office are to:
 - Maintain situational awareness for all parties over this period
 - Coordinate recovery planning and service delivery to affected communities
 - Identify and monitor recovery needs and where the district requires external assistance
- To support the Recovery Office with its objectives a Recovery Governance structure is recommended.
- The role of Recovery Governance is to maintain oversight and provide strategic direction to the Recovery Office. A more detailed summary of the role of Recovery Governance can be found in the [Wellington Region Recovery Operations Guide](#).
- This Report introduces a Recovery Governance Board Terms of Reference to support an agile and effective short-term governance structure for the South Wairarapa recovery while the tempo of recovery operations remain high.

RECOMMENDATIONS

That Council:

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 Chris Archer, 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.

BACKGROUND

The 15 February 2026 severe weather event resulted in substantial impacts across the district, particularly along the Cape Palliser Coast, Whāngaimoana, Pirinoa, Lake Ferry, and surrounding rural areas. Significant rainfall and strong, gusting winds caused widespread road and property flooding, along with extensive tree damage. Several communities were isolated (ranging for two to five days), and the Cape Palliser coast was had weight restrictions for access extending to 15 days after the weather event. The bridges over the Turanganui River and the Hurupi Stream were severely damaged. Recovery work formally commenced on 23 February under a Transition Notice.

To ensure effective oversight of the recovery workload and alignment with best-practice recovery governance, the Recovery Governance Board Terms of Reference was drafted to provide strategic and political leadership without directing operational activities.

DISCUSSION

The Board will set overall recovery direction, approve key recovery plans, monitor major risks, advocate for recovery funding, and determine when activities can transition to business-as-usual. The Board will not direct staff or operational activity, which remains the role of the Recovery Office and Local Recovery Manager.

Current recovery priorities include road access restoration, lifeline service reliability, damage assessments, welfare and psychosocial support, rural impact analysis, and waterways assessment. These require structured governance oversight to ensure alignment of resources, risk mitigation, and timely decision-making.

Key outcomes for Recovery Governance are to:

- approve the South Wairarapa Recovery Action Plan - which is currently under

development and will be ready for Governance to review and approve by Thursday 12 March 2026

- maintain ongoing oversight on action plan progress
- support recovery messaging and confidence building in affected communities
- support recovery related resource and funding requests to central government

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 as it relates to governance structure and does not require public consultation.
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 the Local Government Act 2002 regarding sound governance processes and risk management during recovery.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Mana whenua participation is embedded in the ToR, which provides for representation from each iwi organisation in Wairarapa.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	There are no direct H&S implications arising from this paper.

APPENDICES

Appendix 1 Recovery Governance Board Terms of Reference

South Wairarapa District

Recovery Governance Board

Terms of Reference

Event: 15 February 2026 Severe Weather Event

District: South Wairarapa

Date Adopted: [Insert Date]

1. Purpose

The Recovery Governance Board provides strategic oversight and political leadership for recovery activities arising from the 15 February 2026 Severe Weather Event.

The Board will:

- Set overall recovery direction
- Approve key recovery plans
- Monitor major risks
- Advocate for funding and support
- Determine when recovery can transition to business-as-usual

The Board does not direct operational activity.

Operational responsibility remains with the Local Recovery Manager and Recovery Office.

2. Mandate

The Board is established by resolution of South Wairarapa District Council under the Local Government Act 2002.

It operates during:

- The Recovery Notice / Transition Period
- Any subsequent agreed recovery phase

The Board's role is limited to recovery governance matters.

3. Guiding Principles

Recovery governance will be:

- Community-centred

- Proportionate to impact
- Partnership-based with iwi and hapū
- Transparent and accountable
- Financially responsible
- Focused on stabilisation and equity

4. Scope

The Board will:

4.1 Strategic Oversight

- Approve and amend the Recovery Action Plan
- Approve the Recovery Exit Plan
- Monitor progress against recovery priorities

4.2 Risk Oversight

Maintain visibility of key risks, including:

- Access fragility (bridges/slips)
- Lifeline dependencies (power/water)
- Community wellbeing pressures
- Financial exposure
- Environmental and cultural impacts

4.3 Delegations

The board is delegated to:

- Endorse applications for central government support
- Advocate to Wellington CDEM Group and national agencies
- Approve allocation of any recovery grants (if activated)

5. Membership

To remain agile and proportionate, membership will be small.

Standing Members

- Mayor (Chair)
- Deputy Mayor
- Up to three nominated Councillors

- Mana whenua representatives from each of the Wairarapa iwi organisations, as agreed with iwi.

Advisors (non-voting)

- Chief Executive
- Local Recovery Manager
- Group Recovery Manager (as required)
- SWDC Kaitohu Matua Pou Māori

Additional advisors may attend where specialist input is required.

6. Decision Making

- Quorum: Three voting members
- Decisions by consensus where possible
- Simple majority if consensus cannot be reached
- Chair has casting vote

7. Meetings

- Weekly during early recovery
- Move to fortnightly once stabilised
- 45–60 minutes maximum duration
- Hybrid attendance permitted

The Recovery Office will:

- Prepare agenda
- Provide concise status report
- Maintain minutes and action log

8. Reporting

The Board will receive:

- Short weekly Recovery Status Report
- Risk update
- Funding status

Public reporting will be coordinated through the Communications Plan.

9. Governance / Operations Separation

The Board:

- Sets direction
- Approves plans
- Monitors risk
- Advocates externally

The Board does not:

- Direct staff
- Manage operational tasking
- Intervene in day-to-day delivery

10. Exit

The Board will wind down when:

- Access is stable
- Lifelines are restored
- Welfare caseload is largely resolved
- Funding pathways are clear
- Recovery activities can be managed within BAU

A formal resolution will confirm closure.

11. Review

This ToR will be reviewed:

- At 6 weeks
- Before any extension of recovery notice
- Prior to transition to long-term recovery (if required)

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

Author: Nicki Ansell, Lead Advisor, Performance and Strategy

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

PURPOSE

To provide councillors with the draft Rural and Coastal Advisory Group Terms of Reference for approval.

EXECUTIVE SUMMARY

This report follows the decision to establish the Rural and Coastal Advisory Group and the initial appointments of Councillors Aidan Ellims and Collier Isaacs made by Council on 20 November 2025.

RECOMMENDATIONS

That Council:

1. Receive the 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 and Councillor Colin Olds 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.

BACKGROUND

During the Representation Review process undertaken by Council in 2024, submissions were received identifying the rural and coastal communities as communities of interest in our district. The submissions supported greater representation for our rural and coastal communities, and those speaking to their submissions outlined similar concerns for roading and rates. On 2 October 2024, the Strategy Working Committee discussed the benefits of a Coastal & Rural Advisory Group and included a resolution (SWC2024/109) to bring a report to the Committee on a Coastal & Rural Advisory Group

The Initial Proposal for representation in the 2025 local elections included consultation for a Rural Advisory Group as local representation. [See Strategy Working Committee 31 July 2024](#)

Full details of all submissions received on this Initial Proposal can be found as part of the [Representation Review Hearings](#), which included feedback from our community on this topic.

DISCUSSION

Purpose and Scope

A draft Terms of Reference has been prepared for the Rural & Coast Advisory Group to present Council for adoption (see appendix one).

The purpose of a Rural & Coastal Advisory Group will be to allow advocacy for this community to Council and Committees of South Wairarapa. This would be a rural/coastal perspective on issues associated with council services affecting rural communities (e.g. roads and rates), with the potential to align and coordinate Wairarapa wide. It would ensure that the rural perspective is considered for Council policy decisions and planning, and supports the purpose of local government under the [Local Government Act 2002](#), to enable democratic local decision-making and actions by, and on behalf of, communities.

The Rural & Coastal Advisory Group would also enable section 14 (1b) of [The Local Government Act 2002](#): *A local authority should make itself aware of, and should have regard to, the views of all of its communities.*

This group may also be able to assist or be involved with emergency management, noting isolation of some of these communities. Also, being an advisory group there is a potential to work across councils for the benefit of the Wairarapa.

Stakeholders

South Wairarapa District Council will endeavour to connect with community members from any rural or coastal area that is not within the urban townships of Featherston, Greytown or Martinborough.

Membership and Composition

It is recommended that the South Wairarapa District Council has 6-8 members for the Rural & Coast Advisory Group, made up of 4-6 rural/coastal members and 2 Councillors. A selection panel will appoint the four to six community members following expressions of interest from our community.

Resourcing

Council staff support will likely include co-ordinating and running meetings and providing subject matter advice.

Expressions of interest will take place for two weeks following the adoption of the Terms of Reference (see Appendix 1).

Rural & Coastal Advisory Group	Recommendation	Other considerations
Name	Coastal & Rural Advisory Group (CRAG)	
Purpose	The purpose of the Coastal & Rural Advisory Group will be to allow advocacy for this community to Council and Committees of South Wairarapa. Assist and/or be involved with emergency management.	Align and collaborate with other councils in the Wairarapa to strengthen rural communities.

Scope	Provide advice, information, and recommendations to South Wairarapa District Council on services affecting rural communities including feedback on: - Annual Plan - Long Term Plan - Consultations	
Membership	4 rural members 2 appointed Councillors	6 rural/coastal members 2 appointed Councillors
Composition	2x Formal Meetings 2x Forums/Workshops	4x Meetings

COMPLIANCE SCHEDULE

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low/medium 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 known health and safety implications
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APPENDICES

Appendix 1 Draft Rural and Coastal Advisory Group ToR

Rural and Coastal Advisory Group

Chair	
Members	6-8 members made up of 4-6 rural/coastal members, 2 Councillors
Quorum	4 or 5 (<i>depending on final number of members</i>)
Frequency of meeting	Quarterly or as required

Purpose

The Rural and Coastal Advisory Group's purpose is to provide the Council with a perspective on issues associated with Council services affecting rural and coastal communities. The Group's advice will contribute to ensuring that the wellbeing of the district's rural and coastal communities is taken into account for Council policy decisions and planning for the district's future.

The purpose of a Rural and Coastal Advisory Group will be to allow advocacy for this community to Council and Committees of South Wairarapa. This will be a rural/coastal perspective on issues associated with council services affecting rural communities (e.g. roads and rates), with the potential to align and coordinate Wairarapa wide. It will ensure that the rural perspective is considered for Council policy decisions and planning, and supports the purpose of local government under the [Local Government Act 2002](#), to enable democratic local decision-making and actions by, and on behalf of, communities.

The Coastal & Rural Advisory Group will also enable section 14 (1b) of [The Local Government Act 2002](#): A local authority should make itself aware of, and should have regard to, the views of all of its communities.

Key responsibilities

To provide Council with advice on the following:

- the development of Council policies, plans and strategies as they relate to rural and coastal issues,
- Council engagement with the district's rural and coastal communities, and
- any matter of particular interest or concern to rural and coastal communities connected with the functions of the Council, including, but not limited to, rates, funding, rural roading, forestry, water resilience, water quality, the Wairarapa Combined District Plan, spatial planning, economic development, civil defence, climate change impacts, coastal issues, and bylaws.

Reporting

It is expected that the group will report back to Council on a quarterly basis, or as required if there is an urgent need for advice on a particular matter. The Chair will be responsible for ensuring that reports are written or delivered verbally within meeting timeframes as supplied by the Governance Team.

Membership

The Council Rural and Coastal Advisory Group will be made up of up to six to eight members including two elected members with the remaining community members appointed through an expression of interest process. Community members from any rural or coastal area that is not within the urban townships of Featherston, Greytown or Martinborough can apply.

Criteria for community members:

A selection panel will appoint the four to six community members.

Membership will be considered based on:

- ability to provide advice on rural and coastal issues
- understanding of the South Wairarapa District rural and coastal communities living or working in a role serving the rural and coastal communities within the South Wairarapa District
- association with a rural/coastal sector group, organisation or rural/coastal community
- Their understanding of Te Tiriti o Waitangi.

The time commitment will involve attending at least two formal meetings a year (2-4 hours) and meeting preparation (reading time for reports and other material provided prior to meetings), with additional forums or workshops as required. Further input may be requested through additional meetings, emails and/or surveys.

Once the Council Rural and Coastal Advisory Group is selected, the meeting times will be set, with consideration of times and locations that are as convenient as possible for Advisory Group members.

7 KARAKIA WHAKAMUTUNGA – CLOSING

Kua mutu ā mātou mahi
Mō tēnei wā
Manaakitia mai mātou 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