

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

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

**IN ATTENDANCE:** Janice Smith (Chief Executive Officer), Stefan Corbett (Acting Group Manager, Corporate Services), James O'Connor (Acting Group Manager, Infrastructure and Community Operations), Russell O'Leary (Group Manager, Planning and Regulatory), Shanin Bridger (Advisor, Community Governance), Charly Clarke (Chief Financial Officer), Nicki Ansell (Lead Advisor, Strategy and Performance), and Amy Andersen (Lead Advisor, Democracy and Committees).

**CONDUCT OF BUSINESS:** This meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 2:00pm to 2:26pm except where expressly noted.

**OPEN SECTION**

**1 KARAKIA TIMATANGA – OPENING**

All in attendance opened the meeting.

**2 APOLOGIES**

There were no apologies.

**3 CONFLICTS OF INTEREST**

No interests were disclosed relating to items on the agenda.

## 4 REPORTS FROM CHIEF EXECUTIVE AND STAFF

### 4.1 MAKING AND ATTESTING OF MEMBERS' DECLARATIONS

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

#### RESOLUTION DC2025/79

**Moved:** Cr A Ellims

**Seconded:** Cr C Isaacs

Council resolved to:

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

[Items 1-3 read together]

**CARRIED**

### 4.2 GENERAL EXPLANATION FROM CHIEF EXECUTIVE

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

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

#### RESOLUTION DC2025/80

**Moved:** Cr R Taylor

**Seconded:** Cr M Bosley

Council resolved to:

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

[Items 1 & 2 read together]

**]CARRIED**

#### 4.3 APPOINTMENT OF THE DEPUTY MAYOR

**RESOLUTION DC2025/81****Moved: Mayor F Wilde****Seconded: Cr R Clarke**

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

**CARRIED**

#### 4.4 ELECTED MEMBERS' REMUNERATION 2025/26

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

**RESOLUTION DC2025/82****Moved: Cr C Isaacs****Seconded: Cr M Bosley**

Council resolved to:

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

[Items 1-4 read together]

**CARRIED**

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

**RESOLUTION DC2025/83****Moved: Cr C Olds****Seconded: Cr A Ellims**

Council resolved to:

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

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

**CARRIED**

#### 4.6 ADOPTION OF STANDING ORDERS

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

##### **RESOLUTION DC2025/84**

**Moved: Cr A Rutene**

**Seconded: Cr C Archer**

Council resolved to:

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

[Items 1-3 read together]

**CARRIED**

#### 4.7 ADOPTION OF THE CODE OF CONDUCT

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

##### **RESOLUTION DC2025/85**

**Moved: Cr S Baker**

**Seconded: Cr R Watson**

Council resolved to:

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

[Items 1-3 read together]	<b>CARRIED</b>
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## 5 KARAKIA WHAKAMUTUNGA – CLOSING

All in attendance closed the meeting with a karakia.

The meeting closed at 2:26pm.

**Confirmed as a true and correct record.**

..... (Mayor)

..... (Date)

..... (Chief Executive)

..... (Date)