



LOCAL GOVERNANCE STATEMENT 2025-28



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Contents

1.	What is a Local Governance Statement?	3
2.	Functions, responsibilities and activities of the Council	3
3.	Electoral system and the opportunity to change it.....	4
4.	Representation arrangements	4
5.	Role of elected members	5
6.	Code of conduct for effective governance	6
7.	Governance structure	6
8.	Community engagement and consultation.....	6
9.	Māori and mana whenua engagement and relationships	7
10.	Public access to the Council and its elected members	7
11.	Other representation and structures.....	7
12.	Meeting processes	8
13.	Relationship between management and members	9
14.	Good employer	9
15.	Requesting official information	10
16.	Key strategies, plans and policies that guide us	10
	Appendix 1 - Bylaws	14
	Appendix 2 – Our members	17
	Mayor, Deputy Manager and Councillors.....	17
	Community Boards and Māori Partnership Committee.....	19
	Appendix 3 – Terms of reference	20

1. What is a Local Governance Statement?

The local governance statement explains how the South Wairarapa District Council (**SWDC**) involves the public in their decision making. It outlines how the Council operates and how the community can have their say.

It includes information on:

- » Council functions, responsibilities and activities
- » electoral system and the opportunity to change it
- » representation arrangement, including Māori wards and the opportunity to change them
- » members' roles and conduct
- » governance structures, processes, membership and delegations
- » equal employment opportunities policy
- » processes for requests for official information.
- » meeting processes
- » management structure and the relationship between management and elected members
- » key planning and policy documents and the process for their development and review
- » systems for public access to it and its elected members
- » policies for liaising with and agreements, with Māori
- » consultation policies
- » remuneration and employment policy, if adopted
- » local legislation
- » bylaws

This document was prepared in February 2023. As new information becomes available or is updated, it will be published on the Council website.

2. Functions, responsibilities and activities of the Council

The purpose of local government is to enable democratic local decision-making and action by and on behalf of, communities. The current purpose of local government stated in the Local Government Act 2002 (**Act**) is to promote the social, economic, environmental and cultural well-being of communities in the present and for the future, but this is expected to change once the Local Government (Systems Improvement) Amendment Bill makes its way through parliament. The change to the purpose focuses local government on core services and the provision of good quality infrastructure that supports housing and economic growth.

The SWDC is responsible for giving effect to these purposes and for performing the duties and exercising the rights, conferred on it by the Act and any other enactment.

The activities undertaken by the Council include core services such as local roading, water and wastewater services, waste management and minimisation, libraries, museums, reserves and other community and recreational facilities.

The Act provides the Council with full capacity to carry on or undertake any activity or business, subject to it complying with the law. Our [Long Term Plan](#) contains information about all of the Council's activities, over a period of 10 years. The Council has responsibility for carrying out functions prescribed by a number of statutes. These include the management of reserves (Reserves Act 1977); managing natural and physical resources sustainably through its planning processes (Resource Management Act 1991); ensuring compliance with the building code (Building Act 2004); and the provision of planning for civil defence emergency management within the South Wairarapa district (Civil Defence Emergency Management Act 2002). It should be noted that there is a significant level of reform currently underway that amends the above legislation to varying degrees.

3. Electoral system and the opportunity to change it

Local authority general elections are held once every three years and were last held throughout New Zealand on 11 October 2025. The next local government election will be held in 2028.

An “electoral system” describes the voting process used at local authority elections. There are two types of electoral systems for the election of mayor, councillors and community board members:

- » First Past the Post (**FPP**)
- » Single Transferable Vote (**STV**).

SWDC currently uses the FPP system. This is due for review again from 2027.

Changing the electoral system

Under the Local Electoral Act 2001, the electoral system can be changed by:

- » Council resolving to change the system to be used for the next two elections
- » Council conducting a binding poll
- » Electors demanding a binding poll (requires 5% of registered electors to sign a petition demanding a poll).

Once changed, an electoral system must be used for at least the next two triennial (three-yearly) elections but continues in effect until either a further resolution is made or a poll is held.

4. Representation arrangements

The South Wairarapa district is led by a mayor and 10 councillors. The mayor is elected by voters of the whole district and the councillors are elected from [our wards](#) being Featherston, Greytown and Martinborough (**Wards**) with three councillors each of these wards and one, elected at large, for the Māori Ward. The Deputy Mayor is appointed either by the Mayor or Council.

The community boards, one for each of the Wards, each comprise four elected members and two Ward councillors appointed by Council.

Review of representation arrangements

Councils are required to review their representation arrangements at least once every six years to consider:

- » How many councillors should represent the district
- » How councillors are elected – by Ward or district, or a mix of both
- » How many wards the council should have and their names
- » If the district should have community boards and if so, what their names, boundaries and membership should be

We last reviewed our representation arrangements prior to the 2025 elections. The next review will commence in 2030 to take effect for the 2031 elections.

Māori representation and partnership arrangements

Council has a Māori Partnership Committee with membership representing Pāpāwai Marae, Kohunui Marae, Hau Arika Marae, Pae tū Mokai o Taurira (a Featherston incorporated society representing local Māori interests in the district), as well as iwi Rangitāne o Wairarapa and Kahungunu ki Wairarapa.

In 2024, Council resolved to create a Māori ward for the 2025 elections. At that election the voting population voted to retain the Māori ward for the next two election cycles, being 2028 and 2031.

5. Role of elected members

Role of elected members

The Mayor and the councillors of SWDC have the following roles:

- » Setting the policy direction of Council;
- » Monitoring the performance of Council;
- » Representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially and according to their best skill and judgment in the best interests of the district); and
- » Employing the Chief Executive (under the Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Role of the Mayor

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of the Council.

In addition, the Mayor:

- » Provides leadership to other members of the Council and people in the South Wairarapa district;
- » Leads development of the Council's plans (including the long-term plan and the annual plan), policies and budgets for consideration by members; and
- » Appoints a deputy mayor, establishes committees and to appoints committee chairs.

The Mayor presides at Council meetings and is responsible for ensuring the orderly conduct of business at Council meetings in accordance with Standing Orders.

Role of the Deputy Mayor

The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties and may exercise the powers of the mayor (as summarised above).

Role of community boards

The role of community boards is to:

- » represent and advocate for community interests in a constructive, solutions-focused way
- » develop positive relationships and communicate with local organisations, interest groups, iwi, residents and businesses;
- » maintain an overview of services provided by Council within the community;
- » provide local insights to inform Council from the community;
- » consider and report on all matters referred to it by Council;
- » support emergency preparedness and resilience in the community;
- » prepare an annual submission to Council relating to proposed or potential work for expenditure within the community; and
- » undertake any other responsibilities that are delegated to them by Council.

6. Code of conduct for effective governance

All elected members are required to adhere to a code of conduct. Adopting such a code is a requirement of the Act. Once it is adopted such a code may only be amended by a 75 percent or more vote of the council. Council adopted its [Code of Conduct](#) on the 29 October 2025.

Elected members are subject to a variety of laws, such as the Local Authorities (Members' Interests) Act 1968 and the Secret Commissions Act 1910. These provisions are in place to make sure that elected members do not act in a corrupt manner. [Code of Conduct - Elected members and CB members](#)

7. Governance structure

Councils can create committees, which have the authority to consider all matters coming within their scope as detailed in their Terms of Reference. SWDC's committee structure is established after each triennial election and the structure for 2025-28 in Appendix 3 and is also available on our website: [Committees](#)

8. Community engagement and consultation

SWDC is responsible for making decisions on behalf of its communities and we aspire to work with our communities to ensure their views and preferences are taken into account.

Council's [Significance and Engagement Policy](#) lets our communities know how and when they can expect to be engaged in Council's decision-making processes.

9. Māori and mana whenua engagement and relationships

Council respects the unique status of Māori in our community and is committed to building and strengthening our relationships with Māori.

One of our key mechanisms for making sure the Māori voice is heard is the Māori Ward Councillor. The Māori Partnership Committee also ensures that the contributions of local iwi and marae are represented. Council also employs a Pou Māori – Principal Advisor.

The Māori Ward Councillor and the Māori Partnership Committee will inform and advise Council on matters of significance to Tangata Whenua. Council will also engage directly with iwi and marae representatives where appropriate.

Council recognises that early engagement is the most effective, particularly for those decisions which have greater significance. We are committed to providing relevant information to inform Māori contribution and improve Māori access to the Council's engagement and decision-making processes. Council currently developing a Māori Policy that outlines our commitment.

10. Public access to the Council and its elected members

Information about current elected members and their contact details is contained in Appendix 2 or can be found on our website under [Your Councillors](#).

Members of the public seeking information or support can contact SWDC in writing, by telephone or in person.

11. Other representation and structures

Cross-council, regional and external representation

Council also has representation on joint committees and groups including members from other Wairarapa councils and the wider Wellington region:

- » **Wairarapa Committees/Groups:** Wairarapa Policies Working Group, Wairarapa Economic Development Forum and Wairarapa Trails Action Group.
- » **Joint Regional Committees/Groups:** Wellington Regional Waste Management and Minimisation Plan Joint Committee, Wellington Region Waste forum, Wellington Water Committee (to June 2026) and Wellington Regional Leadership Committee.
- » **Greater Wellington Regional Council Committees/Groups:** Civil Defence Emergency Management (CDEM) Group. Regional Transport Committee, Wairarapa Committee and Wairarapa Moana Statutory Board.

- » **External Appointments:** Destination Wairarapa Board, Wairarapa Road Safety Council, Cobblestones Trust Board.

Council-controlled organisations

Council is a joint owner of Wellington Water along with Greater Wellington Regional Council, and Lower Hutt, Porirua, Upper Hutt and Wellington city councils. Wellington Water was formed in 2014 to provide dedicated management of council water infrastructure and operations. SWDC retains ownership of all its infrastructure assets and contracts Wellington Water to provide infrastructure management services. SWDC sets all the policies and performance objectives that are expected to be met by Wellington Water. SWDC's role in Wellington Water will cease in 2026, when Wellington Water is reformed under the Local Water Done Well reform programme. Council will become a joint member of the Wairarapa Tararua joint water entity.

12. Meeting processes

Each year a schedule of meetings is adopted for Council, committees and community boards, and the details are published on the Council website. Meetings are an opportunity for council business to be considered and decisions to be made. They are an opportunity for you to make your view heard.

Council also publishes a list of all meetings scheduled to be held in the following month (including the dates, times and venues) in the newspaper not more than 14 days and not less than 5 days before the end of every month.

Sometimes meetings need to be held at short notice. These are called "extraordinary meetings" and are notified as soon as practicable.

Meeting agendas and reports are available on the Council website at least two days before a meeting and can also be viewed at the district libraries or Council office in Martinborough. Unconfirmed minutes are available once they have been reviewed by the Chair after the meeting. Minutes are confirmed for correctness at a subsequent meeting and will be updated if any changes are made.

Meetings are live streamed to the Council's YouTube channel where possible.

Standing Orders

Meetings of Council, committees and community boards use Standing Orders which is a set of procedures that guide the conduct of meetings. They include rules on who can speak and when and outline procedures for voting and making decisions. Their purpose is to enable local authorities to carry out their decision-making in a transparent, inclusive and lawful way.

SWDC adopted its [Standing Orders](#) on 29 October 2025.

Public attendance at meetings

The public are welcome to attend Council, committee and community board meetings. From time to time, confidential matters will be discussed, and the public are not allowed to attend those parts of the meeting. There are limited reasons for excluding the public from a meeting which will be notified on the meeting agenda. The reasons generally relate to the protection of privacy, professional or legal privilege or commercial sensitivity.

Public excluded agendas and minutes are not available to the public.

Participating at a meeting

At the start of each meeting, 30 minutes is set aside for members of the public to bring matters to the attention of elected representatives. Speakers can speak up for 5 minutes and should register their intention to speak with a Committee Advisor at least 24 hours prior to the meeting.

Further information about participating at a meeting is available on the Council website: [Participation at a meeting](#)

Workshops

Workshops are an opportunity for members to discuss matters, receive briefings and provide guidance to officers. Workshops are not meetings and cannot be used to make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.

Workshops can either be open to the public or public excluded.

Community forums and drop-in sessions

Community Boards and the Māori Partnership Committee hold community forums and/or drop-in sessions from time to time, generally in between ordinary meetings. Community forums are an opportunity for members to engage more easily with their communities and may be used for activities such as drafting community plans and submissions with community input, coordinating and co-delivering community training or hosting an external guest speaker. Standing orders do not apply to forums, and they cannot be used to make decisions.

13. Relationship between management and members

The Act requires the Council to appoint one employee, the Chief Executive, who is responsible for implementing and managing Council's policies and objectives within budget constraints.

The Chief Executive is supported by a Strategic Leadership Team, comprising Group Managers of Planning and Regulatory Services, Corporate Services and Infrastructure and Community Operations.

Principles for working together

The Strategic Leadership Team and elected and appointed members (The Mayor, councillors, community board members and Māori Partnership Committee members) have agreed to a set of principles for how we work together.

14. Good employer

SWDC is committed to the principle of being a good employer and will undertake all employment activities in good faith. Council employs a Chief Executive who is responsible for the employment of all other staff.

SWDC will make sure it:

- » provides good and safe working conditions.

- » puts Equal Employment Opportunities (EEO) practices in place.
- » provides opportunities for the enhancement of the abilities of individual employees.
- » recognises aims, aspirations and employment requirements of Māori.
- » recognises aims, aspirations, employment requirements and cultural differences of ethnic or minority groups.

Equal Employment Opportunities

SWDC is committed to equality in the workplace and a policy of providing equal employment opportunities (EEO). For more information see our current [EEO Policy](#)

15. Requesting official information

Official information refers to all information held by Council. Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person has the right to request information at any time. We treat all requests for information as requests made under LGOIMA, even if it is not referred to in the request.

Requests can be made directly to the Council through email, phone, letter or online. To ensure that requests are dealt with as quickly as possible we recommend using our online form. Information requests should be as specific as possible so information can be found quickly.

Council supplies the information as soon as possible and no later than 20 working days after the request is received, unless reasons exist for withholding information. However, if the request is complex, involves a large amount of research and collation, or consultation we may need to extend the timeframe.

The reasons for withholding information are set out in the LGOIMA. Common reasons are to:

- » protect people's privacy
- » protect confidential or commercially sensitive information
- » maintain legal privilege.

Most requests are supplied free of charge, but we are entitled to charge. When we do, our charging policy is based on [Ministry of Justice Guidelines](#).

[See the Council website for more information on official information requests.](#)

16. Key strategies, plans and policies that guide us

The purpose of Council is to enable democratic local decision-making and action by and on behalf of, communities and to promote the social, economic, environmental and cultural wellbeing of communities now and for the future.

An important role of Council in carrying out its functions, responsibilities and activities, is developing and reviewing key strategies, plans and policies. Council has several of these key documents summarised in the diagram below.

Long Term Plan

Every three years, councils are required to develop, in consultation with its community, a Long-Term Plan (LTP) with a ten-year outlook. The LTP is a strategic planning document that identifies what our biggest priorities are. It is also a budget which outlines the activities and projects that are planned and how much they will cost.

Council must also prepare a financial strategy and infrastructure strategy alongside the LTP. Our financial strategy provides a framework which guides the Council to make decisions in a financially responsible and transparent. Our infrastructure strategy takes a 30-year view of Council's approximately \$388 million worth of infrastructure assets.

Our current 10-year plan, 2025-34 LTP, was adopted by Council on 25 June 2025. Our next LTP is due to be adopted by 30 June 2027.

Annual Plan

In between producing LTPs, Council must produce an Annual Plan that reviews our work programme and considers whether any changes are needed. These changes could be budget revisions, new priorities that arise, or new projects to help deal with issues that face the district.

Council must adopt the 2026/27 Annual Plan on or before 30 June 2026. We welcome public input into our planning.

Annual Report

Each year we prepare an Annual Report. This report is an accountability document that compares actual performance against intended levels of performance described in the Annual Plan. It also explains how rates are spent and the value received in return.

Council's financial year ends on 30 June and the Annual Report must generally be produced within three months of that date. The report is published on the Council website within one month of its adoption. The report for 2024-25 was adopted 8 October 2025.

Wairarapa Combined District Plan

The Wairarapa Combined District Plan (WCDP) sets out the objectives, policies, rules and other methods to promote the sustainable management of districts the natural and physical resources. District Plans are required under the Resource Management Act 1991 (RMA). Our plan became operative on 8 October 2025.

The reforms of the RMA that are currently underway may have an impact on the WCDP, but this remains subject to the drafting and adoption of the Planning Act and the Natural Environment Act, which are currently out for consultation.

South Wairarapa Spatial Plan

A spatial plan is a plan that helps shape the way our communities grow and develop over the next 30 years. It sets the long-term direction for the district, looking to protect what is valued by communities while responding to change, growth and new opportunities.

The South Wairarapa Spatial Plan was developed throughout 2021 and benefitted from extensive consultation and engagement. The plan was adopted 10 November 2021. It will be reviewed in five years or earlier if significant change or circumstances arise.

Featherston Master Plan

A master plan is an overarching plan that shows where and how development might occur in Featherston overtime. It enables a planned approach to growth, getting the best and coordinated use of public investments such as the train station, parks and reserves, community facilities, roading, and integrating development.

Governance Policies

SWDC has range of governance policies that capture the ‘big picture’ issues of how to achieve our strategic direction and vision. These are collected into the following four areas based on the CouncilMark™ programme:

- » Governance, Leadership and Strategy
- » Community Engagement and Development
- » Financial Decision-Making and Transparency
- » Asset Management and Service Delivery.

Governance policies are available on the Council website: www.swdc.govt.nz/governance/policies

Local Legislation and Bylaws

Council’s rights, obligations and responsibilities are described in statutes, regulations and bylaws. In fulfilling its purpose SWDC exercises powers and fulfils responsibilities conferred on it by the Act (which applies to all of local government) and local bylaws made by SWDC.

Council has also developed several management, development and concept plans for the reserves and other amenities in the district. These are available from www.swdc.govt.nz/governance/plans.

Bylaws help to protect the community by setting acceptable standards of behaviour to ensure activities in public places are carried out in a safe and responsible manner. They also promote a nuisance free environment and minimize the potential for offensive behaviour in public places.

Council works with the Wairarapa councils to create in common bylaws. Council also has bylaws which apply only locally within the South Wairarapa boundaries.

A list of our bylaws is provided in Appendix 1, and on the Council website www.swdc.govt.nz/governance/bylaws

WHAKAPĀ MAI CONTACT US

Address:

19 Kitchener Street, Martinborough 5711
PO Box 6, Martinborough 5741
New Zealand

Telephone: 06 306 9611

Email: enquiries@swdc.govt.nz

Media enquiries: media@swdc.govt.nz

Our customer service is available to help with any enquiry.

Open: 9:00am – 4:00pm Monday to Friday



www.facebook.com/SouthWairarapaDistrictCouncil



www.instagram.com/south_wairarapa_dc/

CONSULTATIONS AND ENGAGEMENTS

Register to have your say on some of the ways we are working to make South Wairarapa an even better place to live. Join the conversation and help shape the future of our district here: [Have Your Say South Wairarapa](#)

SERVICE REQUESTS AND FEEDBACK

Our [Get It Sorted](#) online form or [Antenno](#) can be used to report issues to Council.

Urgent matters should be phoned straight away to Council on (06) 306 9611.
Council's [compliments and complaint policy](#) is located on our website – feedback is welcome and can be provided using the online [form](#).

MORE INFORMATION

All Council publications referred to in this document are available at www.swdc.govt.nz
The Local Governance Statement is Council's official information document.
Version Control: Adopted by Council on 19 February 2026.
Review Date: Not later than April 2029 (six months following triennial election.)

Appendix 1 - Bylaws

Ngā Ture ā-Rohe Tōpu o Wairarapa: The Wairarapa Consolidated Bylaw 2025

The Wairarapa Consolidated Bylaw was first adopted on 26 June 2019 and came into effect on 8 July 2019. In 2025 the bylaw was reviewed by the three councils and the 2025 version was adopted by SWDC at the Council meeting on 8 October 2025.

Ngā Ture ā-Rohe Tōpu o Wairarapa: the Wairarapa Consolidated Bylaw 2025 bylaw is divided into 11 parts. Part 1-8 come into effect from 1 November 2025. Parts 9-11 are the Wairarapa Consolidated Bylaw 2019 version and will next be reviewed under the Local Government (Water Services) Act 2025

The table below provides details on the purpose of each part of the consolidated bylaw.

Wairarapa Consolidated Bylaw 2025	
Part 1: Introductory	Includes information that is common to all parts of the consolidated bylaw, including definitions and provisions of a general nature.
Part 2: Public Places (including Parks and Reserves)	Controls a diverse range of activities within public places so everyone can enjoy them safely. It also addresses damage to public facilities (e.g. roads, grass verges) and activities within public places and reserves which may have an adverse effect on other users.
Part 3: Sale of Goods or Services in Public Places	Requires every person who wants to sell goods or services in a public place to first obtain a license.
Part 4: Prevention of Nuisance from Fire and Smoke	Controls the lighting of fires to protect the community from smoke nuisance.
Part 5: Keeping of Animals, Poultry and Bees	Outlines requirements for keeping animals, poultry and bees, in order to prevent nuisance and protect public health and safety.
Part 6: Traffic	Enables Council to set requirements for parking and control of vehicles on roads in the district.
Part 7: Cemeteries and Crematoria	Controls and sets standards for the operation of cemeteries and crematoria.
Part 8: Beauty Therapy, Tattooing and Skin Piercing	Regulates hygiene standards in commercial beauty therapy, tattooing and skin-piercing practices to ensure safe practices.
Part 9: Water Supply	Provides controls to manage and protect the water supply.

Part 10: Wastewater	Regulates wastewater drainage from domestic and trade premises.
Part 11: Trade Waste	Regulates the discharge of trade waste to a sewerage system. Includes details of how to apply for a trade waste permit and permit conditions.

Standalone Bylaws

SWDC has adopted standalone bylaws relating to alcohol, dogs, solid waste and water races.

Bylaw Name	Description	Date made and last reviewed
Alcohol Control Bylaw	Aims to control the consumption, bringing into, or possession of alcohol in public places to reduce and mitigate crime and disorder that is caused or made worse by the presence or consumption of alcohol in those places.	Made 3 November 2021
Control of Dogs Bylaw 2013	Sets standards and controls that must be observed by dog owners. It includes matters such as dogs in public places, wandering dogs, ownership of more than one dog, and nuisances caused by dogs.	Made 2007 and reviewed 2013 and 2023
Featherston Longwood Water Race Bylaw 1936	Makes provisions for proper protection and management of the water race and provisions to prevent nuisances and obstructions. It is intended to assist efforts to maintain and enhance the quality of the Featherston Longwood Water Race to help ensure the future of this resource.	Made 20 June 1936 and reviewed April 2014
Moroa Water Race Bylaw 2007	Assists efforts to maintain and enhance the quality of the Moroa Water race to help ensure the future of this resource. It includes matters such as conditions of use, Council responsibilities, cleaning, existing uses, extra or abnormal supplies and powers of Council.	Made 23 July 2008 and reviewed April 2014
Water Race Code of Practice	To minimise the wastage of water, inputs of containments from various farming and land activities and other adverse environmental impacts to the Moroa and Longwood water race.	Made 16 October 2017

Masterton, Carterton and South Wairarapa District Councils Solid Waste Bylaw	Provides controls to ensure solid waste is managed and disposed of, while achieving acceptable standards of amenity.	Made 31 July 2013 and reviewed 17 February 2021
South Wairarapa District Council Freedom Camping Bylaw 2024	To protect Local Authority Areas; protect the health and safety of the people who may visit local authority areas; or protect access to Local Authority Areas.	Made 27 March 2024
Cape Palliser Paper Road Bylaw	Restricts Motor Vehicle access on the Cape Palliser ULR while allowing pedestrian and horse access.	Made 8 October 2025 for two (2) years. In force from 1 December 2025 to 30 November 2027.

Appendix 2 – Our members

Mayor, Deputy Manager and Councillors



Mayor Fran Wilde

Email: fran.wilde@swdc.govt.nz



Deputy Mayor and Councillor Rob Taylor

Ward: Martinborough

Email: rob.taylor@swdc.govt.nz



Councillor Andrea Rutene

Ward: Te Karu o Te Ika a Māui Māori

Email: andrea.rutene@swdc.govt.nz



Councillor Martin 'Boz' Bosley

Ward: Greytown

Email: martin.bosley@swdc.govt.nz

Phone: 027 231 7300



Councillor Simone Baker

Ward: Greytown

Email: simone.baker@swdc.govt.nz



Councillor Collier Isaacs

Ward: Greytown

Email: collier.isaacs@swdc.govt.nz



Councillor Rachel Clarke

Ward: Featherston

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Councillor Chris Archer

Ward: Martinborough

Email: chris.archer@swdc.govt.nz



Councillor Colin Olds

Ward: Featherston

Email: colin.olds@swdc.govt.nz



Councillor Aidan Ellims

Ward: Martinborough

Email: aidan.ellims@swdc.govt.nz



Councillor Rupert Watson

Ward: Featherston

Email: rupert.watson@swdc.govt.nz

Community Boards and Māori Partnership Committee

Featherston Community Board

Warren Maxell
warren.maxwell@swdc.govt.nz

Tui Rutherford
(Resigned 18 February 2026 – by-election to follow)

Cr Rachel Clarke
rachel.clarke@swdc.govt.nz

Tanja Schubert-McArthur
Deputy Chair
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Anne Hynds
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Cr Rupert Watson
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Greytown Community Board

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Cr Martin Bosley
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Neil Morison
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Cr Simone Baker
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Martinborough Community Board

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Nana Boyle
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Ross Andrew
ross.andrew@swdc.govt.nz

Cr Aidan Ellims
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Māori Partnership Committee

- Mayor Fran Wilde
- Cr Andrea Rutene
- Cr Simone Baker
- Gillies Baker – Papawai Marae
- Whitu Karauna – Hau Ariki Marae
- JD Smith – Hau Ariki Marae
- Memory Te Whaiti Kohunui Marae
- Denise Riwai – Kohunui Marae
- Karen Mikaera – Pae tū Mōkai o Taurira
- Mark Fenwick – Pae tū Mōkai o Taurira
- Dottie Whittaker – Rangitāne o Wairarapa Iwi
- One appointment from Ngāti Kahangugu Iwi remains

Appendix 3 – Terms of reference



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

**Council and Committees
Terms of Reference
2025-2028**

Contents

Contents.....	2
Record of amendments.....	2
Introduction.....	3
Council.....	5
Community Boards (Ngā Poari Hapori)	6
Māori Partnership Committee	9
Infrastructure Committee	11
Risk and Assurance Committee.....	13
People and Performance Committee.....	15
Economic Growth Committee	18
Social Resilience Committee	22
Resource Management Hearings Panel	23
District Licensing Committee.....	24
Specific role descriptions and delegations	25

Record of amendments

Version	Date	Resolution	Summary of Amendments
1	20 Nov 2025	DC2025/89	Adopted
2	11 Dec 2025	DC2025/95	Addition of Community Boards, Economic Development Committee, Environmental Sustainability Committee and Social Resilience Committee. Amendments to the Māori Partnership Committee membership and functions.

Introduction

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

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

Committee establishment

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

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

Committees include, in relation to Council:

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

Terms of Reference (ToR)

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

Quorum

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

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

Ambiguity and conflict

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

Chairpersons

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

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

Agenda preview meetings

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

Health and safety

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

Council

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

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

- a) The following powers which are unable to be delegated¹:
 - i. Making a rate;
 - ii. Making a bylaw;
 - iii. Borrowing money, or purchasing or disposing of assets, other than in accordance with the long-term plan;
 - iv. Adopting a long-term plan, annual plan, or annual report;
 - v. Appointing a chief executive;
 - vi. Adopting policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement;
 - vii. Adopting a remuneration and employment policy;
 - viii. Approve or amending the Council's Code of Conduct for elected members;
 - ix. Approving or amending the Council's Standing Orders;
 - x. Establishing a joint committee with another local authority or other public body.
- b) Overseeing and approving the Council's strategy and policy work programme.
- c) Making the final decision on a recommendation from the Ombudsman where it is proposed that Council does not accept the recommendation.
- d) Overseeing, developing and approving Council's relationship with Māori, including iwi appointments to, or removal from, committees.
- e) Appointing and discharging members of committees (when not appointed by the Mayor).
- f) Approving the Council's recommendation to the Remuneration Authority for the remuneration of elected members.
- g) Approving the Triennial Agreement under the Local Government Act 2002.
- h) Approving the Local Governance Statement.
- i) Determining whether or how to fill any extraordinary Council vacancies.
- j) Reviewing and developing policy and practices and making decisions in respect of governance (including representation reviews).
- k) Promoting any legislation or promoting significant amendments to legislation (e.g. a Local Bill).
- l) Exercising any authority which it has delegated to a committee, subcommittee or officer, and which is referred to it for decision.

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

Community Boards (Ngā Poari Hapori)

The South Wairarapa District Council (council) has three community boards established under sections 49–54 of the Local Government Act 2002 (LGA 2002), representing the communities of Featherston, Greytown and Martinborough.

Each board consists of four elected members and two appointed ward councilors. Boards meet at least four times per year. Each board elects a chairperson and deputy chairperson at its first meeting. The quorum is three (3) members. Boards operate under Council’s Standing Orders, Code of Conduct and Terms of Reference. Members must also declare any conflicts of interest.

1. Purpose

Community boards play an essential role in connecting local communities and the South Wairarapa District Council (SWDC). Council and community boards will follow a “high trust and transparency” model and will encourage shared ownership of challenges and opportunities to achieve outcomes that strengthen the district.

Boards will:

- a) represent and advocate for community interests in a constructive, solutions-focused way
- b) develop positive relationships and communicate with local organisations, interest groups, iwi, residents and businesses
- c) maintain an overview of services provided by Council within the community
- d) provide local insights to inform Council from the community
- e) consider and report on all matters referred to it by Council
- f) support emergency preparedness and resilience in the community
- g) prepare an annual submission to Council relating to proposed or potential work for expenditure within the community
- h) undertake any other responsibilities that are delegated to them by Council.

2. Delegations from Council

Within their community areas, boards have the power to approve community grants within their allocated budgets and guidelines.

During the triennium, boards may undertake any other responsibility appropriately delegated by Council and agreed by boards.

Boards operate within defined boundaries. They are not authorised to enter into contracts, employ staff, or take actions that would exceed their approved budgets or contravene Council policy.

3. Community engagement

In order to optimise the delivery of their mandate, boards facilitate collaboration between the community and Council including feeding back community insight in an organised, data-informed way.

Council and boards work together to ensure that community engagement is discussed, coordinated and planned.

4. Civil defence and emergency readiness

Community boards will activate local civil defence readiness as their principal leadership responsibility.

They will:

- a) work with Council and WREMO to ensure every community is fit for emergency response and recovery
- b) promote local emergency preparedness through education, coordination, and communication
- c) identify community leaders and volunteers who can assist during emergencies
- d) oversee the appointment and support of local emergency centre coordinators
- e) support, provide and lead community-specific communications before, during and after civil defence and emergency situations, as defined in the standard operating procedures (SOP)
- f) provide regular readiness assessments to Council as part of annual reporting.

This responsibility builds community resilience and provides a clear, shared focus that benefits both Council and residents.

Council will provide planning and operational support to assist the boards, to ensure the appropriate plans and community-specific SOP are in place, and work in partnership with the boards to support coordinated emergency management across the district and region.

5. Advisory

Boards recommend to Council or relevant committees on:

- a) local road priorities, traffic management, and street facilities
- b) prioritisation of footpath renewals and maintenance
- c) easements and reserves management plans
- d) services feedback and recommendations.

To support this, Council will provide high-level advanced plans for works in the board area, with enough detail for practical consideration, and allow reasonable time for prompt community and board feedback.

Boards will also provide feedback to:

- a) Council's long-term plan and annual plan
- b) district plan reviews and bylaw changes
- c) strategies and policy development relevant to their areas.

The boards will support Council community consultation on the above plans and reviews, raising issues that they identify are of concern to the community. To assist with this, the Council will provide relevant significant proposals and draft plans in a timely way, other than when deemed to be outside of the board or community interest, when the issue is commercial in confidence or where time required for the process demonstrably impacts the outcome.

6. Accountability and reporting

Boards are accountable to the community they represent. In all its actions, a board will be aligned with the Council's vision, mission and values, and contribute to the achievement of the Council's long-term plan.

In allocating funding and grants, and other delegated responsibilities, the boards are accountable to

Council. They develop an annual work plan aligned with Council’s strategic priorities. Boards will make a submission to Council’s annual and long term plans.

Boards will ensure that their communication with, and information and operational requests of Council, are appropriate in terms of timeliness, role and good practice. As part of this, ward councillors will share information to Council about the board activities.

To support this, Council will provide timely, relevant and accurate support, advice, guidance and feedback on information sought by boards.

Council will also provide and support a clear process for raising issues, and a path of escalation where required.

7. Review of terms of reference

These terms of reference may be reviewed by the Council in consultation with community boards at any time, with a formal review to occur before June 2027.

8. Working together for the district

This framework strengthens the partnership between Council and community boards. By focusing the boards on community resilience and structured engagement, SWDC ensures both entities work as a cohesive team — each informed by data, grounded in shared responsibility, and committed to delivering the best outcomes for South Wairarapa’s people.

Māori Partnership Committee

Reports to	Council
Chair	TBC
Frequency of meeting	Six-weekly, or as required, with workshops and community forums held as needed.
Members	<ul style="list-style-type: none"> • At least one, but up to two Councillors appointed by Council in discussion with the chair of the Committee. • Two representatives from each of the three South Wairarapa Marae (Kohunui Marae, Papawai Marae and Hau Ariki Marae). • Two representatives from Pae Tū Mōkai o Taurira. • One representative from Ngāti Kahungunu ki Wairarapa. • One representative from Rangitāne o Wairarapa. • The Mayor of South Wairarapa (ex officio). • Up to one youth representative in an advocacy role. <p>Note</p> <ul style="list-style-type: none"> • Nominations for Iwi, Marae or Pae Tū Mōkai o Taurira representatives must be received in writing from each participating body and are ratified by Council. • Councillor membership is ratified by Council. • The chairperson and deputy chairperson are elected by the committee at the start of the triennium.
Non-voting attendees:	The youth representative is not a voting member of the committee.
Quorum	Four members including a minimum of three representatives from Iwi, Marae or Pae Tū Mōkai o Taurira and one representative from Council.

1. Introduction

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

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

The Council acknowledges:

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

2. Vision

Manaaki whenua, manaaki tāngata, haere whakamua

If we take care of the land and take care of the people, we will take care of the future.

3. Purpose

The Committee exists to:

- a) Uphold and give effect to the principles of **Partnership, Participation, and Active Protection**.
- b) Advocate for equitable outcomes for Māori across social, cultural, environmental, and economic domains.
- c) Ensure Māori voices are heard in Council decision-making.
- d) Support kaitiakitanga and sustainable development.
- e) Strengthen Māori capacity and capability in civic processes.
- f) Provide culturally grounded advice on planning, policy, and resource management.

4. Functions

The Committee will:

- a) Work with Council on strategic matters.
- b) Contribute to Long Term and Annual Plans.
- c) Support Council officers through letters of support and cultural guidance.
- d) Recommend opportunities for partnerships with hapū and marae.
- e) Consider funding applications aligned with the Committee's four Pou.

5. Delegated Authority

The Committee has authority to:

- a) Distribute community grants delegated to it.
- b) Approve te reo Māori road names in line with the Road Naming Policy.
- c) Make recommendations on kaupapa Māori projects and activities aligned with Council policy.

6. Accountability and Reporting

- a) Reports received by Council.
- b) Meeting minutes and reports are tabled at Council meetings.
- c) Chair or nominated committee member may present updates.

7. Continuity

Under clause 30(7) of Schedule 7 of the Local Government Act 2002, the Committee continues beyond each triennial election to ensure sustained partnership and continuity of kaupapa.

Infrastructure Committee

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

1. Purpose

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

2. Area of focus

The Infrastructure Committee has responsibility for:

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

3. Responsibilities

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

within the scope of the committee.

- h) Receive reports and consider and decide recommendations from community boards, joint committees, Council appointments, and user groups on matters within the scope of the committee.

4. Delegations

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

5. The committee is delegated the power to act

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

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

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

7. Oversight of policies and bylaws

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

Risk and Assurance Committee

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

1. Area of focus:

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

2. Key responsibilities

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

3. Delegated authority

a) Power to act:

- i. Approve strategies and plans related to emergency response and business continuity within budgeted limitations.
- ii. Delegate to members of the committee and Chief Executive the powers to appoint an Independent Chair, as recommended by the Auditor General.

b) Power to Recommend to Council:

Adoption of the Annual Report.

People and Performance Committee

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

1. Purpose

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

2. Scope

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

- a) Overseeing the work of SWDC in the promotion of a positive and inclusive culture, including staff wellbeing and engagement.
- b) The appointment, remuneration and performance of the CEO.
- c) Understanding the remuneration framework and succession planning for key roles.
- d) Ensuring SWDC is a good employer and that it complies with legislative and regulatory requirements.

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

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

3. Authority and access

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

- a) Obtain any information it needs from any employee and/or external party (subject to their legal obligation to protect information).
- b) Discuss any matters with other external parties (subject to confidentiality considerations).
- c) Request the attendance of any relevant manager, including the Chief Executive, at Committee meetings.
- d) Obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the expense of SWDC.

3.2 The external advisors and the Chief Executive Officer will report directly to the Committee on

matters relevant to the Committee's responsibilities under these Terms of Reference.

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

4. Membership

- a) Chair: Mayor Wilde, Deputy Chair : Deputy Mayor Rob Taylor, members Councillors Martin Bosley and Collier Isaacs.
- b) The quorum shall be two members of the committee, including the Chair or the Deputy Chair.
- c) The Chief Executive Officer shall not be a member of the Committee but shall attend meetings or parts of meeting of the Committee at the invitation of the Chair.
- d) Other senior executives shall attend meetings of the Committee at the invitation of the Chair.
- e) The Committee may invite other parties to attend meetings or parts of meetings from time to time as circumstances require.

5. Meetings and reporting to the Council

- a) The Committee shall hold at least two meetings per year and such additional meetings as its Chair shall decide.
- b) Minutes of the Committee shall be prepared. A summary of proceedings shall be reported by the Chair to a meeting of the Council and the minutes provided once the Committee has agreed them.
- c) The CEO and the GM Corporate Services are responsible for drawing to the attention of the Committee any material matters that relate to the Committee's areas of responsibility.

6. Responsibilities

- a) Oversee strategies and the delivery of key policies that promote a positive and inclusive culture in SWDC, as well as the well-being and engagement of staff.
- b) Review and provide feedback to the CEO on policies on remuneration, leave, and gifts and benefits.
- c) Review employee survey processes, provide feedback to the CEO on content, consider results and monitor the progress of management improvement plans established in response to findings.
- d) Review and provide feedback on the CEO's recommendations regarding the structure of SWDC's executive team.
- e) Review succession plans for the executive team, including the CEO, and for critical roles outside the Executive team.
- f) Review candidates for and, following full interview by the Council, recommend to the Council the appointment of the CEO, the terms and conditions of employment, and the remuneration package.
- g) Set KPIs for the CEO and the senior executive team, reviewing on an annual basis to ensure relevance.
- h) At least annually (more frequently if considered necessary by the Committee or the Council) conduct a formal review of the performance of the CEO, soliciting input from the Council and other key stakeholders.

- i) Ensure that the performance review of the CEO takes into account overall organisational performance in delivering the Council's strategies and priorities, and in maintaining its reputation, as well as achievement in meeting the specific KPIs set for the CEO.
- j) Provide feedback to the CEO on their performance, including any areas for development or improvement.
- k) Support the CEO to attend any professional development courses or conferences considered appropriate.
- l) Undertake an annual review of the CEO's remuneration package and make recommendations to the Council including any salary adjustments.
- m) Recommend to the Council the termination of employment of the CEO where required.
- n) Be satisfied that SWDC is a good employer and is fully compliant with its legislative and regulatory responsibilities relating to employment, leave, remuneration and other staff-related matters.
- o) Any other relevant business
- p) Investigate any matter brought to its attention within the scope of its ToR.

7. Confidentiality

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

Economic Growth Committee

Chair	Councillor Chris Archer
Deputy Chair	Councillor Collier Isaacs
Members	Councillors Chris Archer (Chair), Andrea Rutene, Simone Baker, Collier Issacs, Colin Olds, and Rupert Watson. Mayor Fran Wilde (ex-officio).
Quorum	3
Frequency of meeting	As required

1. Purpose

The purpose of the Committee is to drive sustainable economic growth, support local businesses and encourage investment, so as to enhance the overall quality of life for residents.

To achieve this, it will work with the private sector and local/central government to foster collaboration, ensure strategic developments, and position the region as a vibrant hub of innovation.

Its objectives will be to create a dynamic district and wider Wairarapa region where:

- Businesses thrive and their employees are valued and appropriately remunerated
- Sustainable development flourishes
- Agriculture meets evolving market needs
- New industries are cultivated and existing sectors adapt
- Hamlets and town centres evolve into captivating hubs of innovation and culture that reflect our community's character

2. Partners

Partners include business and industry leaders and organisations (e.g. Tourism Wairarapa, Business Wairarapa, local business groups), other councils in Wairarapa and the Greater Wellington region, Iwi/Māori economic representatives (in particular the post-settlement entities), tourism leaders, the primary sector, the education and training sector, community organisations.

3. Key responsibilities

- a) Understand the nature of the local and regional economy and its needs, and the agency the Council holds in supporting economic growth.
- b) Review current economic development strategies and plans and, if necessary, recommend updates.
- c) Strengthen partnerships with iwi, businesses, other councils, central government and community stakeholders to support business success and retention.
- d) Encourage Council support for the economy by enabling commercial, residential, and industrial development.
- e) Identify, cultivate, and help secure new industry opportunities.
- f) Work with the visitor sector and community leadership groups to enhance Wairarapa identity and promote the district through place-making and branding.
- g) Work with appropriate agencies to attract long-term investment into the region.
- h) Work with business to advocate for the development of specialised educational and training opportunities aligned with regional industry needs.
- i) Advocate for greater central government recognition of the region's potential.
- j) Be a strong advocate for the infrastructure (including transport and energy) required to support economic development and local/regional connectivity.

4. Delegated authority

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

5. The Committee is delegated the power to act:

The Committee's decision-making powers relate to its economic growth mandate and are limited to the review and approval of key documents (e.g. new and amended policies).

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

Economic growth strategies and plans.

ENVIRONMENTAL SUSTAINABILITY COMMITTEE

Chair	Councillor Rachel Clarke
Deputy Chair	Councillor Andrea Rutene
Council Members	Councillors Rachel Clarke (Chair), Deputy Mayor Rob Taylor, Collier Isaacs, Andrea Rutene and Rupert Watson. Mayor Fran Wilde (ex-officio)
Quorum	3
Frequency of meeting	As required

1. Purpose

The purpose of the committee is to develop, monitor and review the Council's strategies to provide kaitiakitanga/stewardship by the Council towards te Taiao/the environment to ensure sustainability for future generations.

To achieve this, it will work with mana whenua, with organisations officially tasked with similar environmental guardianship, with community conservation groups and with groups that are working on the land and whose actions will have lasting consequences for the health of the land and water.

2. Partners

Partners include Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust, Rangitāne Tū Mai Rā Trust, Wairarapa Moana Statutory Board, Pae Tū Mōkai o Tauira, SWDC Rural & Coastal Advisory Group, GWRC, DOC and other relevant organisations, networks and community groups.

3. Key responsibilities

- a) Explore with relevant iwi, hapū and mana whenua, te Ao Māori principles of environmental sustainability as they apply to the district and the wider Wairarapa region.
- b) Partner with key central and local government organisations that hold formal responsibility for environmental management and with other conservation groups that contribute towards environmental sustainability in both the district and the wider Wairarapa region.
- c) Understand how the agency Council holds can support environmental sustainability, then make appropriate recommendations to the Council.
- d) Understand how climate change is likely to impact on South Wairarapa and its residents and lead Council discussion on appropriate responses in terms of both long-term planning and community preparedness, noting that Community Boards have been delegated some operational responsibility for working directly with their residents on the latter.
- e) Receive reports on the waste minimisation plans and activities (including rubbish and recycling) of the Council and other local and central government agencies, understand the current programmes and seek efficiencies by exploring new initiatives e.g. waste diversion through recycling centres.

4. Delegated Authority

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

5. The committee is delegated the power to act:

The Committee's decision making powers relate to its environmental sustainability mandate and are

limited to the review and approval of key documents (e.g. new and amended policies).

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

Environmental sustainability and climate change mitigation/adaptation strategies and plans.

Social Resilience Committee

Chair	Councillor Simone Baker
Deputy Chair	Councillor Rupert Watson
Members	Councillors Simone Baker (Chair), Colin Olds, Chris Archer, Rupert Watson and Deputy Mayor Rob Taylor. Mayor Fran Wilde (ex officio).
Quorum	3
Frequency of meeting	As required

1. Purpose:

The purpose of the Committee is to build over time a socially resilient and culturally vibrant community in South Wairarapa.

To achieve this, it will work with deliverers of social services in the district and in wider Wairarapa, with objective assisting all residents, regardless of age or personal means, to have access to the services and amenities they require to lead healthy, functional, fulfilled and positive lives and to express themselves culturally in ways appropriate to individuals.

2. Partners

Partners include iwi and local marae, providers of health, housing and social services, as well as cultural groups including museums, galleries, community events and arts groups, other relevant networks or group and neighbouring councils.

3. Key responsibilities

- a) Understand the social profile of the South Wairarapa community and in particular any groups that may be under-served in terms of community support.
- b) Develop, monitor and review Council's strategies and services relevant to the social resilience of the community and ensure they are equitable and appropriate.
- c) Partner with community agencies that are delivering in this field, to ensure co-ordination and robust support systems, and to optimise cost-effective delivery.
- d) Engage with health providers with the objective of ensuring that all residents have fair and equal access to health services.
- e) Collaborate with housing agencies with the objective of ensuring the provision of affordable and suitable community housing for different demographics.
- f) Improve amenities and facilities to better serve the younger population of South Wairarapa.
- g) Advocate for enhanced public transport systems to align with requirements and developments in the community.

4. Delegated authority

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

5. The committee is delegated the power to act:

The Committee's decision-making powers relate to its community resilience mandate and are limited to the review and approval of key documents (e.g. new and amended policies).

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

Social Development and cultural strategies and plans.

Resource Management Hearings Panel

1. Purpose

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

2. Key responsibilities

- a) Hearing and determining resource consents under sections 104 and 104A, 104B, 104C, and 104D under the Resource Management Act 1991
- b) Hearing and recommending decisions on notices of requirement and amendments to notices of requirement under the Resource Management Act 1991
- c) Hearing and deciding or recommending matters under the 1st Schedule of the Resource Management Act 1991, excluding clause 17
- d) Specific delegations have been set out in Council's delegation register for panels convened for matters arising from the Resource Management Act 1991.

3. Delegated authority

a) Power to act:

- i. To conduct hearings and make determinations on areas within its key responsibilities.
- ii. To act in accordance with specific delegations set out in Council's delegation register.

b) Power to Recommend to Council:

- i. The committee shall have the authority to make a decision on any matter before it without reference to Council but has the power to make a recommendation or refer any matter to Council if it so wishes for decisions on Notices of Requirements and Plan Changes pursuant to the Resource Management Act 1991.
- ii. To hear and make recommendations to Council for those matters where a decision can't be delegated (e.g. District Plan).

4. Membership

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

The Chief Executive may appoint:

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

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

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

District Licensing Committee

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

1. Purpose

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

2. Key responsibilities

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

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

3. Delegated authority

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

Specific role descriptions and delegations

Mayor

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

Deputy mayor

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

Committee chair and deputy chair

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

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