



Minutes of a meeting of the Tararua District Council held in the Pahiatua Council Chamber, 136 Main Street, Pahiatua on Wednesday 12 November 2025 commencing at 9:30am.

1. Present

Mayor – Mr S M Gilmore, Crs S M Wards (Deputy Mayor), C L Corlett, P A Johns, E F Kennedy, P M Naylor, E L Peeti-Webber, K E R Te Waaka, and S A Wallace

In Attendance

Mr M Alexander	- Interim Chief Executive
Mrs K Tani	- Group Manager – Strategy and Information
Ms S Lowe	- Group Manager – People, Capability and Customer Experience
Mr H Featonby	- Group Manager - Operations
Ms T McDonald	- Chief Financial Officer
Ms J Smith	- General Counsel
Mr K van der Oord	- Communications Team Manager (via Teams)
Mrs A Dunn	- Manager – Democracy Services
Mrs S Anthony	- Democracy Support Officer

2. Council Prayer

Councillor Keshaan Te Waaka commenced the meeting with a karakia timatanga (opening prayer)

3. Declaration by Member

The Mayor invited Councillor Erana Peeti-Webber to come forward and make her declaration of office.

Councillor Erana Peeti-Webber made and attested her declaration as required under Clause 14 of Schedule 7 of the Local Government Act 2002. The Mayor witnessed the making and attesting of Councillor Peeti-Webber's declaration.

3. Apologies

That the apology from Councillor Alison Amboy be accepted and leave of absence granted for the meeting.

Crs Wards/Johns

Carried

4. Public Forum

There were no requests for public forum.

5. Notification of Items Not on the Agenda

Nil

6. Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business

Nil

7. Confirmation of Minutes

That the minutes of the Council meeting held on 30 October 2025 (as circulated) be confirmed as a true and accurate record of the meeting.

Crs Corlett/Naylor

Carried

8. Reports

8.1 Adoption of Committee Structure and Terms of Reference 2025-28

The Tararua District Council considered the report of the Manager – Democracy Services dated 3 November 2025 that sought determination of the membership, for each of the committees established by the Mayor under Section 41A of the Local Government Act 2022 and outline the process for the adoption of Terms of Reference and delegation of authority for each committee. It was noted there would be further appointments to be made for each Community Board and Community Committee, as well as appointments to external organisations. The Mayor advised that he would like to appoint Councillor Corlett to the Rural Portfolio, and drew the meeting's attention to the important role of that Portfolio, noting that almost 50% of the Tararua District was rural.

That the report from the Manager Democracy Services dated 03 November 2025 concerning the Adoption of Committee Structure and Terms of Reference 2025-28 be received.

That the Tararua District Council adopt the following committee structure and

membership for the committees established by the Mayor under section 41A of the Local Government Act 2002, noting that the Mayor is a member of each committee ex officio:

Risk and Assurance Committee

Membership: Mr Philip Jones (Chairperson), Cr Sharon Wards (Deputy Chairperson), and Councillors Peter Naylor, Steve Wallace and Elisabeth Kennedy

Community Connections Committee

Membership: Cr Erana Peeti-Webber (Chairperson), Cr Elisabeth Kennedy (Deputy Chairperson), and Councillors Keshaan Te Waaka, Alison Amboy and Chris Corlett

Infrastructure and Projects Committee

Membership: Cr Steve Wallace (Chairperson), Cr Chris Corlett (Deputy Chairperson), and Councillors Peter Johns, Erana Peeti-Webber and Alison Amboy

Performance and Monitoring Committee

Membership: Cr Sharon Wards (Chairperson), Cr Peter Naylor (Deputy Chairperson), and Councillors Chris Corlett, Keshaan Te Waaka, and Erana Peeti-Webber

District Growth Committee

Membership: Cr Peter Johns (Chairperson), Cr Alison Amboy (Deputy Chairperson), and Councillors Sharon Wards, Elisabeth Kennedy and Peter Naylor

That the Tararua District Council adopt the following Portfolios of Focus Areas and membership for each portfolio focus area:

Youth: Councillors Keshaan Te Waaka and Alison Amboy

Communications / Consultation: Councillors Peter Naylor and Alison Amboy

Rural: Councillors Sharon Wards, Elisabeth Kennedy and Chris Corlett

Marae, Kura Kaupapa Māori and Kohanga Reo: Councillors Keshaan Te Waaka and Erana Peeti-Webber

That the Tararua District Council adopt the Terms of Reference for the Risk and Assurance Committee established the Mayor under Section 41A of the Local Government Act 2002 as set out in Appendix 1 to the report “Adoption of Committee Structure and Terms of Reference 2025-28”, noting that Terms of Reference for the remaining committees will be reported separately to a future meeting of Council following discussions with the respective Committee

Chairpersons.

Crs Johns/Wallace

Carried

8.2

Remuneration of Elected Members 2025-26

The Tararua District Council considered the report of the Manager – Democracy Services dated 5 November 2025 that sought consideration of the governance remuneration pool that was allocated by the Remuneration Authority to take effect following the 2025 Council election and provide a recommendation to the Authority outlining how the remuneration pool will be allocated to individual roles within the Council following the 2025 election.

That the report from the Manager - Democracy Services dated 05 November 2025 concerning the Remuneration of Elected Members 2025-26 be received.

That the Council recommend the following role descriptions to the Remuneration Authority for approval:

<i>Role</i>	<i>Position Description</i>
<i>Deputy Mayor</i>	<i>Responsible to assist and deputise for the Mayor in a range of civic, regional and national forums. Chairing of Council meetings in the absence of the Mayor. Responsible for assigned Committee Chairperson role, as well as Portfolio Lead role.</i>
<i>Committee Chairperson</i>	<i>Responsibility for chairing of committee meetings and efficient running of the committee. Liaison with executive officers in the preparation of the committee meeting agendas. Liaison with stakeholders appearing before the committee.</i>
<i>Deputy Chairperson / Portfolio Lead</i>	<i>Responsible for chairing of assigned committee meetings in absence of Committee Chairperson.</i> <i>Responsible for leading the designated portfolio focus area, including liaison with stakeholders and officers in relation to portfolio responsibilities, and preparation of written progress reports to relevant committees or Council.</i>
<i>Councillors</i>	<i>Responsibility to prepare and participate specifically in those committees, any working parties, focus groups they are members of or Council organisations they are appointed to, and prepare and participate in the work of other committees where they have a specific interest in particular matters coming before</i>

	<p><i>those committees.</i></p> <p><i>Attend meetings of any assigned Community Committees in a liaison role between the Community Committees and the Council.</i></p>
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That the Council recommend to the Remuneration Authority that the positions of additional responsibility be remunerated at the proposed ratio to councillor base remuneration set out in the following table:

<i>Position title</i>	<i>Number of members per position</i>	<i>Proposed Ratio to Councillor base remuneration</i>	<i>Salary</i>
<i>Deputy Mayor</i>	<i>1</i>	<i>1:45</i>	<i>\$63,675</i>
<i>Committee Chairperson</i>	<i>3</i>	<i>1:2</i>	<i>\$52,697</i>
<i>Deputy Chairperson / Portfolio Lead</i>	<i>5</i>	<i>1:1</i>	<i>\$48,305</i>
<i>Councillor with no additional responsibilities</i>	<i>0</i>	<i>1:0</i>	<i>\$43,914</i>

Crs Naylor/Corlett

Carried

8.3 Elected Members Allowances and Expense Reimbursement Policy 2025-28

The Tararua District Council considered the report of the Manager – Democracy Services dated 5 November 2025 that sought consideration and adoption of a policy for elected members’ allowances and reimbursement of expenses. Members were reminded that the claiming of any allowance or expense reimbursement was a personal choice and that their claim forms were discoverable through LGOIMA requests.

That the report from the Manager - Democracy Services dated 05 November 2025 concerning the Elected Members Allowances and Expense Reimbursement Policy 2025-28 be received.

That the Council adopt the Elected Members Allowances and Expense Reimbursement Policy 2025-28.

Crs Wards/Corlett

Carried

8.4 Adoption of Meeting Schedule

The Tararua District Council considered the report of the Manager – Democracy Services dated 6 November 2025 that sought adoption of a schedule of meetings for the remainder of the 2025 calendar year. It was noted that before bringing a report to a future meeting to agree the schedule of meetings for the 2026 calendar year, more discussions would be held with elected members on meeting days and times to ensure any meeting schedule adopted would work effectively for members.

That the report from the Manager Democracy Services dated 06 November 2025 concerning the Adoption of Meeting Schedule be received.

That the Tararua District Council adopt the schedule of meetings for the remainder of the 2025 calendar year as follows:

***25 November 2025 – Risk and Assurance Committee meeting, 9:30am
Dannevirke Council Chambers, 156 High Street, Dannevirke***

***26 November 2025 – Tararua District Council meeting, 9:30am, Dannevirke
Council Chambers, 156 High Street, Dannevirke***

***17 December 2025 – Tararua District Council meeting, 9:30am, Dannevirke
Council Chambers, 156 High Street, Dannevirke***

That the Tararua District Council note that a calendar of meetings for the 2026 calendar year will be developed for consideration at the December 2025 Council meeting.

Crs Johns/Peeti-Webber

Carried

8.5 Tararua District Council - Code of Conduct for Elected Members

The Tararua District Council considered the report of the Manager – Democracy Services dated 3 November 2025 that presented an updated Code of Conduct to elected members for consideration and adoption.

That the report from the Manager - Democracy Services dated 03 November 2025 concerning the Tararua District Council - Code of Conduct for Elected Members be received.

That the Tararua District Council agrees to include the requirement for elected members who are undischarged bankrupts to disclose that fact, as set out in Clause 15(5) of Schedule 7 of the Local Government Act 2002.

That the Tararua District Council adopts the Code of Conduct as appended to the report of the Manager – Democracy Services dated 3 November 2025.

9. Correspondence

Nil

10. Portfolio Reports

- 10.1 Youth Portfolio – Cr Te Waaka advised that in two weeks' time herself and Cr Amboy would be attending an event being held by Tararua Youth Services. She also spoke about an event being held next week at Tararua College where she has been asked to speak to year 7 and 8 students. She also spoke about other kaupapa and visits to marae including making wahakura for babies and talking to mothers in the mothers' group. She advised that she had been contacted regarding the upkeep of the urupa at Hamua.
- 10.2 Rural Portfolio – Cr Wards spoke about the Pongaroa Craft fair held recently. She noted this was the first time the event had been held and it was very successful. The money raised would be used for community initiatives / projects. Cr Corlett spoke about recovery events for the recent storm damage in Eketāhuna. He noted that Tararua Rural Recovery Group would be holding an event for farmers on 5 December 2025 and advised that he would be attending to provide assistance at the event. He also spoke about a community barbecue held recently at Nireaha to support the impacted farmers.
- 10.3 Armistice Day – Cr Wallace spoke about his attendance at the Dannevirke Armistice Day Service, and his attendance at an evening service held at the Glengarry Settlers Memorial in Armstrong Road, Dannevirke.

11. Mayoral Matters

- 11.1 The Mayor noted the community barbecue at Nireaha that Cr Corlett spoke about and thanked all those involved in holding this event for impacted farmers from the severe weather event in Eketāhuna. He thanked the Council's emergency management team and said that it was great to see the way they operated in the event. He asked the Chief Executive to pass his comments on to the team.
- 11.2 He noted that the Eketāhuna Community Board members made their official declarations at their meeting on Monday 10 November, and that the Dannevirke Community Board members would be making their official declarations at their meeting on Monday 17 November.
- 11.3 With regard to Armistice Day, he spoke about his attendance at the Pahiatua service along with Cr Kennedy. He thanked elected members for attending the services held throughout the District and acknowledged the importance of the services for remembering those who fell and those who returned.
- 11.4 Mayor Scott advised that he would be attending the Rural and Provincial sector meeting in Wellington this week and would be accompanied by Deputy Mayor

Wards. He would also be attending a Mayors Taskforce for Jobs event while in Wellington.

12. Items not on the Agenda

Nil

13. Public Excluded Items of Business

That the public be excluded from the following parts of the proceedings of this meeting, namely:

Draft power purchase agreement and licence to occupy - Rangitāne o Tamaki nui-a-rua Charitable Trust floating solar array system for Dannevirke wastewater treatment plant

Nomination for Civic Honour for Community Service

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>Nomination for Civic Honour for Community Service</i>	<i>To protect the privacy of natural persons</i>	<i><Section (1)(a)(i)</i>
<i>Draft power purchase agreement and licence to occupy - Rangitāne o Tamaki nui-a-rua Charitable Trust floating solar array system for Dannevirke wastewater treatment plant</i>	<i>To protect commercial and industrial negotiations</i>	<i><Section (1)(a)(i)</i>

This resolution is made in reliance on Section 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

s7(2)(i) The withholding of the information is necessary to enable the local

authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

s7(2)(a) *The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.*

Crs Wallace/Peeti-Webber

Carried

The meeting went into public excluded session at 10:14am and resumed open session at 11:35am.

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 11:35am.