



AGENDA

Greytown Community Board Wednesday, 22 July 2026

I hereby give notice that a Greytown Community Board will be held on:

Date: Wednesday, 22 July 2026

Time: 7:00 pm

**Location: WBS Room, Greytown Town Centre, 89 Main
Street, Greytown**

**Janice Smith
Chief Executive Officer**

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1 KARAKIA TIMATANGA – OPENING

Kia hora te marino
 Kia whakapapa pounamu te moana
 Hei huarahi mā tātou i te rangi nei
 Aroha atu, aroha mai
 Tātou i ā tātou katoa
 Hui ē! Tāiki ē!

May peace be widespread
 May the seas be like greenstone
 A pathway for us all this day
 Let us show respect for each other
 For one another
 Bind us all together!

2 APOLOGIES

3 CONFLICTS OF INTEREST

4 ACKNOWLEDGEMENTS AND TRIBUTES

5 PUBLIC PARTICIPATION

6 ACTIONS FROM PUBLIC PARTICIPATION

7 URGENT BUSINESS

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE GREYTOWN COMMUNITY BOARD MEETING HELD ON 24 JUNE 2026

Author: Siv Fjaerestad, Advisor, Community Governance

Authoriser: Stefan Corbett, Group Manager, Corporate Services

File Number:

RECOMMENDATIONS

That the minutes of the Greytown Community Board meeting held on 24 June 2026 are confirmed as a true and correct record.

APPENDICES

Appendix 1 Minutes of the Greytown Community Board Meeting held on 24 June 2026

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
GREYTOWN COMMUNITY BOARD
HELD AT THE WBS ROOM, GREYTOWN TOWN CENTRE, 89 MAIN STREET, GREYTOWN
ON WEDNESDAY, 24 JUNE 2026 AT 7:00 PM**

PRESENT: Ms Louise Brown (Chair), Mrs Jo Woodcock, Mr Neil Morison, Cr Martin Bosley.

APOLOGIES: Cr Simone Baker, Mrs Diane Mackenzie

IN ATTENDANCE: Lina McManus (Advisor, Grants and Funding), Siv Fjaerestad (Advisor, Community Governance), Janice Smith (Chief Executive Officer)

PUBLIC FORUM: Charlie Fairbairn (Asset Advisor Bus & Ferry, Metlink)

CONDUCT OF BUSINESS: This meeting was held in the WBS Room, Greytown Town Centre, 89 Main Street, Greytown and via audio-visual conference. The meeting was held in public under the above provisions from 7.02pm to 7.47pm except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

Chair Louise Brown opened the meeting.

2 APOLOGIES

2.1 APOLOGIES

COMMITTEE RESOLUTION GCB2026/15

Moved: Mrs Woodcock

Seconded: Mr Morison

The Greytown Community Board resolved to accept apologies from Mrs Mackenzie and Cr Baker.

CARRIED

3 CONFLICTS OF INTEREST

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

4 ACKNOWLEDGEMENTS AND TRIBUTES

Mr Morison acknowledged the passing of Cr Ellim's mother, Deidre Ellims.

Cr Bosley made a tribute to Greytown Rugby Club's celebration of 150 years of the club, and the amazing effort from everyone involved making it an extraordinary celebration.

The club is the third oldest rugby club in New Zealand.

Mr Morison and Cr Bosley also acknowledged Nick Rodgers (owner of White Swan) for winning the Hospitality NZ Industry Leader of the year award, and Anna Rogers for winning the Emerging Leader (Regional Rising Star) award for the Wellington Region, at LION Hospitality New Zealand Awards for Excellence People's Awards.

5 PUBLIC PARTICIPATION

Charlie Fairbairn from Metlink spoke to proposed bus stop improvements for a key bus stop on Greytown Main Street to provide shelter, comfort and accessibility, especially to older and regular users. The bus stop in question sees approximately 600 passengers per month and meets requirements for higher category facility.

A slimline, transparent shelter has been proposed to maintain visibility of surrounding buildings, with potential incorporation of community artwork commissioned by Rotary. Discussion noted the importance of engaging with directly affected property owners as well as wider community regarding visibility, safety and potential business impacts, and with the Greytown Heritage Trust to ensure functionality and sensitivity to Greytown's heritage character.

6 ACTIONS FROM PUBLIC PARTICIPATION

Members noted the following actions:

Officers to formally thank Charlie Fairburn for his presentation and engagement with the Board.

Officers to ask Charlie Fairburn to provide the passenger numbers and usage statistics referenced during the discussion to inform Board understanding of need for proposed shelter and enable informed communication with interested stakeholders.

Community Board to request to share information about the proposal through SWDC online and social media channels and encourage community groups and the wider public to provide feedback, which will be collated and passed on to Charlie Fairburn.

7 URGENT BUSINESS

There was no urgent business.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE GREYTOWN COMMUNITY BOARD MEETING HELD ON 30 APRIL 2026

COMMITTEE RESOLUTION GCB2026/16

Moved: Mr N Morison

Seconded: Ms L Brown

The Greytown Community Board resolved to accept that the minutes of the meeting held on 30 April 2026, are confirmed as a true and correct record, subject to the following changes:

Item 4 Acknowledgements and Tributes - Mrs Woodcock also acknowledged the passing of Maureen Peterken who was a Brownie Leader for many years and part of the Red Robins and Meals on Wheels Service in Greytown.

CARRIED

9 MATTERS ARISING FROM PREVIOUS MEETINGS

There were no matters arising.

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 INCOME AND EXPENDITURE REPORT

COMMITTEE RESOLUTION GCB2026/17

Moved: Mrs Woodcock

Seconded: Cr Bosley

That the Greytown Community Board resolve to receive the Income and expenditure report

CARRIED

Ms McManus spoke to the Income and Expenditure Report and noted that any outstanding grant applications will be addressed as part of the end-of-financial-year process. It was noted that the Grants Policy provides clear timeframes and processes for administering grants and communicating outcomes to applicants.

11 CHAIRPERSON REPORTS

11.1 CHAIRPERSON UPDATE

Ms Brown spoke to her report, on the following topics:

- Greytown Community Board met with Senior Advisor, Community Resilience and Emergency Management to discuss community resilience planning, and a Resilience Expo is planned for 17 October to enable and synthesise knowledge and expertise from partners, community and the core communication that the Board has been collating. Prior to this, the Community Board will attend three workshops to build insights about workstreams and community resilience focus areas. The Board is also taking opportunities to combine community board plan engagement with emergency resilience conversations.
- The Volunteer Expo was well attended and provided a valuable opportunity for community engagement, with a range of local topics discussed and information shared with residents. The event also highlighted a strong interest from both new and existing residents, seeking opportunities to become more involved and contribute to local initiatives.
- Planning for Arbor Day (3 July) is progressing well, with event preparations underway and arrangements being made with key stakeholders and attendees. The Board discussed representation at the event to ensure appropriate invitations are made to support community participation and acknowledge local relationships.
- Cr Bosley provided an update on the availability of funding, ringfenced for Community Boards, pending adoption of the Annual Plan, to support local initiatives, events, traffic

management. Applications from the Boards would be required to access the funding, supported by resolutions and discussions between the three chairs.

Ms Brown notes that given that Arbor Day falls before the next Community Board meeting, a resolution is required to access funding for the event.

- Ms Smith provided an update on the Greytown Bore.
- Ms Smith provided an update on the heritage streetlights following NZTA lighting upgrades on Main Street, and concern that some components have not been reinstated consistently. (Refer to **GCB2025/22** and **GCB2025/23**.) Steps are in process to investigate and address the issue.
- An update was also provided on accessible parking arrangements following previous parking changes that increased the number of available parking spaces on McMaster Street (Refer to **GCB 2025/07**). A preferred location for the accessible parking space has been identified near the entrance to the Greytown Town Centre. Formal changes will need to be made through the bylaw process before any new restricted parking space can be legally enforced. This will require consultation and the inclusion of restricted parking spaces within the bylaw schedule.

COMMITTEE RESOLUTION GCB2026/18

Moved: Mrs Woodcock

Seconded: Ms Brown

The Greytown Community Board resolve to:

1. Receive the Chairperson Update report.
2. Approve the expenditure for Greytown Community Board's Arbor Day to the amount of \$600 from the \$10,000 Community Board Development Fund*, being ringfenced funding as outlined by the CE, subject to the adoption of the 2026/27 Annual Plan on 25 June 2026.

*note not the 'grants budget' known as the Community Board Development Fund, name to be confirmed

CARRIED

12 MEMBER REPORTS

12.1 EXPLORATION AND ENHANCEMENT OF PUBLIC SEATING ON MAIN STREET, GREYTOWN

Cr Bosley spoke to his paper on enhancing public seating on Main Street, Greytown. Concerns were raised about the condition of the existing wine barrels and the opportunity to progressively replace them with more accessible seating that reflects Greytown's character.

Discussion included the need to develop options for visual design of seating and seating locations, and engage businesses, residents and heritage stakeholders to gauge support. Engagement could also explore funding opportunities, heritage storytelling elements, and alignment with broader community engagement. Subject to community support, the Board would further investigate costs, funding pathways and a potential project management role.

It was noted that the Board agreed to receive the report and to table further investigation into consultation options to a future meeting, pending an informal meeting to consider available ideas and options.

COMMITTEE RESOLUTION GCB2026/19

Moved: Ms Brown

Seconded: Cr Bosley

The Greytown Community Board resolve to:

Receive the Exploration and Enhancement of public seating on Main Street, Greytown.

CARRIED

13 KARAKIA WHAKAMUTUNGA – CLOSING

Cr Bosley closed the meeting with a karakia.

The meeting closed at 8.44pm.

APPENDIXES

Metlink proposed installation of bus shelter at 76-78 Main Street, Greytown.

Confirmed as a true and correct record.

..... (Chair)

..... (Date)

..... (Chief Executive)

..... (Date)

9 MATTERS ARISING FROM PREVIOUS MEETINGS

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 INCOME AND EXPENDITURE REPORT

Author: Siv Fjaerestad, Advisor, Community Governance

Authoriser: Stefan Corbett, Group Manager, Corporate Services

File Number:

PURPOSE

The purpose of this report is to outline the status and purpose of funds available for the Greytown Community Board for the 2026-2027 Financial Year.

EXECUTIVE SUMMARY

- The Income and Expenditure Report provides a summary of expenditure for the period ending 30 June 2026.
- The Annual Plan was adopted on 25 June 2026. The budget available to the Board for 2026-2027 is set out in this report, pending closing of year-end accounts.
- This report also provides an update on the process for Approval of Expenditure and Reimbursements for the Greytown Community Board.

RECOMMENDATIONS

That *the Greytown Community Board*:

1. Receive the Income and Expenditure Report outlining the status and purpose of funds available for the 2026-2027 Financial Year.
2. Agree to retrospectively allocate the amount of \$677 from General Operating Expenses for the purpose of the 2026 Volunteer Expo.
3. Revoke Resolution GCB 2026/18 Point 2 for Arbor Day Expenditure, made on 24 June 2026, and replace with:

Approve the expenditure for Greytown Community Board's Arbor Day to the amount of \$675, from the 10,000 Community Board Development Fund*, being ringfenced funding as outlined by the CE, subject to the adoption of the 2026/27 Annual Plan on 25 June 2026.

* note, not the 'grants budget' known as the Community Board Development Fund.
4. Note any operational expenditure should be approved in formal meetings prior to spending, according to Council financial policy.

BACKGROUND

The Income and Expenditure update ensures clear and transparent use of South Wairarapa District Council funds. Funds are used to support the ordinary operation of the Board and provide grant funding to the community.

Refer to the [Terms of Reference](#) for South Wairarapa District Council committees for guidelines of financial and non-financial delegations of the Board.

DISCUSSION

Operational Funding

The Board has operational funding available to support its functions, including training, travel, accommodation, and general expenses.

The Board, alongside the Featherston and Greytown Community Boards, have access to a pool fund, at the total of \$10,000 to be spent as agreed across the three Boards. This fund can be used to support local initiatives, events and traffic management. Applications from the Boards would be required to access the funding, supported by resolutions and discussions between the three chairs.

Overall, this funding enables the Board to uphold its purpose, provide advice to Council, and support community participation in civic processes and community events.

Community Development Fund

The Community Development Fund enables the Board to consider funding applications within its delegated authority. Funding is open to individuals, community groups, charities and schools delivering collaborative initiatives that support their local community, residents or events that take place in the community board's remit.

The next funding round for Greytown Community Board will open on 10 August 2026 and close on 20 September 2026. Applicants can refer to the [Grants Policy](#) for more information.

Decisions on funding will be made at the board's meeting on 14 October 2026. Applicants will be invited to attend the meeting and speak to their applications.

Fees, Schedules and Policies

The Council recently adopted the Schedule of Fees and Charges, 2026-2027 which came into effect on 1 July 2026. This schedule sets out the costs for council services, facilities, permits, and regulatory activities. The full schedule can be found on [Council's website](#).

The Council adopted the LGOIMA Charging and Proactive Release Policy. The policy explains when council information will be published proactively and when charges may apply for responding to complex or resource-intensive information requests under the Local Government Official Information and Meetings Act (LGOIMA). This policy came into effect on 1 July and is available on [Council's website](#)

Approval of Expenditure and Reimbursement Process

In line with Council's Financial Policy, the Community Board must pass a resolution approving any expenditure connected to the Community Development Fund. Once expenditure is approved, Council staff will process the purchase in line with our financial policy.

Community Board members receive an allowance to cover operating and training expenses, and they can submit GST receipts to Accounts Payable to claim reimbursement for these, provided those expenses have also been approved by resolution in advance.

Expenditure for events

In line with the approval of expenditure and reimbursement process, and to ensure a clear trail of expenditure at financial year end, we require the board to retrospectively consider and ratify the expenditure for two recent events.

- The 2026 Volunteer Expo, where expenses were incurred for food, printing and promotion of the event.
- Arbor Day, where expenses incurred on commemorative trees and colouring in competition were higher than anticipated.

Financial overview

The table below shows the draft 2026-2027 budget available to the Board, pending confirmation through the year-end financial process.

Draft 2026/27 budget available to the Board	Amount
Training	\$1,050.00
Travel and Accommodation	\$599.00
General Expenses	\$2,099.00
Community Development Fund (Grants)	\$20,440.00

As noted in the paper, a pool fund of \$10,000 is also available to the three Community Boards, to be spent as agreed between the Boards.

COMPLIANCE SCHEDULE

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with South Wairarapa District Council Financial Policy.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision	There are no implications for Māori.

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

APPENDICES

- Appendix 1** **Greytown Community Board Income and Expenditure Statement at 30 June 2026**
- Appendix 2** **South Wairarapa District Council Schedule of Fees and Charges 2026-27**
- Appendix 3** **South Wairarapa District Council LGOIMA Charging and Proactive Release Policy 2026**

Greytown Community Board

Community Development fund for the Period Ended 30 June 2026 (DRAFT)

Allocation Grants Annual Budget 2025-26	\$	20,405
Unused funds from 2024-25	\$	28,438
Less Expenditure 2025/26 (Funds Uplifted)		
Jul-25		
GCB2025/19 - Flagmakers Arbour day costs	\$	2,055
GCB2025/31 - Divine River	\$	500
GCB2025/30 - Kuranui College	\$	1,000
GCB2025/19 - Stuff Ltd Arbour day advertising	\$	231
GCB2025/19 - Open all hours Arbour Day	\$	21
GCB2025/19 - Open all hours Arbour Day	\$	25
Aug-25		
GCB2025/43 - Cobble stones	\$	1,177
GCB2025/44 - Rotary Club	\$	1,000
Sept-25		
GCB2025/16 Country Village	\$	2,500
GCB2025/21 Expo costs	\$	41
Oct-25		
GCB2025/19 3BL Limited 106995/01 Arbour Day costs	\$	139
GCB2025/43 The Social Crust	\$	2,050
May-26		
GCB2026/10 - Greytown Football	\$	3,800
GCB2026/12 - The Social Crust	\$	7,500
GCB2026/09 - Ringfenced funds	\$	21,207
Jun-26		
GCB2026/10 - Greytown School	\$	1,350
GCB2026/11 - Crop Up Greytown	\$	670
GCB2026/13 - Kia Kaha Hockey	\$	1,895
GCB2026/10 - Te Hupenui Grey	\$	683
GCB2026/10 - RNZSPCA	\$	1,000
Less funds granted and uplifted to 30 June 2026 (DRAFT)	\$	48,844
Balance as at 30 June 2026 (DRAFT)	-\$	0
Less funds not uplifted from previous Community meetings as at 30 June 2026 (DRAFT)		
Less committed funds not uplifted from previous community meetings	\$	-
Community Fund Account balance as at 30 June 2026 (DRAFT)	-\$	0

Greytown Community Board

Operational Expenditure for the Period Ended 30 June 2026 (DRAFT)

Annual Budget 2025-26	\$ 2,054
Less Expenditure 30 June 2026 (DRAFT)	
Jul-25	
Local Government 107281/01 CBEC Levy	\$ 290
Dec-25	
Lamb-Peters Pri 108320/02 Business Cards for GCB	\$ 34
Less expenditure uplifted to 30 June 2026 (DRAFT)	\$ 324
Balance as at 30 June 2026 (DRAFT)	\$ 1,730
Less committed expenditure not uplifted from previous Community meetings as at 30 June 2026 (DRAFT)	\$ -
Less committed expenditure not uplifted from previous community meetings	\$ -
Operational Account balance as at 30 June 2026 (DRAFT)	\$ 1,730

Greytown Community Board

Training expenditure for the Period Ended 30 June 2026 (DRAFT)

Annual Budget 2025-26	\$ 1,027
Less Expenditure 30 June 2026 (DRAFT)	\$ -
Less expenditure uplifted to 30 June 2026 (DRAFT)	\$ -
Balance as at 30 June 2026 (DRAFT)	\$ 1,027



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Schedule of Fees and Charges

1 July 2026 – 30 June 2027

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Council office

Location	19 Kitchener Street, Martinborough 5711
Postal address	PO Box 6, Martinborough 5741
Website	www.swdc.govt.nz
Opening hours	8:30am to 4.00pm Monday to Friday Closed on weekends and public holidays

Community Facilities and Services

Information requests (LGOIMA)

Council staff time	\$ including GST
First hour	Free
Per subsequent half hour	38.00

Library services

	\$ including GST
Reservation of books	No charge
Replacement cards	No charge
Lost or damaged library book	At replacement cost
Inter-library loan items	10.00 plus cost charged by lending library

Printing, copying, laminating (Available at the Council office or service centres)

Printing/photocopying (per page)	Black and white \$ including GST	Colour \$ including GST
Single sided A4	0.20	0.30
Single sided A3	0.40	0.50
Double sided A4	0.30	0.50
Double sided A3	0.80	1.00
Laminating (per page)	\$ including GST	
A4	2.00	
A3	3.00	
Copying/printing of plans	\$ including GST	
Time involved to retrieve and/or photocopy plans (per 10 minutes) (Council office only)	10.00	

Refuse and recycling

Rubbish bags	\$ including GST
Rubbish bags can be purchased from the Council office and service centres	
Per bag	5.00
Per bundle of 5	25.00

Transfer and recycling stations

Refuse charges	Limits and quantities	\$ including GST
Dropping of official Council refuse bags		No charge
All other refuse	Up to 30kg	13.40
General refuse (Martinborough only)	Per tonne excl GST	362.00
Clean fill (weighed)	Per tonne	23.00
Recycling charges		\$ including GST
Clean and sorted recyclable items		No charge
Replacement recycling bins		17.50
Replacement wheelie bins		60.00
Green waste charges	Limits and quantities	\$ including GST
Car boot/fadge		7.70
Van/trailer	6 x 4 trailer no cage	18.00
Large trailer/small truck	6 x 4 trailer with cage 8 x 4 trailer no cage	33.00
Large truck Martinborough only weigh in weigh out, Min \$26 per load	Up to 6 tonne	81.60 per tonne
Larger loads at discretion of Council's recycling operator		
Car bodies and tyres (Martinborough only)	Limits and quantities	\$ including GST
Car bodies (stripped)		48.80
Car and 4WD tyres	Up to four tyres on rims Per tyre	6.90
Electronic waste charges		\$ including GST
Small items (mobile phones, cameras)		No charge
Medium items (keyboards, docking stations, modems, stereos, gaming consoles)		5.00
Larger items (TVs, computer monitors, printers, fax machines, microwaves)		20.00
Photocopiers		50.00

Parks and recreation

Swimming pools	There is no charge for admission at all three Council pools
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Venue and sports facility hire

All venues – additional charges

Fees and charges (in addition to hire charges)	\$ including GST
Deposit (if required)	50% of hire charge
Bond (if alcohol to be served)	300.00
Additional cleaning fee - per hour (if required):	
• Small and medium venues (1 hour minimum)	35.00
• Large venues (2 hours minimum)	35.00
Custodian call-out – per hour (if required)	25.00

Medium venues (approx. 20 to 150 guests)

Martinborough Supper Room Featherston Kiwi Hall and/or Supper Room Greytown WBS room	\$ including GST
Pack in/out per day	25.00
Meetings/Conferences/Performances	
Weekday – morning or afternoon	51.50
Weekday – full day	93.00
Monday to Thursday evening	51.50
Friday evening, Saturday, Sunday, Public Holidays	113.00
Functions – (Weddings/Dinners/Balls)	
Weekday – morning or afternoon	113.00
Weekday – full day	206.00
Monday to Thursday evening	124.00
Friday evening, Saturday, Sunday, Public Holidays	278.00
Displays/Exhibitions/Sale of Goods/Auctions (Clear Floor)	
Community group and free admission event	26.00 per day
Admission charged or commercial:	
• Weekday – morning or afternoon	36.00
• Weekday – full day	62.00
Monday to Thursday evening	36.00
Friday evening, Saturday, Sunday, Public Holidays	82.00
Sport and fitness	
Clear floor, activities with no audience	26.00per hour

Large venues (approx. 50 to 300 guests)

Greytown town centre forum	\$ including GST
Greytown town centre forum and WBS Room	
ANZAC hall (incl. Supper Room)	
Martinborough Town Hall (incl. Supper Room)	
Kitchen access included in hire charge	
Pack in/out per day	50.00
Meetings/Conferences/Performances	
Weekday – morning or afternoon	113.00
Weekday – full day	216.00
Monday to Thursday evening	124.00
Friday evening, Saturday, Sunday, Public Holidays	360.50
Each hour after midnight	103.00
Functions – (Weddings/Dinners/Balls)	
Weekday – morning or afternoon	190.50
Weekday – full day	304.00
Monday to Thursday evening	206.00
Friday evening, Saturday, Sunday, Public Holidays	463.50
Each hour after midnight	103.00
Displays/Exhibitions/Sale of Goods/Auctions (Clear Floor)	
Community group and free admission events	26.00 per day
Admission charged or commercial:	
• Weekday – morning or afternoon	51.50
• Weekday – full day	77.00
Monday to Thursday evening	51.50
Friday evening, Saturday, Sunday, Public Holidays	129.00
Sport and Fitness	
Clear floor, activities with no audience	26.00 per hour

Sports stadium

Featherston Sports Stadium	Daytime hours	Evening hours
	8.00am – 6.00pm	6.00pm – 12.00am
	\$ including GST	\$ including GST
Full day/evening*	88.00	53.50
Stadium*	11.50	11.50
<i>*Hourly charges (minimum 2 hours)</i>		

Parks and reserves

	\$ including GST
Use of any Council park or reserve (Bookings must be made in advance on the Event Application Form for events, or the Application to Use Form for seasonal sports use)	At cost
Additional rubbish bins	At cost
Additional toilet cleaning/stocking	At cost
Lost keys	Replacement cost
Staff call out (per call out, per hour)	150.00

Housing for seniors

	Weekly Rent \$	Fortnightly Rent \$
Greytown		
Westhaven (double)	145.00	290.00
Martinborough		
Cecily Martin (double)	155.00	310.00
Featherston		
Burling (single)	135.00	270.00
Burling (double)	145.00	290.00
Matthews (double)	155.00	310.00

Cemeteries

Burials	\$ including GST
Adult	800.00
Child under 10	345.00
Infant under 1	165.00
Disinterment fee	At cost
Burial of ashes	247.00
Extra depth charge (not available in Featherston)	298.70
Topsoil charge	345.00
Burial on weekends, holidays or before noon on a Monday or the day after a Public Holiday	1,236.00
Additional Fee – non-resident	968.00
Breaking concrete	Actual cost
Plots	\$ including GST
Adult	1,076.00
Infant under 1	175.00
Child under 10	345.00
Cremation plot	325.00
Columbarium wall	325.00
RSA	
No charge for plot, or out of district fee, interment fee only	No plot fee

Planning and Regulatory Services

Animal Control

Dog registration

Dogs certified (as per schedule 5 of the Dog Control Act 1996) disability assist dogs are not charged for registration.

General fees (if paid on time)	Urban \$ including GST	Rural \$ including GST
Entire	138.00	87.00
Desexed	97.00	53.00
Classified as dangerous	145.00	83.00
Flat fee for up to 10 rural dogs		275.00
Additional rural dogs over 10 (per additional dog)		27.00
Late fees (if paid after due date)	Urban \$ including GST	Rural \$ including GST
Entire	205.00	129.00
Desexed	143.00	78.00
Flat fee for up to 10 rural dogs		412.00
Additional rural dogs over 10 (per additional dog)		40.00

Dog impounding fees	\$ including GST
First impounding	86.00
Second impounding	216.00
Third impounding	324.00
Housing (per day)	27.00

Other dog fees	\$ including GST
Micro-chipping (per dog)	22.00
Seizure fee	108.00
Costs and expenses relating to seizing a dog	Actual cost, plus 10%
Surrender a dog for euthanasia	378.00 + actual cost
Permit application to keep more than two dogs in an urban area, including breeder	179.00
Replacement registration tag (if tag lost or damaged)	8.00
Bark control collars	Actual cost, plus 10%

Stock

Stock ranging	\$ including GST
Costs and expenses for impounding and securing impounded stock	Actual costs plus 10%
Call out fee per hour (or part of)	155.00

Impounding fees	
First impounding per animal	206.00
Second impounding per animal	412.00
Third impounding per animal	618.00
Housing (per day per animal)	52.00

Food, Alcohol, Gambling, Noise, and other Bylaws

Food Act	\$ including GST
Food Act registration – Renewal or amendment of food control plan	150.00
Food Act registration – New application	250.00
Food Act verification	442.00
EHO hourly rate Includes enforcement and investigation relating to corrective action and monitoring, application for review of improvement notices. (Hourly rate - minimum charge one hour)	150.00
MPI domestic food business levy payable under the Food (Fees Charges and Levies) Regulation 2015.	99.19
MPI domestic food business levy collection costs	12.65
Alcohol licensing	
Licensing applications	As per Act
Manager's certificates	As per Act
Gambling	
Venue and gaming machine per consent	368.00
Noise control	
Noise control charges (seizure) - per callout to property	258.00
Return of seized equipment – administration and return fee per property, PLUS:	105.00
Burglar alarm disconnection (if required) (Actual contractor costs, plus staff time @\$150.00 per hour, plus 10%)	Actual Costs, plus staff time + 10%
Other	\$ including GST
Camping ground (per annum)	268.00
Relocatable home park	155.00
Offensive trade registration (per annum)	268.00
Bylaw permit fee (per annum) (includes hawkers, advertising signs, hoardings, street stalls [large], amusement galleries, event registration)	161.00
Bylaw permit fee – / Mobile Cart / Food Truck	206.00
Bylaw permit fee (per event) (includes street stall [small])	33.00
Beauty therapy, tattooing and skin piercing, funeral directors (registration and inspection fee one hour)	161.00
Beauty therapy, tattooing or skin piercing (registration and inspection fee one hour)	83.00

(Secondary business activity in conjunction with another activity. (per annum)	
Amusement devices – for one device, for the first seven days of proposed operation or part thereof	11.50
- Additional device – first week (or part week)	2.30
- Additional weeks (or part week) per device	1.15
Abandoned vehicles removal and disposal (actual contractor costs, plus staff time @ \$155.00 per hour, plus 10%)	Actual Costs, plus staff time + 10%
Bylaw enforcement (incl. long grass removal (fire risk) and removal of vegetation over-hanging public places). (actual contractor costs, plus staff time @ \$155.00 per hour, plus 10%)	Actual Costs, plus staff time + 10%

Parking Enforcement

Parking Enforcement Part 9 Section 113 of the Land Transport Act 1998	\$ including GST
See schedule one (1) of the Land Transport (Offences and penalties) Regulations 1999	As per schedule one (1) of the Regulations

Planning and Resource Management

Resource Consent Processing and Monitoring, Designations, Plan Changes, all other activities under the Resource Management Act 1991 (RMA) or replacement legislation will attract an initial charge (deposit) payable at the time of lodging an application as per Section 1 below.

Where the cost of processing the consent is not fully covered by the initial fixed charge (deposit), additional charges will be applied (under Section 36(5) of the RMA). Only additional charges can be objected to under Section 357B of the RMA.

** Denotes minimum fee deposit, all other fees are fixed.*

Minimum fee applications will incur charges at officers' hourly rate and consultant/contractors' costs.

<i>Deemed Permitted Boundary/Marginal Activities</i>	\$ including GST
Permitted boundary activity (PBA)	335.00
Permitted marginal activity (PMA)	420. 00
Pre-application meetings	
• First Hour	Free
• Each subsequent hour (or part thereof)	225.00
Non-notified land use	
Controlled	*1,075.00
Restricted discretionary	*1,385.00
Discretionary	*2,000.00
Non-complying	*2,615.00
Restricted discretionary (Heritage - minor)/Discretionary (minor)	*615.00
Non-notified subdivision	
Controlled	*1,795.00
Restricted discretionary	*2,000.00
Discretionary	*2,205.00
Non-complying	*2,615.00
S221 Consent notice cancellation or variation	*2,000.00
Limited notified applications (Includes all land use and subdivision consents, notices of requirements and amendments, and reviews of conditions and any other matter requiring limited notification)	*2,760.00
Publicly notified applications (Includes all land use and subdivision consents, notices of requirements and amendments, and reviews of conditions and any other matter requiring public notification)	*5,385.00
S127 variation to consent:	
• Land use consent	*1,385.00
• Subdivision consent	*2,000.00

All fees are a deposit only. Where the costs for processing an application exceed the fee deposit, the

additional cost will be payable.

Private plan change application (applicants are required to meet the full cost of processing)	*20,520.00
Planning fees	\$ including GST
Planning certificate (S100f SSoA 2012)	155.00
Application for a new road or right of way name	515.00
S125 Request to extend consent timeframe	*2,000.00
S139 Certificate of compliance	*1,075.00
S139A Certificate of existing use	*1,075.00
S176 Outline plans	*1,075.00
S176a Outline plan waiver:	
• First Hour	Free
• Each subsequent hour (or part thereof)	*225.00
S348 of Local government Act approval	*665.00
S357 Objection to Decision/Conditions of Consent	*870.00
Pre-hearing meeting	*550.00 Plus, hourly rate after 1 hour
Hearing Deposit fee: Actual and reasonable costs associated with hearings, including commissioner fees, elected member hearing fees, venue hire, staff time, legal costs, and administration. Charged at hourly rates listed in this schedule, plus any disbursements.	*1,255.00 Plus, cost of Commissioners
Protected trees Fees will not be charged for applications relating to in-ground disturbance work/trimming or removing trees listed in Appendix 1.4 (Notable Trees) of the Wairarapa Combined District Plan. This only applies where no other aspect of the proposal requires resource consent, e.g., a yard encroachment.	No charge to Applicant
AED installation in Heritage precinct / Heritage buildings consents relating to installation of Automated External Defibrillators (AED) lock boxes with a Heritage precinct or on Heritage building listed on the District Plan. This only applies where no other aspect of the proposal requires resource consent, e.g., Alternations to a Heritage building	No charge to Applicant
Investigations/compliance monitoring – Resource Management Act 1991, District Plan and Resource consents (excluding relocates)	Officers hourly rate
Investigations when non-compliance is determined with the Resource Management Act 1991, District plan and/or requirements of approved consent – can be charged as part of and necessary and subsequent applications at the Planning Managers discretion	Officers hourly rate
Record of title searches	\$ including GST
Per title	35.00

Additional fee for each interest attached	6.00
Certifications	\$ including GST
• First hour	Free
• Each subsequent hour (or part thereof)	225.00
• Expert advice (e.g., heritage, engineering, hazards, cultural, landscape etc.)	At Cost
S221 Consent notice	*665.00
S222 Bond certificate	*665.00
Bond release	*460.00
S223 Certificate (surveying approval)	*515.00
S224 Certificate (subdivision certificate)	*665.00
S226 Certificate (de-amalgamation)	*665.00
S223 un/sign/re-sign certificate	*665.00
S240/241 Approval (de-amalgamation/amalgamation and other covenants)	*665.00
S243 Approval (easements)	*665.00
Instrument creating esplanade reserve/strip	Officers hourly rate plus, legal fees
Any other certification	Officers hourly rate
Signing fee (per document)	30.00
Engineering plans for certification – admin fee per approval (per residential; and rural vehicle crossings) Office hourly rate for other approvals – invoiced but payable prior to release of certification	30.00
Engineering design approval and amendments to approvals	*155.00 per hour
Engineering inspections	*155.00 per hour
Engineering advice for applications	*155.00 per hour
Staff time	
Officers rate above deposit	*225.00 per hour
Administrators rate above deposit	*130.00 per hour
Site inspections (per inspection up to one hour, then hourly rate shall apply)	*100.00
External consultant advice required for processing applications (planner, heritage, engineering, hazards, cultural, landscape etc)	Actual Cost
Independent Hearing Commissioner	Actual Cost
Engineering advice for applications	*155.00 per hour
Land Information Memorandum (LIM)	\$ including GST
LIM – Urgent (5 working days)	*535.00
LIM – Standard (10 working days)	*360.00

Financial contributions

	\$ including GST
Financial contribution water supply	11,114
Financial contribution wastewater - Featherston and Martinborough - Greytown	All towns 11,262
Financial contribution stormwater	7,426
Reserve and Road Contributions	Refer to Financial Contribution Chapter of the District Plan for application

Building Consents and PIMs

Application Fees

Our application fees cover our initial administration and the specified processing and number of inspections. Our application fees include GST.

They don't include:

- additional administration, processing and inspection fees, including reinspection fees
- disbursement costs
- consultants' fees (at cost)
- the BRANZ levy (\$1 per \$1,000 for works valued at \$20,000 and over).
- the Ministry of Business, Innovation and Employment (MBIE) levy (\$1.75 per \$1,000 for works valued at \$65,000 and over)

Building consent fee terms

Fees are required to be paid within 7 days from the invoice being received. The processing of your application will continue when you receive the invoice. Further charges will be invoiced for disbursements and if additional time is spent processing the application.

Payment of additional consenting, administration, disbursements and consultants' fees shall be paid before application is issued. Additional inspection fees shall be paid before Code Compliance Certificate is issued.

Minor Work	Included processing and inspections	\$ including GST
Solid fuel heater freestanding		464.00
Inbuilt solid fuel heater		606.00
Minor plumbing and drainage	1 hour processing 2 inspections	644.00
Drainage work	2 hours processing 2 inspections	1,106.00
Marquee larger than 100m2 (see discretionary exemptions)		523.00
Sheds/Garages/Carports/Farm	Included processing and	\$ including GST

Buildings	inspections	
Pool fence only - new or full replacement	1 hour processing 1 inspection	405.00
Swimming pool and pool fence	1 hour processing 2 inspections	831.00
Minor alteration to existing pool fence	½ hour processing 1 inspection	298.00
Garden sheds/carports up to \$19,000 value	1½ hours processing 2 inspections	889.00
Minor farm sheds* up to \$40,000 value	1¼ hours processing 2 inspections	998.00
Larger farm sheds * over \$40,000 value	3 hours processing 2 inspections	1,652.00
Standard garages	2 hours processing 2 inspections	1066.00
Standard garages with sleepout*	2½ hours processing 3 inspections	1,436.00
Garages* with plumbing and drainage	2½ hours processing 3 inspections	1,436.00
Transportable outbuilding - yard built to be moved offsite	2 hours processing 4 inspections	1,744.00
<i>*if building is to be built wholly and use as a sleepout the residential dwelling fees apply</i>		
Residential new dwellings (including Multiproof)	Included processing and inspections	\$ including GST
Building work less than \$300,000	8 hours processing 8 inspections	4,274.00
Building work less than \$500,000	10 hours processing 8 inspections	4,748.00
Building work less than \$1,000,000	12 hours processing 10 inspections	5,601.00
Building work greater than \$1,000,000	14 hours processing 10 inspections	6,075.00
Relocated residential dwellings	Included processing and inspections	\$ including GST
Relocated buildings less than \$100,000	4 hours processing 3 inspections	2,183.00
Relocated buildings greater than \$100,000	6 hours processing 4 inspections	2,790.00
Residential additions and alterations	Included processing and inspections	\$ including GST
Residential repile	1 hour processing 2 inspections	762.00
Residential removal	1 hour processing 1 inspection	417.00
Minor building work less than \$5,000	1 hour processing 2 inspections	570.00
Building alterations less than \$15,000	2 hours processing	907.00

	3 inspections	
Building alterations less than \$50,000	3 hours processing 3 inspections	1,609.00
Building alterations less than \$100,000	5½ hours processing 4 inspections	2,390.00
Building alterations less than \$300,000	7 hours processing 5 inspections	2,995.00
Building alterations less than \$500,000	9 hours processing 7 inspections	3,773.00
Building alterations greater than \$500,000	12 hours processing 8 inspections	4,597.00
Commercial/Industrial new buildings	Included processing and inspections	\$ including GST
Building work less than \$300,000	8 hours processing 8 inspections	4,454.00
Building work less than \$500,000	10 hours processing 8 inspections	4,888.00
Building work less than \$1,000,000	12 hours processing 10 inspections	6,142.00
Building work greater than \$1,000,000	14 hours processing 10 inspections	6,573.00
Commercial/Industrial alterations and additions	Included processing and inspections	\$ including GST
Minor building work less than \$5,000	1 hour processing 2 inspections	1,175.00
Building alterations less than \$15,000	2 hours processing 3 inspections	1,674.00
Building alterations less than \$50,000	3 hours processing 3 inspections	1,999.00
Building alterations less than \$100,000	5½ hours processing 4 inspections	2,822.00
Building alterations less than \$300,000	7 hours processing 5 inspections	3,825.00
Building alterations less than \$500,000	9 hours processing 7 inspections	4,823.00
Building alterations greater than \$500,000	12 hours processing 8 inspections	5,646.00

Other Charges

Other Charges	\$ including GST
Customer portal, processing and inspection software fee: A fixed fee of \$90.00 will be charged for projects that have an estimated value of work between \$1.00 and \$124,999.00 (including GST). For projects where the estimated value of work exceeds \$124,999.00, the charge is a fee of 0.1% of the estimated value of work. The estimated value of work is capped at \$2.5 million.	
Document management and storage fee – project value < \$20,000	77.00
Document management and storage fee – project value > \$20,000	155.00
BCA accreditation levy – project value > \$20,000 < \$500,000	50.00
BCA accreditation levy – estimated value of work \$500,000 or more	0.50 per \$1,000 of project value
Hardcopy lodgement fee (excluding fireplaces and minor works)	100.00
Hourly Rate - Building Control Officer / Building Compliance Officer	237.00
Hourly Rate – Building Administration Officer	155.00
Inspection fee - per inspection	190.00
Amendment Fee Up to 1hr processing plus admin (extra inspections not included)	325.00
Minor variation fee – (includes ¾ hour processing and admin).	163.00
BRANZ levy (per \$1,000. of GST Inclusive work of \$20,000 or more)	1.00
Building levy (per \$1,000. of GST Inclusive work of \$65,000 or more)	1.75
Project information memorandum - PIM (Includes 2 hours processing)	515.00
Historical CCC application applies to all consents granted >5 years prior (includes 1 inspection and 1/2 hr admin)	280.00
Removal of entry from record of title – BA2004 Sec 74(4)	721.00
Extension of time application	100.00
Structural engineering or Fire engineering assessment/peer review	Cost + 10%
Compliance schedule – new or amended – rate per hour	237.00
Building warrant of fitness – audit inspection fee per hour	237.00
Building warrant of fitness – annual renewal (1-2 systems)	80.00
Building warrant of fitness – annual renewal (more than 2 systems)	150.00
Certificate of acceptance – building consent fee for the applicable building payable with lodgement, plus actual cost charges at \$237.00 per hour payable on issue of certificate.	
Change of use notification (per hour)	237.00
Building certificate (Sale and Supply of Alcohol)	155.00
Discretionary exemption fee (Schedule 1(2) of the Building Act 2004) - Fee covers first hour only, hourly rate applies for additional time	400.00
Discretionary Exemption application for injected wall insulation with a current codemark certificate	200.00
Application for certificate of public use – hourly rate applies after first hour	325.00
Application for a modification or waiver to a building consent	110.00
Building consent minor works printed (per 10 minutes of staff time) (1 set)	10.00
Building consent residential consents printed (1 set)	150.00
Building consent commercial consents printed (1 set)	300.00

Property file search or Building File Search (per property)	30.00
Infrastructure protection deposits (refundable)	1,000.00
All relocated dwellings (onto site or off site)	
All commercial work in urban areas with a value of more than \$500,000	
And at Officer's discretion when there is a risk to infrastructure	

Swimming Pools

Swimming Pools	\$ including GST
Triennial compliance inspections	
Compliant on inspection	190.00
Re-inspection (1 to 3 items) onsite or via desktop with photos provided	85.00
Re-inspection (>3 items) onsite inspection required	190.00
Admin fee for audit carried out by IQPI	100
Removal of pool – owner to supply evidence (photos)	No charge

Infrastructure and Services

Roading

Land purchase (including road stopping)	\$ including GST
Application fee	635.00
Survey, legal, valuation and land purchase	At cost
Corridor access	\$ including GST
Corridor access request (CAR)	200.00
Corridor access request with Traffic Management Plan (4 months)	430.00
Corridor access request with Traffic Management Plan (12 months) and generic	1,074.00
TMP third resubmission fee	537.00
Work access permit (WAP) extension	81.00
CAR/WAP warranty close off	54.00
Temporary road closure	430.00
Corridor access enforcement	
Non notification fee	376.00
Issue Stop work notice	1,611.00
Non-conformance notice	806.00
Corridor access staff fees	
TTM auditors per hour	134.00
Corridor officer	124.00
Engineer	199.00
Travel Costs (per km)	1.20
Permits	\$ including GST
Generic overweight permit	107.00
Individual overweight permit	107.00
Vehicle crossing application	242.00
Street opening application	225.00
No spraying areas	\$ including GST
Install 2 pegs	100.00
Install additional per peg	50.00
Infringement and Fines	\$ including GST
Damage to road reserve	At cost
Damage to road corridor infrastructure	At cost
Trimming of encroaching vegetation	At cost
Tipping of waste within the road corridor	At cost
RAPID Numbers	\$ including GST
Rapid numbering (per number)	150.00

Connections and disconnections	\$ including GST
Water supply connection/disconnection administration fee	67.00
Wastewater connection/disconnection administration fee	67.00
• New water supply and wastewater connections are administered by Council. • The applicant must use a contractor acceptable to Council. • No work may commence until the administration fee(s) have been paid, and Council's maintenance contractor, or the contractor conducting the work, have been notified.	
Metered water rates	\$ including GST
Ad hoc water reading fee	40.00
Urgent water reading fee (within 48hrs)	100.00
Charges for metered water are considered by SWDC to be a targeted rate and are set out in SWDC's rates resolution each year. Bulk water is by consent only, and charged at the same rate as the metered water.	
Septic tanks	\$ including GST
Dumping septic tank waste (per cubic metre)	62.00
Trade waste	\$ including GST
Trade waste application	150.00
Trade waste annual permit fee	20.00
Trade waste annual consent fees (auditing/monitoring):	
• High risk	460.00
• Moderate risk	225.00
• Low risk	105.00
• Reinspection fee	100.00
For large discharges:	
• Flow	0.56/m3
• BOD	0.59/kg
• SS	0.61/kg



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

LGOIMA - Charging and Proactive Release Policy

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LGOIMA - Charging and Proactive Release Policy

1. Purpose

This policy sets out when and how South Wairarapa District Council (SWDC) may charge for supplying official information requested under The Local Government Official Information and Meetings Act 1987 (LGOIMA), to ensure charges (if any) are reasonable, transparent, and consistently applied, and to uphold the principle of availability that information shall be made available unless there is good reason to withhold it.

2. Legislative authority

Section 13(1) to (4) under LGOIMA permits SWDC to decide “in what manner and for what charge (if any)” a request is granted, to charge for the supply of official information, and to require advance payment; any charge must not exceed the prescribed amount, or if none is prescribed, it must be reasonable having regard to labour and materials (and urgency, if requested by the applicant).

The Ombudsman’s charging guidance explains what can be charged, what cannot, how to calculate reasonable charges, and when charges should be waived or remitted (e.g., public interest, hardship). SWDC will be guided by this document.

[Charging: A guide to charging for official information under the OIA and LGOIMA](#)

3. Scope

This policy applies to all official information requests the SWDC receives under LGOIMA, including information held by elected members in their official capacity and by independent contractors engaged by SWDC.

It does not apply to requests by individuals for their own personal information (which are generally free of charge).

4. Policy Principles

In applying these principles, the SWDC will ensure that charging practices remain consistent, transparent, and firmly grounded in the principle of availability, so that cost recovery never becomes an unreasonable barrier to accessing official information.

1. **Availability first:** Charging must not unreasonably deter access to information or undermine LGOIMA’s purposes.
2. **Reasonableness and cost recovery:** Where applied, charges recover actual and reasonable costs of making information available (not decision-making), consistent with Ombudsman guidance and sector practice.
3. **Transparency:** Requesters are told what the charge covers, how it was calculated, and their right to complain to the Ombudsman. Deposits will be required where appropriate.
4. **Fairness and discretion:** Charges will be reduced or waived where the public interest* is served or to avoid unreasonable deterrence.

5. **Engagement first:** Before charging, SWDC will work with the requester to refine scope, consider extensions instead of charging where appropriate, and explore options to reduce costs (e.g., staged delivery, inspection).
6. **Proactive transparency:** Charging for information does not give the requester exclusive rights to that information. Where appropriate, information released under LGOIMA will also be proactively released in accordance with clause 16, subject to privacy, withholding grounds, and public interest considerations.

*Public interest refers to a genuine benefit to the wider community that goes beyond the private interests of an individual requester. It includes situations where releasing information would promote transparency, support public participation in democratic processes, strengthen accountability of elected members or officials, or enhance public understanding of an issue affecting the community.

5. What SWDC will not charge for

SWDC will not charge for:

- Time spent deciding whether to grant, refuse, or withhold information (including legal advice, consultation, decision-making meetings).
- Time spent deciding whether to charge and preparing the estimate.
- Searching for or retrieving information that is not where it should be due to poor record-keeping.
- General overheads (e.g., system setup/maintenance), chief executive/elected member involvement, Ombudsman liaison, or formatting in a way preferred by the agency but not sought by the requester.

6. What SWDC will charge for (making information available)

1. **Labour:** time spent searching, retrieving, collating, scanning/copying, formatting, editing to redact withheld information, supervising access (inspection), and reasonably required peer review to ensure tasks have been carried out correctly.
2. **Materials:** paper for photocopying/printing and electronic storage media provided by SWDC.
3. **Other actual and direct costs:** e.g., off-site retrieval, reproducing film/audio/video, large-format plans/maps, or specialist contractors needed solely to supply the information.
4. **Additional factors:** Where repeated requests from the same source are made in respect of a common subject over intervals of up to eight weeks, requests after the first will be aggregated for charging purposes.

7. Standard fees and free thresholds

Unless SWDC has set a different fee by resolution in its annual [Fees and Charges](#), the following standard schedule applies (where SWDC's annually adopted Fees and Charges differ, those prevail):

Labour	First hour: Free Thereafter: \$38.00 per half-hour or part thereof (GST inclusive)
Photocopying/Printing	First 20 pages: Free Thereafter: \$0.20 per single page (A4) (black and white \$0.30 per single page (A4) (colour); or

	\$0.40 per single page (A3) (black and white) \$0.50 per single page (A3) (colour) Anything else at cost.
Electronic media (USB/DVD etc)	At cost
Other actual and direct costs	At cost (e.g., off-site retrieval, specialist reproduction)

Notes:

- Charges are calculated on actual elapsed work time (rounded up to the nearest half-hour).
- Where repeated requests on a common subject are received from the same requester within eight (8) weeks, SWDC will aggregate them for charging purposes.

8. Estimates, deposits, and invoicing

If a charge is likely, SWDC will provide a written estimate (with calculation detail) and seek the requester's agreement to proceed before work begins. The estimate is not a cap, but the final charge will not exceed the estimate without prior notification.

SWDC will require a deposit (e.g., where the charge is likely to exceed \$76) or where assurance of payment is needed; deposits are requested after deciding to release the information. Unused deposit amounts are refunded.

Charges are GST inclusive. Payment terms and methods will be advised with the invoice. Non-payment will pause release until settled.

9. Reducing or waiving charges

SWDC will consider reducing or waiving charges where:

- There is significant public interest in disclosure (e.g., to promote public participation, strengthen accountability).
- Payment would likely cause hardship to the requester.
- Members of Parliament or accredited news media for official information requests, recognising their role in supporting democratic accountability and facilitating informed public debate.
- The information is intended for proactive release because it is of wider public interest or has been requested repeatedly.
- The fee threshold is only slightly exceeded.

10. Process for requesting a hardship consideration

- A requester seeking a waiver or reduction must outline the grounds for hardship providing any necessary paperwork to support this request.
- All hardship decisions will be assessed on a case-by-case basis and documented.
- The requester will be advised of the decision and informed of their right to request a review by the Office of the Ombudsman.

Decisions will reference the Ombudsman's public interest and hardship criteria and will be recorded.

11. Engagement to reduce cost

Before imposing a charge, staff will:

- Suggest ways requesters could refine scope (e.g., narrower date ranges, keywords, specific document sets).
- Offer inspection or staged release where suitable.
- Consider a time extension instead of charging if that would make collation manageable.

12. Urgent requests

Where the requester seeks urgency with reasons, SWDC will consider urgency and any additional costs reasonably incurred in meeting urgency when setting a reasonable charge which is consistent with section 13(3) of the LGOIMA.

13. Forms of access and formats

SWDC will provide information in the format reasonably requested where practicable (e.g., electronic PDF/CSV, inspection, physical copies). Charges will reflect the chosen format (e.g., large format printing).

Reasonable steps will be taken to support accessible formats where practicable.

14. Decision making and timeframes

SWDC will decide and communicate the outcome as soon as practicable and no later than 20 working days, including any applicable charge. Extensions will be used where permitted.

Any charge will be notified at the same time as the decision to release (subject to payment), along with the basis and calculation.

15. Complaints

The following wording will be applied to all LGOIMA responses:

You have a right to seek an investigation and review by the Ombudsman of this decision. Further information about this process can be found on <https://www.ombudsman.parliament.nz/what-ombudsman-can-help/complaints-about-government-agencies/how-make-complaint> or email info@ombudsman.parliament.nz

16. Proactive release

General approach

SWDC will proactively release official information, including information supplied in response to a LGOIMA request, to promote transparency, accountability, and public participation in local democracy.

Relationship between charging and proactive release

Payment of a charge for information does not confer exclusive rights to that information. Where a charge has been applied, SWDC retains the discretion to proactively release the information, in whole or in part, subject to the considerations below.

Where a charge has been paid, information will not normally be proactively released for at least seven (7) days after it has been provided to the requester.

When information will be proactively released

SWDC will consider proactive release where:

- Requests for the same or similar information are received more than three times within a six-month period;
- The information is of high public interest; or
- Publication would assist the public to better understand SWDC's functions, decisions, or performance.

Matters to be considered before proactive release

Before information is proactively released, SWDC will consider:

- The requirements of the Privacy Act 2020 and removal of personal or identifiable information;
- Any applicable withholding grounds under LGOIMA;
- Whether consultation with third parties, contractors, or affected individuals is appropriate; and
- Whether the information has continuing public value.

Notification of requesters

Requesters will be advised that information provided in response to a LGOIMA request will be proactively released. Personal information identifying the requester will be removed before publication.

Publication and reporting

Information approved for proactive release will be published on SWDC's website in a manner and at a frequency determined by SWDC.

17. Monitoring and review

- Annual spot checks of estimates vs. actuals to ensure reasonableness and consistency.
- Formal review at least every three years or when the Ombudsman updates guidance or sector practice materially changes.

This review will also consider whether charging practices and proactive release decisions are operating consistently and in alignment with Ombudsman guidance and sector good practice.

Appendix A: Template charging letter

Subject: Your LGOIMA request [ref]: decision and estimated charge

Kia ora [Name],

Thank you for your LGOIMA request dated [xx]. We have decided to make the requested information available, subject to a charge because:

Labour

- *Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing, redacting and supervising access (where the information at issue is made available for inspection) and where the total time involved is in excess of two hours.*
- *Reasonably required peer review in order to ensure that the above tasks have been carried out correctly.*
- *Formatting information in a way sought by the requester.*
- *Reproducing film, video or audio recordings.*

Other actual and direct costs

- *Retrieval of information from off-site.*

Additional factors

Where repeated requests from the same source are made in respect of a common subject over intervals of up to eight weeks, requests after the first will be aggregated for charging purposes.

The estimated charge is \$[X] (GST incl.), calculated as follows:

- Labour: [Y hours] (first hour free), balance charged at \$38 per half-hour = \$[A]
- Photocopying: [Z] pages (first 20 free), \$0.20 per page = \$[B]
- Other actual and direct costs: [itemised] = \$[C]
- Total estimated charge: \$[A+B+C]. A deposit of \$[amount] is required before work begins.

This charge has been calculated in accordance with SWDC fees and charges (DATE).

To reduce or avoid charges, you may wish to refine the scope of your request (e.g., date range, keywords, specific documents). If you would like to pursue this instead, please indicate this in your response.

Please let us know if you would like us to progress this work by [date] and we will arrange invoicing.

You have the right to complain to the [Ombudsman](#) about this charge.

Ngā mihi,
[Name/Title]

11 CHAIRPERSON REPORTS

11.1 CHAIRPERSON UPDATE

Author: Louise Brown, Ms

Authoriser: Stefan Corbett, Group Manager, Corporate Services

File Number:

PURPOSE

The purpose of this report is for the chair to update the board on activities and interests they have been involved in since the previous meeting.

EXECUTIVE SUMMARY

- This report provides the Chairperson's update to the Greytown Community Board, outlining key activities and matters of interest since the previous meeting, including an update from Arbor Day and Matariki, development of Community Plan, a Parks and Reserves Stakeholder meeting, Compassionate Greytown, and Resilience Training and Expo. The report also introduces the Councillor's Corner, to facilitate a dedicated space in each meeting for Councillors to share information relevant to the Board and community.
- The Chair will speak to each topic at the meeting, with members able to seek clarification as required. Overall, the report is intended to keep the Board informed of current activities, ongoing work, and matters requiring awareness or follow-up.

RECOMMENDATIONS

That the Greytown Community Board resolve to Receive the "Chairperson Update" report

DISCUSSION

The Chairperson will provide updates in relation to the following points at the meeting:

- Reflection on Arbor Day and Matariki events
- Community Plan
- Resilience Training and Expo
- Parks and Reserves Stakeholder Meeting
- Compassionate Greytown
- Councillors Corner

APPENDICES

Nil

12 KARAKIA WHAKAMUTUNGA – CLOSING

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

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