



AGENDA

Featherston Community Board Wednesday, 5 August 2026

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

Date: Wednesday, 5 August 2026

Time: 7:00 pm

**Location: Featherston Community Centre, 14 Wakefield
Street, Featherston.**

**Janice Smith
Chief Executive Officer**

Order Of Business

1	Karakia Timatanga – Opening	4
2	Apologies	4
3	Conflicts of Interest	4
4	Acknowledgements and Tributes.....	4
5	Decision Reports from Chief Executive and Staff	5
5.1	Making and Attesting of Members' Declarations	5
5.2	Election of chairperson and deputy chairperson	9
5.3	Income and Expenditure Report	13
6	PUBLIC PARTICIPATION	54
7	Actions from PUBLIC PARTICIPATION	55
8	URGENT BUSINESS.....	56
9	Confirmation of Minutes	57
9.1	Minutes of the Featherston Community Board Meeting held on 3 June 2026	58
10	Matters Arising from Previous Meetings	66
11	Chairperson Reports.....	67
11.1	Chairperson Report	67
12	Karakia Whakamutunga – Closing.....	69

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 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

5.1 MAKING AND ATTESTING OF MEMBERS' DECLARATIONS

Author: Siv Fjaerestad, Advisor, Community Governance

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

PURPOSE

To ratify the making and attesting of declarations of the members of the Featherston Community Board.

EXECUTIVE SUMMARY

A by-election was required to fill an extraordinary vacancy for the Featherston Community Board, following the resignation of Chairperson Tui Rutherford.

Joanna Baldwin was elected on 5 June 2026.

Elected members take up office on the day after the official declaration of the election results being publicly notified. However, they cannot make any decisions or otherwise act as a member until they have made an oral declaration and a written declaration in the form set out in Schedule 7, Clause 14 of the Local Government Act 2002.

The Deputy Chairperson will receive and witness the declaration of community board member Joanna Baldwin at this meeting.

RECOMMENDATIONS

That the Featherston Community Board:

1. Receives the Making and Attesting of Members' Declarations Report for the 5 August 2026 meeting.
2. Notes that this completes the full Board of four members, including existing members Warren Maxwell, Anne Hynds and Tanja Schubert-McArthur as members of the Featherston Community Board, together with two Council appointments; Cr Watson and Cr Clarke.
3. Notes that Joanna Faye Baldwin cannot act as a member of the Featherston Community Board until she has made the oral declaration and signed the written declaration in the form required by clause 14, Schedule 7 of the Local Government Act 2002.
4. Notes that the Deputy Chairperson, in her capacity as Acting Chair, has received and witnessed the declaration of board member Joanna Faye Baldwin.

BACKGROUND

The Local Government Act 2002, Schedule 7, Clause 14 requires the membership of the Featherston Community Board to make oral declarations as well as a written declaration before they can act as a member of the board.

The declaration is as follows:

Declaration by mayor or chairperson or member

"I, [Name], declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of [region or district], the powers, authorities, and duties vested in, or imposed upon, me as [mayor or member] of the [local authority] by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at: [place, date]

Signature:

Signed in the presence of:

[Name], [mayor or member or chief executive of local authority]".

Declaration by mayor or chairperson or member – Te Reo

Ko ahau, ko [NAME], e oati ana ka whai ahau i te pono me te tōkeke, i runga hoki i te mutunga kē mai nei o ōku pūkenga, o āku whakatau hoki kia whakatutuki, kia mahi anō hoki i te mana whakahaere, te mana whakatau me ngā momo mahi kua uhia ki runga i a au kia whiwhi painga mō te takiwā o Te Wairarapa ki te tonga hei kaikaunihera o te Kaunihera-a-rohe o Te Wairarapa ki te tonga, e ai hoki ki te Ture Kāwanatanga-ā-Taiao 2002, ki te Ture Kāwanatanga-ā-Taiao Whakapae me te Hui 1987, me ētahi Ture anō rānei.

He mea whakaū tēnei i te hōro ANZAC i tēnei rā, rua tekau mā iwa o Oketopa i te tau rua mano rua tekau mā rima.

Waitohu:

Waitohu mai ki mua i a:

[Ingoa], [mayor or chairperson or member or chief executive of local authority]".

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. The community would expect newly elected members to make the declarations as is legally required.
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.	Clause 14, Schedule 7 of the Local Government Act 2002.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report. There are no financial implications or costs associated with this report.
State the possible implications for health and safety	There are no health and safety implications.

APPENDICES

Appendix 1 Written Declaration of Joanna Faye Baldwin



DECLARATION

I, Joanna Faye Baldwin, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the South Wairarapa district the powers, authorities, and duties vested in or imposed upon me as a member of the Featherston Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 (LGOIMA), or any other Act.

Dated at Featherston this [5th] of [August] [2026]

Signature.....

Signed in the Presence of:

.....

5.2 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

Author: Siv Fjaerestad, Advisor, Community Governance

Authoriser: Janice Smith, Chief Executive Officer

File Number:

PURPOSE

The purpose of this report is for the Featherston Community Board to decide on the process it will use to elect its chairperson and deputy chairperson. The board will then use the adopted process to make its elections.

EXECUTIVE SUMMARY

This report asks the Board to determine the voting system it will use to elect a chairperson and deputy chairperson, following changes to the Board's membership and office holders. The Board must adopt either System A or System B as outlined in the LGA 2002, Schedule 7, Clause 25, before making the appointments.

Officers recommend that the Board adopts System B, as it requires only one round of voting and is likely to be the most efficient process where no more than two members are expected to be nominated for either role. Once the voting system is confirmed, the Board will proceed to elect its chairperson and deputy chairperson.

RECOMMENDATIONS

That the Featherston Community Board resolves to:

1. Note the information in the contained report
2. Adopt **System A** or **System B** to elect its chairperson and deputy chairperson if voting is required in its elections
3. Agree that in the event of a tie, the selection will be by way of toss of coin or drawing of names from a hat (by lot)
4. Elect _____ to be the chairperson and _____ to be the deputy chairperson of the Featherston Community Board.

BACKGROUND

As a result of changes to the Board's membership and status of chair and deputy chair, the Board is required to elect a new chairperson and/or deputy chairperson. The vacancy arose from the resignation of Tui Rutherford who held the position of chairperson. Following a by-election, Joanna Baldwin was elected to the Board on 5 June 2026. Further information can be found on the [Council's Featherston Community Board By-election 2026 webpage](#).

During this period, deputy chairperson Tanja Schubert-McArthur stepped in to fulfil the duties of the chairperson.

If Tanja Schubert-McArthur is nominated for the chairperson role, there will be a vacancy for the deputy chairperson.

The role of a chairperson includes supporting other board members in navigating their roles and responsibilities, acting as the key liaison between Council and the Board, and being the spokesperson for the Board. The chairperson also facilitates Board meetings and workshops.

The chairperson receives more remuneration than the other elected members.

The deputy chairperson will fulfil the duties of the chairperson if the chairperson is unable to perform their duties.

According to LGA 2002, Schedule 7, clause 25, there are two voting systems that can be used for the election of chairperson and deputy chairperson. The Board must decide which system to use before making its elections.

Once the voting system has been selected, the Board will then elect its chairperson and deputy chairperson using the adopted system.

OPTIONS

Option 1 – System A

This system requires that a person is elected if he or she receives the votes of the majority of the members of the community board present and voting, and

- There is a first round of voting for all members, and
- If no member is successful in that round, there is a second round of voting from which the member with the fewest votes in the first round is excluded, and
- If no member is successful in the second round of voting, there is a third, and if necessary subsequent rounds of voting with each member receiving the fewest votes being excluded from the following round, and
- In any round, where the member is tied with another member for the fewest votes, the next round is resolved by lot.

Option 2 – System B

This system requires that a person is elected if he or she receives more votes than any other candidate, and

- There is only one round of voting, and
- If two or more candidates tie for the highest number of votes, the tie is resolved by lot.

System A requires the successful candidate to have a majority of votes and may require more than one round of voting. System B requires only one round of voting, with the successful candidate being the person who receives more votes than any other candidate. In the event of a tie under either system, the selection is resolved by lot.

Recommended option

It is recommended that the Board chooses System B to make its appointments for the following reasons:

- Only one round of voting is required making the process faster and more efficient
- It is highly likely no more than two members will be nominated for chairperson or deputy chairperson of the board, making subsequent rounds not an option in these circumstances.

DISCUSSION

The process for the Board to discuss and follow at its meeting is:

- 1 The Board must first determine, by resolution, the system of voting it will use.
- 2 Nominations for the positions of chairperson and deputy chairperson are called for.
- 3 If there is only one nomination for a position, the board will resolve that person be elected.
- 4 If there is more than one nomination for a position, the board must vote its nominees using the system it has adopted.

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 the Standing Orders of Council, local

	government legislation and Council policy.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	There are no implications of health and safety

APPENDICES**Nil**

5.3 INCOME AND EXPENDITURE REPORT

Author: Siv Fjaerestad, Advisor, Community Governance

Authoriser: Janice Smith, Chief Executive Officer

File Number:

PURPOSE

The purpose of this report is to outline the status and purpose of funds available for the Featherston 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 Featherston Community Board and recommendations to ratify expenditure.

RECOMMENDATIONS

That *the Featherston Community Board*:

1. Receive the Income and Expenditure Report outlining the status and purpose of funds available for the 2026-2027 Financial Year.
2. Accept the application from Paetumokai Kai Tahi - He Puāwai Trust for \$3,000 toward the Featherston Community Greenhouse - Workshops and Seed Saving Network.
3. Agree to retrospectively approve expenditure from the Featherston Community Board community engagement sausage sizzle/supplies to the amount of \$120.00.
4. Approve expenditure from the Featherston Community Board for the purchase and delivery of 250 sandbags from the Sandbag Store to the amount of \$250.07.
5. Agree to ringfence expenditure for the purpose of community engagement for purposes of making a submission to Council's 2027-2030 LTP.
6. 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 Martinborough 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.

An application for funding was submitted to the Board in the last grants round well within the required timeframe. However, due to a system error it was not received by officers for inclusion in the agenda and was therefore not available for the Board to consider.

Once the matter was brought to the attention of the Chairperson and officers by the applicant, evidence of the original submission confirmed that the omission was the result of a system error. Given both the project timeframes and the nature of the error, it was agreed that the Board would consider the application out of round at an informal meeting held on 24 June 2026.

Following this discussion, the Board resolved by email to accept the application from Paetūmōkai Kai Tahi – He Puāwai Trust and approve a grant of \$3,000 towards the *Featherston Community Greenhouse – Workshops and Seed Saving Network* project.

In line with the Council's expenditure approval and reimbursement processes, and to ensure a clear audit trail at financial year-end, the Board is now asked to formally ratify this decision at this meeting.

The next funding round for Featherston Community Board is set to open on 3 August 2026 and close on 13 September 2026. Applicants can refer to the [Grants Policy](#) for more information.

Decisions on funding will be made at the board's meeting on 7 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 the following community engagement events and resources:

- The purchase of sandbags for community preparedness resources in the case of flooding.
- Sausage sizzle engagement event planned for 25 July (postponed due to poor weather).

Financial overview

The table below shows the draft 2026-2027 budget available to the Board, as per 24 July 2026, pending confirmation through the year-end financial process, and any grants paid out in the 2026-2027 financial year.

Draft 2026/27 budget available to the Board	Amount
Training	\$1,050
Travel and Accommodation	\$599
General Expenses	\$2,099
Community Development Fund (Grants)	\$20,440

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

APPENDICES

Appendix 1	Featherston Community Board Income and Expenditure Statement at 30 June 2026
Appendix 2	Application for Funding - Paetūmokai Kai Tahi - He Puāwai Trust
Appendix 3	South Wairarapa District Council Schedule of Fees and Charges 2026-27
Appendix 4	South Wairarapa District Council LGOIMA Charging and Proactive Release Policy 2026

Featherston 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	\$	10,078
Less Expenditure 2025/26 (Funds Uplifted)		
Jul-25		
FCB2025/32 - Cobblestones Trust	\$	1,177
FCB2025/24 Steffen Kreft	\$	1,000
FCB2025/32 - Kuranui Collge	\$	1,000
Aug-25		
FCB2025/38 - Featherston Communtiy Patrol	\$	5,700
FCB2025/38 - Wai Wheels	\$	600
Sept-25		
FCB2024/35 - Foundation for Equity and Research NZ	\$	856
Jun-26		
FCB2026/07 - Cross Creek Railway Society	\$	2,595
FCB2026/07 - Featherston Community patrol	\$	2,000
FCB2026/07 - Featherston Memorial RSA	\$	1,000
FCB2026/07 - Featherston Vinyl Club	\$	500
FCB2026/07 - Foundation for Equity and Research NZ	\$	1,500
FCB2026/07 - Hokai Tahī	\$	2,000
FCB2026/07 - Pukaha Wildlife	\$	1,000
FCB2026/07 - Featherston bowling club	\$	1,000
FCB2026/07 - Mr S Kreft	\$	3,000
Less funds granted and uplifted to 30 June 2026 (DRAFT)	\$	24,928
Balance as at 30 June 2026 (DRAFT)	\$	5,555
Less funds not uplifted from previous Community meetings as at 30 June 2026 (DRAFT)		
MCB2026/07 - Paetūmokai Charitable Trust - Meeting 03/06/26	\$	5,000
MCB2026/07 - Masterton SPCA - Meeting 03/06/26	\$	500
Less funds not uplifted from previous community meetings	\$	5,500
Community Fund Account balance as at 30 June 2026 (DRAFT)	\$	55

Featherston 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
Aug-25	
Meeting room hire - Featherston Community centre	\$ 35
Featherston Phoenix monthly column	\$ 260
Featherston Phoenix monthly column	\$ 260
Meeting room hire - Featherston Community centre	\$ 35
Sept-25	
Meeting room hire - Featherston Community centre	\$ 35
Featherston Phoenix monthly column	\$ 270
Dec-25	
Lamb-Peters Pri 108320/01 Business Cards for FCB	\$ 34
Mar-26	
Costs for member farewell	\$ 30
Cost for member farewell venue hire	\$ 50
Featherston Community centre meetings and workshops	\$ 495
May-26	
Nexus Australas - Repair flagtrax	\$ 710
Less expenditure uplifted to 30 June 2026 (DRAFT)	\$ 2,505
Balance as at 30 June 2026 (DRAFT)	-\$ 451
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)	-\$ 451

Featherston 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

Application for funding

FEATHERSTON COMMUNITY BOARD



Please make sure you have read the South Wairarapa District Council Funding Policy before completing this form.

You should include as much information as possible with your application so feel free to include additional pages if the space provided is not enough for you to work with.

The Featherston Community Board requests applicants to attend the allocation meeting to speak to their applications before decisions are made.

If you have any questions or need assistance filling in this form, please contact Shanin Brider shanin.briders@swdc.govt.nz or call 06 306 9611.

Completed application forms can be emailed to grants@swdc.govt.nz

CONTACT DETAILS

Name of primary contact	Julia Milne
Organisation	Paetumokai Kai Tahi/He Puāwai Trust
Role/position	Manager
Organisation address	C/- Kokiri Marae and Social Services, 7-9 Barnes St, Seaview Lower Hutt
Phone number	0273723385
Email address	julia@hepuawaitrust.com

Name of secondary contact	Ngahuia Kepene
Role/position	Finance Manager
Phone number	
Email address	Ngahuia@hepuawaitrust.com

PROJECT/EVENT DETAILS

What is the name of your project/event?

Featherston Community Greenhouse - Workshops and Seed Saving Network

When and where is your project/event taking place?

The project will run from July 2026 – March 2027. After our completion of our 6-month pilot phase at A Mua and Fareham House, the decision has been made to locate the community greenhouse permanently at the evolving Fareham Farm and have A Mua as a satellite for seedling distribution between monthly events.

Tell us a bit about your project/event and what it entails?

We are seeking support to continue and expand a proven community seedling and seed saving initiative following a successful 6-month pilot phase delivered at A Mua and Fareham House.

Between November 2025 and April 2026, the pilot programme:

- grew, donated or sold 6,604 seedlings
- delivered approximately 72 practical growing sessions
- operated at an average of 3 sessions per week
- established a core group of local volunteers supporting seed raising and distribution
- increased availability of locally grown, affordable seedlings in Featherston
- began building a supply of locally adapted heritage seed

Feedback from participants confirmed that access to affordable seedlings and practical growing knowledge was previously limited in Featherston. The closest comparable source of seedlings is in Martinborough, which presents both cost and travel barriers for many households.

The project has filled an important local gap by providing:

- affordable access to seedlings
- practical education on how to grow kai successfully
- locally adapted seeds suited to Wairarapa conditions
- opportunities for people to contribute through time and skills rather than money

A key strength of the initiative has been the development of a participation model that enables whānau on low incomes to access seedlings by contributing time, supporting both dignity and inclusion while strengthening community connection.

Participants have contributed through helping pot up seedlings, supporting workshop delivery, sharing skills and assisting with distribution. This has strengthened social cohesion and enabled knowledge sharing between community members.

Building on the success of the pilot, the community greenhouse will now be permanently located at Fareham Farm, providing a stable base for ongoing seedling production, with A Mua continuing as a satellite distribution point between monthly workshops.

Funding is sought to deliver 9 monthly community seedling workshops between July 2026 and March 2027, continuing to grow local seed supply, improve access to affordable kai production, and strengthen community resilience.

Each workshop will include:

- access to free organic heritage seedlings for potting up
- A workshop showing how to grow each variety of plant – monthly troubleshooting and access to support.
- seed saving education
- skill sharing focused on resilience and sustainability

- opportunities for participants to contribute time in exchange for seedlings to remove financial barriers.

The initiative strengthens local food resilience by increasing the ability of households to grow their own kai and by building a locally adapted seed resource for the community.

Who is the project/event aimed at? Who is your target audience?

This project is aimed at Featherston residents who want to grow their own kai, particularly those who face barriers accessing affordable seedlings or practical growing knowledge.

Based on participation in our 6-month pilot phase, the primary audience includes:

- whānau wanting to reduce food costs by growing kai at home
- people on low incomes who may not otherwise be able to afford seedlings
- beginner gardeners seeking practical guidance and confidence
- households wanting to increase self-reliance and resilience
- community members interested in sustainability and seed saving
- local volunteers wanting to contribute skills and time
- whānau/families wanting to learn together in a supportive environment

The project has attracted a core group of local participants who help grow, distribute and care for seedlings, contributing time in exchange for access to plants. This time-based participation model enables inclusion for those who may not otherwise be able to afford to begin growing kai.

The workshops are open to the wider community and designed to be welcoming and practical, supporting people at all levels of experience.

The initiative fills an identified local gap in access to affordable seedlings and seed education within Featherston, where the nearest comparable supply is located in Martinborough and can be cost-prohibitive for some households.

How many people/volunteers are involved in organising this project/event?

6-12

How many people are you expecting to attend this project/event?

20-50

Please outline how your project/event will contribute to social, cultural, environmental or economic outcomes for our people and places?

This project strengthens local resilience by improving access to affordable seedlings, seed saving knowledge and practical skills that enable households to grow their own kai. Over a 6-month pilot phase, 6,604 seedlings were produced locally, demonstrating strong demand for accessible seedling supply in Featherston.

The workshops support social connection, reduce cost barriers to food production, promote environmentally sustainable growing practices, and build local seed resources adapted to Wairarapa conditions. Participants are able to contribute time in exchange for seedlings, strengthening inclusion and social cohesion while supporting households experiencing cost pressures.

The project contributes to a stronger, more self-reliant community by increasing practical skills, local food production and shared knowledge.

How are you planning on measuring the success of your project/event?

Success will be measured through participation numbers, number of seedlings grown and distributed, repeat attendance, volunteer involvement and participant feedback on increased confidence in growing kai. We will also track the development of the emerging Featherston Seed Bank.

FINANCIAL INFORMATION

How much money are you requesting from the Featherston Community Board?

\$3,500

What are you going to spend this money on?

Cost per workshop

Item	Calculation	Cost per workshop
Facilitation, promotion, connecting.	4 hrs × \$60	\$240
Potting mix	4 bags	\$44
Heritage seeds	per session	\$50
Admin, coordination & data collection	2 hrs × \$50	\$100
Total per workshop		\$434

Total project cost (9 workshops)

Item	Calculation	Total
Facilitation, promotion, connecting.	36 hrs total	\$2,160
Potting mix	36 bags total	\$396
Heritage seeds	9 sessions	\$450
Admin & reporting	18 hrs total	\$900
TOTAL PROJECT COST		\$3,906

How much money have you raised so far, and who else has contributed financially to this event/project?

We can contribute \$406.00 from koha received from our seedlings over the past months.

No one else has contributed funding to this Kaupapa.

How much do you anticipate this whole project/event will cost in total?

\$3906.00

How much is your own organisation contributing to the event/project?

\$406.00

Have you applied to SWDC for funding in the past, and if so, what for?

No

Is your organisation registered for GST?

☒ Yes

Yes

☐ No

No

GST number if applicable

[REDACTED]

Please provide the bank account information for your organisation

Account number

[REDACTED]

Name of account holder

[REDACTED]

ADDITIONAL INFORMATION

Applications must be accompanied by:

- A detailed project/event budget which outlines income and expense information

- Proof of account – this could be a copy of a statement or screenshot showing account number, name and banking logo
- A copy of your most recent bank statement showing your current financial position.

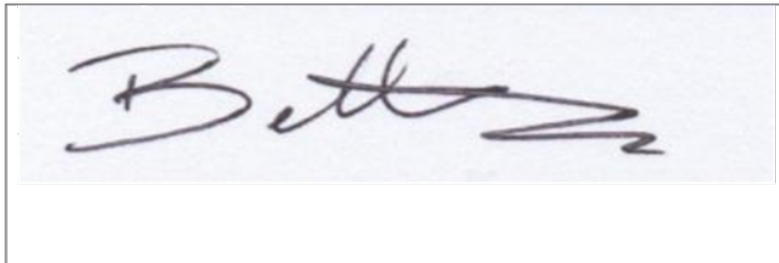
PRIVACY STATEMENT

The personal information within this application is collected and held by South Wairarapa District Council for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you that we hold.

This application will be publicly available within the agenda of the appropriate board meeting where applications will be heard and allocated. Your personal information will be redacted to retain privacy.

DECLARATION

By signing this application, you agree the information provided is true and correct to the best of your knowledge and you are authorised to make this application on behalf of the organisation. You also agree to account for the funding as per the guidelines set out in the Grants Policy.



16/04/2026

Signature of primary contact
Date



16/04/2026

Signature of secondary contact

Date



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Schedule of Fees and Charges

1 July 2026 – 30 June 2027

Table of Contents

Community Facilities and Services.....	3
Venue and sports facility hire	5
Parks and reserves	7
Housing for seniors	7
Cemeteries	7
Planning and Regulatory Services.....	8
Animal Control	8
Food, Alcohol, Gambling, Noise, and other Bylaws	9
Parking Enforcement.....	10
Planning and Resource Management.....	11
Building Consents and PIMs.....	14
Infrastructure and Services	19

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
-----------------------	---

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

Date of Adoption	25 June 2026
Policy Number	SWDC-PC-LGOIMA Charging and Proactive Release Policy
Next Review	1 July 2029

Contents

LGOIMA - Charging and Proactive Release Policy.....	3
1. Purpose	3
2. Legislative authority.....	3
3. Scope.....	3
4. Policy Principles	3
5. What SWDC will not charge for	4
6. What SWDC will charge for (making information available)	4
7. Standard fees and free thresholds.....	4
8. Estimates, deposits, and invoicing.....	5
9. Reducing or waiving charges.....	5
10. Process for requesting a hardship consideration	5
11. Engagement to reduce cost	5
12. Urgent requests	6
13. Forms of access and formats	6
14. Decision making and timeframes.....	6
15. Complaints	6
16. Proactive release.....	6
17. Monitoring and review	7
Appendix A: Template charging letter	8

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]

6 PUBLIC PARTICIPATION

7 ACTIONS FROM PUBLIC PARTICIPATION

8 URGENT BUSINESS

9 CONFIRMATION OF MINUTES

9.1 MINUTES OF THE FEATHERSTON COMMUNITY BOARD MEETING HELD ON 3 JUNE 2026

Author: Siv Fjaerestad, Advisor, Community Governance

Authoriser: Janice Smith, Chief Executive Officer

File Number:

RECOMMENDATIONS

The Featherston Community Board resolves to accept that the minutes of the Featherston Community Board meeting held on 3 June 2026 are confirmed as a true and correct record.

APPENDICES

Appendix 1 Minutes of the Featherston Community Board Meeting held on 3 June 2026

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
FEATHERSTON COMMUNITY BOARD
HELD AT THE FEATHERSTON COMMUNITY CENTRE, 14 WAKEFIELD STREET, FEATHERSTON.
ON WEDNESDAY, 3 JUNE 2026 AT 7:00 PM**

- PRESENT:** Mr Warren Maxwell, Cr Rupert Watson, Cr Rachel Clarke, Mrs Tanja Schubert-McArthur, Mrs Anne Hynds
- APOLOGIES:** Mayor Fran Wilde
- IN ATTENDANCE:** Lina McManus (Advisor, Funding and Grants), Siv Fjaerestad (Advisor, Community Governance)
- PUBLIC FORUM:** Darrin Goulding, Jo and Jan Clarke (Road Safety and Crossings at Train Station), Emma McDougall (Brandon Street Crossing and Road Safety), Jim Stevens (Wakefield and Fox Street Pedestrian Crossings), Tim Boyd (Cross Creek), Emma Stares and Renee Renata (Hokai Tahi), Dan Millar (Bakehouse), Steffen Kreft (Featherston Mural Festival), Elaine Corlett, Rachel Cooper, James Lesslie (Paetumokai Charitable Trust), Connie Chapman (Featherston Bowling Club), Vicky Alexander and Gary Thomas (Featherston Community Patrol), Will Watterson (NZ Obstacle Sports Association), Peter Biggs and Mona Hurnen (Featherston Biz Engine), Dianne Graysen (Pūkaha Wildlife Centre), Justine Kingdon (Courage Dear Heart), Andrew Christiansen and Michael Brown (Goodtime Foundation), Stuart Tulip (Featherston Memorial RSA), Mary Gow (Featherston Mulled Wine Concerts), Amanda Cuff (Foundation of Equity and Research NZ), Hamish Lindsey (RNZSPCA).
- CONDUCT OF BUSINESS:** This meeting was held in the Featherston Community Centre, 14 Wakefield Street, Featherston and via audio-visual conference. The meeting was held in public under the above provisions from 6.32pm to 9.30pm, except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

Chair – Mrs T Schubert-McArthur opened the meeting.

2 APOLOGIES

Mayor Fran Wilde

2.1 APOLOGIES

COMMITTEE RESOLUTION FCB2026/04

Moved: Mr W Maxwell

Seconded: Cr R Watson

The Featherston Community Board resolved to accept the apology from Mayor Fran Wilde.

CARRIED

3 CONFLICTS OF INTEREST

Mrs T Schubert-McArthur declared perceived conflicts of interest due to her husband being a member of Vinyl Club, Featherston Memorial RSA and Featherston Bowling Club.

Cr Clarke declared a conflict of interest as committee member and paying member of the Featherston Biz Engine.

Mrs A Hynds declared a conflict of interest as paying member of the Featherston Biz Engine.

Mr W Maxwell declared a conflict of interest as a member of Featherston Community Patrol.

Cr Watson declared a conflict of interest as a member of Featherston Memorial RSA.

4 ACKNOWLEDGEMENTS AND TRIBUTES

The Chair acknowledged the passing of Adrienne Staples, former Mayor of South Wairarapa and representative on Greater Wellington Regional Council, and acknowledging her various contributions to Featherston community in particular.

The Chair also acknowledged Shanin Brider, former Advisor, Community Governance for her support and her time in the role, and acknowledged Lina McManus, Acting Advisor, Community Governance, and welcomed Siv Fjaerestad, incoming Advisor, Community Governance.

Mr W Maxwell acknowledged Paora Ammunson's mother passing, Mizpah Elizabeth Mansfield, offering thoughts to the whānau and the wider Papawai community.

Mr W Maxwell also acknowledged Hirini Moko Mead (KNZM), thanking him for his contributions to Te Ao Māori, and his authoring of toi Māori arts, particular the publications of his books on tikanga Māori.

5 PUBLIC PARTICIPATION

General

- Jan and Jo Clarke spoke to their submission on Featherston train station road safety, which raised safety concerns at Featherston train station and surrounding walkways, particularly for commuters arriving in the dark winter months. Issues highlighted included unsafe pedestrian crossings, visibility constraints near the level crossing, flooding and difficulties crossing key routes. Suggested improvements included clearer, flatter pedestrian pathways and safer crossing design, supported by imagery attached to these minutes.
- Emma McDougall spoke to her submission on Brandon Street Crossing and Road Safety and included her presentation via e-mail correspondence. Represented a group of four Brandon Street residents with same concerns about the KiwiRail crossing, and thorough consultation by key stakeholders, supported by an email attached to these minutes.
- Jim Stevens spoke to his submission on a Wakefield Street and Fox Street pedestrian crossing proposal, and safer crossing for children and community. As a volunteer fire fighter Jim

shared his unique insights into this matter of concern, presenting NZ based statistics to the Board regarding accidents affecting particular age groups.

Grants

- Tim Boyd from Cross Creek spoke to his application to replace scissor lift which will support ongoing operations of the group, and is vital to the group being able to continue to deliver services to the community. Mr Boyd confirmed that they are a grass roots community group.
- Dan Millar from Bakehouse spoke to his application to create a Bakehouse Community Screening Room, supporting youth and wider community screening. Members queried who would own the equipment as they are a business. Mr Millar shared he would be open to various models supporting community use and co-ownership.
- Steffen Kreft from the Featherston Mural Festival presented on his application to do a Mural Festival in Featherston, to make art more accessible for everyone and to create a sense of unique Featherston identity. Mrs A Hynds queried how design concepts come about. Mr Kreft confirmed that this is done with the community, and with the previous project they submitted a design to the Board.
- Emma Stares and Renee Renata spoke via teams to Hokai Tahi's application for funding to cover rent of suitable consultation rooms to provide free, holistic perinatal support to women and families in South Wairarapa. 40 clients are from Featherston with demand in South Wairarapa growing.
- Elaine Corlett, Rachel Cooper, James Lesslie presented on Paetumokai Charitable Trust's application for funding towards ongoing food support for Featherston Foodbank. The Foodbank reported increased demand providing 1257 parcels last year (avg. 103/month) rising to 112 parcels/month this year and supporting 31 new households, while donations have declined, and operating costs remaining high.
- Connie Chapman spoke to Featherston Bowling Club's application for funding to upgrade its kitchen and food preparation area, a central hub used for club events, visiting teams, volunteers, and wider community functions. The project seeks to address outdated facilities and improve capacity.
- Vicky Alexander and Gary Thomas spoke to Featherston Community Patrol's application for funding for a new roller garage door with an automatic opener at the Community Centre to securely store the Community Patrol vehicle. The upgrade would protect a key community asset and improve accessibility.
- Will Watterson spoke to his application as a representative of the NZ Obstacle Sports Association. Mr Watterson has earned selection to represent New Zealand in Obstacle

Course Racing in Ireland after being identified as a strong competitor. He has largely self-funded to date and is seeking support for equipment and competition costs.

Cr Clarke Left meeting at 7.39pm.

- Peter Biggs and Mona Hurnen spoke to Featherston Biz Engine's application for funding to complete development of a unifying narrative and visual identity for Featherston (Paetūmōkai) in the form of a community-owned brand and guidelines. The project centres on Featherston as a "place of stories," bringing together heritage, Booktown, and mana whenua narratives into a shared identity. Members queried if they could see the design Mr Biggs advised it had not yet been show to their own members.

Cr Clarke returned to the meeting at 7.45pm.

- Mary Gow spoke via teams to Featherston Mulled Wine Concerts' application for funding for three Mulled Wine Concerts. The concerts feature high-quality national and international performers at Anzac Hall, with strong audience engagement across age groups. Funding is sought to cover venue hire, promotion, piano tuning, and contributions to artists.
- Dianne Graysen spoke to Pūkaha Wildlife Centre's application for funding to cover traffic management costs of including Fernside Gardens in the 2026 Wairarapa Garden Tour. The inclusion is anticipated to bring economic benefits to Featherston and support conservation and education work.
- Justine Kingdon spoke to Courage Dear Heart's application for funding to build wellbeing and resilience in the community through the provision of a safe, facilitated non-judgemental space for sharing. It draws on models such as AA and non-violent communication, with the aim of growing participants' confidence and future facilitators.
- Andrew Christiansen and Michael Brown spoke via teams to Goodtime Foundation's application to support music lessons to students in the Wairarapa. The programme provides scholarships to under-resourced but talented tamariki, ensuring financial barriers do not limit opportunity.
- Stuart Tulip spoke to Featherston Memorial RSA application for funding to upgrade outdated and unsafe toilet facilities to improve safety, accessibility, and aesthetics at the RSA, supporting a community of 300 members. The current project is a first step toward improved accessibility, with plans to seek further funding for a fully accessible toilet facility.
- Amanda Cuff spoke to Foundation of Equity and Research NZ's application to support a South Wairarapa creative connection pilot to create a safe, inclusive space, particularly for disabled community members. The initiative would use activities like Lego to build connection, confidence, and inclusion.

- Hamish Lindsey spoke via teams to RNZSPCA's application for microchipping and vaccinations for animals entering Masterton from across the wider Wairarapa, aiming to reduce pressure on community services and shorten shelter stays, and support lower income households. RNZSPCA is also applying to Martinborough and Greytown Community Boards.
- Representatives from Vinyl Club were not able to attend. Members viewed a pre-recorded video presentation from Vinyl Club.
- Ghost Stories were not able to attend in person to speak to their application.

6 ACTIONS FROM PUBLIC PARTICIPATION

General actions

Members noted there was a clear theme around road safety in the Featherston community in relation to crossings in key areas;

- State Highway 2
- State Highway 53
- and zones with high traffic for tamariki, older persons and wider community, eg Featherston Community Centre, Paetumokai Featherston Medical, playgrounds, schools, and train station.

The speakers to this requested a copy of the minutes of this meeting.

It was noted that some of these areas are the responsibility of other agencies e.g. NZTA or KiwiRail.

Considerations around consultation and updated correspondence in relation to these concerns will be shared with appropriate council officers (Mr T Langley and Mr J O'Connor) and any outcomes or actions will be reported back to the Board to share with the wider community.

Grants actions

Moved to item 10.1 Grants Allocation Report.

Meeting adjourned at 7.50pm.

Meeting resumed at 8.05pm.

7 URGENT BUSINESS

There was no urgent business.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE FEATHERSTON COMMUNITY BOARD MEETING HELD ON 3 FEBRUARY 2026

COMMITTEE RESOLUTION FCB2026/05

Moved: Cr Clarke

Seconded: Mrs T Schubert-McArthur

The Featherston Community Board resolved that the minutes of the Featherston Community Board meeting held on 3 February 2026 are confirmed as a true and correct record.

CARRIED**9 MATTERS ARISING FROM PREVIOUS MEETINGS**

There were no matters arising.

10 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

Cr Clarke and Mrs A Hynds Left meeting at 9.11pm.

Cr Clarke and Mrs A Hynds returned at 9.14pm.

10.1 FEATHERSTON COMMUNITY BOARD - GRANTS ALLOCATION REPORT JUNE 2026**COMMITTEE RESOLUTION FCB2026/06**

Moved: Mrs T Schubert-McArthur

Seconded: Cr R Clarke

The Featherston Community Board resolved to extend the meeting to 9.30pm to allow for discussion and decision making of grants allocation.

CARRIED**COMMITTEE RESOLUTION FCB2026/07**

Moved: Mrs T Schubert-McArthur

Seconded: Cr R Clarke

The Featherston Community Board resolved to:

1. Receive the Featherston Community Board Grants Allocation Report June 2026.
2. Accept in part the application from **Featherston Vinyl Club** for \$500 to fund operational costs for community events
3. Accept in part the application from **Hokai Tahi** for \$2,000 to fund operational cost for rent.
5. Accept in part the application from **Steffen Kreft** for \$3,000 to fund the Featherston Mural Festival – Accelerator Weekend, conditional on the mural design being circulated with the Community Board prior to production.
6. Accept in part the application from **Pukaha Wildlife Centre** for \$1,000 to fund the 2026 Wairarapa Garden Tour.
8. Accept in part the application from **Featherston Memorial RSA** for \$1,000 to fund the accessible toilet upgrade project.
9. Accept in part the application from **Featherston Community Patrol** for \$2,000 to fund replace the roller door at the Featherston Community Centre.

10. Accept in part the application from ***Paetūmōkai Charitable Trust*** for \$5,000 to fund the Featherston Foodbank operational costs.
11. Accept in part the application from ***Featherston Bowling Club*** for \$1,000 to fund the kitchen upgrade project.
12. Accept in part the application from ***Foundation for Equity and Research NZ*** for \$1,500 to fund the Wairarapa CAG Creative Connection & Belonging Pilot.
13. Accept in full the application from ***Cross Creek*** for \$2,595 to fund the a replacement hydraulic engine lift.
14. Accept in part the application from ***Masterton RNZSPCA (Masterton SPCA)*** for \$500 to fund the microchipping and registration costs of animals.

CARRIED

COMMITTEE RESOLUTION FCB2026/08

Moved: Mrs T Schubert-McArthur

Seconded: Cr R Clarke

The Featherston Community Board resolved to:

1. Decline the application from ***Will Watterson*** for \$500 to fund the NZ Obstacle Team Training & Preparation – May and August 2026 Races
2. Decline the application from the ***Bakehouse Collective*** for \$3,800 to fund the Bakehouse Community Screening Room.
3. Decline the application from ***Justine Kingdon*** for \$1,820 to fund the Courage Dear Heart programme.
4. Decline the application from ***Denver Grenell*** for \$2,000 to fund the Ghost Stories project as part of the Featherston Heritage Festival.
5. Decline the application from the ***Goodtime Foundation*** for \$9,000 to fund their Principal's Music Scholarship
6. Decline the application from ***Mary Gow*** for \$2,000 to fund the Featherston Mulled Wine Concerts -Four Concert Series in Anzac Hall in Featherston

CARRIED

COMMITTEE RESOLUTION FCB2026/09

Moved: Mrs T Schubert-McArthur

Seconded: Mr W Maxwell

Abstained: Cr Clarke and Ms A Hynds

The Featherston Community Board resolved to decline the application from ***Featherston Biz Engine*** for \$2,000 to fund the Featherston Pāetūmokai core narrative and visual identity project.

CARRIED

11 CHAIRPERSON REPORTS**11.1 CHAIR'S UPDATE REPORT**

The report was taken as read and there was no discussion. Please refer to the agenda.

COMMITTEE RESOLUTION FCB2026/10

Moved: Cr R Watson

Seconded: Mr W Maxwell

The Featherston Community Board resolved to receive the Chair's Update report.

CARRIED

12 KARAKIA WHAKAMUTUNGA – CLOSING

Mr W Maxwell closed the meeting with a karakia.

The meeting closed at 9.30pm.

APPENDICES

Appendix A – Photo of proposed design for improved Road Safety and Crossings at Train Station.

Appendix B – Presentation notes on Brandon Street Crossing and Road Safety.

Confirmed as a true and correct record.

..... (Chair)

..... (Date)

..... (Chief Executive)

..... (Date)

10 MATTERS ARISING FROM PREVIOUS MEETINGS

11 CHAIRPERSON REPORTS

11.1 CHAIRPERSON REPORT

Author: Siv Fjaerestad, Advisor, Community Governance

Authoriser: Janice Smith, Chief Executive Officer

File Number:

PURPOSE

To provide members with an update since the last meeting of the Featherston Community Board.

EXECUTIVE SUMMARY

Since the last meeting, the Board has continued to support local community resilience, engagement and advocacy through emergency preparedness activities, community events, site visits and regular contact with residents and community groups.

Key activity has included an emergency preparedness workshop, support for the Matariki celebration and community hangi, flood response assistance through sandbags and emergency coordination discussions, representation at resilience and planting events, and engagement at the Saturday market. The Board welcomes new member Joanna Baldwin to the Board.

The report introduces the Councillor's Corner to facilitate a dedicated space in each meeting for Councillors to share information relevant to the Board and community, and upcoming community engagement to inform Featherston ward views and ideas for the Council's Long Term Plan.

RECOMMENDATIONS

That the Featherston Community Board receives the Chairperson's Report.

BACKGROUND

The information in this report is provided by the Chair of the Featherston Community Board as an update to the Board's ongoing work in representing and advocating for the interest of the Featherston community.

As a key link between local residents and the South Wairarapa District Council, the Board plays an important role in ensuring community voices are heard on matters of local concern and opportunity.

Its functions include considering issues referred by Council as well as those raised directly by the community, maintaining oversight of Council services in Featherston, and actively engaging with community organisations and special interest groups.

The Chair will speak to each topic at the meeting, with members able to seek clarification as required.

DISCUSSION**Full Membership of Featherston Community Board**

The Featherston Community Board is looking forward to being at full membership, with Joanna Baldwin elected and pending to be sworn in at this meeting.

Harrison Street West Grazing Licence and Future Use of the Domain Paddock

To discuss the current grazing licence tender process for the Harrison Street West paddock and consider whether the Board wishes to seek community feedback on potential future recreational or community uses of the site.

Update on Community Board Activities

- Emergency preparedness activities with Nigel Carter, Senior Advisor, Community Resilience and Emergency Management (SWDC) and Mel Arcus, Emergency Management Advisor Community Resilience and Recovery (WREMO), including a community workshop on Sunday 7 June, 2–4pm at Anzac Hall with about 25 community members, and a meeting on 16 July to discuss roles in an emergency response situation.
- Informal Board meeting 24 June.
- Matariki celebration and community hangi for 250 people Friday 10 July; some Board members were on the organising committee; a quiz and announcement alerted people to the ANZAC Hall being the Emergency Hub
- Emergency response to 27 June and 7 July flooding: provided sandbags to residents; sand has been delivered and more sandbags ordered.
- Represented FCB at Paetūmōkai Kai Tahi Resilience workshops, Bucks Rd planting day with about 60 community members helping, met with community groups and individual residents
- Community engagement stall to have a chat at the Saturday markets 18 July.
- Featherston Wastewater plant site visit with Peter Trafford 18 July.

Update on Upcoming Community Activities relevant to Featherston Ward

- Community engagement to be held to feed Featherston ward ideas and views into the SWDC long-term plan.
- Councillors Corner.
- The combined FCB and Fire Brigade sausage sizzle and community engagement at Mural Accelerator Weekend scheduled for 25 July, was postponed due to poor weather and an alternative date will be announced.

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