

26.6 Referral of notices of motion/Te tuku i ngā pānui mōtini

Any notice of motion received that refers to a matter ordinarily dealt with by a committee of the local authority or a local or community board must be referred to that committee or board by the chief executive.

Where notices are referred the proposer of the intended motion, if not a member of that committee, must have the right to move that motion and have the right of reply, as if a committee member.

26.7 Repeat notices of motion/Ngā pānui mōtini tārua

When a motion has been considered and rejected by the local authority or a committee, no similar notice of motion may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.

Where a notice of motion has been adopted by the local authority no other notice of motion which, in the opinion of the chairperson has the same effect, may be put while the original motion stands.

27. Minutes/Ngā meneti

27.1 Minutes to be evidence of proceedings/Ka noho ngā meneti hei taunakitanga mō te hui

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a chairperson's manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the *prima facie* evidence of the proceedings they relate to.

LGA 2002, sch 7, cl 28.

27.2 Matters recorded in minutes/Ngā take ka tuhi ki ngā meneti

The chief executive must keep the minutes of meetings. The minutes must record:

- (a) The date, time and venue of the meeting;
- (b) The names of the members present;
- (c) The chairperson;
- (d) Any apologies or leaves of absences;
- (e) Member absent without apology or leave of absence;
- (f) Member absent on council business;
- (g) The arrival and departure times of members;
- (h) Any failure of a quorum;

- (i) A list of any external speakers and the topics they addressed;
- (j) A list of the items considered;
- (k) Items tabled at the meeting;
- (l) The resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders;
- (m) The names of all movers, and seconders;
- (n) Any objections made to words used;
- (o) All divisions taken and, if taken, a record of each members' vote;
- (p) the names of any members requesting that their vote or abstention be recorded;
- (q) Any declarations of financial or non-financial conflicts of interest;
- (r) The contempt, censure and removal of any members;
- (s) Any resolutions to exclude members of the public;
- (t) The time at which the meeting concludes or adjourns; and
- (u) The names of people permitted to stay in public excluded.

Please Note: hearings under the RMA 1991, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

27.3 No discussion on minutes/Kāore e āhei te whakawhiti kōrero mō ngā meneti

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

27.4 Minutes of last meeting before election/Ngā meneti o te hui whakamutunga i mua i te pōtitanga

The chief executive and the relevant chairpersons must sign, or agree to have their digital signature inserted, the minutes of the last meeting of the local authority and any local and community boards before the next election of members.

28. Keeping a record/Te whakarite mauhanga

28.1 Maintaining accurate records/Te whakarite i ngā mauhanga tika

A local authority must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.

All public records that are in its control must be maintained in an accessible form, so as to be able to be used for subsequent reference.

Public Records Act 2002, s 17.

28.2 Method for maintaining records/Te tikanga mō te tiaki i ngā mauhanga

Records of minutes may be kept in hard copy (Minute Books) and/or in electronic form. If minutes are stored electronically the repository in which they are kept must meet the following requirements:

- (a) The provision of a reliable means of assuring the integrity of the information is maintained; and
- (b) The information is readily accessible so as to be usable for subsequent reference.

Contract and Commercial Law Act 2017, s 229(1).

28.3 Inspection/Te tiroiro

Whether held in hard copy or in electronic form minutes must be available for inspection by the public.

LGOIMA, s 51.

28.4 Inspection of public excluded matters/Te tiroiro i ngā take aukati marea

The chief executive must consider any request for the minutes of a meeting, or part of a meeting, from which the public was excluded as if it is a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

Referenced documents/Ngā tohutoro tuhinga

- Commissions of Inquiry Act 1908
- Crimes Act 1961
- Contract and Law Act 2017
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Marine Farming Act 1971
- Public Records Act 2005
- Resource Management Act 1991 (RMA)
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910

- Securities Act 1978

Appendix 1: Grounds to exclude the public/Āpitianga 1: Ngā take e aukatihia ai te marea

A local authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) To endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. Disclose a trade secret; or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
 - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
 - (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. Be likely otherwise to damage the public interest.
 - (d) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (f) Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (g) Maintain legal professional privilege; or
 - (h) Enable any council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - (i) Enable any council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

- (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

LGOIMA, s 7.

Under A2 (above) the public may be excluded unless, in the circumstances of a particular case, the exclusion of the public is outweighed by other considerations which render it desirable and in the public interest that the public not be excluded.

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

LGOIMA, s 48.

Appendix 2: Sample resolution to exclude the public/Āpitiḡanga 2: He tauira mō te tatūnga ki te aukati i te marea/

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is **moved**:

- 1 that the public is excluded from:
 - The whole of the proceedings of this meeting; *(deleted if not applicable)*
 - The following parts of the proceedings of this meeting, namely; *(delete if not applicable)*

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, are set out below:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— <ol style="list-style-type: none"> i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: <ol style="list-style-type: none"> i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).

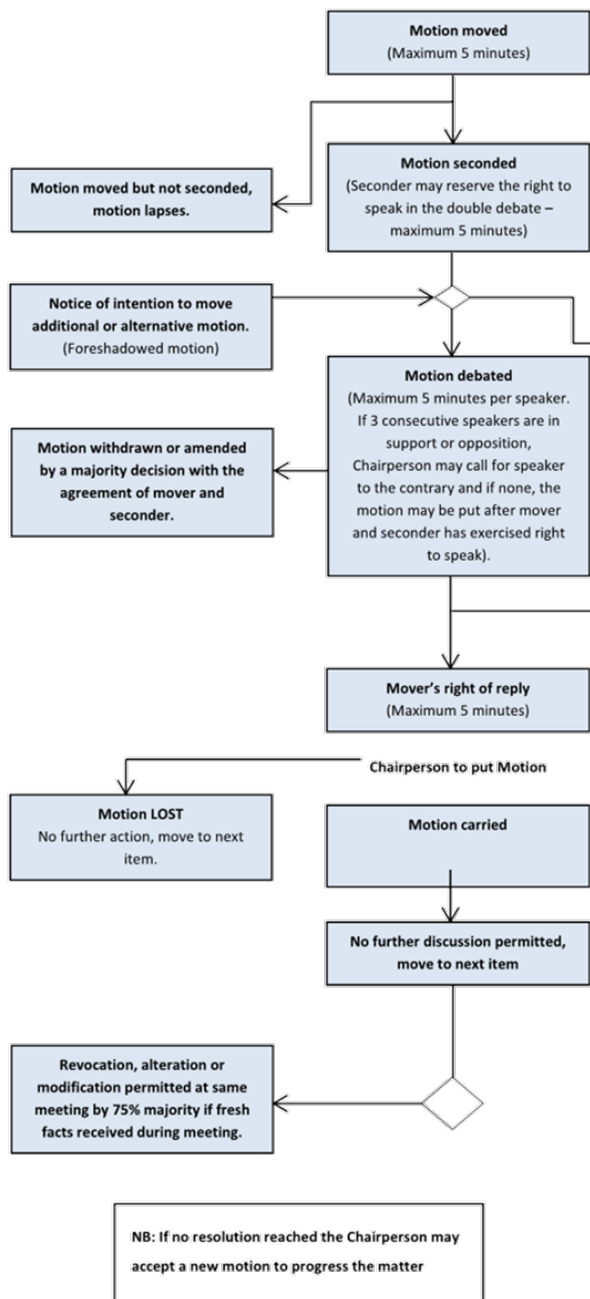
Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; <ul style="list-style-type: none"> i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).
		To enable the council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).

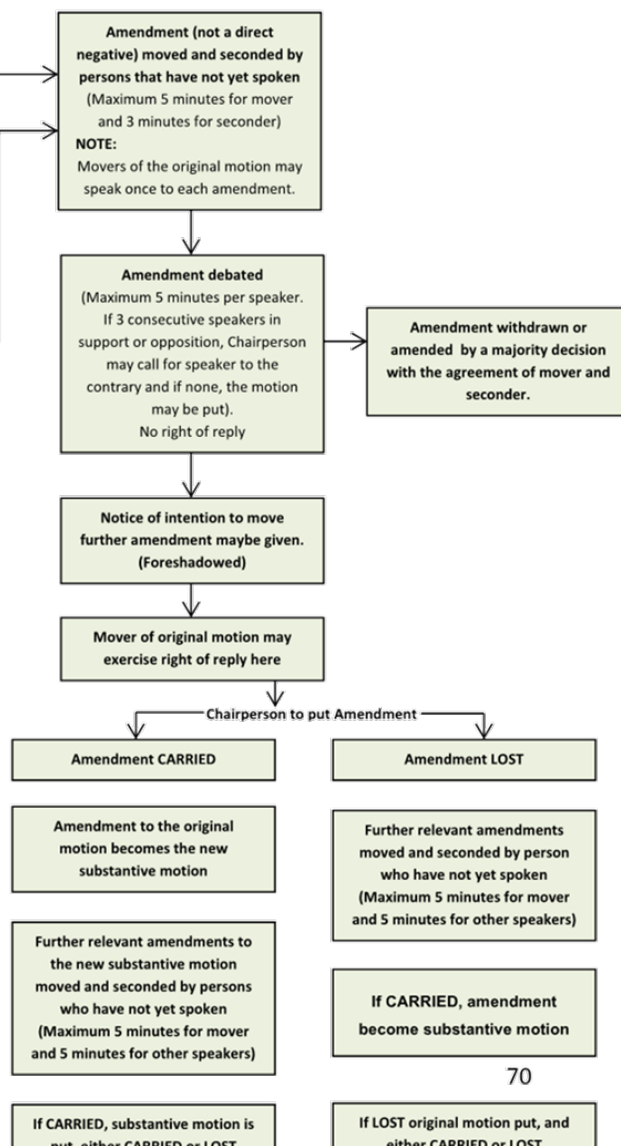
2. That *(name of person(s))* is permitted to remain at this meeting after the public has been excluded because of their knowledge of *(specify topic under discussion)*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *(specify)*. *(Delete if inapplicable.)*

Appendix 3: Motions and amendments (Option A)/Āpitianga 3: Ngā mōtini me ngā whakahoutanga (Kōwhiringa A)

Motions without amendments

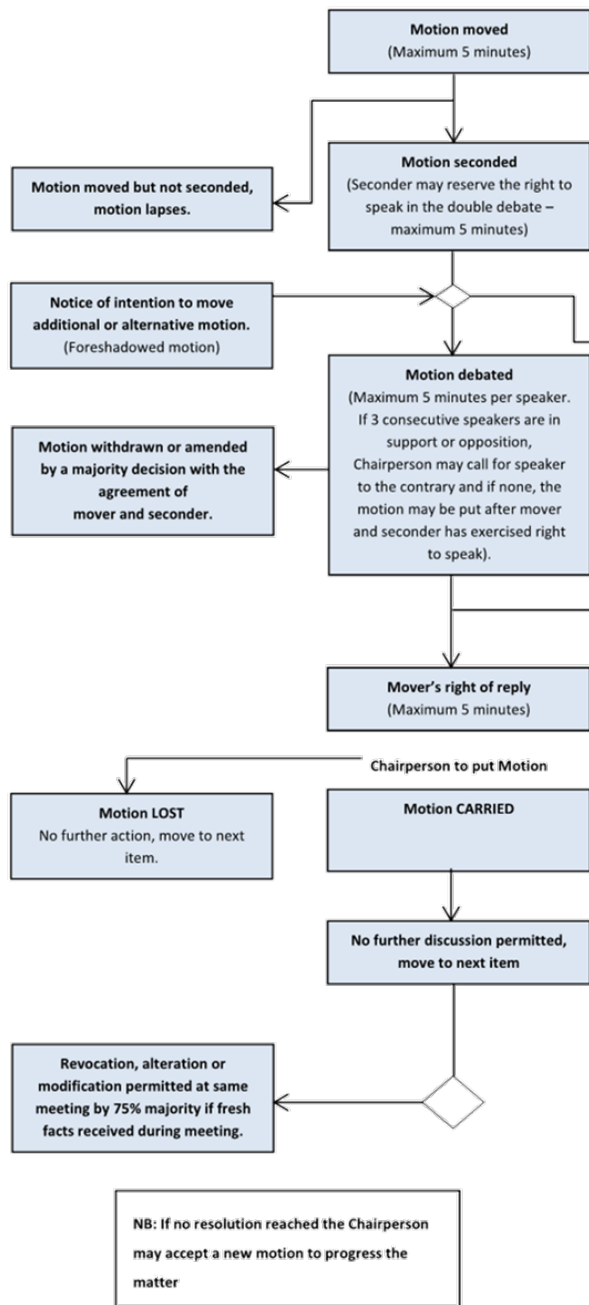


Motions with amendments

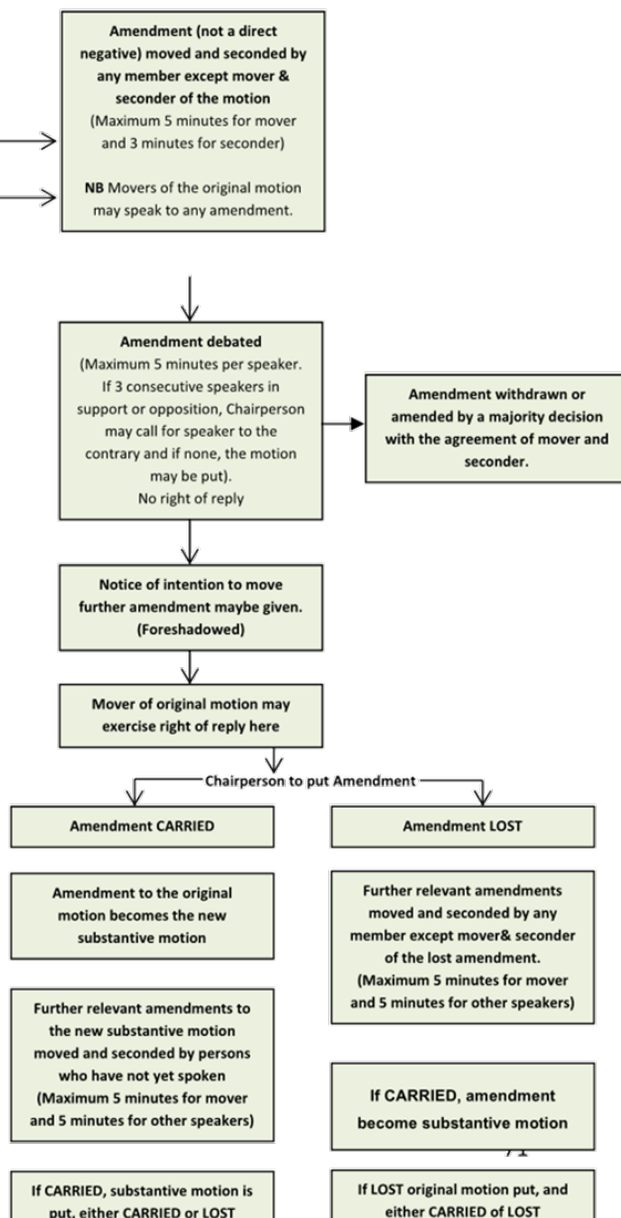


Appendix 4: Motions and amendments (Option B)/Āpitianga 4: Ngā mōtini me ngā whakahoutanga (Kōwhiringa B)

Motions without amendments

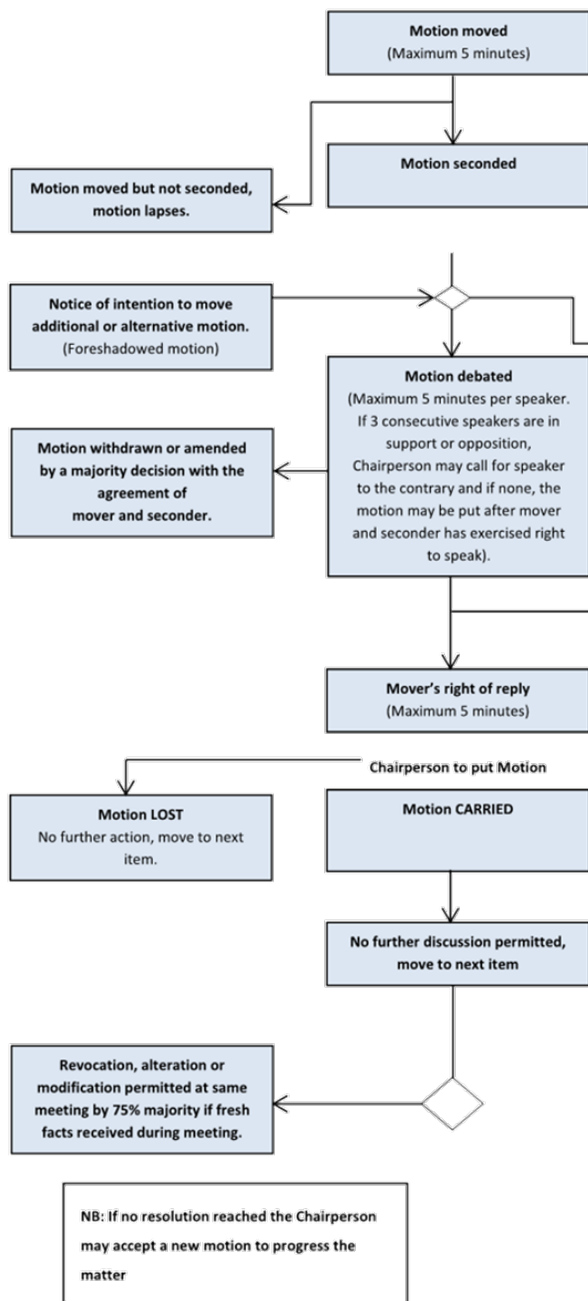


Motions with amendments

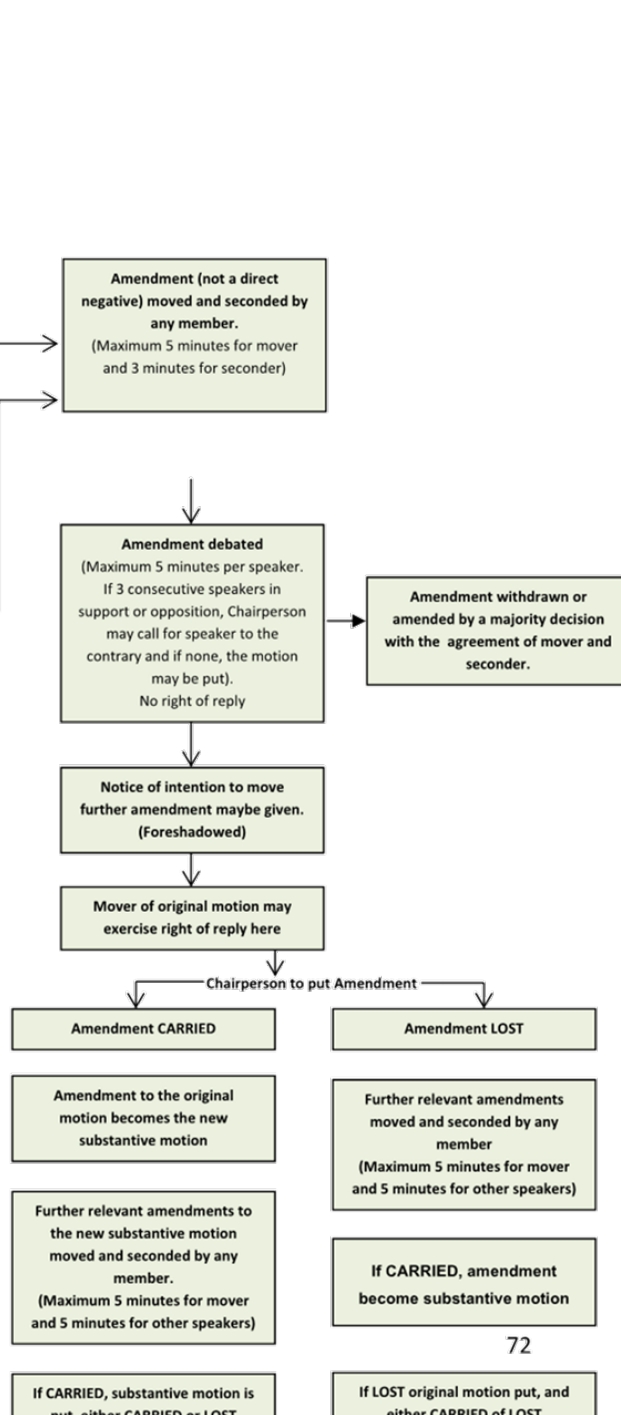


Appendix 5: Motions and amendments (Option C)/Āpitianga 5: Ngā mōtini me ngā whakahoutanga (Kōwhiringa C)

Motions without amendments



Motions with amendments



Appendix 6: Table of procedural motions/Āpitianga 6: Tūtohi mō ngā mōtini whakahaere

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	On resumption of debate, the move of the adjournment speaks first. Members who have spoken in th debate may not speak again
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before th motion or amendment unde debate is put
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate ion the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

Appendix 7: Webcasting protocols/Āpiti hanga 7: Ngā tikanga mō te pāhotanga mataora

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally, interjections from other members or the public are not covered. However, if the chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.

Appendix 8: Powers of a Chairperson/Āpitiḡanga 8: Ngā Mana Whakahaere a te Ūpoko

This Appendix sets out the specific powers given to the chairperson contained in various parts of these Standing Orders.

Chairperson to decide all questions

The Chairperson is to decide all questions where these Standing Orders make no provision or insufficient provision. The chairperson's ruling is final and not open to debate.

Chairperson to decide points of order (SO. 26.5)

The chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the chairperson.

Items not on the agenda (SO.9.12)

Major items not on the agenda may be dealt with at that meeting if so resolved by the local authority and the chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

Chairperson's report (SO.9.6)

The chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

Chairperson's recommendation (SO.9.5)

The chairperson of any meeting may include on the agenda for that meeting a chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

Chairperson's voting (SO19.3)

The chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where Standing Orders make such provision.

Motion in writing (SO.23.2)

The chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

Motion in parts (SO.23.3)

The chairperson may require any motion expressed in parts to be decided part by part.

Notice of motion (SO.27.2)

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the chairperson, to the same effect may be put again whilst such original motion stands.

Action on previous resolutions (SO.

If, in the opinion of the chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

Repeat notice of motion (SO.27.7)

If in the opinion of the chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

Revocation or alteration of previous resolution

A chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation in accordance with the provisions in these Standing Orders.

Chairperson may call a meeting

The chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next scheduled meeting; and
- (b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition (SO.21.8)

The chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

Taking down words (SO.21.11)

The chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

Explanations

The chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

Chairperson rising (SO.14.5)

Whenever the chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the chairperson may be heard without interruption.

Members may leave places (SO.14.6)

The chairperson may permit members to leave their place while speaking.

Priority of speakers (SO.14.7)

The chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

Minutes (SO.28.1)

The chairperson is to sign the minutes and proceedings of every meeting once confirmed. The chairperson and chief executive are responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.

Questions of speakers (SO.16.3)

The chairperson may permit members to ask questions of speakers under public forum or presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

Withdrawal of offensive or malicious expressions (SO.20.3)

The chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the chairperson, can be directed to withdraw from the meeting for a time specified by the chairperson.

Chairperson's rulings (SO.14.4)

Any member who refuses to accept a ruling of the chairperson, may be required by the chairperson to withdraw from the meeting for a specified time.

Disorderly behaviour (SO.20.4)

The chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting (SO.20.6)

If a member or member of the public who is required, in accordance with a chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the chairperson, any member of the police or officer or employee of the local authority may, at the chairperson's request, remove or exclude that person from the meeting.

Audio or audio visual attendance (SO.13.10)

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the chairperson must ensure that:

- (a) The technology for the link is available and of suitable quality; and
- (b) Procedures for using the technology in the meeting will ensure that:
 - i. Everyone participating in the meeting can hear each other;
 - ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting;
 - iii. The requirements of Part 7 of LGOIMA are met; and
 - iv. The requirements in these Standing Orders are met.

If the chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present.

Appendix 9: Process for removing a chairperson or deputy Mayor from office/Āpitiḡanga 9: Te pūnaha mō te whakakore i te tūranga a te ūpoko, te Koromatua tuarua rānei

1. At a meeting that is in accordance with this clause, a territorial authority or regional council may remove its chairperson, deputy chairperson, or deputy Mayor from office.
2. If a chairperson, deputy chairperson, or deputy mayor is removed from office at that meeting, the territorial authority or regional council may elect a new chairperson, deputy chairperson, or deputy mayor at that meeting.
3. A meeting to remove a chairperson, deputy chairperson, or deputy Mayor may be called by:
 - (a) A resolution of the territorial authority or regional council; or
 - (b) A requisition in writing signed by the majority of the total membership of the territorial authority or regional council (excluding vacancies).
4. A resolution or requisition must:
 - (a) Specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
 - (b) Indicate whether or not, if the chairperson, deputy chairperson, or deputy Mayor is removed from office, a new chairperson, deputy chairperson, or deputy Mayor is to be elected at the meeting if a majority of the total membership of the territorial authority or regional council (excluding vacancies) so resolves.
5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The chief executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a chairperson, deputy chairperson, or deputy Mayor carries if a majority of the total membership of the territorial authority or regional council (excluding vacancies) votes in favour of the resolution.

LGA 2002, sch 7, cl 18.

Appendix 10: Sample order of business/Āpitihanga 10: He taurira mō te whakaraupapatanga o ngā take

Open section

- (a) Apologies
- (b) Declarations of interest
- (c) Confirmation of minutes
- (d) Leave of absence
- (e) Acknowledgements and tributes
- (f) Petitions
- (g) Public input
- (h) Local and/or community board input
- (i) Extraordinary business
- (j) Notices of motion
- (k) Reports of committees
- (l) Reports of local and/or community boards
- (m) Reports of the chief executive and staff
- (n) Mayor, deputy Mayor and elected members' reports (information)

Public excluded section

- (o) Reports of committees
- (p) Reports of the chief executive and staff
- (q) Mayor, deputy Mayor and elected members' reports (information)

Appendix 11: Process for raising matters for a decision/Āpitiḡanga 11: Te pūnaha mō te whakatakoto take hei whakatau

Matters requiring a decision at a meeting, may be placed on the meeting's agenda by a:

- Report of the chief executive;
- Report of the chairperson;
- Report of a committee;
- Report of a community or local board; or
- Notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- Report of the chief executive; or
- Report of the chairperson.

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the chairperson.

10.2 2025 MEETING SCHEDULE OF ORDINARY MEETINGS REPORT**Author:** Robyn Ramsden, Community Democracy Advisor**Authoriser:** Rob Thomas, Manager, Stakeholder Relationships**File Number:** n/a**PURPOSE**

To inform members of the Featherston Community Board of the 2025 meeting schedule of ordinary meetings as approved by the Strategy Working Committee meeting on 2 October 2024.

EXECUTIVE SUMMARY

- Each year the Council adopts a schedule of Council, committee and community board meetings for the following calendar year in accordance with schedule 7 cl19 of the Local Government Act 2002.
- This report provides the Featherston Community Board with the 2025 schedule of ordinary meetings for consideration as follows:
 - Wednesday 12 February 2025
 - Wednesday 9 April 2025
 - Wednesday 4 June 2025
 - Wednesday 6 August 2025
 - Wednesday 19 November 2025 (pending)
- All Featherston Community Board meetings begin at 7:00 pm at the Featherston Community Centre, 14 Wakefield Street, Featherston.

RECOMMENDATIONS

1. That *the Featherston Community Board* receive the 2025 meeting schedule of ordinary meetings report.
2. That *the Featherston Community Board* adopt the 2025 meeting schedule of ordinary meetings for the Māori Standing Committee.
3. That *the Featherston Community Board* delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

BACKGROUND**19 General provisions for meetings**

(1) A local authority must hold the meetings that are necessary for the good government of its region or district.

The Local Government Official Information and Meetings Act 1987, Part 7 also specifies the process for calling meetings of the Local Authority.

The Local Government Act 2002 requires the Council to hold meetings necessary for the good government of its district. The meetings must be called and conducted in accordance with the requirements set out in the Local Government Act 2002, and the Local Government Official Information and Meetings Act 1987, as well as the Standing Orders of South Wairarapa District Council.

Council must adopt a schedule of meetings that can cover any future period the Council considers appropriate. This schedule may be amended at any time.

Additional ordinary, extraordinary, or emergency meetings may be scheduled from time to time in consultation with the Mayor and Chief Executive as described in Section 8 of Standing Orders

DISCUSSION

Formal meetings of council, committees, sub-committees, and community boards must use standing orders. Their purpose is to enable democratic local decision-making and action by, and on behalf of, communities. Considerable democracy service support is required for formal meetings. Formal meetings are the only place decisions can be made, through a resolution (or motion) being made, seconded, voted on, and carried.

Financial and resourcing considerations

Costs to hold meetings have been factored into existing Council budgets, with the inclusion of any claim for the childcare allowance.

Democracy reporting takes a significant amount of officer's time. This includes drafting and reviewing the reports, meeting preparation, meeting attendance by officers, and follow-up on resolutions and actions. The time commitment impacts council officers' capacity to undertake "business as usual".

Engagement and communications

Elected and appointed members, and the Strategic Leadership Team were consulted in the process of developing the 2025 meeting schedule. All options allow the Chief Executive to properly notify the public of the times and dates of meetings in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987. Once a 2025 schedule is adopted, all scheduled meetings will be notified on the SWDC website: <https://swdc.govt.nz/meetings/>

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 Local Government Act 2002, schedule 7, clause 19; Council Standing Orders.
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, however, it is noted that the Māori Standing Committee provided feedback to the Community Governance Advisor in relation to their scheduled meetings.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	There are health and safety considerations relating to breaks and time between meetings to ensure the risk of burnout is reduced.

APPENDICES

Appendix 1 2025 Calendar of Ordinary Meetings

2025	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2025
MON									1			1	MON
TUE				1			1		2			2	TUE
WED	1 New Years Day			2 GCB			2 SWC		3 SWC	1 SWC		3	WED
THU	2 Day after New Years Day			3	1		3		4	2		4	THU
FRI	3			4	2		4	1	5	3	1	5	FRI
SAT	4	1	1	5	3		5	2	6	4	1	6	SAT
SUN	5	2	2	6	4	1	6	3	7	5	2	7	SUN
MON	6	3	3	7	5	2 King's Birthday	7	4	8	6	3	8	MON
TUE	7	4	4	8	6	3	8	5	9	7	4	9	TUE
WED	8	5 Workshop hold / GCB	5 CEO	9 SWC / FCB	7 SWC / LTP Workshop hold	4 SWC / FCB	9 Council	6 Council / FCB	10 CEO / COUNCIL	8 Council	5 CCF (CDC)	10	WED
THU	9	6 Waitangi Day	6	10	8	5	10	7	11	9	6	11	THU
FRI	10	7	7	11	9	6	11	8	12	10	7	12	FRI
SAT	11	8	8	12	10	7	12	9	13	11 POLLING DAY	8	13	SAT
SUN	12	9	9	13	11	8	13	10	14	12	9	14	SUN
MON	13	10	10	14	12	9	14	11	15	13	10	15	MON
TUE	14	11	11	15	13	10	15	12	16	14	11	16	TUE
WED	15	12 SWC / FCB	12 SWC	16 Council / MCB	14 LTP Hearing	11 Council / Workshop hold	16 Workshop hold	13 ARF	17 Workshop hold	15 Workshop hold	12 GCB (pending)	17	WED
THU	16	13	13	17	15 LTP Hearing	12 MCB	17	14 MCB	18	16	13	18	THU
FRI	17	14	14	18 Good Friday	16 LTP Hearing	13	18	15	19	17	14	19	FRI
SAT	18	15	15	19	17	14	19	16	20	18	15	20	SAT
SUN	19	16	16	20	18	15	20	17	21	19	16	21	SUN
MON	20 Wgtn Anniversary	17	17	21 Easter Monday	19	16	21	18	22	20	17	22	MON
TUE	21	18	18	22 Easter Tuesday	20	17	22	19	23	21	18	23	TUE
WED	22	19 Council	19 CCF (MDC) / Council	23 Workshop hold	21 CCF (GWRC)/ ARF	18 Workshop hold	23 Workshop hold	20 LGNZ conference (TBC)	24 Workshop hold	22	19 FCB (pending)	24	WED
THU	23	20 MCB	20	24	22	19	24	21 LGNZ conference (TBC)	25	23	20	25 Christmas Day	THU
FRI	24	21	21	25 ANZAC Day	23	20 Matariki	25	22 LGNZ conference (TBC)	26	24	21	26 Boxing Day	FRI
SAT	25	22	22	26	24	21	26	23	27	25	22	27	SAT
SUN	26	23	23	27	25	22	27	24	28	26	23	28	SUN
MON	27	24	24	28	26	23	28	25	29	27	24	29	MON
TUE	28 MSC Meeting	25	25	29 MSC Meeting	27	24	29 MSC meeting	26	30	28 MSC meeting	25	30	TUE
WED	29 Workshop hold	26 SWC meeting - Adoption of LTP consultation document / ARF	26	30 Workshop hold	28 SWC - LTP deliberations/GCB	25 Council - Adoption of the LTP	30 SWC / GCB	27 CCF (SWDC host)		29 Council -First meeting of the Triennium (pending)	26	31	WED
THU	30	27	27		29	26	31	28		30	27 MCB (pending)		THU
FRI	31	28	28		30	27		29		31	28		FRI
SAT			29		31	28		30			29		SAT
SUN			30			29		31			30		SUN
MON			31			30							MON
TUE													TUE

COUNCIL / SWC	District Council or Strategy Working Committee meeting
MCB	Martinborough Community Board
FCB	Featherston Community Board
GCB	Greytown Community Board
MSC	Māori Standing Committee
CEO	CEO Employment Committee
ARF	Assurance, Risk and Finance Committee
CCF	Public & School Holidays
	Combined Council Forum
	Workshops for Council and Committees - holding space

10.3 GRANT REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To inform *members* of applications for financial assistance.

EXECUTIVE SUMMARY

- The Featherston Community Board has received five applications for financial support.
- This report presents the board with applications received requesting a grant.

RECOMMENDATIONS

1. That *the Featherston Community Board receive the Financial Assistance Report.*
2. That *the Featherston Community Board consider the application from Featherston Community Centre Charitable Trust for \$7000 to support emergency repairs of the sewage system to be funded from the Grant Fund.*
3. That *the Featherston Community Board consider the application from Featherston Christmas Parade Group for \$1,400 to support the Christmas parade to be funded from the Grant Fund.*
4. That *the Featherston Community Board consider the application from Featherston Bowling Club for \$500 to support the purchase of bowls to be funded from the Grant Fund.*
5. That *the Featherston Community Board consider the application from the SPCA Masterton for \$1,000 to support operational costs to be funded from the Grant Fund.*
6. That *the Featherston Community Board consider the application from the Wairarapa Dark Sky Reserve Inc for \$2,500 to support updates to light measuring equipment to be funded from the Grant Fund.*

BACKGROUND

The Board has delegated authority to make financial decisions within the confines of the allocated and available budget and the Board operates its grant fund in accordance with the Council's Grants Policy. Community boards are allocated funding for grants through the Long-Term Plan/Annual Plan. The current funding amount is available on the Income & Expenditure Statement.

DISCUSSION

Under the current Grants Policy, the key eligibility criteria for Community Board grants are as follows:

- Non-profit community organisations with a formed legal structure or a group of individuals who have come together for a common purpose but who do not have a legal structure may apply.
- The applicant does not need to be based in the South Wairarapa or the ward from where the funds are being sought but the applicant must be able to demonstrate that the activity benefits the ward where the funds are being sought.

The following applicants have been assessed in accordance with the grant criteria:

1. Application from Featherston Community Centre Charitable Trust

The application from Featherston Community Centre Charitable Trust (FCCCT) meets the criteria for funding. They have recently supplied audited accounts for grants over \$1,500. The FCCCT recently received funding from the SWDC Community and Youth Fund for operational costs and received a partial grant of \$7,000. They have also applied for funding from other organisations. This organisation has no outstanding accountability forms.

2. Application from Featherston Christmas Parade Group

The application from the Featherston Christmas Parade Group does not meet the criteria for funding as they have not supplied the accountability report for the previous Christmas Parade.

3. Application from Featherston Bowling Club

The application from the Featherston Bowling Club meets the criteria for funding. They recently received \$2,800 for a different purpose from the SWDC Community & Youth Grant. They have no outstanding accountability reports.

4. Application from SPCA Masterton

The application from SPCA Masterton meets the criteria for funding. They applied for the SWDC Community & Youth grant but were unsuccessful. The Assurance, Finance and Risk Committee who assessed their application suggested they apply to the different Community Boards based on the impact of their work in each area. SPCA Masterton have applied for a multi-year grant. They have no outstanding accountability reports.

5. Application from Wairarapa Dark Sky Reserve

The application from Wairarapa Dark Sky Reserve meets the criteria for funding. They received \$5,000 in 2023/24 through SWDC Community & Youth Fund. They have no outstanding accountability reports.

Noting that where applicants have provided confidential information, such as the organisations income and expenditure information, this will be provided to members in confidence.

OPTIONS

The Martinborough Community Board may consider applications that do not meet the funding criteria. The options available to the Board are to approve, approve with conditions, request further information from the applicant or decline.

CONSIDERATIONS

Financial

The Martinborough Grant Fund and Community Development Fund was allocated to the Community Boards from the Council's Enhanced Annual Plan process. Therefore, the delegation for decision making is with the Martinborough Community Board and has no further impact on the Council's AP/LTP, OPEX/CAPEX, rating impact or procurement process.

Climate Change

Applicants are not currently required to indicate positive, neutral or negative effects on climate change. The application form will be updated to indicatively reflect these results for elected member to consider as part of future decision making.

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 no 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 Grant 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	None
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APPENDICES

Appendix 1 Featherston Community Centre - *Under Separate Cover*

Appendix 2 Featherston Christmas Parade - *Under Separate Cover*

Appendix 3 Featherston Bowling Club - *Under Separate Cover*

Appendix 4 SPCA Masterton - *Under Separate Cover*

Appendix 5 Wairarapa Dark Sky Reserve - *Under Separate Cover*

11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

11.1 INCOME AND EXPENDITURE REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To inform *community board members* of the most recent income and expenditure information.

EXECUTIVE SUMMARY

- The income and expenditure report now combines grants and community development fund as one fund.
- Total Grants Funds Available: \$26,417.37

BACKGROUND

The Income & Expenditure Report is supplied to the community board to ensure clear and transparent use South Wairarapa District Council funds. Funds are used to support the ordinary operation of the community board and provide a grant fund for the community.

The [terms of reference](#) for South Wairarapa District Council Community Boards outlines in section 4 Delegations the provision of the following:

South Wairarapa community boards have the following powers of delegations:

The delegation for discretionary spend on projects and community grants.

In section 5 Responsibilities "They control local funds for making grants to individuals and groups for community purposes."

See the terms of reference for other non-financial delegations.

DISCUSSION

Members can request clarification of the income & expenditure report through the Advisor, Community Governance.

APPENDICES

Appendix 1 FCB Income & Expenditure Report

**Featherston Community Board
Income & Expenditure for the Period Ended 30 September 2024 (DRAFT)**

*Please note the Annual report for 2023/24 has not been audited by Audit NZ, therefore these results may be subject to change.

Personnel & Operating Costs

Budget		
Members' Honorariums		19,178.00
Communication allowance		3,036.00
Mileage reimbursements		521.00
Staff support costs		16,125.00
Operating costs		3,036.00
Total Personnel & Operating Costs Budget 2024-2025		41,896.00

Expenses

Personnel Costs		
Members' Honorariums		4,513.77
Communication allowance		774.03
Mileage reimbursements		-
Staff support costs		4,510.02
Total Personnel Costs to 30 September 2024 (DRAFT)		9,797.82
Operating Expenses		
1/07/2024 Community board Levy		275.00
30/06/2024 Meeting Room hire 01/07/24-30/06/25		105.60
Total Operating Expenses to 30 September 2024 (DRAFT)		380.60

Committed funds

Resolution date		Original commitment	Spent to date:	Remaining commitment
	Members' Honorariums	19,178.00	4,513.77	14,664.23
	Communication allowances	3,036.00	774.03	2,261.97
	Mileage reimbursements	521.00	-	521.00
	Staff support costs	-	4,510.02	(4,510.02)
30/11/2022	Venue Hire	960.00	915.53	44.47
22/02/2023	Featherston community board sign	200.00		200.00
22/02/2023	Refreshments - meetings	150.00		150.00
17/05/2023	Community board sign	410.00		410.00
7/02/2024	Printing/distribution of flyers	69.57		69.57
7/02/2024	Featherston Foodbank Koha	130.43		130.43
7/08/2024	FCB2024/35 - Featherston Phoenix	1,770.00		1,770.00
Total Commitments				15,711.65

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

16,005.93

* remaining budget for personnel and operating expenses does not carry over into subsequent financial years

Grants

Income		
Annual Plan 2024-25 grant allocation		15,180.00
Total Income for 2024-2025		15,180.00

LESS: Grants paid out

13/08/2024	Nuku Ora	Have a Go Day in Featherston	1,000.00
22/08/2024	FCB2024/44 Wai Wheels Featherston	FCB2024/44	600.00
07/08/2024	FCB2024/48 Courage Dear Heart	Celebration of Wellbeing journeys	2,000.00
03/09/2024	FCB2024/47 - Lady Featherston Ball	Lady Featherston's lemon ball	1,500.00
04/09/2024	FCB2024/45 - Kuranui College	Kapa haka Unifroms grant	1,000.00
29/08/2024	FCB2024/35 Featherston Phoenix	monthly full page	260.00
Total Grants paid out to 30 September 2024 (DRAFT)			6,360.00

LESS: Committed Funds

Resolution date			Original commitment	Spent to date:	Remaining commitment
19/05/2020	FCB2020/16 - Wairarapa Maths Association	Annual maths competition 2019-20	300.00	400.00	(100.00)
3/08/2022	FCB 2022/39 - Featherston Christmas Parade	Christmas Parade	500.00	484.35	15.65
1/11/2023	FCB 2023/38 - Maori Language week	15 Te Wiki o Te Reo Maori flags	1,578.58	-	1,578.58
28/06/2022	FCB 2022/31 - Flooding Events	400 Sandbags for flooding	500.00	359.95	140.05
3/08/2022	FCB 2022/38 - NZ Storage Box	NZ Storage Box	7,845.00	7,990.16	(145.16)
29/09/2022	FCB 2022/42 - Beautification Group	Subject to confirmation of quotes received	4,200.00	1,910.00	2,290.00
22/02/2023	FCB 2023/08 - Berm planting	Design & guidelines for berm planting	500.00	-	500.00
22/02/2023	FCB 2023/08 - Building painting	Intiate building painting Main st	500.00	-	500.00
1/11/2023	FCB 2023/38 - Divine River	Workshops and programmes for youth	495.00	-	495.00
7/02/2024	FCB2024/11 - Mulled wine concert	Cultural wellbeing event	250.00		250.00
8/05/2024	FCB2024/17 - Flags	Welcome to featherston flags	2,059.00		2,059.00
8/05/2024	FCB2024/19 - Anrac Flags	New design	1,902.61	1,784.50	118.11
7/08/2024	FCB2024/35 - Featherston Phoenix	50% Full page advertisements	1,770.00	260.00	1,510.00
7/08/2024	FCB2024/45 - Kapa Haka	Kapahaka uniforms for students	1,000.00		1,000.00
Total Commitments					10,211.23

PLUS: Balance Carried forward from previous year

27,808.60

TOTAL GRANTS FUNDS AVAILABLE

26,417.37

11.2 GRANT ACCOUNTABILITY REPORT

Author: Robyn Ramsden, Community Democracy Advisor

Authoriser: Rob Thomas, Manager, Stakeholder Relationships

File Number: n/a

PURPOSE

To inform *councillors and members* of the Featherston Community Board of the Grants Accountability returns.

EXECUTIVE SUMMARY

The South Wairarapa District Council Grants Policy Kaupapa Here Tono Pūtea says in section 9. Terms and Conditions/Ngā ture that – “*a completed funding outcomes report must be returned to SWDC prior to any future grant application being made.*”

On the application form authorisation section includes an agreement from recipients:

- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for seven years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grants and Funding Report.

Staff are in the process of reminding previous recipients to provide accountability information on an updated form (attached).

BACKGROUND

The Featherston Community Board is one of three SWDC Community Boards who can bestow grants to applicants. Grant applications are received via paper, pdf, email or an online form. Officers process the requests to the Featherston Community Board and present the information according to the SWDC Grants Policy: [PI-FDT-001-Grants-Policy-June-23.pdf](#)

DISCUSSION

Whilst there is no requirement to accept the accountability reports from applicants, it is best practice for committees that assess and award grants to be confident that investment toward an applicant or project will deliver the intended outcomes, as detailed in the initial application. It is also a legal requirement for charities and incorporated societies to account for grants received in their financial year end reporting to the relevant agency.

This report lists grant recipients since the beginning of the triennium in September 2022. The following table outlines the grants given and over time it is intended to update the committee of when the accountability reports will be received plus a copy of the accountability report template as *Appendix 1*:

Applicant	Amount	Due	Date Received
Mulled Wine Concert	\$ 500	Jun-24	
Featherston MenzShed – little library	\$ 250	Jun-24	
Wairarapa Mathematics Association	\$300	Jun-24	Oct-24
Nuku Ora – Run and Become	\$ 500	Mar-25	
Cobblestones Museum Trust – gutters	\$ 868	Jun-25	
Pae Tū Mōkai O Tauria – steel benches	\$ 2,500	Jun-25	
Featherston Sports Hub – replacing fridges	\$ 2,500	Jun-25	
Wai Wheels Team Featherston	\$ 600	Feb-25	
Kuranui College – Kapahaka	\$ 1,000	Sep-25	
Nuku Ora – Have a Go Day	\$ 1,000	Sep-25	
Lady Featherston’s Lemon Ball	\$ 1,500	Jan-25	

APPENDICES

Appendix 1 **Accountability Report**

Appendix 2 **Wairarapa Mathematics Association - *Under Separate Cover***

GRANT AND FUNDING ACCOUNTABILITY REPORT



To be completed within 90 days of the end date of the activity

It is important that we are able to ensure due diligence and accountability for the use of funds. All organisations, groups and individuals who receive funding need to complete this report at the end of their approved project, initiative or activity.

The Council requires the following areas be reported:

- Financial costs of the project, including (where appropriate) full accounts for the activity.
- Benefits achieved for the audiences and communities detailed in your application including number of participants
- How the project or outcomes may have differed from your original plan or proposal.
- How the funds contributed to one or more of our wellbeing outcomes:

Social wellbeing – Residents are active, healthy, safe, resilient, optimistic and connected.

Cultural wellbeing – Strong relationships with whānau, hāpu and marae, celebrating diverse cultural identity, arts and heritage.

Economic wellbeing – A place of destination, new business and diverse employment that gives people independence and opportunity.

Environmental wellbeing – Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced.

Part one: applicant details

Organisation name:	
Primary contact full name:	
Organisation address:	
Email address:	
Phone number:	
Secondary contact full name:	
Email address:	

Part two: project details

Project title:	
Date/s activity was held:	
Place, venue or facility where the activity took place:	
How many helped deliver the activity:	
How many people participated/attended:	
Which communities and audiences benefited from the activity:	
Funding amount requested:	
Funding amount approved:	
Total cost of the activity:	Applied for \$ Actual spend \$
Brief summary of the delivered activity: How did it go? Any comments or learnings?	

Part three: financial report

For grants under \$1,500 we require receipts for accountability. For grants over \$1,500 please also include a bank account statement showing income 'in' and income 'out'.

For grants over \$10,000 please include your organisations most recent annual accounts.

If you have any questions or need additional support in completing this form, please reach out to: grants@swdc.govt.nz

***Please note: any unspent funds MUST be returned.**

3.1 What was the approved funding used for? **Please attach receipts and/or invoices**

Approved purpose item	Amount
<i>e.g Seedlings</i>	\$380
Total costs	\$

3.2 Project income (include any estimates from your original budget)

Item	Estimated income	Actual income	Reason/s for variance
<i>e.g ticket sales</i>	\$500	\$600	<i>extra tickets sold</i>
Total income		\$	

*Note: you may be required to provide additional invoices/receipts for this project if requested.

Part four: wellbeing outcomes

Which of our four wellbeing outcomes does your project meet? (tick as many as applicable)

	Social wellbeing – Residents are active, healthy, safe, resilient, optimistic and connected
	Economic wellbeing – A place of destination, new business and diverse employment that gives people independence and opportunity
	Environmental wellbeing – Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhance
	Cultural wellbeing – Strong relationships with whānau, hāpu and marae, celebrating diverse cultural identity, arts and heritage
<p>Please share the community benefits achieved by the outcomes of your project: How did South Wairarapa communities benefit?</p> <p>Please feel free to attach any further information you wish to provide.</p>	

We appreciate you sharing supporting evidence that outlines how you met the proposed wellbeing outcomes detailed in your application. Including but not limited to:

- Case studies
- Survey results
- Event attendance
- News stories - links or clippings
- Social media posts and/or reviews
- Photos of the activity or project milestones. By sending these to us, you agree for them to be used for future promotions of grants.

Please complete and return your accountability report within 90 days of the end date of your project to: grants@swdc.govt.nz or in person to the Council office at 19 Kitchener Street, Martinborough.

12 KARAKIA WHAKAMUTUNGA – CLOSING

Kua mutu ā mātou mahi
Mō tēnei wā
Manaakitia mai mā 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