

Notice is hereby given that a Meeting of the Policy Review Committee will be held on:

**Date:** Wednesday, 15 July 2015  
**Time:** 10.30am  
**Meeting Room:** Council Chambers  
**Venue:** 15 Forth Street  
Invercargill

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## Policy Review Committee Agenda

### OPEN

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#### MEMBERSHIP

<b>Chairperson</b>	Rodney Dobson
<b>Councillors</b>	Lyall Bailey
	Stuart Baird
	Brian Dillon
	John Douglas
	Paul Duffy
	Bruce Ford
	George Harpur
	Julie Keast
	Ebel Kremer
	Gavin Macpherson
	Neil Paterson
	Mayor Gary Tong

#### IN ATTENDANCE

<b>Chief Executive</b>	Steve Ruru
<b>Committee Advisor</b>	Debbie Webster

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**Full agendas are available on Council's Website**  
[www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

## **Terms of Reference for Policy Review Committee**

This committee is a committee of Southland District Council and has responsibility to:

- Review Council policies on a regular basis as to their relevancy and appropriateness.
  - Recommend new policies or changes to existing policies as required.
  - Ascertain the impact of proposed Government legislation on Council policies or activities and make responses/submissions on regional matters, SOEs, etc.
  - Review Asset Management Plans (including the renewal policy) for Council's infrastructural assets such as roading, water and sewage schemes and other Council property.
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**1 Apologies**

At the close of the agenda no apologies had been received.

**2 Leave of absence**

At the close of the agenda no requests for leave of absence had been received.

**3 Conflict of Interest**

Committee Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a councillor and any private or other external interest they might have.

**4 Public Forum**

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732.

**5 Extraordinary/Urgent Items**

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

(a) That item may be discussed at that meeting if-

- (i) That item is a minor matter relating to the general business of the local authority; and
- (ii) The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

(b) No resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

**6 Confirmation of Minutes**

6.1 Meeting minutes of Policy Review Committee, 24 June 2015

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## Policy Review Committee

### OPEN MINUTES

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Minutes of a meeting of Policy Review Committee held in the Council Chambers, 15 Forth Street, Invercargill on Wednesday, 24 June 2015 at 9.01am.

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#### **PRESENT**

<b>Acting Chairperson</b>	Paul Duffy Mayor Gary Tong
<b>Councillors</b>	Lyall Bailey Stuart Baird Brian Dillon John Douglas Bruce Ford George Harpur Julie Keast Ebel Kremer Gavin Macpherson Neil Paterson

#### **IN ATTENDANCE**

Chief Executive Officer Steve Ruru, Group Manager Environment and Community Bruce Halligan, General Manager Policy and Community Rex Capill, Group Manager Services and Assets Ian Marshall, Manager Communications and Governance Louise Pagan and Committee Advisor Fiona Dunlop.

## Confirmation of Chair for Meeting

The Chief Executive advised the meeting that the Chair, Cr Dobson was not available to Chair the meeting. Nominations were called for a member of the Committee to Chair the meeting in Cr Dobson's absence.

Moved by Mayor Tong, seconded by Cr Dillon the motion **and resolved that Cr Duffy chair the Policy Review Committee in the absence of Cr Dobson.**

Councillor Duffy assumed the Chair.

### 1 Apologies

Apologies for absence were received from Cr Dobson and for lateness from Cr Bailey.

Moved Cr Dillon, seconded Cr Paterson **and resolved:**  
**That the Policy Review Committee accept the apologies.**

### 2 Leave of absence

There were no requests for leave of absence.

### 3 Conflict of Interest

There were no conflicts of interest declared.

### 4 Public Forum

There was no public forum

### 5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

### 6 Confirmation of Minutes

#### Resolution

Moved Cr Harpur, seconded Cr Keast **and resolved:**  
**That the meeting minutes of the Policy Review Committee, 22 April 2015 be confirmed.**

## Reports for Resolution

### 7.0 Consideration of Items

The Committee considered report 7.1 Venture Southland Projects and Activities Update February – March 2015 and 7.2 Venture Southland Projects and Activities Update April - May 2015 together.

Venture Southland General Manager Events and Tourism Bobbi Brown and Venture Southland General Manager Business and Strategic Projects Steve Canny were in attendance for this item.

Mr Canny updated the Committee on numerous projects and activities. A snapshot of the projects and activities were the Diary Farm Methane recovery project, Awarua Satellite Ground Station and the monitoring being carried out, Business Training, Lean Diary, Lean Manufacturing, Canterbury Rebuild, Silica Documentation Update, Milford Transport options, Regional Labour Market Strategy 2015-2031, Filipino Migrant survey and Southland Youth futures.

(Cr Baird joined the meeting at 9.04am.)

Mrs Brown updated the Committee on the tourism aspect of Venture Southland. She advised that it has been a busy year to date and that the recent visit from Prince Harry was a major "high". Venture Southland is working with the Invercargill Licensing Trust to attract conferences to the Region. The Invercargill Licensing Trust Kidzone Festival is being held again in the July 2015 school holidays. There has been a positive uptake for tickets.

#### **7.1 Venture Southland Projects and Activities Update February - March 2015**

**Record No: R/15/4/7421**

##### **Resolution**

Moved Cr Douglas, seconded Cr Macpherson **and resolved:**

**That the Policy Review Committee:**

- a) Receives the report titled "Venture Southland Projects and Activities Update February - March 2015" dated 18 June 2015.**

#### **7.2 Venture Southland Projects and Activities April - May 2015 Report**

**Record No: R/15/5/9382**

##### **Resolution**

Moved Cr Dillon, seconded Cr Paterson **and resolved:**

**That the Policy Review Committee:**

- a) Receives the report titled "Venture Southland Projects and Activities April - May 2015 Report" dated 18 June 2015.**

#### **7.3 Venture Southland - Community Development Update**

**Record No: R/15/4/7216**

Community Development Team Leader Tina Harvey was in attendance for this item.

She updated the Committee on various community development activities which include the 2015/2016 Ultra-Fast Broadband and Rural Broadband Initiative and Mobile Black Spot cell bid as well as local initiatives from the Waiau Aparima Ward (Riverton, Thornbury, Orepuki, Colac Bay, Otautau, Ohai and Nightcaps).

A major funding highlight was for projects that commemorated the centenary of World War 1. The projects were the Gallipoli Exhibition at the Southland Museum, Gallipoli Heritage trail and War Memorial Restoration assessments.



Venture Southland officers have worked alongside around 80 groups to prepare funding applications. It was highlighted that it is important to remember that this aspect is only one service and function of the team, albeit an important one requiring significant skill, time and resource.

(Cr Bailey joined the meeting at 9.51am.)

**Resolution**

Moved Cr Paterson, seconded Cr Douglas **and resolved:**

**That the Policy Review Committee:**

- a) **Receives the report titled “Venture Southland - Community Development Update ” dated 18 June 2015.**

The meeting concluded at 10.04am

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE POLICY  
REVIEW COMMITTEE HELD ON WEDNESDAY  
24 JUNE 2015.

**DATE:**.....

**CHAIRPERSON:**.....



## Venture Southland - Community Development Update

**Record No:** R/15/6/11127  
**Author:** Julie Russell, Community Development Planner  
**Approved by:** Rex Capil, Group Manager, Policy and Community

☐ Decision ☐ Recommendation ☒ Information

### Purpose

- 1 The purpose of this report is to provide an update for the Southland District Council on Venture Southland community development activities. The attached power point presentation provides information about key projects such as the RBI, UFB and Mobile Black Spot cell bid and process as well as local initiatives from the Waiau Aparima Ward.
- 2 This report also details some funding highlights from the previous year. Staff have assisted a number of groups to secure \$1.6m in funding and have worked alongside around 80 groups to prepare other funding applications. It is important to remember that this aspect is only one service and function of the team, albeit an important one requiring significant skill, time and resource.
- 3 The community development team will look at options moving forward on how to best present and report to this Committee.

### Recommendation

**That the Policy Review Committee:**

- a) **Receives the report titled “Venture Southland - Community Development Update” dated 29 June 2015.**

### Attachments

- A Community Development Update 15 July 2015 to SDC Policy Review PDF version  
[View](#)

Item 7.1 Attachment A



# PRESENTATION CONTENT

- Research and Strategies
- Regional Initiatives
- Local Initiatives
- What else is Venture up to?

## Item 7.1 Attachment A

## RESEARCH & STRATEGIES

- Southland Cycleway Strategy
- Regional Heritage Research
- Community Organisation Needs Assessment Review – Volunteer Sector
- Ohai Nightcaps Population Research
- Southland Visitor Strategy
- Southland Cruise Strategy
- Wyndham – Review of SDC Service and Public Facility Provision

# REGIONAL INITIATIVES



## POOL HEATING ASSESSMENTS

- Venture Southland's Joint Committee approved a \$15,000 grant towards objective, independent heating assessments for six pools.
- Lumsden has recently had a report completed in November 2014.
- Riversdale, Riverton, Otautau, Tuatapere, Manapouri, Fiordland pools.
- An expert will be available to work with the pool to understand the reports.
- It is hopeful that templates can be developed for use by other pools.

## Item 7.1 Attachment A

# REGIONAL INITIATIVES



## AROUND THE MOUNTAINS CYCLE TRAIL UPDATE

- Working together with SDC on finalising the “look” of the information panels to go in each town.
- The Official Partner Programme is due to be rolled out over the next month. Businesses in the region can become partners and there are collective promotional benefits.



# REGIONAL INITIATIVES



## WAR MEMORIAL RESTORATIONS

- Waikaia & Wendonside War Memorials have recently received \$6,000 each from SDC Community Initiatives and the Regional Heritage Committee funds towards restoration.
- Both of these memorials are in the process of getting quotes and in time will be restored.
- Mossburn War Memorial was successfully restored (after being damaged) in time for the centenary in April.
- Riversdale War Memorial has also been restored by the local RSA and wider community.

## Item 7.1 Attachment A

# LOCAL INITIATIVES



## WAIKAIA MUSEUM

- Total project cost is \$1.15 million.
- \$150,000 grant from CTOS means the project is now fully funded.
- An interpretation plan is being finalised with the Museum Committee, Jo Massey and Chris Currie.
- SDC has funded \$150,000 from Public Toilets, Ward, township and Waikaia CDA contributions.
- This has been a 13 year project in the making. The group is thrilled it is finally underway and they achieved their fundraising goals through dedication and persistent fundraising.

# LOCAL INITIATIVES



## ALEX McLENNAN WALKWAY

- The walkway was opened on 6 March 2015 and provides a link from the township to the cemetery.
- Assisted with applications to funders including Lotteries, For Everyone Charitable Foundation, The Southern Trust, and the Community Trust of Southland.
- \$36,415 funding secured.
- Very well utilised by local community – excellent feedback received.

## Item 7.1 Attachment A

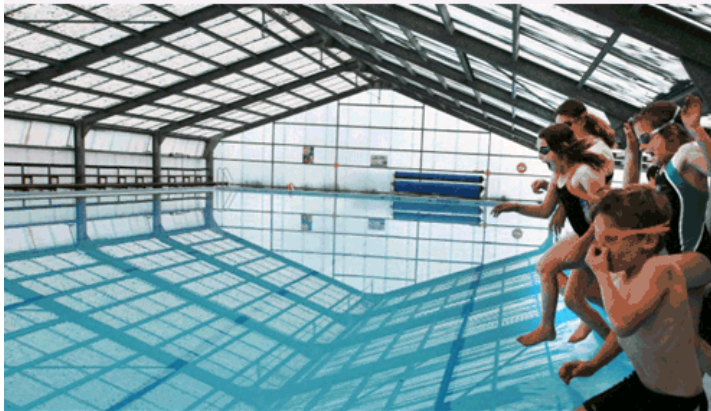
# LOCAL INITIATIVES



## GARSTON TREE PLANTING

- VS is working alongside Garston School, the CDA, SDC and LINZ to secure a long-term lease of the land area where the beautification is to take place.
- The area is just north of Naylor Rd, beside the Around the Mountains Cycle Trail.

# LOCAL INITIATIVES



## LUMSDEN POOL UPDATE

- A heating assessment was undertaken and presented to the Lumsden Community Pool Trust.
- Before any decisions on heating are made an engineering assessment is to be undertaken for the roof to ascertain if solar panels are able to be installed.



## Item 7.1 Attachment A

## What else has Venture been up to?

- Kidzone – 2<sup>nd</sup> week of July.
- MBIE mobile black spot, RBI and UFB bid update
- Tourism New Zealand workshop 1 July
- LGINZ conference bid
- Joseph Parker fight 1 August

## Community Assistance Policy - Grants and Donations

Record No: R/15/5/8944

Author: Louise Pagan, Communications and Governance Manager

Approved by: Rex Capil, Group Manager, Policy and Community

☐ Decision

☒ Recommendation

☐ Information

### Purpose

- 1 To recommend the Community Assistance Policy – Grants and Donations be adopted by Council.

### Executive Summary

- 2 Southland District Council manages its Community Assistance Grants in various ways, with the majority going through the allocations process via the Allocations Committee. Council has also historically allocated grants and donations to a wide range of community organisations. Some have gone through the Long Term Plan/Annual Plan process while others have become annual allocations through the passage of time. The draft policy sets out the process of allocating grants and donations, describes the types of grants and the criteria for allocating them.

### Recommendation

That the Policy Review Committee:

- a) Receives the report titled “Community Assistance Policy - Grants and Donations” dated 3 July 2015.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Recommend the Community Assistance Policy – Grants and Donations be adopted by Council

## **Content**

### **Background**

- 3 This policy is the first stage in a bigger process, as there will be several Community Assistance policies for different areas of Council, for example, Council occupied land and work schemes.
- 4 The grants and donations section of the Community Assistance Policy is managed in three distinct ways.
- 5 Organisations, groups and individuals can apply for grants through the Allocations Committee, which meets twice a year. The different grants are advertised frequently and the process is managed by Venture Southland.
- 6 Council provides ongoing support to several service organisations that it believes provides support to Southlanders. These include St John groups, Citizens' Advice Bureaux, Gore Counselling Service, Southland Indoor Leisure Centre Trust, Biodiversity Southland, Toimata Foundation, Tour of Southland, SPCA and the Life Education Trust.
- 7 Council also supports regional organisations with one-off grants, for example, to Stadium Southland to help with the rebuild after the roof collapse. It also provides short-term grants to regional agencies or projects, for example the SwimSafe programme, run by Sport Southland, the Coastal Heritage Inventory Project, the High Values Area project, and the Warm Homes Trust.
- 8 This policy sets out the criteria for the allocation grants, and how the one-off grants can be applied for. The service organisations' funding is ongoing for those organisations.
- 9 This policy also establishes accountability, where organisations receiving grants over \$10,000 through the Long Term Plan/Annual Plan process must write an annual outcomes report on the outputs and benefits of the programme/organisation to Southland residents.

### **Issues**

- 10 There are no issues.

### **Factors to Consider**

#### **Legal and Statutory Requirements**

- 11 Council discussed last year whether providing grants and donations fits under the new purpose of local government under the Local Government Act in 2014. It considered that grants and donations were part of the public good and considered this draft policy set out the requirements clearly.

#### **Community Views**

- 12 Grants and donations are discussed each year in Council's Long Term Plan/Annual Plan and Annual Report. Allocation grants are advertised in every First Edition and in the newspaper in the month before deadline. Creating a policy on the grants and donations does not need consultation.

#### **Costs and Funding**

- 13 The grants and donations are funded by rates and the activity managed through the Long Term Plan/Annual Plan process. At present, the budget for the activity is \$305,514, but this also includes the grant to Venture Southland, Rural Fire and iwi.



### Policy Implications

- 14 It is necessary to have a policy on community assistance so the process behind grants and donations is clear.

### Analysis

#### Options Considered

- 15 There are two options - to adopt the policy or to not adopt the policy.

#### Analysis of Options

##### Option 1 - Adopt policy

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• Clarity on process around grants and donations</li><li>• Definition of different grants set out</li></ul>	<ul style="list-style-type: none"><li>• None</li></ul>

##### Option 2 - Not adopting policy

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"><li>• None</li></ul>	<ul style="list-style-type: none"><li>• No clarity around process and types of grants and donations</li></ul>

#### Assessment of Significance

- 16 The policy has been assessed under Council's Significance and Engagement Policy and is not considered significant.

#### Recommended Option

- 17 The recommended option is to adopt the policy.

#### Next Steps

- 18 A report will go to Council for final adoption and then the policy will be included in Council's policy list.

#### Attachments

- A DRAFT Community Assistance Policy [View](#)

## SOUTHLAND DISTRICT COUNCIL COMMUNITY ASSISTANCE - GRANTS AND DONATIONS POLICY

This policy applies to: SDC/Venture Southland employees and elected members involved in making decisions about grants.

### DOCUMENT CONTROL

Policy owner: Communications and Governance Manager	TRIM reference number: r/15/3/5387	Effective date:
Approved by: «type date»	Date approved: «type date»	Next review date: «type date»

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## COMMUNITY ASSISTANCE POLICY

### 1. PURPOSE

This policy has been developed to provide clarity regarding grants and donations allocated by Southland District Council on an annual basis.

### 2. BACKGROUND

Southland District Council provides financial assistance to community organisations and individuals through a variety of mechanisms including, but not limited to, one-off grants, scholarships, bursaries, ongoing grants, discretionary grants and donations.

A large majority of this is managed by Venture Southland on behalf of Council, and allocations of funding decided on twice-yearly by the Allocations Committee. This Committee also manages funding from Creative New Zealand and Sport NZ, on behalf of Council.

This policy also covers the grants and donations made by Council and includes one-off grants that Council may decide on through the Long Term Plan/Annual Plan process.

It also includes grants to community groups which Council believes provide a social benefit and assist in the purpose of local government in terms of public good.

The policy was approved by Council on xxx and is scheduled to be reviewed again in 2018. Council may decide to review the policy at any time before then.

### 3. POLICY DETAILS

Southland District Council will provide funding to a Community Grants pool and the level of funding each year will be subject to the consultation process of the 10 Year Plan/Annual Plan.

The Allocations Committee will receive applications from community organisations and individuals for the Community Initiatives Fund, the District Heritage Fund, the Creative Communities Fund, Sport NZ Rural Travel Fund and the Northern Southland Development Fund in March and September of each year. The Committee will meet twice a year to make decisions and award grants.

Venture Southland, on behalf of Southland District Council, will also administer the scholarships, bursaries, prizegiving awards and debating competitions' funds put aside by Council for the Southland District residents and ratepayers. A Scholarship and Bursaries Subcommittee is established to conduct interviews and make the final decisions.

Southland District Council will maintain a fund for one-off grants as decided in the 10 Year Plan/Annual Plan process. These grants will be consulted on in the 10 Year Plan/Annual Plan process.

Southland District Council will provide ongoing funding to organisations it has decided meet certain needs of the community and these organisations are Citizens' Advice Bureau, Gore Counselling Service, Life Education Trust, St John Ambulance, Southland Indoor Leisure Centre Trust, Toimata Foundation, Cycling Southland - Tour of Southland and SPCA.

#### **4. TYPES OF GRANTS**

##### **4.1 Community Initiatives Fund**

###### **4.1.1 Purpose**

The Southland District Council Community Initiatives Fund is available to support the development of:

- Community facilities or amenities including:
  - Community Centres/Halls/War Memorials
  - Local reserves and picnic areas
  - Playgrounds
  - Walkways and tracks
  - Sports fields
  - Swimming pools
  - Changing room facilities associated with the above.
- Sport and recreational opportunities.
- Community programmes, activities or events.

The aim of the fund is to support community facilities, amenities programmes, activities and events at a local level.

###### **4.1.2 Eligibility**

The fund is available to Community Boards, Community Development Area Subcommittees, non-profit community organisations and local committees to apply. Assistance for other initiatives outside the above broad categories may be provided at the discretion of the Allocations Committee.

###### **4.1.3 Allocation Conditions and Criteria**

Funding is not provided retrospectively and this is a subsidy-based funding scheme. This means the applicant group must contribute towards the cost of the project.

Applications must include the completed application form and any other supporting information. All applications will to be administered through the Allocations Committee distribution process - with applications closing 31 March and 30 September each year.

Level of assistance is based on the merit of the project and potential benefits to the community as determined by the Committee.

In the case where the applicant is based outside of the Southland District - the allocation is assessed on the proportion of members and/or beneficiaries from the District.

## 4.2 Creative Communities

### 4.2.1 Allocation Conditions and Criteria

The proposed project must meet one or more of these three funding criteria:

- Broad community involvement - the project will create opportunities for local communities to engage with and participate in arts activities.
- Diversity - the project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity
- Young people - the project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

## 4.3 Sport NZ Rural Travel Fund

### 4.3.1 Purpose

The Rural Travel Fund is designed to assist with transport expenses associated with participating in regular local competitions.

### 4.3.2 Eligibility

Sports clubs and school based clubs with young people aged between 5-19 years are eligible to apply. Individuals are not eligible to apply.

Applications for assistance to attend regional or national events are not eligible.

### 4.3.3 Allocation Conditions and Criteria

Funding is not provided retrospectively and this is a subsidy-based funding scheme. This means that groups must contribute towards the costs of their project.

Total fund available for distribution each year is \$12,000.

## 4.4 Northern Southland Development Fund

### 4.4.1 Purpose

The purpose of the fund is to reflect the substantial community support Meridian Energy received for Project White Hill and to offset any perceived loss of amenity values resulting from the development of the White Hill Wind Farm and to provide for the creation, maintenance and enhancement of facilities, amenities and programmes for the long term betterment and advantage of the people of the Northern Southland community to enable them to provide for their social, economic, environmental and cultural well-being.

The funds are to be applied towards charitable or community purposes that:

- Relate to creation, maintenance and enhancement of community facilities, amenities and programmes within the designated geographic area
- Develop facilities, amenities and programmes to provide for the social, economic, environmental and cultural well-being of residents within the Northern Southland Development Fund Area

- Relate to the refurbishment and operational requirements of facilities and amenities within the Northern Southland Development Fund Area.

Up to \$10,000 is available for distribution each funding round.

#### **4.4.2 Eligibility**

Those eligible to apply need to be recognised community groups and organisations within the designated geographic area or for projects for the benefit of residents within the designated geographic area represented by the Northern Southland Development Fund Area.

#### **4.4.3 Allocation Conditions and Criteria**

Funding is not provided retrospectively and this is a subsidy-based funding scheme - organisations must contribute a reasonable amount towards the costs of their project.

Applications close 31 March and 30 September each year and will be considered by a local representative working group, which will then submit recommendations based on the applications to the Southland District Council Allocations Committee.

Priority will be given to assisting new ventures and developments, particularly those which provide ongoing benefit. Where projects are of equal merit, levels of previous assistance may be considered when establishing priority.

### **4.5 District Heritage Fund**

#### **4.5.1 Purpose**

The Southland District Heritage Fund is to support the conservation of heritage collections and encourage the development and application of professional museum standards to heritage collections held within the Southland District Council boundaries.

#### **4.5.2 Eligibility**

The fund is available to public benefit entities based within the boundaries of the Southland District Council which hold heritage collections or items.

The fund is available to assist with the day-to-day running of the local museum, heritage centre or similar type organisation including:

Operational activities:

- Routine building maintenance
- The attainment of professional museum standard
- Staff training.

#### **4.5.3 Allocation Conditions and Criteria**

Funding is not provided retrospectively and funding is not provided for the operational costs associated with the provision of i-SITE services.

The total fund available for distribution each year is \$60,000.

Priority will be given to applications that demonstrate the following:

- The collection or items are of significance to the Southland District
- The collection provides significant benefit to the public as opposed to private benefit
- The applicant is following good sector practice around collection management and is aiming to improve its standards. One example of this would be the adoption of a Collections Management Policy
- The relevant financials and budgets show sound planning practices are in place
- The applicant is working with other organisations, which may include museums or heritage centres, to share resources where possible
- There is an urgent need for financial support to prevent damage or deterioration to the collection.

### **Ohai Railway Fund**

See separate policy 10/7/5/1, 240/10/5/5. The fund is managed by the Ohai Railway Board.

### **Stewart Island Rakiura Visitor Levy**

See separate policy 140/20/1/4. The fund is managed by the Stewart Island Visitor Levy Fund Committee.

### **Other Grants**

Southland District Council provides grants to organisations which it has deemed provides important services for the whole of the Southland District on an ongoing basis. These organisations are St John Ambulance, Citizens' Advice Bureau, Gore Counselling Service, Life Education Trust, Southland Indoor Leisure Centre Trust, Toimata Foundation, Biodiversity Southland, Cycling Southland - Tour of Southland and SPCA. These grants remain within Council responsibilities and are administered by the Governance Manager and other staff.

One-off grants are decided on through the 10 Year Plan/Annual Plan process. Organisations which seek funding of this type have their request included in the 10 Year Plan/Annual Plan, which goes out to all Southland ratepayers and residents for consultation. Council then makes a decision on these grants based on the submissions made by the public.

Those receiving \$10,000 or more through this process must write an annual outcomes report on the outputs and benefits of the programme/organisation to Southland residents.

### **Scholarships and Bursaries**

Southland District Council elected Councillor family members are not eligible to apply for scholarships in any category (family members include children/grandchildren).

All applicants address details will be checked against the Southland District Council rates database to ensure residential criteria is satisfied.

The decisions of the Scholarship and Bursaries Subcommittee are final and no discussion will be entered into.

A quorum of three (3) Scholarship and Bursaries Subcommittee members must be present during all applicant interviews/discussions and final decision-making.

An additional Councillor be nominated to provide back-up attendance for the Committee should any member be unable to attend the scholarship interviews.

Schools will be asked to publish advertisements for all scholarships in school newsletters.

### **Valmai Robertson Arts Scholarship**

This scholarship is to encourage and assist Southland District Council residents and ratepayers wishing to increase their skills through the attendance of development courses, workshops, projects or study in the Arts.

This scholarship acknowledges the substantial contribution and commitment over more than 50 years to the field of dance by Valmai Robertson of Blackmount.

The scholarship may be awarded for any of the following Arts, but not limited to:

Speech	Drama	Vocal	Writing
Dance	Music	Visual Arts	Craft Arts

Council has established a contestable fund of up to \$2,500 annually.

The actual amount granted to any individual and the number of grants awarded may be increased or decreased within the set limit, at the discretion of the Scholarship and Bursaries Subcommittee after considering the merits of the applications.

The Scholarship and Bursaries Subcommittee may, at its discretion, decline to allocate the full amount available in any one year if, in its opinion, the number or quality of the applications does not reach the required standard.

In awarding the scholarships the Scholarship and Bursaries Subcommittee will take into account the commitment of the individual, the potential benefits to the individual from participation and, if applicable, the potential benefits to the community.

The applicant, or if dependent, the applicant's parent/s or caregiver/s, must currently be residents or ratepayers in the area administered by the Southland District Council and have been so for a minimum period of two consecutive years.

All applicants will be interviewed and are required to provide examples of their work, where appropriate. Applicants are encouraged to ensure their availability to attend an interview on the date stated, as no alternative date will be available.

### **Centennial Bursary**

Two bursaries will be awarded with successful applicants receiving \$2,000 each.

The conditions of the bursary are:

- (a) Applicants must be academically qualified for admission to a tertiary educational institution.



- (b) The bursaries are awarded annually and can be held for one year only.
- (c) Applicants are restricted to those about to commence the first year of tertiary education. This includes mature students.
- (d) The applicant, or in the case of dependent children, the applicant's parent/s or caregiver/s must currently reside in the area administered by the Southland District Council and must have been so for a minimum period of two consecutive years.
- (e) No restriction will be placed on the particular course of study followed.

Applicants will be judged on the following criteria:

- (a) Character and personal involvement in community activities.
- (b) An understanding of the functions and responsibilities of local government.
- (c) A paper expressing "Where I would like to be in five years' time".
- (d) In awarding the scholarships the Scholarship and Bursaries Subcommittee will take into account the commitment of the individual, the potential benefits to the individual from participation and the potential benefits to the community.

Applications must contain the following data:

- (a) Applicant's full name, age, address and telephone number.
- (b) If dependent - parent/s' or caregiver/s' full name/s.
- (c) Applicant's or if dependent parent/s' or caregiver/s' present address and any other address occupied by them during the last two years.
- (d) Particulars of applicant's educational qualifications.
- (e) Particulars including amounts, of all other bursaries and scholarships held, including any State bursaries and scholarships.
- (f) Full details of tertiary course proposed to be followed.
- (g) A paper of between 300 - 500 words indicating the applicant's understanding of the functions and responsibilities of Local Government. Must be typed.
- (h) A paper of between 300 - 500 words titled "Where I would like to be in five years' time". Must be typed.
- (i) Two written character references must be supplied.

#### **Southland District Council Eric Hawkes Memorial Outward Bound Scholarship**

The purpose of the scholarship is to encourage and increase self-responsibility, confidence and motivation and to help build positive relationships with colleagues and others.

The scholarship covers:

- Two Outward Bound courses per year - one standard course, for those aged 18 - 26 years, and one compact course for residents of the Southland District aged 27 years and over.

The Scholarship and Bursaries Subcommittee is given the discretion to vary the category of sponsorship if in its opinion this is warranted due to the relative merits of the candidates in the various categories.

In awarding the scholarships the Scholarship and Bursaries Subcommittee will take into account the commitment of the individual, the potential benefits to the individual from participation and the potential benefits to the community.

### **Southland District Council Eric Hawkes Memorial**

#### **Staff Outward Bound Scholarship**

The Scholarship's purpose is to sponsor one staff member to Outward Bound each year and to encourage and increase self-responsibility, confidence and motivation and to help build positive relationships with colleagues and others.

The Scholarship and Bursaries Subcommittee will award the scholarship to the applicant who would most benefit from the personal development opportunity within the Outward Bound framework. Also the Scholarship and Bursaries Subcommittee will recognise potential individual strengths, as well as the applicant's commitment to the Southland District Council.

#### **Prizes for Senior School Prizegivings**

Southland District Council gives \$75 per school for a senior school prize for the six schools in the Southland District.

#### **Year 8 Debating Contest**

Southland District Council pays \$50 to each school each time they are required to travel to participate in the debating contest.

Southland District Council pays the school hosting the Year 8 Debating Contest final \$200 to be directed towards supper costs.

Southland District Council sponsors a Year 8 Debating Contest annually by providing trophies and certificates for both the winner and runner-up teams.

## **5. ROLES AND RESPONSIBILITIES**

The overall activity will be managed by the Communications and Governance Manager. Venture Southland will manage the process of the allocations grants.

Allocation decisions are made by the appropriately delegated committee or subcommittee in respect of each grant, scholarship or bursary.

**6. ASSOCIATED DOCUMENTS**

Council's policies on the Ohai Railway Fund (reference 10/7/5/1, 240/10/5/5) and the Stewart Island Rakiura Visitor Levy (140/20/1/4) should be read in conjunction with this policy.

**7. REVISION RECORD**

Date	Version	Revision Description
«Type Date»	«Version»	«Revision»
«Type Date»	«Version»	«Revision»
«Type Date»	«Version»	«Revision»