



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

**Date:** Wednesday, 5 June 2019  
**Time:** 1pm  
**Meeting Room:** Council Chamber  
**Venue:** 15 Forth Street, Invercargill

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## Community and Policy Committee Agenda OPEN

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### MEMBERSHIP

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

### IN ATTENDANCE

<b>Group Manager - Community and Futures</b>	Rex Capil
<b>Committee Advisor</b>	Alyson Hamilton

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

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.



## **Terms of Reference – Community and Policy Committee**

The Community and Policy Committee is responsible for:

- Assessing and providing advice to Council on:
  - Key strategic issues affecting the District and Council;
  - Community development issues affecting the District and Council;
  - The service needs of the District’s communities and how these needs might best be met;
  - Resource allocation and prioritisation processes and decisions.
- Developing and recommending strategies, plans and policies to the Council that advance the Council’s vision and goals, and comply with the purpose of the Local Government Act.
- Monitoring the implementation and effectiveness of strategies, plans and policies.
- Developing and approving submissions to government, local authorities and other organisations.
- Advocating Council’s position on particular policy issues to other organisations, as appropriate.
- Considering recommendations from Council’s Subcommittees and make decisions where it has authority from Council to do so, or recommendations to Council where a Council decision is required.

The Community and Policy Committee is also responsible for community partnerships and engagement. This includes:

- Monitoring the progress, implementation and effectiveness work undertaken by Venture Southland in line with the Venture Southland Heads of Agreement and specific Service Level Agreement between Southland District Council and Venture Southland.
- Allocations of grants, loans, scholarships and bursaries in accordance with Southland District Council policy.
- International relations.
- Developing and overseeing the implementation of Council’s community engagement and consultation policies and processes.

The Community and Policy Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers:

- (a) Approving all submissions made by Southland District Council to other councils, central government and other bodies.
- (b) To approve scholarships, bursaries, grants and loans within Council policy and annual budgets.
- (c) Monitor the performance of Venture Southland in the delivery against its Business Plan and Council’s letter of expectation.

The Community and Policy Committee has authority to consider and make recommendations to Council regarding strategies, policies and plans.

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**TABLE OF CONTENTS**

<b>ITEM</b>		<b>PAGE</b>
<b>PROCEDURAL</b>		
<b>1</b>	<b>Apologies</b>	<b>6</b>
<b>2</b>	<b>Leave of absence</b>	<b>6</b>
<b>3</b>	<b>Conflict of Interest</b>	<b>6</b>
<b>4</b>	<b>Public Forum</b>	<b>6</b>
<b>5</b>	<b>Extraordinary/Urgent Items</b>	<b>6</b>
<b>6</b>	<b>Confirmation of Minutes</b>	<b>6</b>
<b>REPORTS FOR RECOMMENDATION</b>		
<b>7.1</b>	<b>Community Assistance Grant and Funding Approach</b>	<b>17</b>

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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 member 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 Community and Policy Committee, 08 May 2019



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## Community and Policy Committee

### OPEN MINUTES

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Minutes of a meeting of Community and Policy Committee held in the Council Chamber, 15 Forth Street, Invercargill on Wednesday, 8 May 2019 at 1pm.

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#### PRESENT

**Chairperson**

Julie Keast

Mayor Gary Tong

**Councillors**

Stuart Baird

Brian Dillon

John Douglas 1.06pm

Paul Duffy

Bruce Ford

Darren Frazer

George Harpur

Ebel Kremer

Gavin Macpherson

Neil Paterson

Nick Perham

#### IN ATTENDANCE

**Group Manager - Community and Futures**

Rex Capil

**Group Manager - Environmental Services**

Bruce Halligan

**Finance Manager**

Ann Robson

**Governance and Democracy Manager**

Clare Sullivan

**Communications Manager**

Louise Pagan

**Committee Advisor**

Alyson Hamilton

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**1 Apologies**

There were no apologies.

**2 Leave of absence**

There were no requests for leave of absence.

**3 Conflict of Interest**

Councillor Duffy declared an interest on the following funding applications and took no part in discussion or voting on these items:

- Item 7.3 in regards Waikawa Museum
- Item 7.3 in regards Seaward Downs Domain

Councillor Perham declared an interest on Item 7.3 in regards the funding application from the Ohai Nightcaps Lions Club and took no part in discussion or voting on this item.

Councillor Ford declared an interest on Item 7.3 in regards the funding application from the Stewart Island Rakiura Community Board and took no part in discussion or voting on this item.

**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 Kremer, seconded Cr Frazer **and resolved:**

**That the minutes of Community and Policy Committee meeting held on 9 April 2019 be confirmed as a true and correct record of that meeting.**

**Reports for Resolution**

**7.1 Southland District Council Sport NZ Rural Travel Fund Financial Report to 31 March 2019 and Application Summary**

**Record No: R/19/4/7353**

Venture Southland, Administration Manager - Bronwyn Affleck was in attendance for this item.

Mrs Affleck advised the Southland District Council administers funding on behalf of Sport NZ Rural Travel Fund.

The Committee noted the purpose of this fund is to assist with transport expenses associated with participating in regular local competitions. Sports clubs and school based clubs with young people aged between 5-19 years are eligible to apply.

Councillor Douglas joined the meeting at 1.06pm.

### Resolution

Moved Cr Perham, seconded Cr Ford **and resolved:**

#### **That the Community and Policy Committee:**

- a) **Receives the report titled "Southland District Council Sport NZ Rural Travel Fund Financial Report to 31 March 2019 and Application Summary" dated 30 April 2019.**
- 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) **Approve the allocation of funds for the Sport NZ rural travel fund as follows:**

1	<b>Aparima College Clay Target Team</b>	<b>\$500</b>
2	<b>Fiordland Athletic Club</b>	<b>\$500</b>
3	<b>Fiordland College</b>	<b>\$1,000</b>
	<b>Volleyball, Football, Hockey</b>	
4	<b>Fiordland Hockey Club</b>	<b>\$1,000</b>
5	<b>Netball Fiordland Club Inc</b>	<b>\$750</b>
6	<b>Northern Southland College</b>	<b>\$1,000</b>
7	<b>Otara Pony Club</b>	<b>\$1,000</b>
8	<b>Riverton Athletics Club</b>	<b>\$250</b>
9	<b>Te Anau Rugby Club</b>	<b>\$1,000</b>
10	<b>Tokanui Netball Club</b>	<b>\$750</b>
11	<b>Winton Football Club Inc</b>	<b>\$1,000</b>

**7.2 Southland District Council District Heritage Fund Financial Report to 31 March 2019 and Application Summary**

**Record No: R/19/4/7171**

Venture Southland, Administration Manager - Bronwyn Affleck was in attendance for this item.

Mrs Affleck advised the purpose of the report is for the committee to consider applications from four organisations, seeking grants to assist with the day-to-day running of local museums, heritage centres or similar type organisations within the Southland District Council.

**Resolution**

Moved Cr Kremer, seconded Cr Frazer **and resolved:**

**That the Community and Policy Committee:**

- a) **Receives the report titled "Southland District Council District Heritage Fund Financial Report to 31 March 2019 and Application Summary" dated 30 April 2019.**
- 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) **Approve the allocation of funds for the District Heritage Fund as follows:**

<b>1</b>	<b>Central Southland Vintage Machinery Club</b>	<b>\$5,700</b>
<b>2</b>	<b>Fiordland Vintage Machinery Museum Inc</b>	<b>\$6,000</b>
<b>3</b>	<b>Otautau Museum Trust</b>	<b>\$2,900</b>
<b>4</b>	<b>Rakiura Heritage Trust</b>	<b>\$9,800</b>

**7.3 Southland District Council Community Initiatives Fund Financial Report to 31 March 2019 and Application Summary**

**Record No: R/19/4/7364**

Venture Southland, Administration Manager - Bronwyn Affleck was in attendance for this item.

Mrs Affleck advised the purpose of the report is for the committee to consider 24 applications from recipients seeking grants for a variety of projects.

Mrs Affleck presented the Southland District Council Community Initiatives Fund Financial Report to 31 March 2019 and a summary of applications received for consideration in the funding round closing 31 March 2019.

The Committee noted \$69,743 is available for distribution.

Moved Cr Macpherson, seconded Cr Ford **recommendations a to c.**

**The motion was put and declared CARRIED.**

Moved Cr Kremer, seconded Cr Perham **recommendations d 1-5 and resolved:**

**d) Agrees to fund the following applications:**

<b>1</b>	<b>Balfour Home and School Association</b>	<b>\$3,000</b>
<b>2</b>	<b>Balfour Playcentre</b>	<b>\$1,250</b>
<b>3</b>	<b>Dipton Community Baths Trust</b>	<b>\$1,500</b>
<b>4</b>	<b>Eastern Southland Hockey Association</b>	<b>\$10,000</b>
<b>5</b>	<b>Edendale Rugby Club</b>	<b>\$2,500</b>

**The motion was put and declared CARRIED.**

Moved Cr Kremer, seconded Cr Perham **recommendation d 6 and resolved:**

**d) Declines the following application:**

<b>6</b>	<b>Scout Association of New Zealand Edendale Group</b>	<b>nil</b>
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**The motion was put and declared CARRIED.**

Moved Cr Douglas, seconded Cr Ford **recommendation d 7-9 and resolved:**

**d) Agrees to fund the following applications:**

<b>7</b>	<b>Lumsden Heritage Trust</b>	<b>\$5,000</b>
<b>8</b>	<b>Lumsden Playcentre</b>	<b>\$1,500</b>
<b>9</b>	<b>Northern Southland Community Resource Centre Charitable Trust</b>	<b>\$3,000</b>

**The motion was put and declared CARRIED.**

Moved Cr Baird, seconded Cr Harpur **recommendation d 10 and resolved:**

**d) Agrees to fund the following applications:**

<b>10</b>	<b>Ohai Nightcaps Lions Club Inc</b>	<b>\$1,500</b>
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**Councillor Perham declared an interest on the application relating to the Ohai Nightcaps Lions Club Inc and took no part in discussions or voting on this item.**

The motion was put and declared CARRIED.

Moved Cr Kremer, seconded Cr Duffy **recommendation d 11-12 and resolved:**

d) **Agrees to fund the following applications:**

11	Parenting Place Charitable Trust Attitude Youth Division	\$2,000
12	Rotary Club of Fiordland	\$2,000

The motion was put and declared CARRIED.

Moved Mayor Tong, seconded Cr Paterson **recommendation d 13 and resolved:**

d) **Agrees to fund the following applications:**

13	Stewart Island/Rakiura Community Board	
	a) installation of outdoor power points	\$1,500
	b) upgrading tracks.	\$2,500

Councillor Ford declared an interest on the application relating to the Stewart Island/Rakiura Community Board and took no part in discussions or voting on this item.

The motion was put and declared CARRIED.

Moved Cr Harper, seconded Cr Dillon **recommendation d 14 and resolved:**

d) **Agrees to fund the following application:**

14	Stewart Island Winter Sports Club	\$1,000
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The motion was put and declared CARRIED.

Moved Cr Macpherson, seconded Cr Baird **recommendation d 15 a and 15 b with changes (as indicated with ~~strike through~~ and underline) and resolved:**

d) **Agrees to fund the following application:**

15	Southland Heritage and Building Preservation Trust	
	a) Sinclair's Miners Cottage	\$1,000
	b) Kohikohi Cottage	<del>\$5,000</del> <u>\$7,500</u>

Councillor Duffy declared an interest on the application relating to the Southland Heritage and Building Preservation Trust and took no part in discussions or voting on this item.

The motion was put and declared CARRIED.

Moved Cr Ford, seconded Cr Frazer **recommendation d 16-21 and resolved:**

**d) Agrees to fund the following applications:**

16	Tokenui Golf Club	\$3,000 subject to securing the balance of funding
17	Tokenui Outdoor Bowls	\$3,000 subject to securing the balance of funding
18	Waikawa Cemetery Trust	\$2,000
19	Waikawa Museum	\$2,000 subject to securing the balance of funding
20	Woodlands Swimming Pool and Recreational Trust	\$5,000 subject to securing the balance of funding
21	Wyndale Softball Club	\$1,550

The motion was put and declared CARRIED.

Moved Cr Macpherson, seconded Cr Paterson **recommendation d 22 and resolved:**

**d) Agrees to fund the following application:**

22	Seaward Downs Domain	up to \$2,000
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**Councillor Duffy declared an interest on the application relating to the Seaward Downs Domain and took no part in discussions or voting on this item.**

The motion was put and declared CARRIED.

Moved Cr Harpur, seconded Cr Dillon **recommendation d 23-24 and resolved:**

**d) Agrees to fund the following applications:**

23	Otautau Golf Club	2,000
24	Venture Southland for ILT Kidzone Festival Bus Subsidy	1,800

The motion was put and declared CARRIED.

**Final Resolution**

**That the Community and Policy Committee:**

- a) **Receives the report titled "Southland District Council Community Initiatives Fund Financial Report to 31 March 2019 and Application Summary" dated 1 May 2019.**
- 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) **Approve the allocation of funds for the Community Initiatives Fund as follows:**

1	<b>Balfour Home and School Association</b>	<b>\$3,000</b>
2	<b>Balfour Playcentre</b>	<b>\$1,250</b>
3	<b>Dipton Community Baths Trust</b>	<b>\$1,500</b>
4	<b>Eastern Southland Hockey Association</b>	<b>\$10,000</b>
5	<b>Edendale Rugby Club</b>	<b>\$2,500</b>
6	<b>Scout Association of New Zealand Edendale Group</b>	<b>nil</b>
7	<b>Lumsden Heritage Trust</b>	<b>\$5,000</b>
8	<b>Lumsden Playcentre</b>	<b>\$1,500</b>
9	<b>Northern Southland Community Resource Centre Charitable Trust</b>	<b>\$3,000</b>
10	<b>Ohai Nightcaps Lions Club Inc</b>	<b>\$1,500</b>
11	<b>Parenting Place Charitable Trust Attitude Youth Division</b>	<b>\$2,000</b>
12	<b>Rotary Club of Fiordland</b>	<b>\$2,000</b>
13	<b>Stewart Island/Rakiura Community Board</b>	
	<b>a) installation of outdoor power points</b>	<b>\$1,500</b>
	<b>b) upgrading tracks</b>	<b>\$2,500</b>
14	<b>Stewart Island Winter Sports Club</b>	<b>\$1,000</b>
15	<b>Southland Heritage and Building Preservation Trust</b>	
	<b>a) Sinclair's Miners Cottage</b>	<b>\$1,000</b>
	<b>b) Kohikohi Cottage</b>	<b>\$7,500</b>
16	<b>Tokanui Golf Club</b>	<b>\$3,000 subject to securing the balance of funding</b>

17	Tokanui Outdoor Bowls	\$3,000 subject to securing the balance of funding
18	Waikawa Cemetery Trust	\$2,000
19	Waikawa Museum	\$2,000 subject to securing the balance of funding
20	Woodlands Swimming Pool and Recreational Trust	\$5,000 subject to securing the balance of funding
21	Wyndale Softball Club	\$1,550
22	Seaward Downs Domain	up to \$2,000
23	Otautau Golf Club	2,000
24	Venture Southland for ILT Kidzone Festival Bus Subsidy	1,800

## Reports for Recommendation

### 8.1 Funding Request - Financial and Reserves Contribution Fund

**Record No: R/19/4/6707**

Venture Southland, Community Development Planner - Tina Harvey was in attendance for this item.

Mrs Harvey advised the purpose of the report is to present information regarding a request for funding from the Edendale Scout Group for the upgrade to the Edendale Scout Hall .

The Committee noted the grant is to be considered by the Community and Policy committee. If the grant is agreed to by the committee, council will need to approve the unbudgeted expenditure.

#### Resolution

Moved Cr Kremer, seconded Cr Ford **recommendation a to d with changes to e (as indicated with ~~strike through~~ and underline) and resolved:**

**That the Community and Policy Committee:**

- a) **Receives the report titled "Funding Request - Financial and Reserves Contribution Fund" dated 1 May 2019.**
- 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) **Considers the request from the Edendale Scout Group and supports the funding application for the upgrade to the Edendale Scout Hall from the Financial and Reserves Contribution.**
- e) **Recommends to Council that it approve unbudgeted expenditure of ~~\$20,000~~ \$25,000 to the Edendale Scout Group for upgrades to the Edendale Scout Hall to be funded from the Financial and Reserve Contribution Fund.**

## Reports

### 9.1 Customer Satisfaction Survey Report August 2018 - March 2019

**Record No: R/19/4/7235**

Group Manager, Environmental Services - Bruce Halligan, Customer Contact Centre Manager - Jodi Findlay and Building Solutions Manager - Jock Hale were in attendance for this item.

#### **Resolution**

Moved Cr Perham, seconded Cr Harpur **and resolved:**

**That the Community and Policy Committee:**

- a) **Receives the report titled "Customer Satisfaction Survey Report August 2018 - March 2019" dated 1 May 2019.**

The meeting concluded at 2.31pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE COMMUNITY AND POLICY COMMITTEE HELD ON WEDNESDAY, 8 MAY 2019,

**DATE:**.....

**CHAIRPERSON:**.....

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## Community Assistance Grant and Funding Approach

**Record No:** R/19/1/1255

**Author:** Michelle Stevenson, Strategy and Policy Manager

**Approved by:** Rex Capil, Group Manager Community and Futures

Decision

Recommendation

Information

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### Purpose

- 1 The purpose of this report is to present a review of Council managed community funding schemes and associated funding support to community organisations.
- 2 Staff are seeking a recommendation from the Community and Policy Committee to Council for the future direction of the community assistance activity.

### Executive Summary

- 3 The purpose of this project is to review and develop Council's approach to Council managed funding schemes and associated funding support to community organisations that will best serve Southland District communities and Council into the future.
- 4 Council supports a number of community initiatives through grant funding, and also gives grants through the Community Initiatives Fund, various scholarships and sponsorships.
- 5 The purpose of reviewing the community assistance activity is to ensure that Council is providing assistance in a considered and prudent manner to ensure an efficient and effective outcome for the communities it supports.
- 6 Many of the grants that support community initiatives have not been reviewed for some time and consideration of how the needs of recipients and applicants may have changed over this time is important to identify. It is also important to acknowledge that there may be a feeling of uncertainty with those groups that currently receive grant assistance that this review may impact their on-going funding from Council.
- 7 The concept of Council making an annual grant to community boards for distribution to local groups and local projects was raised with elected representatives as a possibility through the Community Governance Reference Document discussions, a document endorsed by Council at its 20 April 2018 meeting. This concept was also linked to a more streamlined approach whereby Council had a consistent level of service rated for across the District, and greater decision making at community board level for local projects to be progressed through grants and allocations.
- 8 The philosophy behind greater autonomy of community boards allocating funds provides opportunity for community leadership, community-led development and reflected in communities being in a greater position to help themselves, and have less reliance on the mechanics of Council to fulfil the needs of their local communities.
- 9 It is recommended through this review that the existing community initiatives fund be disestablished and a Community Leadership Fund be established that will be allocated in part through the Community and Policy Committee for district applications, and Councils nine community boards for local projects and activities. Community boards would also have discretion to recommend a local grants rate that allows them to increase the amount available to allocate to local community groups, agencies, projects or events as the board deems appropriate.

- 10 It is proposed in this report that the distribution of these funds to community boards be made on the basis of an equal distribution to nine community boards. There is also an argument that could be made for the distribution of funds to be made by population base. This report offers a recommendation to the committee, and a wider discussion around this would be beneficial to determine that this is the best outcome for communities within the District.
- 11 It is also recommended through this review that the community assistance activity be reviewed in line with the required consultation through the LTP 2031, including the categories currently identified and the amount of the grants and their longevity.
- 12 If the committee recommends to Council that community boards have a role to play in the prioritisation and allocation of grants, it will also be important to consider reviewing the amounts given to community boards and the overall prioritisation of this activity in relation to the activities of Council as a whole. To date, this is a discussion that has not been undertaken.
- 13 Following any decisions from Council in July, staff also acknowledge that there are still a considerable number of operational issues that will need to be addressed to ensure any change to the grants scheme is operational by 1 July 2020.

## Recommendation

That the Community and Policy Committee:

- a) **Receives the report titled “Community Assistance Grant and Funding Approach” dated 28 May 2019.**
- 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) **Recommends to Council that the current Community Initiatives Fund and District Heritage Fund be discontinued from 1 July 2020.**
- e) **Recommends to Council that a new combined discretionary fund be established at \$174,189, effective 1 July 2020, based on the funds identified through the 2018-2020 LTP, and notes that it is consistent with the current funds allocated to the Community Initiatives Fund \$108,800 and the District Heritage Fund \$65,389.**
- f) **Recommends to Council, effective 1 July 2020, that \$39,189 of Councils district grant funding be retained for allocation by the Community and Policy Committee, and the remaining \$135,000 be distributed equally to Councils nine community boards at \$15,000 per annum per board.**
- g) **Recommends to Council that community boards establish their own prioritisation for allocation, based on an overarching set of criteria from Council to guide the scope of the activity.**
- h) **Recommends to Council that funds generated from District rating should not be utilised as a replacement for locally funded activities.**
  - I. **Notes that this should preclude community boards from using community grant funding distributed through district rate take for activities that should be locally rated for under the current Revenue and Financing Policy.**
  - II. **Notes that community groups wanting to run a project in the community board area may seek a grant from the board to run a community-led project.**
- i) **Notes that in order to achieve some consistency across the District, the draft community assistance activity policy will recommend that the new community board agendas include an item for community grants that enables community groups to apply at each scheduled meeting of the community board.**

- j) Recommends to Council that analysis of the grants currently allocated to community groups and organisations through the Long Term Plan (LTP) be reviewed by October 2020 in line with associated consultation requirements of the LTP 2031. Notes that this excludes funds Council administers on behalf of other organisations or agencies; funds that are determined to be non-discretionary.**
- k) Recommends to Council that analysis of the funding assistance for Council activities through the LTP be reviewed by October 2020 in line with associated consultation requirements of the LTP 2031. Notes that this will include funding assistance to dog and animal control, parks and reserves and museum services set through our Revenue and Financing Policy.**
- l) Recommends to Council that analysis of the scholarships currently allocated through the LTP be reviewed by October 2020 in line with associated consultation requirements of the LTP 2031.**
- m) Recommends to Council that the amount of the community assistance activity should be reviewed in line with associated consultation requirements of the LTP 2031.**
- n) Notes that a discussion of where community assistance sits in relation to overall Council priorities has not been considered or undertaken.**

## Background

- 14 The purpose of the community assistance activity is to contribute to Council's community outcome of 'proud, connected communities that have an attractive and affordable lifestyle' by enabling Southland's communities to be desirable places to live, grow up, work, run a business, raise a family and enjoy a safe and satisfying life.
- 15 Through providing financial assistance to Southland communities, the activity contributes to this outcome by empowering community groups and individuals to undertake their activities and to provide assistance to a range of organisations and individuals for projects and activities which promote community wellbeing.
- 16 In 2017/2018, Council determined it appropriate to initiate a review of the way in which it approaches grants and funding within communities of Southland.
- 17 In addition to this, Council's Representation Review which proposed a new local governance structure, intended transitioning Council and its communities to a place of greater interdependence, and building greater capacity in community leadership.
- 18 The concept of Council making an annual grant to community boards for distribution to local groups and local projects was raised with elected representatives as a possibility through the Community Governance Reference Document discussions, a document endorsed by Council at its 20 April 2018 meeting. One of the guiding influences behind this was to enable greater decision making at community board level for local community projects, which could be progressed through grants and allocations.
- 19 For the purpose of this report, grants are defined as funds given through an application process for a specific purpose, and the funds should be used only for the intended purposes identified in

the application. This differs to a donation which has greater characteristics of a gift and are given without requirement to identify the purpose for which it is used. The current community assistance activity is based on grants and requires the funds to be acquired through an application process and used for the intended purpose and accountability required.

- 20 Council currently supports a number of community organisations and initiatives through grant funding, which is on a three-year basis through the Long Term Plan (LTP). In addition, Council gives grants through the Community Initiatives Fund, bursaries, scholarships and sponsorships. All these grants are determined to be discretionary, where Council has control over the criteria, amount and allocation process, and are identified as attachment B. Council's grants are all determined through an application process and associated criteria and accountability, outlined in the current community assistance policy as attachment A
- 21 Council administers funds on behalf of other organisations and agencies, or funds that are determined to be non-discretionary (see attachment B). These include Sport NZ Travel Fund, Creative Communities, Ohai Railway Fund, John Beange Fund, Regional Development (SRDA), Emergency Management, Southland Regional Heritage Committee, and the Stewart Island Rakiura Visitor Levy Fund. Council does not have a controlling say in how these funds are collected and distributed, and is a partner with other groups and community members in their distribution. Included in this group there is also the Financial and Reserves Contribution Fund (which includes the Fonterra Contribution Reserve). However, the means or body that allocates these funds may be discretionary, and should form part of the review as required through consultation on the LTP 2031.
- 22 The total amount of discretionary funds allocated from District rates for 2018/2019 was \$513,715. These discretionary funds have been determined through the 2018-2028 LTP and have a three year commitment to the recipients for this period, unless reconsidered through the Annual Plan.
- 23 The Community Initiatives Fund is currently \$108,800pa for the duration of the LTP 2018-2028 and is Councils District wide contestable fund with two funding allocations per year. The District Heritage Fund has increasing amounts determined through the LTP and in 2020/2021 will be \$65,389pa and is a contestable fund currently for assistance in the day-to-day running of local museums and heritage centres and includes operational activities.
- 24 The remainder of the discretionary funds are grants, scholarships, and parts of the assistance for Council activities identified in attachment B.
- 25 The community assistance activity is currently an activity under the responsibility of the communications and engagement manager, and the administration of the activity is undertaken through staff at Venture Southland.
- 26 Throughout April, May and August 2018, the governance and democracy manager, communications manager, strategy and policy manager and Cr Julie Keast as chair of the Community and Policy Committee spent time with neighbouring Councils to discuss the current funding and grant structures they operate. These included Gore District Council, Clutha District Council, Otago Regional Council, Dunedin City Council, Central Otago District Council, Queenstown Lakes District Council and Invercargill City Council. The populations of these councils ranged from the smallest being 12,500 through to 127,000 people.
- 27 Throughout these visits, there were a wide range of community funding models and approaches being utilised, and varying reasoning behind the decisions individual councils had made for the approach they have taken. It was apparent that the approach taken to the allocation of funding

varied greatly, and no two council's operated in the same way. Approaches to the allocation of contestable community funds (the equivalent of SDC's Community Initiatives Fund and District Heritage Fund) varied greatly, with examples listed below:

- all allocation of community discretionary funds allocated by community boards
- partial allocation between community boards and council's community development staff
- grants subcommittees and advisory groups that included a collaborative of councillors and community members (community members advertised for widely), and for major events ensuring expert knowledge bought in to advise groups
- no appetite to administer or allocate a contestable fund as administration costs deemed too high for the small amounts of funding being allocated, and community groups directed to external stakeholders and agencies for funding – for example, internal affairs (lotteries, COGS), Invercargill Licencing Trust, Mataura Licencing Trust, Community Trusts.

28 The criteria surrounding community grants and funding also varied greatly between the councils with a number requiring that all grants allocated by council be correlated back to a strategic document (economic development strategy, community development strategy, environmental strategy, community wellbeing strategy, connecting community's strategy etc). A number of neighbouring councils also included in their criteria:

- funding of salaries
- funding social service sector groups
- providing umbrella funding to known and accountable community groups
- funding non-legal entities as well as those with a legal status.

29 Council staff have identified a deficit in strategic documents for Council that provide future direction around key issues for the District. This includes community development, ageing, youth, economy, leisure and recreation, well-being's etc. It would be desirable to ensure that all grants allocated by Council and community boards be correlated back to a strategic document. Strategy and policy staff have identified a gap in the provision of Council's strategic documents similar to that above, and have prioritised this as a work stream over the next 3-5 years.

## Issues

30 The current Grants and Donations Policy is overdue for review, and is included with this report as Attachment A. The policy was adopted in 2015, and was expected to be reviewed within three years. It is appropriate to review this policy with a lens that reinforces Council's intention to move to a way of working that better supports community leadership, outcomes and community wellbeing.

31 The amounts allocated to varying funds (with the exception of the Stewart Island Visitor Levy, which is determined by the number of visitors to the island in any given year), and criteria have not changed for some years. With the changes to Councils governance structure and impetus towards greater community leadership, it is appropriate to consider reviewing this by October 2020, in line with associated consultation requirements of the LTP 2031.

32 Through the current Community Initiatives Fund allocation there have been increasing queries from members of the Community and Policy Committee around the eligibility and criteria of the fund. This is especially in relation to ensuring that funds are being allocated to appropriate

## Community and Policy Committee

5 June 2019

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applicants, and that robust processes have been followed. The issue of community boards and community development area subcommittees applying to this fund for small amounts of funding when they hold, in some cases, extensive reserves has also come into question.

- 33 The current Community Assistance Policy supports community boards and community development area subcommittees applying to the Community Initiatives Fund and will be considered when the policy is updated following guidance from the Community and Policy Committee.
- 34 The eligibility of funds generated from District rating also needs to be considered. It is the view of staff through this review that District funds should not be utilised as a replacement for locally funded activities. The mechanism for funding local activities should sit with community boards through their LTP and Annual Plan process.
- 35 The recommendation that community boards allocate District grant funds at a local level would ideally enable a community group wanting to run a project in the respective board area being able to apply to that board for funding assistance. If agreed by Council, this new grant model would enable the nine community boards to allocate local funding and grants for local events and projects that focused on the overall wellbeing, leadership and sustainability of Southland communities. This would support community initiatives at a local level, with minimal Council intervention and be used to assist community-led projects or events that support greater local independence and opportunity. In addition, the proposed change in grant allocation would assist in advancing community plans and community board plan outcomes
- 36 In order for community boards to allocate District funds by way of grants to local communities, it should be considered that boards determine their own prioritisation for allocation. A Council Community Assistance Policy would provide overarching guidance and scope, however consideration should be given to ensuring that community boards have the autonomy to determine some of the criteria they wish to set for the fund.
- 37 In addition to District funds, community boards will have discretion to recommend a local grants rate that allows them to increase the amount available to allocate to local community groups, agencies, projects or events as the board deems appropriate. This would not be unbudgeted expenditure, and therefore grant allocations under this rate would be made by the board without the need to gain approval from Council, and would require only a supporting report from the appropriate Council staff. An appropriate amount should be determined by the boards through delegations by Council.
- 38 For consistency across the District, staff will be recommending in the draft Community Assistance Activity Policy that the new community board agendas include an item for community grants that enables community groups to apply for funds at each scheduled meeting of the community board.
- 39 There will be a need to ensure that training is appropriate and planned in a timely manner for new community boards in the next triennium to ensure that there is clear understanding of how grants will be administered and allocated through the board. Once the staffing situation is known for Councils community leadership team, particularly in relation to Councils community development function, this will form part of their schedule of work.

- 40 Changes to the way in which some grants and donations are categorised is also appropriate to consider. In particular the non-discretionary funds for Sport NZ Travel Fund, Creative Communities, Ohai Railway Fund, John Beange Fund, Regional Development (SRDA), Emergency Management, and the Stewart Island Rakiura Visitor Levy Fund, and may not be appropriately categorised at present. This will be discussed throughout the draft Community Assistance Policy.
- 41 There are a number of grants allocated through Councils Long Term Plan. These grants are allocated based on applications from respective groups and are allocated for a period of 10 years, with the opportunity to be reviewed annually and through the triennial long term plan process. To date, a number of these applicants have provided accountability reporting to Council and have also presented to Council the outcomes received through financial assistance of the grant. The current process is lacking in robust practice and should be reassessed to ensure the allocation of funds for multi-year applicants are both effective and efficient use of Council funds.
- 42 A consideration in the review of the community assistance activity, is that there has not currently been a discussion with Council around where community assistance sits in relation to overall Council priorities. It would be beneficial to consider this take place in relation to the consultation requirements of the LTP 2031.

## **Factors to Consider**

### **Legal and Statutory Requirements**

- 43 The allocation of grants has been determined through the LTP 2018-2028. At this stage there is no deviation from the amounts allocated, and no legal or statutory requirements identified to be considered in this report.

### **Community Views**

- 44 Views have been sought through discussion with current community board and community development area subcommittee representatives through the process of the representation review. The concept of community boards allocating funds to the local community was introduced throughout this process.
- 45 At this stage however, no community views have been specifically sought.
- 46 Staff have conducted a focus group with Venture Southland community development staff who hold significant knowledge in funding for local communities and the administration of the current community assistance activity. The views of Venture Southland community development staff have been incorporated into this report.
- 47 Further community views around changes to the community assistance activity should be sought through consultation requirements for the LTP 2031.

### **Costs and Funding**

- 48 The costs of this project have, to date, been supported through existing budgets. It is not anticipated that any unbudgeted expenditure will be required for the completion of this work.

**Policy Implications**

- 49 Council currently has a Community Assistance Grants and Donations Policy, operational from August 2015. Once direction is provided and decisions made around the future approach to the activity, a draft policy will be presented to the committee for consideration.
- 50 In the following stages of this review, if there are changes recommended to the current structure and allocation of community grants and funding, there will also be changes required to the delegations within Council, its subcommittees and community boards.
- 51 In addition, if a preferred model is adopted by Council that determines current funding mechanisms are not appropriate, there may be proposed changes to the Revenue and Financing Policy in relation to local rating, or changes to the activity as a whole.

**Analysis**

**Options Considered**

- 52 There are three options to be considered in this report:
  - option 1: recommend to Council that 30% of Councils District grant funding be retained for allocation by the Community and Policy Committee, and the remaining 70% be distributed by population base to Councils nine community boards
  - option 2: recommend to Council that 30% of the Councils District grant funding be retained for allocation by the Community and Policy Committee, and the remaining 70% be distributed equally to Councils nine community boards
  - option 3: recommend to Council that the existing community funding schemes and associated funding support to community organisations be maintained without change

**Analysis of Options**

**Option 1 – recommend that 30% of Councils District grant funding be retained for allocation by the Community and Policy Committee, and the remaining 70% be distributed by population base to Councils nine community boards**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>• ensures Council is providing assistance in a considered and prudent manner to ensure an efficient and effective outcome for the communities it supports</li> <li>• many of the grants that support community initiatives have not been reviewed for some time and will identify if the needs of recipients and applicants have changed</li> <li>• providing District grant funding for community boards to allocate at a local level is consistent with the impetus to move towards greater community leadership and resilience</li> </ul>	<ul style="list-style-type: none"> <li>• there may be a feeling of uncertainty with those groups that currently receive funding and grant assistance from Council that changes may impact their ability to source funding from Council</li> <li>• community board members will need to understand and navigate, when allocating funds within their local communities, if a conflict of interest is present</li> <li>• distributing District funding by population across nine communities boards may be perceived as disadvantaging boards with smaller populations, and limiting</li> </ul>

## Community and Policy Committee

5 June 2019

<ul style="list-style-type: none"> <li>community boards have the opportunity to include a local rate for grants if they wish to increase the amount of funding available to communities in their board areas</li> <li>distributing funds based on population across Councils nine community boards allows for each board to allocate funds based on the needs of local communities relative to their size</li> <li>distributing funds by population removes any perception of inequality for boards with a larger population base</li> <li>retaining 30% of funds for the Community and Policy Committee to allocate allows for applications that benefit/impact the wider district are not competing for funds at a local level</li> <li>provides an opportunity for community boards to determine their own prioritisation in the allocation of community grants</li> <li>having community boards allocate funding to their local communities may encourage a greater uptake from the community for local projects/events that need additional funding support</li> </ul>	<p>opportunities to acquire district grant funds for local projects/events</p> <ul style="list-style-type: none"> <li>small communities where personality or group conflicts exist may feel disadvantaged by having the community board allocate funds, opposed to District councillors through the Community and Policy Committee</li> </ul>
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**Option 2 – recommend that 30% of the Councils District grant funding be retained for allocation by the Community and Policy Committee, and the remaining 70% be distributed equally to Councils nine community boards**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>ensures Council is providing assistance in a considered and prudent manner to ensure an efficient and effective outcome for the communities it supports</li> <li>many of the grants that support community initiatives have not been reviewed for some time and will identify if the needs of recipients and applicants have changed</li> <li>providing District grant funding for community boards to allocate at a local level is consistent with the impetus to move towards greater community leadership and resilience</li> </ul>	<ul style="list-style-type: none"> <li>there may be a feeling of uncertainty with those groups that currently receive funding and grant assistance from Council that changes may impact their ability to source funding from Council</li> <li>community board members will need to understand and navigate, when allocating funds within their local communities, if a conflict of interest is present</li> <li>distributing District funding equally across nine communities boards may be perceived as disadvantageous to boards with larger</li> </ul>

## Community and Policy Committee

5 June 2019

<ul style="list-style-type: none"> <li>distributing funds equally across Councils nine community boards allows for each board to allocate funds based on the needs of local communities, irrespective of the board area population</li> <li>distributing funds equally minimises the perception that smaller board are disadvantaged in the amount received</li> <li>retaining 30% of funds for the Community and Policy Committee to allocate allows for applications that benefit/impact the wider district are not competing for funds at a local level</li> <li>provides an opportunity for community boards to determine their own prioritisation in the allocation of community grants</li> <li>having community boards allocate funding to their local communities may encourage a greater uptake from the community for local projects/events that need additional funding support</li> <li>community boards have the opportunity to include a local rate for grants if they wish to increase the amount of funding available to communities in their board areas</li> </ul>	<p>populations, and who will receive the same amount as boards with smaller populations</p> <ul style="list-style-type: none"> <li>small communities where personality or group conflicts exist may feel disadvantaged by having the community board allocate funds, opposed to District councillors through the Community and Policy Committee</li> </ul>
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### **Option 3 – recommend that the existing community funding schemes and associated funding support to community organisations be maintained without change**

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>current recipients of Council's approach to grants and funding may perceive a greater sense of certainty if changes are not undertaken</li> <li>the current level of service in community assistance through funding and grants would be maintained</li> <li>community boards have the opportunity to include a local rate for grants if they wish to increase the amount of funding available to communities in their board areas</li> </ul>	<ul style="list-style-type: none"> <li>work towards Council's representation review has considered the future of community boards to provide funding to their communities directly, and may not be considered under the current approach</li> <li>the current allocation of funds for the community initiatives fund is lacking in local contribution</li> <li>many of the grants that support community initiatives have not been reviewed for some time and could identify if the needs of recipients and applicants have changed</li> </ul>

- |  |  |
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| <ul style="list-style-type: none"><li>• community board members are less exposed to situations where they have a conflict of interest in allocating funds within the community</li></ul> |  |
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### **Assessment of Significance**

- 53 Staff have assessed reviewing the community funding and grant process currently utilised by Council as not being a significant matter in accordance with the Local Government Act 2002 and Council's Significance and Engagement Policy.
- 54 It should be noted however, that any significant deviation from the criteria for eligibility and amounts available for community grants and funding is likely to impact/have consequences for a large number of people across the District. It would be appropriate to determine that there may be a lot of public interest in this matter, and if significant deviations from the current eligibility were to be changed, the significance of this issue would increase.

### **Recommended Option**

- 55 It is recommended that the Community and Policy Committee proceed with option 2, and recommend that 30% of Councils district grant funding be retained for allocation by the Community and Policy Committee, and the remaining 70% be distributed equally to Councils nine community boards.

### **Next Steps**

- 56 Following any recommendation from the Community and Policy Committee, a report will be provided to the July 2019 Council meeting.
- 57 This report will include a draft community assistance policy for consideration, based on the scope and guidance received from the committee.

### **Attachments**

- A [CURRENT Community Assistance Policy - Grants and Donations](#) ↓
- B [Grants Table 23/05/2019](#) ↓



## 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: 5 August 2015
Approved by: Council	Date approved: 5 August 2015	Next review date: 5 August 2018

### CONTENTS

1.	<b>PURPOSE</b> .....	1
2.	<b>BACKGROUND</b> .....	1
3.	<b>POLICY DETAILS</b> .....	1
4.	<b>TYPES OF GRANTS</b> .....	2
5.	<b>ROLES AND RESPONSIBILITIES</b> .....	9
6.	<b>ASSOCIATED DOCUMENTS</b> .....	9
7.	<b>REVISION RECORD</b> .....	9

## 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 5 August 2015 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.

## 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 Communications and 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 to Council 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»

Citizens Advice Bureau	2,200	LTP	Yes	Yes
Cycling Southland Incorporated	3,000	LTP	Yes	Yes
Gore Counselling Service	1,000	LTP	Yes	Yes
High Values Area	15,000	LTP	Yes	Yes
Hollyford Conservation Trust	10,000	LTP	Yes	Yes
Iwi Funding	40,711	LTP	Yes	Yes
Life Education Trust	5,000	LTP	Yes	Yes
Loss and Grief Centre	15,000	LTP	Yes	Yes
Miscellaneous Grants	9,400	LTP	Yes	Yes
Swim Safe Programme	23,000	LTP	Yes	Yes
Southern REAP	9,600	LTP	Yes	Yes
Southland Indoor Leisure Centre (Stadium Maintenance)	75,000	LTP	Yes	Yes
Southland Regional Heritage Committee	556,603	LTP	Yes	No
Southland Safer Communities	10,000	LTP	Yes	Yes
St Johns Ambulance	1,400	LTP	Yes	Yes
Toimata Foundation	10,000	LTP	Yes	Yes
Waituna Partnership	25,000	LTP	Yes	Yes
Warm Homes Trust	35,000	LTP	Yes	Yes
Bursaries	7,000	By application	Yes	Yes
Community Service Award	1,200	By nomination	Yes	Yes
Debating Competition	800	LTP	Yes	Yes
Outward Bound	8,000	By application	Yes	Yes

Dog and Animal Control	37,859	LTP	Yes	No
Contribution – Parks & Reserves	14,745	LTP	Yes	No
Holiday Programmes	30,000	LTP	Yes	Yes
Museum Services	30,572	LTP	Yes	No
Santa Parade	5,000	LTP	Yes	Yes
Community Initiative	108,800	By application	Yes	Yes
Creative Communities	21,030	By application	No	No
District Heritage	62,604	By application	Yes	Yes
John Beange Reserve	1,400	By application	No	No
Northland Southland Development Fund	9,825	By application	No	No
Ohai Railway Fund	55,000	By application	No	No
Sport NZ	12,765	By application	No	No