



---

# Ohai Railway Fund Committee

## OPEN MINUTES

---

---

Minutes of a meeting of Ohai Railway Fund Committee held in the Southland District Council Otautau Office, 176 Main Street, Otautau on Friday, 5 June 2020 at 10am.

---

### PRESENT

|                |                              |
|----------------|------------------------------|
| <b>Members</b> | Sue Adams                    |
|                | Kevin Dixon                  |
|                | Bill Mather                  |
|                | Shane Robertson              |
|                | Councillor George Harpur     |
|                | Councillor Margie Ruddenklau |

### APOLOGIES

Councillor Don Byars

### IN ATTENDANCE

|   |                 |
|---|-----------------|
| <b>Group Manager, Community and Futures</b> | Rex Capil       |
| <b>Financial Accountant</b>                 | Sheree Marrah   |
| <b>Committee Advisor</b>                    | Alyson Hamilton |

## 1 Welcome and Apologies

Councillor Harpur opened the meeting and welcomed the Members to the Inaugural meeting of the Ohai Railway Fund Committee for the 2019 - 2022 triennium.

Councillor Harpur congratulated the Members present on being elected to the Ohai Railway Fund Committee for the ensuing three year term.

Councillor Harpur advised an apology has been received from Councillor Byars.

Moved Kevin Dixon, seconded Bill Mather and **resolved:**

**That the Ohai Railway Fund Committee accept the apology.**

### 7.1 Election of Chair and Deputy Chair

#### Record No: R/20/5/11979

Councillor Harpur called for nominations for the position of Chairperson of the Ohai Railway Fund Committee.

| <u>Nominee</u> | <u>Moved</u> | <u>Seconded</u> |
|----------------|--------------|-----------------|
| Sue Adams      | Kevin Dixon  | Bill Mather     |

There were no further nominations.

The nomination of Sue Adams for Chairperson of the Ohai Railway Fund Committee for the 2019-2022 term was PUT and declared CARRIED.

Sue Adams was duly elected Chair of the Ohai Railway Fund Committee for the 2019-2022 term.

Councillor Harpur then called for nominations for the Deputy Chairperson of Ohai Railway Fund Committee

| <u>Nominee</u> | <u>Moved</u> | <u>Seconded</u> |
|----------------|--------------|-----------------|
| Bill Mather    | Kevin Dixon  | Sue Adams       |

There were no further nominations.

The nomination of Bill Mather for Deputy Chairperson of the Ohai Railway Fund Committee for the 2019-2022 term was PUT and declared CARRIED.

Bill Mather was duly elected Deputy Chairperson of the Ohai Railway Fund Committee for the 2019-2022 term.

---

**Resolution**

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

**That the Ohai Railway Fund Committee:**

- a) **Receives the report titled “Election of Chair and Deputy Chair” dated 27 May 2020.**
- b) **Determines that this matter or decision be recognised 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) **Agrees to use system A for the election of the chair and deputy chair.**
- e) **Elects Sue Adams to the chair of the committee for the 2019/2022 triennium.**
- f) **Elects Bill Mather as deputy chair of the committee for the 2019/2022 triennium.**

**2 Leave of absence**

There were no requests for leave of absence.

**3 Conflict of Interest**

Bill Mather declared a conflict of interest on the funding application item 7.7 in regards the Ohai Nightcaps Lions Club applications for the Children’s Christmas Party and the Guy Fawkes Event and took no part in discussion or voting on these items.

**4 Public Forum**

There was no public forum.

**5 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

## 6 Confirmation of Minutes

### Resolution

Moved Bill Mather, seconded Cr Harpur **and resolved:**

**That the minutes of Ohai Railway Fund Committee meeting held on 10 October 2019 and the Ohai Railway Fund Triennial meeting held 18 March 2020 be confirmed as a true and correct record of those meetings.**

## Reports

### 7.2 General Explanation from Chief Executive

**Record No: R/20/5/12459**

Committee Advisor, Alyson Hamilton was in attendance for this item..

Mrs Hamilton advised that Clause 21(5) of Schedule 7 of the Local Government Act 2002 requires the Chief Executive Officer to provide an explanation to elected members on certain legislation which controls the way in which the Council's business may be conducted and the laws affecting elected members.

The committee noted the contents of the report and Mrs Hamilton explained the various parts of the legislation that Members of the Ohai Railway Fund Committee need be aware of.

### Resolution

Moved Cr Ruddenklau, seconded Shane Robertson **and resolved:**

**That the Ohai Railway Fund Committee:**

- a) **Receives the report titled "General Explanation from Chief Executive" dated 28 May 2020.**
- b) **Determines that this matter or decision be recognised 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.**

### 7.3 Terms of Reference and Delegations 2019 - 2022 Governance Structure

**Record No: R/20/5/12465**

Committee Advisor, Alyson Hamilton was in attendance for this item.

Mrs Hamilton advised the purpose of the report is to advise the Committee of the Terms of Reference and Delegations for Southland District Council Committees for the 2019/2022 Triennium which were approved by Council at its meeting on Friday 1 November 2019.

#### **Resolution**

Moved Kevin Dixon, seconded Cr Ruddenklau **and resolved:**

**That the Ohai Railway Fund Committee:**

- a) **Receives the report titled "Terms of Reference and Delegations 2019 - 2022 Governance Structure" dated 27 May 2020.**
- b) **Determines that this matter or decision be recognised 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) **Notes that the Delegations Manual containing terms of reference and delegations for the governance structure including Committees was adopted by Council at its meeting on Friday 1 November 2019.**

### 7.4 Elected Members Code of Conduct

**Record No: R/20/5/12464**

Committee Advisor, Alyson Hamilton was in attendance for this item.

Mrs Hamilton advised that the Elected Members Code of Conduct (the Code) was adopted by the Southland District Council at its meeting on 1 November 2019.

The committee noted that the Code acts as a guide to ensure a standard of behaviour that is expected by all elected members (Councillors, Committees and Community Boards when they are acting under Council delegations.

#### **Resolution**

Moved Bill Mather, seconded Shane Robertson **and resolved:**

**That the Ohai Railway Fund Committee:**

- a) **Receives the report titled “Elected Members Code of Conduct” dated 27 May 2020.**
- b) **Determines that this matter or decision be recognised 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) **Notes the Elected Members Code of Conduct agreed to by Council at its meeting on 1 November 2019 for the Mayor and Councillors and members of the Community Boards, all Committees and Subcommittees of the Southland District Council.**

## **7.5 Schedule of Meetings up to October 2022**

**Record No: R/20/5/12133**

Committee Advisor, Alyson Hamilton was in attendance for this item.

Mrs Hamilton advised the purpose of the report is to approve a schedule of meeting dates for up to October 2022 so that meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.

### **Resolution**

Moved Cr Ruddenklau, seconded Bill Mather **and resolved:**

**That the Ohai Railway Fund Committee:**

- a) **Receives the report titled “Schedule of Meetings up to October 2022” dated 28 May 2020.**
- 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) **Agrees to meet at the Southland District Council Otautau office, 176 Main Street, at 10am on the following dates up to October 2022:**

- Friday, 6 November 2020
- Friday, 7 May 2021
- Friday, 5 November 2021
- Friday, 6 May 2022

## 7.6 Financial Report to 30 April 2020

**Record No: R/20/5/12131**

Financial Accountant Sheree Marrah was in attendance for this item.

Mrs Marrah advised the purpose of the report is to provide a summary of the Ohai Railway Fund's financial position as at 30 April 2020.

### **Resolution**

Moved Kevin Dixon, seconded Bill Mather **and resolved:**

**That the Ohai Railway Fund Committee:**

- a) Receives the report titled "Financial Report to 30 April 2020" dated 28 May 2020.**

## 7.7 Organisation Application Summary - May 2020

**Record No: R/20/5/12156**

Community Liaison Officer, Kathryn Cowie was in attendance for this item.

Mrs Cowie advised the purpose of the report is for the committee to consider applications from three organisations, seeking grants to assist with community projects. It is requested the committee consider the applications and direct accordingly.

The applications to be considered include the following:

- 1) Wallace Takitimu Community Board
- 2) Ohai Nightcaps Lions Club (Christmas Party)
- 3) Ohai Nightcaps Lions Club (Guy Fawkes Event)

Moved Kevin Dixon, seconded Cr Ruddenklau **recommendations a to c.**

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

Moved Bill Mather, seconded Kevin Dixon **recommendation d - the application from the Wallace Takitimu Community Board (Ohai Hall) and resolved:**

**That the Ohai Railway Fund Committee:**

- d) Approves a grant of \$10,000 to the Wallace Takitimu Community Board to assist towards costs associated with new equipment for the Ohai hall.**

The motion was put and declared CARRIED.

Bill Mather declared a conflict of interest on the application - Ohai Nightcaps Lions Club (Children's Christmas Party) and took no part in discussion or voting on this item.

Moved Shane Robertson, seconded Cr Ruddenklau **recommendation e - Ohai Nightcaps Lions Club (Children's Christmas Party) and resolved:**

**That the Ohai Railway Fund Committee**

- e) Approves a grant of \$1,239 to the Ohai Nightcaps Lions Club to assist towards costs associated with the Children's Christmas Party.**

The motion was put and declared CARRIED.

Bill Mather declared a conflict of interest on the application - Ohai Nightcaps Lions Club (Guy Fawkes event) and took no part in discussion or voting on this item.

Moved Kevin Dixon, seconded Shane Robertson **recommendation f - Ohai Nightcaps Lions Club (Guy Fawkes event) and resolved:**

**That the Ohai Railway Fund Committee**

- f) Approves a grant of ~~\$3,745~~ \$3,279 to the Ohai Nightcaps Lions Club to assist towards costs associated with the Guy Fawkes event held at McGregor Park.**

The motion was put and declared CARRIED.

Moved Kevin Dixon, seconded Cr Ruddenklau **new recommendations g and h as indicated, which were put and declared CARRIED.**

- g) Acknowledges that by approving the funding applications in, e, f above, the funds available for distribution for the year to 30 June 2020 will be over committed.**

- h) Approves the use of the Ohai Railway Fund's capital to fund any additional committed grants.**

**Final Resolution**

**That the Ohai Railway Fund Committee:**

- a) Receives the report titled "Organisation Application Summary - May 2020" dated 27 May 2020.**
- 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) **Approves a grant of \$10,000 to the Wallace Takitimu Community Board to assist toward costs associated with new equipment for the Ohai hall.**
- e) **Approves a grant of \$1,239 to the Ohai Nightcaps Lions Club to assist toward costs associated with the Children's Christmas Party.**
- f) **Approves a grant of \$3,279 to the Ohai Nightcaps Lions Club to assist toward the costs associated with the Guy Fawkes event held biennial at McGregor Park.**
- g) **Acknowledges that by approving the funding applications in, d, e, f above, the funds available for distribution for the year to 30 June 2020 will be over committed.**
- h) **Approves the use of the Ohai Railway Fund's capital to fund any additional committed grants.**

## **7.8 Tertiary Application Summary - May 2020**

**Record No: R/20/5/12158**

Committee Advisor, Alyson Hamilton, was in attendance for this item.

Mrs Hamilton advised the purpose of this report is for the Ohai Railway Fund Committee to consider applications from 10 individuals seeking grants to assist with tertiary study. The committee is requested to consider the applications and direct accordingly.

Moved Kevin Dixon, seconded Bill Mather **recommendations a to c.**

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

Moved Bill Mather, seconded Kevin Dixon **recommendation d-1 - the application from Renee Katarina Lumsden and resolved:**

**That the Ohai Railway Fund Committee:**

- d-1) Approves a grant of ~~\$1,000~~ \$675.00 to Renee Katarina Lumsden, subject to confirmation that funding has not been sourced elsewhere.**

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

Moved Sue Adams, seconded Bill Mather **recommendation d-2 - the application from Kirsty Ellen Knarston and resolved:**

**That the Ohai Railway Fund Committee:**

- d-2) Declines the second application received from Kirsty Ellen Knarston due to the Policy stating applicants can only apply once to the Ohai Railway Fund.**

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

Moved Kevin Dixon, seconded Bill Mather **recommendation d-3 - the application from Hannah Church and resolved:**

**That the Ohai Railway Fund Committee:**

- d-3) Approves a grant of \$1,000 to Hannah Church.**

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

Moved Kevin Dixon, seconded Bill Mather **recommendation d-4 - the application from Jorjah Kate Hamilton and resolved:**

**That the Ohai Railway Fund Committee:**

- d-4) Approves a grant of \$1,000 to Jorjay Kate Hamilton.**

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

Moved Kevin Dixon, seconded Cr Ruddenklau **recommendation d-5 - the application from Damien Joseph Mitchell and resolved:**

**That the Ohai Railway Fund Committee:**

- d-5) Approves a grant of \$1,000 to Damien Joseph Mitchell.**

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

Moved Sue Adams, seconded Shane Robertson **recommendation d-6 - the application from Sophia Le Lievre and resolved:**

**That the Ohai Railway Fund Committee:**

- d-6) Approves a grant of \$1,000 to Sophia Le Lievre.**

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

Moved Bill Mather, seconded Kevin Dixon **recommendation d-7 - the application from Harrison Logan Campbell and resolved:**

**That the Ohai Railway Fund Committee:**

- d-7) Approves a grant of \$1,000 to Harrison Logan Campbell.**

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

Moved Sue Adams, seconded Bill Mather **recommendation d-8 - the application from Kane Pickett and resolved:**

**That the Ohai Railway Fund Committee:**

**d-8) Approves a grant of \$700 to Kane Pickett.**

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

Moved Kevin Dixon, seconded Sue Adams **recommendation d-9 - the application from Zoe Le Lievre and resolved:**

**That the Ohai Railway Fund Committee:**

**d-9) Approves a grant of \$700 to Zoe Le Lievre subject to the applicant being aware that the policy states an applicant is eligible for one grant only post-secondary a grant of \$1,000 or the Outward Bound Course \$700.**

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

Moved Cr Ruddenklau, seconded Shane Robertson **recommendation d-10 - the application from Millie Mae Grace Wallace and resolved:**

**That the Ohai Railway Fund Committee:**

**d-10) Approves a grant of \$1,000 to Millie Mae Grace Wallace.**

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

Moved Kevin Dixon, seconded Cr Ruddenklau **new recommendations g and h as indicated, which were put and declared CARRIED.**

**g) Acknowledges that by approving the funding applications in, e, f above, the funds available for distribution for the year to 30 June 2020 will be over committed.**

**h) Approves the use of the Ohai Railway Fund's capital to fund any additional committed grants.**

**Final Recommendation**

**That the Ohai Railway Fund Committee:**

- a) Receives the report titled "Tertiary Application Summary - May 2020" dated 27 May 2020.**
- 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) **Approves funding for the following tertiary applications received:**
- |    |                          |          |
|----|--------------------------|----------|
| 1  | Renee Katarina Lumsden   | \$675    |
| 2  | Kirsty Ellen Knarston    | Declined |
| 3  | Hannah Church            | \$1,000  |
| 4  | Jorjah Kate Hamilton     | \$1,000  |
| 5  | Damian Joseph Mitchell   | \$1,000  |
| 6  | Sophia Le Lievre         | \$1,000  |
| 7  | Harrison Logan Campbell  | \$1,000  |
| 8  | Kane Pickett             | \$700    |
| 9  | Zoe Le Lievre            | \$700    |
| 10 | Millie Mae Grace Wallace | \$1,000  |
- g) **Acknowledges that by approving the funding applications in, d, 1-10 above, the funds available for distribution for the year to 30 June 2020 will be over committed.**
- h) **Approves the use of the Ohai Railway Fund's capital to fund any additional committed grants.**

## 7.9 Grants Schedule

**Record No: R/20/5/12154**

Committee Advisor, Alyson Hamilton was in attendance for the item.

### **Resolution**

Moved Bill Mather, seconded Chairperson Adams **and resolved:**

**That the Ohai Railway Fund Committee:**

- a) **Receives the report titled "Grants Schedule" dated 27 May 2020.**

## 7.10 Overview and Operational Protocols

**Record No: R/20/5/12552**

Group Manager, Community and Futures, Rex Capil and Committee Advisor, Alyson Hamilton were in attendance for this item.

---

**Resolution**

Moved Bill Mather, seconded Kevin Dixon **and resolved:**

**That the Ohai Railway Fund Committee:**

- a) **Receives the report titled “Overview and Operational Protocols” dated 28 May 2020.**

The meeting concluded at 10.58am.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE OHAI RAILWAY FUND COMMITTEE  
HELD ON FRIDAY 5 JUNE 2020

**DATE:**.....

**CHAIRPERSON:**.....