

**POLICY:** **COMMITTEES OF COUNCIL**  
**ALLOCATION COMMITTEE**

**GROUP RESPONSIBLE:** Venture Southland

**DATE APPROVED:** 29/10/92

**DATE AMENDED:** 28/1/99, 28/3/02, 20/5/03

**FILE NO:** 46/1/1/6, 240/10/5/8

**POLICY DETAIL:**

**1.0 ALLOCATION OF FINANCIAL CONTRIBUTIONS RECEIVED FROM MAJOR DEVELOPMENTS UNDER THE SOUTHLAND DISTRICT PLAN**

Relevant criteria for Financial Contributions received from major developments under the District Plan are attached as Appendix I.

See also Development Contributions (and Reserves Contributions) under Local Government Act 2002 - page D-3.

**2.0 AMENITY FUND**

This fund is established for providing assistance by way of grants towards the establishment of, or improvements to, facilities and amenities which include:

- community centres/halls
- local reserves and picnic areas
- playgrounds
- walkways and tracks - including mountain bike tracks
- sports fields
- swimming pools
- changing room facilities associated with the above

Applications will be considered by the Allocation Committee.

Relevant criteria for this fund is attached as Appendix II.

**Community Centre and Hall Improvements**

Assistance is available for minor capital improvement projects outside the normal on going maintenance of halls and community centres. Any request for funding shall include a report outlining all relevant aspects of the application and also including a property report stating whether it is viable to upgrade to extend the existing building.

In the case of community centres undertaking large capital works projects, Council may consider making an advance on community centre levies, as a form of funding assistance.

Private halls where appropriate shall be encouraged to become community centres and thus establish a stable income for running costs and receive the possible benefits of levy advantages.

Assistance by grant or loan for major improvements may be considered from the Community Development Funding.

### **Reserves and Picnic Areas**

Assistance is available for development and improvement of reserves, recreational and picnic areas within the District. This fund is available for approved projects outside of the normal ongoing maintenance and beyond the funding abilities of local administering committees.

A register of all reserves, recreational and picnic areas will be maintained indicating those of local or District significance.

### **Toilet Facilities**

Assistance may be given with the establishment or upgrading of toilet facilities at key sites by loan or grant. The level of assistance will be decided on a case by case basis by the Allocation Committee taking into account all factors relevant to the project including the importance of the facility in the network. Toilets in all categories may be eligible for this assistance.

### **General**

All applications should be accompanied by a report outlining all aspects relevant to the application.

Level of assistance should be based on the relative merit of the project and may take into account any previous assistance given.

The level of funding is \$20,000 per annum, plus any carry over balance from the previous year.

## **3.0 COMMUNITY DEVELOPMENT FUND**

This is a District Community Development Fund which is established from District reserves and annual contributions from District rates. Funds are allocated twice a year by Council's Allocation Committee.

Relevant criteria for this fund is attached as Appendix III.

## **4.0 CREATIVE NEW ZEALAND - CREATIVE COMMUNITIES**

This fund has its own criteria for use and distribution as set by Creative New Zealand. The Southland District Council will actively promote and encourage

applications and administer and distribute funds on behalf of Creative New Zealand to satisfy the eligible projects and funding criteria.

**FINANCIAL CONTRIBUTIONS RECEIVED FROM MAJOR DEVELOPMENTS  
UNDER THE SOUTHLAND DISTRICT PLAN**

**1. Establishment**

That funds raised through application of Rule FIN.10 of the District Plan (less GST) be placed in a separate fund called the Financial Contributions Fund and be used to remedy, mitigate or offset adverse effects arising from, and in consequence of, or in association with any development.

In the event that the Resource Planning Committee is required to identify projects ahead of levying a financial contribution, the Committee should, where possible, seek input from development planners, urban engineers, ward councillors and community board or community development area representatives with a view to establishing a comprehensive list of projects that will remedy, mitigate or offset adverse effects arising from the development.

(Note: Funding levied via Rule FIN.10 for specific projects identified in the resource consent process must be strictly applied for the reasons for which it has been levied - ie mitigating adverse environmental effects from developments).

All interest generated in the funds is credited to the 'unspecified balance' which the Southland District Council's Allocations Committee has available for general distribution.

**2. Allocation**

***Funds raised under Rule FIN.10 of District Plan - Development***

- (a) That where a development contribution is levied for specified projects as part of the resource consent process, that delegated authority be given to the Ward Councillor, the Chair of the Allocations Committee and the Chief Executive Officer of the Southland District Council to approve the release of the funds.

Approval will only be considered on receipt of a detailed report of the project plan and should include a current financial statement and audited set of accounts where appropriate.

- (b) That where a development contribution is levied for unspecified purposes but tagged for spending within the area in which they were generated, that the relevant Community Board, Community Development Area (or failing that, Ward) be invited to submit to the Allocations Committee a recommendation on how the funds should be applied; with the primary focus being to offset adverse environmental effects of the development. Approval on the distribution of these funds rests with the Allocations Committee.

Approval will only be considered on receipt of a detailed report of the project plan and should include a current financial statement and audited set of accounts where appropriate.

- (c) That where a development contribution is levied for unspecified purposes, and may be applied across the entire District, that funds be distributed by the Southland District Council's Allocations Committee.

Approval will only be considered on receipt of a detailed report of the project plan and should include a current financial statement and audited set of accounts where appropriate.

Allocation for (b) and (c) to be made by one or a combination of the following methods:

- (a) Grants

That where the funds are requested and the project is of benefit to the District or community as a whole, then the allocation of funds by way of a grant may be appropriate.

- (b) Interest Free Loans

- (i) That in the case of public reserves vested in Southland District Council which are the responsibility of Council but are run or managed on a voluntary basis by local committees and that where a need for additional funding is demonstrated, Council may consider advancing an interest free loan for the running or development of the facility.

- (ii) That where a project is of a major benefit to local community or the District as a whole and that the loan required is of a short term nature, eg 'bridging finance', while awaiting Government funding, or the completion of fundraising. Then Council in these cases may consider advancing a short term interest free loan.

- (iii) That in both (i) and (ii) the applicants must demonstrate an ability to repay the loan.

- (c) Low Interest Loans

That where the applicant requires longer term funding for a community based project and has the ability to meet repayments with interest, Council may consider advancing a low interest loan. The interest rate be set at not less than the assessed rate of inflation. The rate shall be set by the Allocations Committee at the time of allocation.

- (d) Priority should be given to interest bearing loans with the objective of sustaining the level of funding available.

### **AMENITY FUND**

#### **Purpose**

The Southland District Council Amenity Fund is available to support the development of and improvements to local community recreational amenities and facilities throughout the District.

The aim of this fund is to support community amenities and facilities at a local level and is available to Community Boards, Community Development Area Committees, community organisations and management committees.

#### **Guidelines**

- Funding assistance is available for development and minor capital improvement projects outside the normal ongoing maintenance requirements for the following local amenities:
  - community centres/halls
  - local reserves and picnic areas
  - playgrounds
  - walkways and tracks - including mountain bike tracks
  - sports fields
  - swimming pools
  - changing room facilities associated with the above
- All applications will include a completed Application Form and project proposal outlining all aspects relevant to the application.
- All applications are to be administered through the Allocations Committee distribution process with the applications to close at 31 March and 30 September each year.
- Level of assistance is based on the merit of the project (including the level of use of the amenity) and may take into account any previous assistance provided to the amenity.
- Funding is not to be allocated retrospectively (for projects that have already commenced or been completed).
- The fund is a subsidy based funding scheme - organisations must contribute a reasonable amount towards the cost of the project.
- Only one application per organisation is accepted in any 12 month period.
- The level of funding to be available for allocation is to be determined by way of Annual Plan process, plus any carry over balance from the previous year.
- This policy is effective from 1 July 2002.

## **COMMUNITY DEVELOPMENT FUND**

### **Eligible Criteria**

- The development of
- Community facilities or resources
  - Recreational opportunities
  - Community programmes, activities or events

Assistance may also be provided to groups or organisations taking part in events which reflect credit or provide benefit to the community.

Assistance for other initiatives outside the above broad categories may be provided at the discretion of the Allocation Committee.

### **General Allocation Criteria**

- All of the funding assistance schemes are subsidy based. Groups and organisations applying must be committed to sharing a significant part of the costs (voluntary labour and donations of materials are regarded as items which may offset a contribution towards the project costs).
- Priority is given to assisting new ventures and developments, particularly those which provide ongoing benefit.
- The level of assistance should reflect the level of contributions from the applicant and the potential benefits to the community.
- Priority may be given to applications where there are limited alternative means of raising funds.
- 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 within the district.
- Where projects are of equal merit levels of previous assistance may be considered when establishing priority.
- Funding assistance may be provided to teams or groups, or individuals who live within the area administered by the Southland District Council, involved in high profile sporting or recreational pursuits or events which reflect credit on the district or region.

### **General Operational Guidelines**

- That the annual allocation by Council to community funding (currently \$1 per head of population) be directed to providing direct grants from the District Community Development Fund.
- That the base balance level for the fund be set at \$300,000 by the Allocation Committee, to ensure the sustainability of the fund. The base level to be reviewed from time to time by the Allocation Committee.
- That interest payable on loans be set by the Allocation Committee.
- That the annual allocation by Council to Community funding of \$40,000 be directed to provide grants from the District Community Development Fund.

**POLICY:**

**COMMITTEES OF COUNCIL**

**ALLOCATION COMMITTEE**

**Scholarship and Bursaries Subcommittee**

**GROUP RESPONSIBLE:**

Venture Southland

**DATE APPROVED:**

29/10/92

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28/1/99, 28/3/02, 20/5/03, 02/04/04

**FILE NO:**

46/1/1/6, 18/9/1/2, 240/10/5/8

**POLICY DETAIL:**

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 (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.

## **ARTS SCHOLARSHIPS**

The Southland District Council will award one Art Scholarship annually.

- The scholarship is to encourage and assist students or persons undertaking tertiary study or an individual wishing to increase their skills in the Arts.
- The scholarship may be awarded for any of the following Arts, but not limited to:

Speech	Drama	Painting
Vocal	Dance	Pottery
Music	Writing	

- The scholarship to be awarded annually for the amount of \$1,000 can be held for one year only.
- In awarding the scholarship the Scholarship and Bursaries Subcommittee will take into account the commitment of the individual, the potential benefits to the individual from the study as well as the potential benefits to the community.
- The Art Scholarship will be advertised for applicants to apply from early November each year, with the closing date being prior to Christmas.
- Assessment of the Art Scholarship will be made by the Scholarship and Bursaries Subcommittee and if required will include a representative with a background in the Arts.
- The applicant or if dependent 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.
- Applicants will be interviewed and are required to provide examples of their work.
- As a condition of accepting the scholarship, the recipient is required to make available examples of their work (where practicable) for exhibition in Southland District Council offices and/or libraries.

## **CENTENNIAL BURSARY**

Two bursaries will be awarded with successful applicants receiving \$1,000.00 each.

### **1. 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.

### **2. 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 year's 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.

### **3. 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**

- (a) To sponsor attendance at two Outward Bound courses per year. One standard course and one compact course for residents of the Southland District.
- (b) The Scholarship and Bursaries Subcommittee is given the discretion to vary the category of sponsorship if in their opinion this is warranted due to the relative merits of the candidates in the various categories.
- (c) 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.

### **Purpose of the Scholarship**

To encourage and increase self-responsibility, confidence and motivation and to help build positive relationships with colleagues and others.

### **Policy Guidelines**

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 region.

## **SOUTHLAND DISTRICT COUNCIL ERIC HAWKES MEMORIAL STAFF OUTWARD BOUND SCHOLARSHIP**

To sponsor one staff member to Outward Bound each year.

### **Purpose of the Scholarship**

To encourage and increase self-responsibility, confidence and motivation and to help build positive relationships with colleagues and others.

### **Policy Guidelines**

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.

## **SOUTHLAND DISTRICT COUNCIL CREATIVE COMMUNITIES NEW ZEALAND** **VALMAI ROBERTSON DANCE SCHOLARSHIP**

### **Purpose of the Scholarship**

To encourage and assist Southland District residents who participate in a nominated form of dance to further develop their skills through attendance at skill development courses or workshops.

To acknowledge the substantial contribution and commitment over a period of 50 years to the field of dance by Mrs Valmai Robertson of Blackmount.

### **Policy Guidelines**

The Southland District Council through its Scholarship and Bursaries Subcommittee may award annual dance scholarships. The maximum assistance provided to any individual whether in one grant or cumulatively will not exceed \$500.00.

The scholarship is to encourage and assist those undertaking skill development courses, workshops, schools or other in the field of dance.

The scholarship may be awarded for any of the following dance types, but not limited to: Ballet, Tap, Jazz, Modern Dance, Cultural Dance (eg Māori Taiaha etc, Highland Dancing), Rock and Roll, Country and Western, Ballroom Dancing. Aerobics and Line Dancing do not fit into Creative New Zealand criteria.

The actual amount granted to any individual and the number of grants given may be increased or decreased within the set limits, 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 their opinion the number or quality of the applications does not reach the required standard.

The applicant is required to write a paragraph explaining, "Why I want to go to the course/workshop I have applied for a scholarship to attend". This is to be completed by the applicant in the space provided on the application form.

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.

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.

The assessment of the Dance Scholarship applications will be made by the Scholarship and Bursaries Subcommittee and will include if required a community representative with a background in dance.

The Dance Scholarship is to be advertised for applicants to apply from early November each year with the closing date being prior to Christmas. Application forms will be sent to all dance schools.