

POLICY: **COMMITTEES OF COUNCIL**

OHAI RAILWAY FUND

GROUP RESPONSIBLE: Customer and Financial Services

DATE APPROVED: 24/3/93

DATE AMENDED: 28/1/99, 25/10/01, June 2008

FILE NO: 10/7/5/1, 240/10/5/5

POLICY DETAIL:

1. Ohai Railway Fund Area

“The boundaries of the Ohai Railway Fund Area are generally defined as:-

East - the Aparima River and from the Hundred Line at Aparima North to Home Creek.

West - the Wairaki River from the Wairaki River bridge on the Clifden/Blackmount main highway north along its course into the Takitimu Mountains.

South - the Hundred Line from Aparima to Scotts Gap, along the Scotts Gap Feldwick Road to Feldwick, along the Clifden Gorge Road to Eastern Bush, and the Otahu - Eastern Bush Road to the Wairaki River Bridge.

North - Takitimu Mountains to Home Creek, then along its water course to the Aparima River.”

The boundary of the defined area is indicatively demonstrated on the map attached to this Policy Manual and is legally described in the New Zealand Gazette Notice, page 1671 of 11 May 1916, that is also attached to this Policy Manual.

2. Purpose of Fund

The purpose of the fund is to provide grant(s) for the benefit of the “residents” of the former “Ohai Railway Board Area” as defined on the attached map. A “resident” being a person or a descendant of a person whose name appeared on the Parliamentary Electoral Roll in any year from 1960 to 1999, both years inclusive, and whose address at this time or times was within the area of the district of the former Board.

From the date of the Triennial elections of members of the Committee to be held in 2008, the reference in the above subclause to the year '1999' shall read as a reference to '2002', and on the date of each subsequent Triennial election of members of the Committee shall be amended by the addition of a further three years to that reference."

3. **General Information**

In accordance with Southland District Council Long Term Community Council Plan Amendment 2006 the Ohai Railway Fund Committee has the discretion to change the level of grants allocated annually.

Ohai Railway Fund Committee, as a Committee of Southland District Council, will be subject to Southland District Council's Code of Conduct.

4. **Eligible Purposes**

Listed below is a summary of eligible purposes:

- The provision of bursaries for post-secondary school study or adult education.
- To facilitate Employment Opportunities.
- The development of:
 - Community facilities, reserves and resources.
 - Recreational and leadership opportunities.
 - Community programmes, activities, events and charitable purposes.
 - Operating costs can be considered where they are incorporated into a specific project. NOTE: This is not to be interpreted as an offsetting of rates.
- Assistance may also be provided to individuals or groups taking part in events, which reflect credit or provide benefit to the community.
- Consideration may be given to projects aimed at providing public utilities.
- Loans
- Community Education and Training
- Assistance for other initiatives outside the above broad categories may be provided at the discretion of the Committee.
- Transport - Transport Allowance may be considered for specific projects, but does not allow for transport to and from work or study.

5. **Fund Allocation Criteria**

Priority is given to assisting new ventures and developments, particularly those that provide ongoing benefit.

The level of assistance should reflect the level of contribution from the applicant and the potential benefits.

Priority may be given to applications where there are limited alternative means of raising funds.

Priority will be given to supporting educational initiatives for applicants whose opportunities are limited by difficult circumstances.

Where projects are of equal merit levels of previous assistance may be considered when establishing priority.

6. **Membership**

The Ohai Railway Fund Committee comprises the following members:

- Three representatives whom are appointed by the Southland District Council.
- Four local representatives whom are elected at the Committee's Triennial meeting.

7. **Triennial Meeting**

The Triennial meeting of the Committee is held in the month of February following the Triennial elections of the Southland District Council.

The venue of the Triennial meeting is to alternate between Ohai, Nightcaps and Wairio.

The Triennial meeting is chaired by the current Chairperson of the Ohai Railway Fund Committee.

Advertisement of the Triennial Meeting to be placed in local and public newsletters and flyers placed in local communities.

8. **Eligibility of Local Representatives**

Persons who are entitled to vote for local representatives on the Ohai Railway Fund Committee must qualify as a 'resident'.

DEFINITION: A "resident" being a person, or a descendant of a person, whose name appeared on the Parliamentary Electoral Roll in any year from 1960 to 1999 (both years inclusive) and whose address at the time was within the area of the former Board.

From the date of the Triennial Elections of members of the Committee to be held in 2008, the reference above to the year '1999' shall read as a reference to '2002'. On the date of each subsequent Triennial Election of members of the Committee the closing year shall be amended by the addition of a further three years to that reference ie: Triennial Election in

2011 - the applicable years will be amended to read “1960 to 2005 (inclusive)”.

9. Election of Local Representatives

The election of the four local representatives to the Committee is held at the Triennial meeting.

The successful candidates are the four nominees whom receive the highest number of votes at the Triennial meeting.

The election process is by way of nomination from “the floor” from members of the public attending the triennial election.

In the event of a local elected representative retiring during the three year term, the highest unsuccessful candidate is to fill the vacancy. If no vote was necessary at the Triennial meeting, then the Committee has the right to appoint.

Numbered voting papers are to be issued to eligible voters on their entrance to the Triennial meeting.

10. Voting Rights at the Triennial Meeting

The following people have voting rights at the triennial meeting:

- A person who has resided within the defined area for a minimum period of three years immediately preceding the date of the triennial election; and
- Who is in attendance at the triennial meeting. Proxy votes at the triennial meeting **NOT ACCEPTED**.

All persons must sign a declaration at the Triennial Meeting confirming their residency in the Ohai Railway Fund defined area for a minimum of three years.

11. Election of Chairperson and Deputy Chairperson

The Chairperson and Deputy Chairperson shall be elected at the first ordinary meeting of the Committee following the Triennial meeting, and are elected by the members of the Ohai Railway Fund Committee.

12. Applications

Any application submitted for building alterations or extensions to an existing building must have copies of plans, specifications and quotes attached.

Applicants seeking funding in excess of \$15,000 must be accompanied by a Long-Term Management Plan.

In the event of an organisation winding up within five years of receiving grant monies that organisation must repay the Ohai Railway Fund Committee a portion of the funds allocated on a pro rata basis of 20% depreciation per annum.

Organisations seeking funding must submit their latest financial accounts with their application.

Grants for post-secondary school or adult education assistance are to be allocated as follows:

- Students who reside in the defined area up to \$1,000.
- Non resident students who qualify for funds up to \$1,000.
- Short courses (12 months or less) and reside in the defined area up to \$700.
- Short courses (12 months or less) and the applicant is not a resident in the defined area up to \$700.

Applicants who qualify for post-secondary school or adult education grants are entitled to one grant only and cannot re-apply for similar type applications.

Grant monies will not be released until confirmation is received of the project's commencement date. Unless an extension is received by the Committee, in writing, and the said project has not commenced by six months from date of confirmation of successful grant application, the grant will become null and void.

Applications that are deemed to have commenced will be classed as retrospective and in normal circumstances will not be considered, however, in special circumstances the Committee has the right to consider same.

13. International Opportunities

For those undertaking a recognised overseas opportunity the following policy applies:

- Those who qualify under eligibility criteria, reside in the defined area, and the length of the exchange is a minimum of seven months are entitled to \$1,000.
- Those who qualify under eligibility criteria, reside in the defined area, and the length of the exchange is one-six months are entitled to \$500.
- Those who qualify under eligibility criteria but do not reside in the defined area and:
 - the length of the exchange is for a minimum of seven months are entitled to a maximum figure of \$1,000;
 - the length of the exchange is between one-six months are entitled to a maximum figure of \$500.
- Those allocated grant monies for international opportunities are not eligible to be considered for a post-secondary school or adult education grant.

14. **Community Education and Training Fund**

This Committee supports a community education and training fund for persons aged 15 years and older who wish to undertake non-traditional leadership or life skills education programmes, and such applicants must reside in the defined area of the Ohai Railway Fund, and the maximum amount available to any one applicant being \$2,500 per annum.

Allocation of a Community Education and Training Fund Grant does NOT preclude the applicant from applying for a post-secondary school or adult education grant.

15. **Loans**

This Committee agree to have loans included as part of its policies manual with each loan application treated on its own merits.

This Committee has the right to place a caveat on the title of the land and property of the applicant, or next of kin, and such caveat to have 'first-call' status.

Applications for loans by individuals or community groups shall include the following information:

- applicant's details.
- the loan requirements.
- bank statements.
- an audited copy of the latest annual financial report (or a schedule of assets and liabilities for an application by an individual).
- income and expenditure details.
- details of security offered.

Applications for commercial loans shall include the following information:

- a company profile.
- a proposed summary.
- historical data.
- a business plan.
- certification by the applicant.

An independent consultant, with suitable qualifications in the relevant industry, shall assess applications for commercial loans and make a recommendation to the Committee.

The applicant shall meet all costs associated with the independent assessment. Such costs will be met from an initial non-refundable application fee of \$500. If costs are going to exceed the initial application fee the applicant will be asked to agree to the costs before any further work shall proceed.

Where loans have been advanced to a business, the company/partnership will be expected to submit financial reports to the committee on either a

quarterly, six monthly or an annual basis. The basis for reporting will be at the discretion of the committee.

Loans are to be secured over the assets of the business in accordance with the provision of the land transfer act or the properties securities act 1999. The assets to be secured shall be determined on a case-by-case basis.

Recipients of loan monies will pay an interest rate calculated on a yearly basis (31 March) and based on the current weighted average rate of return of Southland District Council investments.

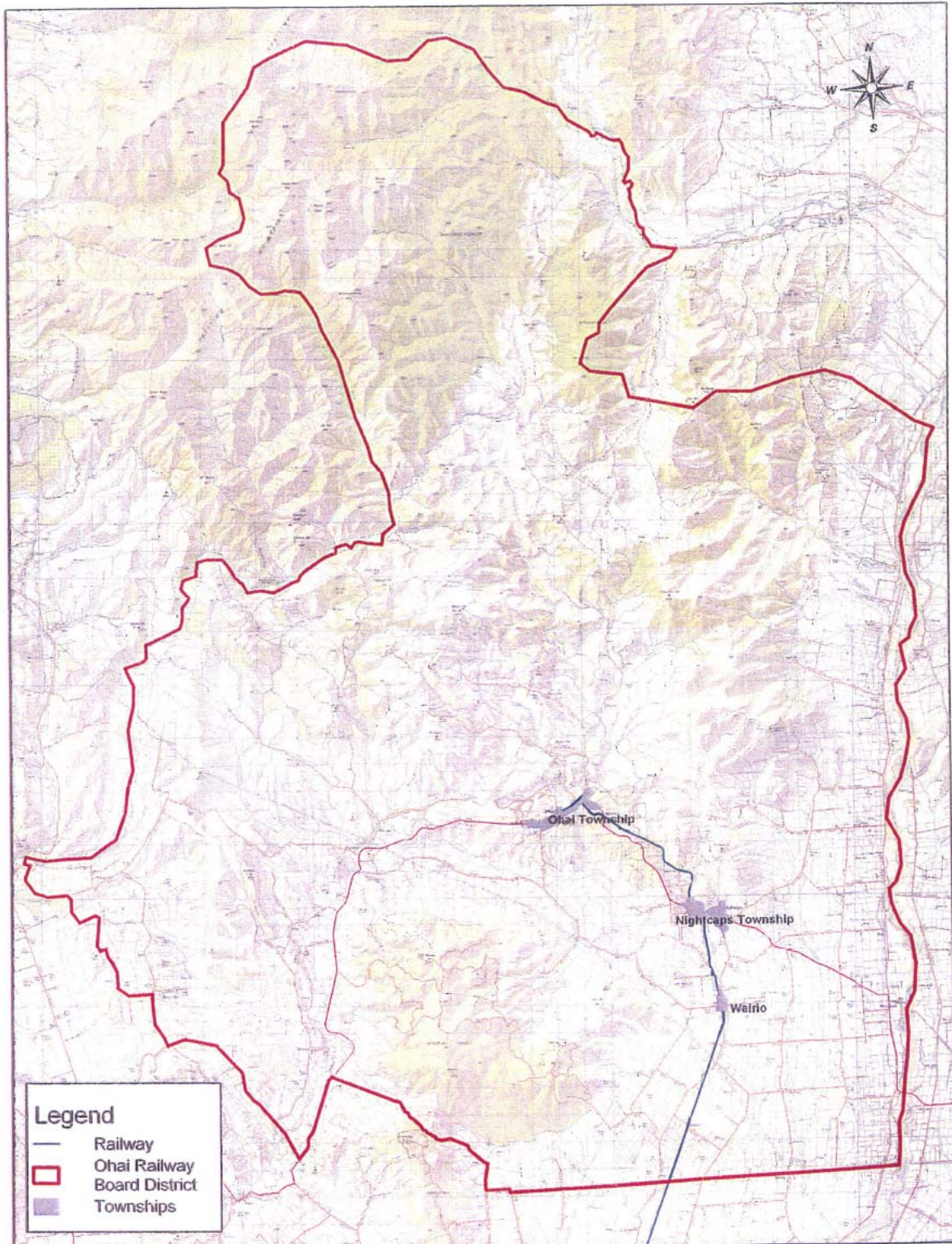
16. Declaration of Interest

If a Committee member has any connection to an application that member may declare an interest in the said application, prior to it being considered.

In such circumstances, the member affected shall still be entitled to speaking and voting rights, unless that member has a pecuniary interest in said application.

17. Applications Received After Closing Date

Applications lodged but received after the closing date for applications are decreed to be out of time and not to be considered for allocation of grant monies, unless the Committee determines there is a special case that requires consideration.



Ohai Railway Board District
05 June 2008

