



AGENDA

Community Services Committee Meeting Tuesday, 19 November 2024

Date Tuesday, 19 November 2024

Time Following the Infrastructure Committee

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1719321

Timaru District Council

Notice is hereby given that a meeting of the Community Services Committee will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 19 November 2024, at the conclusion of the Infrastructure Committee meeting.

Community Services Committee Members

Clrs Stacey Scott (Chairperson), Stu Piddington (Deputy Chairperson), Gavin Oliver, Peter Burt, Allan Booth, Owen Jackson, Sally Parker, Michelle Pye, Scott Shannon and and Mayor Nigel Bowen

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Beth Stewart

Group Manager Community Services

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- 1 Apologies**
- 2 Public Forum**
- 3 Identification of Items of Urgent Business**
- 4 Identification of Matters of a Minor Nature**
- 5 Declaration of Conflicts of Interest**
- 6 Chairperson's Report**

7 Confirmation of Minutes

7.1 Minutes of the Community Services Committee Meeting held on 8 October 2024

Author: Steph Forde, Corporate and Strategic Planner

Recommendation

That the Minutes of the Community Services Committee Meeting held on 8 October 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

- 1. Minutes of the Community Services Committee Meeting held on 8 October 2024**



MINUTES

Community Services Committee Meeting Tuesday, 8 October 2024

Ref: 1719321

**Minutes of Timaru District Council
Community Services Committee Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Tuesday, 8 October 2024 Following the Infrastructure Committee at 1.28pm.**

Present: Stacey Scott (Chairperson), Stu Piddington (Deputy Chairperson), Gavin Oliver, Peter Burt, Allan Booth, Mayor Nigel Bowen, Owen Jackson, Sally Parker, Michelle Pye, Scott Shannon

In Attendance: Paul Cooper (Group Manager Environmental Services), Andrea Rankin (Chief Financial Officer), Justin Bagust (Chief Information Officer), Bill Steans (Parks and Recreation Manager), Andrea McAlister (Acting Group Manager People & Capability), Andrew Dixon (Group Manager Infrastructure), Jan Finlayson (Geraldine Community Board Member), Charles Scarsbrook (Temuka Community Board Member), Nicole Timney (Group Manager Property), Philip Howe (Museum Director), Susannah Ratahi (Land Transport Manager), Selina Kunac (Transport Strategic Advisor), Steph Forde (Corporate and Strategic Planner), Stephen Doran (Group Manager Corporate and Communication), Maddison Gourlay (Marketing and Communications Advisor), Brendan Madley (Senior Policy Advisor), Naomi Scott (Community Funding Advisor), Stephen Compton (Minutes)

1 Apologies

1.1 Apologies Received

Resolution 2024/36

Moved: Clr Stacey Scott

Seconded: Clr Michelle Pye

That the Community Services Committee receive and note the apology of Clr Stu Piddington.

Carried

2 Public Forum

There were no public forum items.

3 Identification of Items of Urgent Business

No items of urgent business were received.

4 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

6 Chairperson's Report

6.1 Chairperson's Report

The Chairperson reported attendance at:

- The youth Initiative Sub Committee
- Business After 5 at the "Y" to present the Youth Survey results (The Chairperson acknowledged the Council team attending Business After 5).
- Joined an online forum on Leading Complex Communities
- Attended a "12 month" ceremony for our 6 Syrian families (with Mayor Bowen)
- Attended the Audit and Risk Committee Meeting
- Attended the Public Meeting of the Theatre Community
- Sister City Sub Committee
- Local Arts Scheme Sub Committee
- Hall of Fame Ceremony
- Citizenship Ceremonies
- Completed the Foundation course for the Emergency Operations Centre (EOC)

Resolution 2024/37

Moved: Clr Stacey Scott

Seconded: Clr Gavin Oliver

That the Community Services Committee receives and accepts the Chairperson's report.

Carried

7 Confirmation of Minutes

7.1 Minutes of the Community Services Committee Meeting held on 27 August 2024

The Chair clarified that the minutes were correct (specifically 7.1) around the plan to use unbudgeted funds, but the recommendation was to use the Reserve Funds.

Resolution 2024/38

Moved: Clr Michelle Pye

Seconded: Mayor Nigel Bowen

That the Minutes of the Community Services Committee Meeting held on 27 August 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

8 Reports

8.1 Actions Register Update

There is only one item on the Actions Register around Assessment of requests. Referred to email sent around agreed actions and strategy, so will leave as ongoing until papers presented in the New Year.

Resolution 2024/39

Moved: Clr Stacey Scott

Seconded: Clr Owen Jackson

That the Community Services Committee receives and notes the updates to the Actions Register.

Carried

8.2 Community Funding Policy

The Chair welcomed Senior Policy Advisor and Community Funding Advisor noting that the report was taken as read, and that a number of questions had been submitted, and could the responses be included in the presentation.

The Senior Policy Advisor thanked the team for their efforts and noted that the purpose of the report was to present the Community Services Committee with a draft policy, and ask that it be adopted for a targeted consultation.

Noted that the main purpose was to merge two policies into one, and standardise the funding frameworks; to provide a robust set of transparent criteria to the community and to assist Members of Funding bodies to consider when awarding funds, and to be flexible and future proofed.

A breakdown of key proposed changes is in the report.

Senior Policy Advisor thanked the Committee Members for their feedback and questions, and in order of received:

In terms of branding kit – how would the promotions and advertising occur?

The Chair clarified the question and asked if there is a branding protocol in place.

Group Manager Corporate and Communications confirmed that there is, and that there was a more flexible upgrade coming.

Senior Policy Advisor noted that the draft policy aimed to make that clear, and that there would be user guidelines provided in support

Conflicts of Interest – explanation of how current standing Orders relate to Committees, sub committees and funding bodies.

Concern expressed over potential binary choice to disqualify committee members.

Noted that purpose of policy was not to remove committee members but clarify declaration responsibilities, and leave committees to manage those. Also that needs to be work with the Chairs of Committees to make sure they understand this change, and that this a draft policy for consultation.

Loans being Removed – the proposal in the draft policy as part of the community funding buckets, to remove the Community Loans. Officers think this is sensible for a couple of reasons: firstly, given the historical record, we don't see this as core business for the Council or the Community Funding Aspect of Council; and secondly, depending on how it is funded or structured, is unbudgeted or possibly removes funds from other buckets. NS noted that is seen as sitting outside of this policy which relates to grants and loans have a different application process, processed differently and managed differently

Clarification sought about whether loans would still be available and further discussion around where they would be accessed.

With regards to point 7, the definition of 'Grants' vs 'Donations' – the definition was that a grant was a conditional gift of money, whereas a donation was untagged, this led to the removal of 'Donations' and use of 'Grants'. With regards to the GST question, it was run past the Senior Accountant who checked that and was comfortable with the GST side of things.

A request from members was to change wording to 'a conditional gift inclusive of GST if any' and have this reviewed by the Finance team before submitting to the chair for review.

Thanked the council for advising of their interpretation, as it is possible to read the policy as suggesting that funding was dependent on events being alcohol free. Noted that this was not the intention, so we would suggest amending 11 (iv) to say: "Initiatives that promote unsafe public health behaviours, such as excessive alcohol consumption, or the sale of tobacco or vape, would not be funded". The intention is not to restrict events with that as an adjacent aspect, but it is around the excessive nature of it.

Discussion around the nature of smoke/vape free events and the impact of the stance of Council. Also further discussion around excessive versus irresponsible alcohol consumption, with a request to change terminology from 'excessive' to 'irresponsible drinking', to liaise with the Legal team to confirm appropriate terminology and to amend the grant application form to reflect this before submitting to the chair for review.

Re page 29/30 of Agenda (in the appendices) the items noted are examples based on previous applications, and this will be made clearer.

There was a query around the different dates for funding rounds – these are as a result of a number of factors. The main reason was that there is only one resource to deal with applications, so it is spreading the workload. Also, external funding bodies, that public have visibility of, are not aligned, so it was not felt worthy of a change.

There was a question on the quick response funding category from Cllr Piddington, and why it was restricted to \$3,000 per annum, what happened if there were more than 6? It was noted that this is based on historic data, and the limit allowed assurance for other members of the funding body.

Request from members to amend wording to read 'the purpose of this fund is to assist community groups, when they fall outside of a funding round' and submit to the chair for review.

Further discussion query from Deputy Mayor Shannon - Discussion around points 19 and 25 and paying back of unused grants, that there was disparity there and wording should be added to Point 19 "unless an application for deferral has been made"

Senior Policy Advisor confirmed it can be added, it is worth noting that it was felt that the funding body should have the discretion to decide the terms of the grant including repayment, and an amendment to Point 19 would include 'unless an application for deferral has been made'.

Discussion regarding the Community Local Event Fund, noted that as this is a draft policy, and is going out to public consultation, the decision is to leave at \$10K and review after receipt of feedback.

Further discussion around point 19, there is a bit of inconsistency with point 21 about return of unspent funds.

Further discussion around unspent funds and when due to be returned, and it was noted that the unspent funds should be coming in with the Acquittal Report, and a general feeling that 12 months was too long to wait for return of funds, which is common in grant funding.

At 2:30 pm, Clr Gavin Oliver left the meeting.

Chair noted that it should “be repaid within two months of the intended purpose”.

A request from the members that the Senior Policy Advisor and Community Funding Advisor work with the Finance and Legal teams to amend wording to clarify that any unspent funds should be returned to later than with the Acquittal Report, or ‘be repaid within two months of the intended purpose’ if not earlier.

Resolution 2024/40

Moved: Clr Stacey Scott

Seconded: Clr Scott Shannon

That the Community Services Committee:

1. Amend the “Draft Community Funding Policy” for a targeted consultation.
2. Delegate the Chair of Community Services Committee authority to approve the changes and release for consultation.

Carried

8.3 Aigantighe House Gallery Seismic Upgrade Project

Chair welcomed Property Manager to the Meeting, and noted that the report be taken as read.

The Property Manager advised that a final walk through of the Aigantighe House Gallery is expected at the end of October, including the sign off reports with contractual arrangements, so a fuller report will be presented at the next committee meeting.

Chairperson Clr Scott asked for an explanation of point 6 – the requirement for 1 month stable recorded data?

The Gallery Manager advised this is regarding the collection care, to manage the temperature and humidity control.

A request from members was for the report being presented at the next Committee meeting to include time claims and variations, the referenced Rawlinson’s report and an executive summary in addition to the report.

Also noted regarding point 12, at a previous meeting, the use of part of the reserve budget was approved. There is no increase in the price expectations for the HVAC system; NZ Heritage have approved the lift design which will be internal; and they have approved the accessible toilets renovation. These elements will be done after final works, so there will be an option to revisit those.

Further discussion about opening dates with the Gallery expected to be open in mid-December, and no further stand-down expected, but will work with the staff and report back

Further clarification around placement of lift, and the timeline allows for the delivery of the lift components (which won't arrive before Xmas).

Resolution 2024/41

Moved: Clr Stacey Scott

Seconded: Clr Allan Booth

1. That Receives and notes the Progress Report for the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project.
2. That Receives and notes the Progress Report for the Aigantighe Heritage House Gallery HVAC, Lift & Accessible toilet Project.

Carried

8.4 Community Services Group Update Report

The Group Manager Corporate and Communications (Acting GM Community Services) noted it was a busy time of year and going to get busier with school holiday programmes providing a great service. Recruitment for the summer pools went well by all accounts, although there will be the usual stresses at the end of the holidays when students return to Uni. The gym has peaked at 1500 members. Aorangi Stadium is bustling every weekend. The amazing team at Customer Services has done nearly \$1m worth of rates rebates for 1300 people.

Thresholds of rebates discussed, based on income below \$58,000 (including other factors). The number is up as they have taken a different approach with forms sent out, and better communications to the community

Confirmation received that Community Boards were supportive of leisure centre opening hours

Resolution 2024/42

Moved: Mayor Nigel Bowen

Seconded: Clr Stacey Scott

That the Community Services Standing Committee receives and notes the Community Services Update Report.

Carried

9 Consideration of Urgent Business Items

No items of urgent business were received.

10 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

11 Public Forum Items Requiring Consideration

There were no public forum items.

The Meeting closed at 2:50pm.

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Chairperson

8 Reports

8.1 Actions Register Update

Author: Steph Forde, Corporate and Strategic Planner

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the Community Services Committee receives and notes the updates to the Actions Register.

Purpose of Report

- 1 The purpose of this report is to provide the Community Services Committee with an update on the status of the action requests raised by councillors at previous Community Services Committee meetings.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

Discussion

- 3 The Actions Register is a record of actions requested by councillors. It includes a status and comments section to update the Community Services Committee on the progress of each item.

Attachments

1. **Community Services Committee Actions Required**

Information Requested from Councillors (Community Services Committee)

Information Requested	Policy update for the assessment of bequests for collections at the Aigantighe Art Gallery		
Date Raised:	30 July 2024	Status:	Ongoing
Issue Owner	Group Manager Community Services	Completed Date:	
<p>Background: Cllrs requested an update on the process for managing bequests at the Art Gallery. Cllrs enquired as to how bequeathed artworks are assessed, what criteria is used to accept and decline works, the process for sale of works and if there is a policy governing this process. Cllrs requested a policy review.</p> <p>Update as at 25 September 2024: An update report was provided to Cllrs on 27 August 2024 which detailed the process for managing bequests, accession and deaccession of art works at the Aigantighe Art Gallery. The report noted that the Policy was under review. As per Cllr instruction, the review process will also be expanded to incorporate the South Canterbury Museum. High level costings and spatial requirements for additional storage will be scoped as part of this review.</p> <p>On 5 October 2024 the CM Community Services advised Cllrs that Museum's Aotearoa is conducting a review of its Code of Ethics – this is the national best practice by which the Art Gallery and Museum are guided. GMCS advised that the policy review process be paused to ensure full alignment with the Code and other public galleries and museums. This agreed to via email and accepted. A policy review will be conducted and reviewed concurrently with the MA review and Cllrs updated when this is completed.</p>			

8.2 Community Services Group Update Report

Author: Beth Stewart, Group Manager Community Services

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That the Community Services Standing Committee receives and notes the Community Services Update Report.

Purpose of Report

- 1 To provide the Community Services Committee with a regular, high-level update on the functions of the units within the Community Service Group, including key updates, challenges and opportunities, initiatives, projects, and the impact of changes in service delivery as it pertains to the community.

Assessment of Significance

- 2 This report is assessed as being of low significance under Council's Significance and Engagement Policy as it is reporting on community activities and does not propose any initiatives that influence changes in levels of service, strategic assets, or rates.

Discussion

Assessment of Significance

- 3 This report is assessed as being of low significance under Council's Significance and Engagement Policy as it is reporting on community activities and does not propose any initiatives that influence changes in levels of service, strategic assets, or rates.

Discussion

- 4 This report is provided on a regular basis to the Community Services Standing Committee. The Community Services Group includes the main Timaru and two district libraries/service centres (Temuka and Geraldine); South Canterbury Museum; Aigantighe Art Gallery; and the district's recreational facilities (Caroline Bay Trust Aoraki Centre [CBay], district pools and Aorangi Stadium); Continuous Business Improvement function; and the Community Experience portfolio which comprises the Community Development team and Customer Services units. The Group is also involved with several longer-term capital expenditure projects such as the Aigantighe Art Gallery Heritage House Project (earthquake seismic strengthening and refurbishment); and the Aorangi Park Stadium redevelopment project.
- 5 This report provides a summary of key program statistics, project or unit highlights, operational risks or issues for consideration.

Timaru District Libraries

- 6 The table below shows the aggregated usage and attendance at the District Libraries. The data shows comparable numbers for the same quarter over the preceding 3 years. Visitor numbers

are measured via a door counter system. On 1 July 2024 the libraries transitioned to a more accurate door counter system.

Usage Data: Timaru Libraries				
Quarter	Q1 2024/5	Q1 2023/4	Q1 2022/3	Q1 2021/2
Visitors	71,891*	78,847	68,854	59,754
Issues and renewals	141,929	138,514	131,066	116,791
No. of programmes	749	706	752	991
Programme attendance	3,681	4,766	3,636	3,088

- 7 The Libraries have acquired a new, state-of-art digital scanner using funding from the New Zealand Libraries Partnership Program, to support the designation of collections and archives. The scanner unit provides high resolution scans of documents up to 645mm x 450mm in multiple file formats.
- 8 The Timaru Children’s Library had 552 people participate in the “Polar Extreme” themed October School Holiday Program, slightly up from 513 during the July School Holidays.
- 9 The conference room at the Geraldine Library & Service Centre has been consistently used by library programmes, council departments and community group bookings (e.g. digital device classes, Knitting & Sewing and Mend & Sew groups, public sessions by Drainage & Water regarding Te Moana water scheme, Mayor Bowen’s community drop-in session, Civil Defence training, Oranga Tamariki, local Alzheimer’s support group, NZ Rhododendron Society)
- 10 Attendance at Temuka Library, Service & Information Centre’s drop-in library programmes and services has been strong, with over 100 people seeking digital device help during October. Additionally, around 2000 seed envelopes have been collected and/or exchanged since the installation of the Seed Library started in September, in effort to support food security.

Recreational Facilities

- 11 The new point of sale and gates system at CBay has captured more accurate data since its installation earlier this year. The table below shows aggregated data for the first quarter of the financial year, compared to the same quarter in the preceding three years. Quarter 1 of 2021/2 was impacted by COVID.
- 12 In October 2024 alone, over 30 000 people visited CBay. Learn to Swim enrolments are at 739 for term 4, which is the highest since pre-COVID.

Usage Data: CBay				
Quarter	Q1 2024/5	Q1 2023/4	Q1 2022/3	Q1 2021/2
Visitors	85,100	77,300	79,000	62,100

- 13 Cbay’s first capex project of the year is installation of a Sodium Bisulphate tank which is replacing the use of CO2 as the method of regulating the PH levels in the water. The total cost of the project was \$30,000. Officers determine that the annual cost of sodium bisulphate will average approximately \$15,000, compared to the annual CO2 cost of \$65,000, thus saving

Council about \$50,000 per annum. Another benefit is that using sodium bisulphate instead of CO2 meets Council's objective for more climate friendly initiatives.

Community Development

- 14 Since taking on the role in August, the MTFJ Coordinator has successfully placed three young people into local employment and has engaged a further 25 participants in the programme. The coordinator has been actively working with employers, schools, and young people to provide support, raise awareness of the programme, and develop community relationships.
- 15 Sustainable employment outcomes are achieved when a person is placed into permanent, full-time employment (30 hours or more a week) and remains employed for 91 days.
- 16 The MTFJ programme aligns with key priorities 1 and 2 of the Safer Communities Strategy, which focus on empowering a collaborative community and optimising pathways for community success.
- 17 The Community Development team attended the 'Jobs Fair Timaru' on Tuesday 5 November. This was a combined initiative to connect employees with employers following the closure of the Smithfield freezing works.
- 18 The Whakanuia Awards are an opportunity for children and youth (aged 5-21 years) with disabilities, neurodivergence and have other health impairments to have their moment to shine and celebrate their achievements for 2024. There are 23 recipients for awards and staff and elected members are welcome to attend (Caroline Bay Hall, 4pm Saturday 16 November).
- 19 'Let's Connect' Geraldine is planned for 18 November (10am – 12pm) at the Geraldine RSA Hall. This is a Safer Communities networking event to match local service providers with those working to ensure Geraldine is a safe and vibrant community.

Aigantighe Art Gallery

- 20 Quarter 1 visitor numbers has remained consisted with recent years, with the exception of 2021/2 where the *Matariki* festival saw over 5000 visitors to the gallery over a three day period. While numbers remain steady, they are lower than expected due to the ongoing closure of the House Gallery. It is anticipated that visitor numbers will increase once the House has reopened to the public and events and high-end exhibitions are on display. The table below shows the comparable visitor numbers for Quarter 1, noted against the same quarter for the preceding 3 years.

Usage Data: Aigantighe Art Gallery				
Quarter	Q1 2024/5	Q1 2023/4	Q1 2022/3	Q1 2021/2
Visitors	3688	3834	3504	7975*

- 21 Highlights: Aigantighe Art Gallery has hosted 5 events over the month of October. The team were also successful in securing a \$18,000 grant from Perpetual Guardian to fund a new public sculpture for the Geraldine Sculpture Trail, enhancing public art access in the community.
- 22 Planning for the House Gallery Reopening event is underway with invitations to be issued on the week of 11 November. The event is to be held on 12 December at the Gallery, with a formal opening, pōwhiri and notable guests.
- 23 On 18 October, a representative from Heritage New Zealand (HNZ) visited the historic Aigantighe house site to review the restoration and strengthening project. The feedback gave

high praise to the restoration and strengthening project, and in the preservation of the historic integrity of the building. Notably, HNZ intend to feature Aigantighe as a flagship example in Heritage New Zealand Magazine, sharing insights for similar projects.

South Canterbury Museum

- 24 The Museum team have enjoyed high visitor numbers throughout Quarter 1 of the current financial year. The below table provides insights on the visitor and programme data, as compared to the same quarter in the preceding 3 years.

Usage Data: South Canterbury Museum				
Quarter	Q1 2024/5	Q1 2023/4	Q1 2022/3	Q1 2021/2
Visitors	6711	6130	5812	450
Public programs	6	6	4	2

- 25 The following table provides insights into the types of programmes offered over the quarter

Programme/event	Details	Attendance
July holiday programmes	Four separate craft programmes	948
Sea Scout maritime history programme (September)	Evening tour and talk of local maritime history displays	12
Mars Rover visit (September)	Three-hour programme with Mars Rover replica from Auckland University on display	430

Asset Management – Community Services Group

- 26 All facility managers, key personnel and budget holders in the Community Services Group have now completed the Apōpō AMP 101 Asset Management Training program. The program applies the ISO5500X Asset Management Principles which are in the Industry Standards for Asset Management. Managers are completing the first draft of their detailed asset management plans, due 6 December 2024. The final drafts will be prepared in early 2025 in anticipation of the 2025/6 Annual Plan process. All Plans are engaging new condition reports and asset registers, with 10-year maintenance plans, prioritisation and accurate costings.
- 27 The driver behind this decision was the need to understand the conditions of the facilities in the Community Services Group, and to better understand the maintenance, renewals and capital works required to ensure the buildings are fit for purpose, safe, and meeting community need. The approach undertaken applies a best-practice, standardised approach to asset management, particularly in a local government context. As activity-based community services facilities function differently to non-activity-based assets (such as public toilets, parks or halls for hire), the requirements of the plans need to take into account to interdependency of the facility and the activity.
- 28 Further updates on the development of these plans, the learnings and the recommendations will be presented at subsequent Audit and Risk committee meetings, and annual plan processes.

Attachments

Nil

8.3 Aigantighe House Gallery Seismic Upgrade October 2024**Author: Matt Sisson, Property Projects Officer****Authoriser: Nicole Timney, Group Manager Property****Recommendation**

1. That the Community Services Standing Committee receives and notes the Progress Report for the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project.

Purpose of Report

- 1 To update the Community Services Standing Committee on the progress of the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project.

Assessment of Significance

- 2 This matter is deemed of low significance under the Council's Significance and Engagement Policy. This is a standard update report to the Committee on the status of the Heritage House Gallery Strengthening Project and is a key project in the Long-Term Plan 2021-2031.

Discussion

- 3 The Heritage House Gallery Seismic Strengthening and Refurbishment Project is in the closing stages of completion with document package to be complied by the main contractor.
- 4 Defect inspections have been completed with a small number of defects identified.
- 5 The main defect involved a leak from a sprinkler pipe connection in the roof space which was incorrectly installed and damaged the ceilings below. An assessment by the Project Manager required this to undergo immediate rectification.
- 6 While the physical works were completed within the agreed contract period, this required revision to undertake the remedial works required. This has attracted no additional expense to council and bears no impact on project spend.
- 7 At the time of writing remedial works are in progress and will be completed by 15th November, in line with the revised hand-back date.
- 8 A formal opening is scheduled for 12 December 2024.
- 9 The total project cost to date \$2,289,691 from a budget of \$3.71m.

Accessible Toilet upgrade

- 10 Building Consent has been granted and officers are awaiting final price quotations from local contractors. Commencement date is expected to be early 2025. This will require a 2 week closure which can be scheduled around operational planning.

Lift installation

- 11 Building consent amendment has been submitted. Once approved, the standard process for procurement from local contractors will proceed.

Attachments

Nil

8.4 Donations and Loans Subcommittee - Recommendations for Funding**Author: Naomi Scott, Community Funding Advisor****Authoriser: Beth Stewart, Group Manager Community Services****Recommendation**

That the Community Services Committee approves or declines some or all of the recommendations from the Donations and Loans Subcommittee, citing the reasons for the changes; with altered, reduced or no donations paid.

#	Application	Description	Amount Requested	Recommendation
General Donations – Community Services				
1	CCS Disability Action South Canterbury	Continuation of Support Services	\$2,500.00	Decline
2	SC Free Kindergarten Association	Oral History Project	\$1,687.54	Decline
3	Volunteering Mid & South Canterbury	Rent costs	\$4,986.00	Approve \$2,500.00
4	Brain Injury (Otago) Incorporated	Community Services for Timaru	\$2,500.00	Approve \$1,250.00
5	St John	Community Health Shuttle	\$10,000.00	Approve \$5,000.00
6	Connections Community Trust	Parenting Education	\$10,000.00	Approve \$4,000.00
Community Services Subtotal			\$31,673.54	\$12,750.00
General Donations – Events				
7	South Canterbury RSA	Annual Dawn & Civic Services	\$4,613.96	Approve \$4,500.00
8	The Geraldine District & Promotions	Geraldine Christmas Parade	\$2,000.00	Approve \$2,000.00
9	Pleasant Point Christmas Procession Committee	Pleasant Point Christmas Procession	\$1,000.00	Approve \$1,000.00
10	Timaru Christmas Parade Trust	Timaru Christmas Parade	\$7,500.00	Approve \$6,000.00

11	Pleasant Point Gymkhana	Annual community Fair	\$2,000.00	Approve \$2,000.00
12	Release the Music Charitable Trust	Release the Music 24	\$3,800.00	Decline
13	Presbyterian Support	Christmas at the Bay	\$11,723.62	Approve \$5,000.00
14	Street Food @ Woodbury	Street Food at Woodbury	\$1,500.00	Approve \$1,000.00
15	Temuka Promotions Association	Temuka Christmas Parade	\$2,000.00	Approve \$2,000.00
16	Te Aitarakihi	Re Opening Event	\$17,643.00	Decline
Events Subtotal			\$53,780.58	\$23,500.00
General Donations – Rural Community Halls				
17	Te Awa Hall Incorporated	Recladding of existing roof	\$7,000.00	Approve \$5,000.00
Rural Community Halls Subtotal			\$7,000.00	\$5,000.00
Heritage/Historic				
18	Geraldine Historic Society	Insurance	\$8,000.00	Approve \$8,000.00
Heritage/Historic Subtotal			\$8,000.00	\$8,000.00
Substantial Donations				
19	NZ Raptor Trust	Captive Breeding Project	\$10,000.00	Approve \$2,000.00 From General Fund*
20	Temuka & Geraldine A&P Association	Upgrades to the Winchester Showgrounds Presidents room	\$14,641.35	Approve \$2,000.00 From General Fund*
21	Geraldine High School	Multisport Turf	\$20,000.00	Decline
22	Te Aitarakihi	Weather Cover & Path Levelling	\$30,000.00	Approve \$5,000.00 From General Fund*
Substantial Subtotal			\$74,641.35	\$9,000.00*
Total requested			\$175,095.47	
Total recommended for approval			\$58,250.00 (*from General Donations)	

Purpose of Report

- 1 To present recommendations from the Donations and Loans Subcommittee Meeting held on 15 October 2024, for the Community Services Committee to consider for approval.

Assessment of Significance

- 2 This matter is deemed to be of low significance under the Council's Significance and Engagement Policy. The allocation of funds is consistent with the existing donations and loans policy and LTP approved funding allocation. There are no material effects on strategic assets, levels of service or rates. Officers note the allocation of funds is important to the community groups and organisations making applications.

Background

- 3 Round one of The Donations and Loans Subcommittee meeting was held on 15 October 2024 to consider funding request applications.
- 4 The total amount available for General Donations 2024/25 is \$123,993.94. The total recommended to be approved in this round is \$58,250.00, leaving a balance of \$65,743.94 for round two in April 2025.
- 5 The Substantial Donations category has an available balance of \$30,000 per annum, which is applied to applications recommended for funding of over \$10,000. Applications under \$10,000 (or recommended for funding under \$10,000) are funded from the General Fund.
- 6 The total amount available in the Substantial Donations 2024/25 is \$30,000.00 with no recommendations over \$10,000.00 the balance remains \$30,000.00.

Options and Preferred Option

- 7 The options are:
 - Option 1 - Approve all the sub-committee recommendations as per the below Table 1, *Applications from Donations and Loans Subcommittee Meeting 15 October 2024*. This is the preferred option.

Table 1: Applications from Donations and Loans Subcommittee Meeting 15 October 2024				
#	Application	Description	Amount Requested	Recommendation
General Donations – Community Services				
1	CCS Disability Action South Canterbury	Continuation of Support Services	\$2,500.00	Decline
2	SC Free Kindergarten Association	Oral History Project	\$1,687.54	Decline
3	Volunteering Mid & South Canterbury	Rent costs	\$4,986.00	Approve \$2,500.00
4	Brain Injury (Otago) Incorporated	Community Services for Timaru	\$2,500.00	Approve \$1,250.00
5	St John	Community Health Shuttle	\$10,000.00	Approve \$5,000.00
6	Connections Community Trust	Parenting Education	\$10,000.00	Approve \$4,000.00

	Community Services Subtotal		\$31,673.54	\$12,750.00
General Donations – Events				
7	South Canterbury RSA	Annual Dawn & Civic Services	\$4,613.96	Approve \$4,500.00
8	The Geraldine District & Promotions	Geraldine Christmas Parade	\$2,000.00	Approve \$2,000.00
9	Pleasant Point Christmas Procession Committee	Pleasant Point Christmas Procession	\$1,000.00	Approve \$1,000.00
10	Timaru Christmas Parade Trust	Timaru Christmas Parade	\$7,500.00	Approve \$6,000.00
11	Pleasant Point Gymkhana	Annual community Fair	\$2,000.00	Approve \$2,000.00
12	Release the Music Charitable Trust	Release the Music 24	\$3,800.00	Decline
13	Presbyterian Support	Christmas at the Bay	\$11,723.62	Approve \$5,000.00
14	Street Food @ Woodbury	Street Food at Woodbury	\$1,500.00	Approve \$1,000.00
15	Temuka Promotions Association	Temuka Christmas Parade	\$2,000.00	Approve \$2,000.00
16	Te Aitarakihi	Re Opening Event	\$17,643.00	Decline
	Events Subtotal		\$53,780.58	\$23,500.00
General Donations – Rural Community Halls				
17	Te Awa Hall Incorporated	Recladding of existing roof	\$7,000.00	Approve \$5,000.00
	Rural Community Halls Subtotal		\$7,000.00	\$5,000.00
Heritage/Historic				
18	Geraldine Historic Society	Insurance	\$8,000.00	Approve \$8,000.00
	Heritage/Historic Subtotal		\$8,000.00	\$8,000.00
Substantial Donations				
19	NZ Raptor Trust	Captive Breeding Project	\$10,000.00	Approve \$2,000.00 From General Fund*
20	Temuka & Geraldine A&P Association	Upgrades to the Winchester Showgrounds Presidents room	\$14,641.35	Approve \$2,000.00 From General Fund*
21	Geraldine High School	Multisport Turf	\$20,000.00	Decline

22	Te Aitarakihi	Weather Cover & Path Levelling	\$30,000.00	Approve \$5,000.00 From General Fund*
	Substantial Subtotal		\$74,641.35	\$9,000.00*
Total requested			\$175,095.47	
Total Recommended for approval			\$58,250.00 (from General Donations)	

- Option 2 – Decline some or all of the recommendations, citing the reasons for the changes; with altered, reduced or no donations paid.

Consultation

- 8 No consultation is required on this matter as it is the allocation of funds pursuant to Council's current Donations and Loans policies and according to the funding programme as rated for through the Long-Term Plan.

Relevant Legislation, Council Policy and Plans

- 9 The Timaru District Councils' Donations and Loans Policy, and the Long-Term Plan 2021-31.

Financial and Funding Implications

- 10 The funding is allocated in the Annual Plan and is within current budgets.

Other Considerations

- 11 There are no other considerations.

Attachments

Nil

8.5 Community Funding Policy - consultation feedback, deliberations, and adoption

Author: Brendan Madley, Senior Policy Advisor
Claire Barlow, Community Experience Manager
Naomi Scott, Community Funding Advisor
Elliot Higbee, Legal Services Manager

Authoriser: Beth Stewart, Group Manager Community Services

Recommendation

That the Community Services Committee:

1. Receives and notes all written submissions received during the “Community Funding Policy” targeted consultation; and
2. Deliberates on the submissions received and officer commenting; and
3. Adopts the “Community Funding Policy”; and
4. Delegates authority to officers to produce associated materials and processes to facilitate the implementation of the “Community Funding Policy”; and
5. Amends the name of the “Donations and Loans Subcommittee” to the “Community Funding Subcommittee”; and
6. Revokes the “Donations and Loans Policy” and the “Youth Initiatives Policy”.

Purpose of Report

- 1 The purpose of this report is to present Council with the written submissions received during the Community Funding Policy targeted consultation and associated officer commenting, facilitate deliberations on the content of the final policy (including any changes from the draft policy where deemed appropriate), and adopt a final version of the policy.

Assessment of Significance

- 2 The Community Funding Policy is considered of low significance when assessed against the Significance and Engagement Policy. This is because the funding is limited to what has been approved by Council during the Long Term Plan or Annual Plan process, there is no proposed impact on levels of service or on strategic assets, and the community interest is considered to be low.

Background

- 3 The Community Services Committee discussed the Draft Community Funding Policy on 8 October 2024. Elected members proposed some changes, and authority was delegated to Cllr Scott (in her capacity as Chairperson of the Committee) to sign off the draft policy for consultation. This took place on 15 October 2024. The draft policy is attached to this report for reference.
- 4 A targeted consultation occurred between 16 October to 3 November 2024.

- 5 69 individuals or organisations were contacted via email and invited to provide feedback, on the basis that they had applied for Council funding within the past 12 months.

Submissions

- 6 10 submissions were received and considered valid. The submissions (with contact details redacted) are attached to this report.
- 7 At the time of writing, no late submissions have been received.
- 8 No Hearing is being held on the Community Funding Policy.
- 9 All submitters were asked whether they supported the draft policy. The responses are outlined below.

Submission Feedback	# of responses	%
Q: "Do you agree with the draft policy?"		
Yes	7	70%
No	3	30%
No response	0	0%
Total	10	100%

- 10 Most submitters agreed with the draft policy. Those who disagreed with the draft policy sought relatively minor changes or additions. The amendments sought are outlined below for discussion during deliberations on the policy, with accompanying officer comments.
- 11 Where officers consider that suggested amendments originating from submitters would improve the policy, this is reflected in the proposed final policy (attached with track changes).

Discussion and suggested amendments to the draft policy

- 12 Committee members should determine whether any changes to the draft policy are appropriate, after considering submissions received and officer commentary.

Originating from submissions

- 13 Insurance – page 8 of the submissions attachment (refer top right corner):
- 13.1 This submitter sought to reinstate insurance costs being within scope for funding, given that, in their particular instance, it, "alone accounts for almost half of annual operating costs".
- 13.2 Officer comment: Officers consider this amendment is necessary and have updated the proposed policy accordingly. The intention was to not cover public liability insurance for events. Officers acknowledge that the draft policy reads as potentially all insurance not being funded, including insurance as a part of normal operating costs for ongoing initiatives, such as the Geraldine Historical Society. The proposed policy has been updated at clause 11(i) to state that public liability insurance for events is not funded. It is proposed that insurance as part of normal operating costs can be applied for under the Community Development Fund and awarded at the discretion of the funding body.
- 14 Dedicated category for heritage/ historic funding – page 8 of the submissions attachment (refer top right corner):

- 14.1 The submitter requests that an individual category is retained for heritage/ historic funding applications to give some assurance that funds will be available for such purposes.
- 14.2 Officer comment: Officers consider that no change is necessary. The current Donations and Loans Policy outlines several examples under 4.2(c)(i), including Heritage/ Historic, Community Services, and Rural Community Halls. No funding is tagged or guaranteed under the current policy. As such, the proposed Community Funding Policy treats these no differently, and no funding is tagged or guaranteed under the proposed policy. Heritage and historic initiatives are still within scope as per the example in Appendix 1 “Heritage Protection Project”, and the funding category indicates that it is deemed that such initiatives, “enhance the quality of life in the community”. Officers consider this a sufficient signal and note that discretion may be applied by the funding body on review of applications.
- 15 Alignment with the purpose of the funding category should be prioritised – page 9 of the submissions attachment (refer top right corner):
- 15.1 The submitter observed that clause 9(i) “the purpose of the particular funding category” should be weighted more highly or be a disqualifying criterion, as they consider that where an application that does not align it should not proceed regardless of how they score on the remaining criteria.
- 15.2 Officer comment: Officers consider that a change to the policy may be appropriate, but that this change should be different to what the submitter recommends. As a procedural matter, officers currently screen applications as they are submitted to ensure that they are valid and within scope, in order to assist applicants and make the wider process more efficient. Therefore, only applications within scope are considered by funding bodies. Furthermore, a scoring matrix will be introduced on approval of the funding policy to help guide the funding bodies in their decision-making through a robust weighting and scoring process, strengthening accountability and ensuring core aspects of the eligibility criteria are giving appropriate consideration. It may be that this was not appreciated fully when the draft policy was written. Therefore, officers consider that the criterion should not be whether the application aligns with the purpose of the funding category as a binding factor, but how well they align with it. The policy has been updated so that the clause now references the “extent of alignment” rather than whether there is alignment, and clause 14 added to reference the delegated role of officers to screen applications as submitted. Officers consider that, in clause 9, it is appropriate that any “extent of alignment” criterion is weighted similarly to the other criteria.
- 16 Project quality should be listed as a criteria in clause 9 – (page 9) of the submissions attachment (refer top right corner):
- 16.1 The submitter states that the draft policy takes a “lowest common denominator” approach by seemingly favouring initiatives with broad appeal over ones that may have a potentially significant impact for a relatively smaller number of people (clause 9(v) in the draft policy). They consider that introducing a separate criterion for “project quality” could correct this.
- 16.2 Officer comment: Officers consider that no change is necessary. “Project quality” is a subjective measure that is for members of the funding body to determine on a case-by-case basis, normally arrived at after considering a range of separate criteria. The *breadth* of an initiatives’ impact is deemed to be a valid criteria, especially because public funds

are limited and trying to 'stretch' this for maximum benefit should be considered by the funding body. If by "project quality" the submitter is referencing the potential *impact* of the funding, then this is accounted for in the second part of the criterion, "and the likely extent of their benefit."

- 17 Add an additional funding category "Event Traffic Management Fund" – page 12 of the submissions attachment (refer top right corner):
 - 17.1 The Land Transport Unit of Council request that an additional funding category be added to the policy to administer existing, approved funds for funding traffic management for community events. Further, they seek reference to traffic management at clause 15 of the policy, and separate reference to payments being made directly to contractors for some funding categories.
 - 17.2 Officer comment: Officers consider that this fund is suitable for inclusion in the policy, and have updated the proposed policy accordingly. Clause 17 has been updated to reflect their suggested wording. A new clause (19) has been added, and Appendix 1 updated, to reflect how payments would be managed under this Fund. A new clause (12) has been added to state that traffic management funding can only be provided for via this funding category. The appropriate funding body for this fund is yet to be determined, and the delegation for approval (i.e. Infrastructure or Community Services Committees). It is noted that, if approved, this fund would commence for the financial year 2025-26, providing time to confirm this and any operational details.

Originating from officers

- 18 Officers wish to highlight two additional topics for the Committee's consideration during its deliberations. These have also been incorporated into the officers' proposed final policy.
- 19 Loans
 - 19.1 On 8 October 2024 Committee members indicated their support for Council to continue to provide loans to community organisations in some capacity.
 - 19.2 Following legal advice, including from our external providers, Officers' advice is that the administration of loans is complex, expensive and risky for Council to undertake. It is recommended that if Council is determined to undertake any loan activity it is provided for via a different mechanism with the appropriate levels of financial and legal control and authority, and not as part of the Community Funding Policy. This is because loans are not community funding and should not be treated as such, but rather they are a form of finance. It is considered that loans raise complex issues that require specialised management.
 - 19.3 Council is required (under s 14 LGA 2002) to operate according to several principles which are relevant to consider in assessing the merits of a loan activity, primarily: undertaking commercial transactions with sound business practices, satisfy itself expected returns outweigh risks, as well as operating prudently. There is also a legal expectation that Council will enforce the collection of debts, with the Auditor-General able to report on any failure to do so, and ultimately the debt being collectable by the Crown from "each member of the local authority jointly and severally" (see ss 44(1)(d) and ss 45 and 46 LGA 2002).
 - 19.4 To deliver on these operating principles and to ensure legal compliance a significant amount of external legal resource will be required to set up the process, as well as to

affect each transaction. These costs do not account for the substantial officer time spent on administration. It is understood that Council has been advised by its legal advisors for several years that the current process requires a comprehensive review to appropriately manage legal and financial risk to Council. It is Officers' advice that a loan activity is not appropriate, nor able to be prudently carried out without significant additional resourcing, and therefore that a loan activity is not included as part of this Policy.

- 19.5 Further to this, officers undertook research into the local and regional authorities across New Zealand to better understand if and how loans are administered. There are few local councils that undertake loan activities. Of all local and regional authorities in New Zealand, only five (including Timaru District Council) currently allow for loans via their normal community funding provisions. Another two allow for this via their investment and liability policies, inferring that they intend to make a commercial gain via the loans, and thus manage them via the appropriate mechanisms. The remaining councils appear content to leave lending provisions to the private market.
 - 19.6 Two alternative approaches officers consider reasonable are either a) develop a standalone policy detailing how requests for loans could be considered by the full Council on a case-by-case basis, or b) for TDHL to consider loan requests, if the intent was that these were to be a commercial proposition. The appropriate approach would be based on the intention of elected members in providing the loans.
- 20 If the provision for loans remains within the Community Funding Policy, officers request decisions on the following matters:
- 20.1 The level of financial delegations for loans and the mechanism for which they should be administered. Elected members are encouraged to consider what value loan a funding body can approve, and at what stage or value might it require referral to Council to make the final decision.
 - 20.2 Clarifying the maximum limit for loans, if any. The current Donations and Loans Policy is silent on this, thus was transferred to Appendix 1 of the draft Community Funding Policy as, "no maximum limit". The Council website states, however, that \$500,000 revolving is currently available for Community Development Loans, and \$1,000,000 revolving is currently available for Sport and Recreation Loans.
- 21 Quick Response funding category
- 21.1 Officers consider that the eligibility for this funding category may be too broad and create the potential for unintended applications. Specifically, "that fall outside the normal funding rounds, or are emergencies or unforeseen" infers that almost any initiative could potentially be eligible.
 - 21.2 To address this concern, it would be beneficial for elected members to provide guidance on the desired outcomes for this category and its interaction with other funding categories. For instance, it should be clarified whether this category is intended as a 'backstop' for initiatives that are ineligible for other categories, or as a broader discretionary fund (albeit with a relatively low monetary value, therefore the level of risk to Council of any potential abuse of this fund is relatively low). Further, given the constrained annual limits, it should be clarified whether priority should be given to emergency and unforeseen applications over those that simply fall outside the normal funding rounds.

- 21.3 One potential solution is for all applications to this funding category to be subject to an eligibility assessment. This has been added to the proposed final policy.

Options and Preferred Option

- 22 **Option 1 – Adopt the Proposed Community Funding Policy as attached (Preferred Option)**
- 23 This option amends the draft policy based on officer recommendations. The changes and their associated rationale are outlined in the Discussion section of this report.
- 24 Most notably, this option does not include the provision of loans via the Community Funding Policy. Elected members can provide officers with further guidance about the future provision of loans, if applicable – for example via a standalone policy or TDHL – and timeframes for any future provision.
- 25 Officers consider that this option provides the best balance between incorporating submitter feedback, giving effect to elected members’ intentions, and mitigating risk to Council.
- 26 **Option 2 – Adopt the Community Funding Policy incorporating officer recommendations based on submission feedback, and retain references to loans**
- 27 This option amends the draft policy based on officer recommendations regarding submissions received, but would retain loans as part of the Community Funding Policy.
- 28 It is noted that no submitters specifically opposed the provision of loans.
- 29 Officers consider that this option poses risk to Council in respect to the provision of loans, for the reasons outlined earlier in the report.
- 30 **Option 3 – Make additional changes and adopt a different version of the Community Funding Policy**
- 31 Elected members may consider additional changes necessary, beyond those identified by officers in this report. The advantages and disadvantages of this option are dependant on the specific changes that may be made.

Consultation

- 32 A targeted consultation has occurred, consistent with the assessed relatively low significance of the policy and the Community Services Committee resolution of 8th October 2024.

Relevant Legislation, Council Policy and Plans

- 33 Long Term Plan 2024-34

Financial and Funding Implications

- 34 The cost of the policy review, including consultation, has been met within existing budgets. No overspend is expected.

Other Considerations

- 35 As noted in the 8 October 2024 report, the implementation of the Community Funding Policy will be facilitated by several associated materials and processes. These include a new decision-making matrix and the Smartygrants funding platform. These materials and processes will

align with this policy. Officers seek the approval and delegated authority from the Committee to proceed with this work.

- 36 It is proposed that the “Donations and Loans Subcommittee” be renamed to the “Community Funding Subcommittee” to reflect the change in policy name.
- 37 It is proposed that the “Donations and Loans Policy” and the “Youth Initiatives Policy” are revoked once the “Community Funding Policy” is adopted, as this policy subsumes and supersedes both.

Attachments

- 1. Draft Community Funding Policy (basis of consultation)**
- 2. Submissions received**
- 3. Proposed Community Funding Policy (amended from the draft policy based on officer recommendations)**

Community Funding Policy



Approved by:	Community Services Committee
Group:	Community Services
Responsibility:	Community Experience Manager
Date adopted:	TBC
Review:	Every 6 years or as required This Policy does not cease to have effect because it is due for review, or being reviewed
Consultation:	Consultation will occur with grant applicants within the past 12 months
Policy Type	External Operational

Policy Purpose

1. To help facilitate the Strategic Direction and Community Wellbeing Outcomes of *Connected Citizens* and an *Enhanced Lifestyle* in the Timaru District via the provision of grants to individuals and local, community and not-for-profit organisations (referred to collectively as community funding); and
2. To outline a framework for the responsible administration of public funds for community funding purposes by Council.

Scope

3. This policy applies to the Funding Categories specified in Appendix 1.
4. Appendix 1 can only be amended by a resolution of the Community Services Committee. Amendments to appendices do not require a policy review or consultation.

Definitions

5. Council: The Timaru District Council.
6. Funding body: The entity that makes the final decision to approve, partially approve, or decline an application, and sets the conditions attached to any successful application.
7. Grant: A conditional gift plus GST as required made voluntarily to a person or organisation to use as specified by the funding body issuing the grant.

Policy Statements

Funding criteria

8. The funding provided for under this policy is prioritised for local, community and not-for-profit purposes. It is intended to allow recipients to, via the provision of grants, undertake initiatives for the betterment of the District, and which enhance its wellbeing, opportunities and liveability.

9. The following will be considered by the funding body when making funding decisions (not listed in order of priority):
- (i) The purpose of the particular funding category.
 - (ii) The alignment of the initiative with, and contribution to the fulfillment of, Council's Strategic Direction and Community Wellbeing Outcomes, as stated in the operative Long Term Plan.
 - (iii) The ability of the applicant to successfully undertake the initiative.
 - (iv) The status (i.e. not-for-profit organisation, community group or commercial entity) of the entity making the application, and the intended purpose of the initiative.
 - (v) The number of people in the district that will benefit from the initiative, and the likely extent of their benefit.
 - (vi) The inclusivity and accessibility of the initiative to the public.
 - (vii) The cost-effectiveness of the initiative (measured as cost per expected attendee).
 - (viii) The extent to which the initiative has other income streams.
 - (ix) The extent to which the applicant and/ or similar initiatives has received previous funding, or is currently seeking funding from, Council and/or Council Control Organisations (CCOs).
10. Initiatives seeking funding should be located within the Timaru District. However, the funding body can, at their discretion, approve applications where they are satisfied on reasonable grounds that the initiative will provide a demonstrable benefit to the District or its communities without it being located within the District.
11. The following items are excluded from being funded via this policy:
- (i) Insurance.
 - (ii) Debt servicing or re-financing costs.
 - (iii) Initiatives where the primary purpose is to promote religious ministry, political objectives, or commercial or profit-oriented interests.
 - (iv) Initiatives that promote behaviours that are detrimental to public health, such as harmful levels of alcohol consumption, or tobacco/ vape consumption.

Application process

12. All applications must be submitted using the Council-approved template.
13. Late applications may be accepted at the discretion of the funding body.
14. The decision of the funding body is final and cannot be appealed. Applicants are able to request feedback to assist with future applications.

15. Approval of funding does not constitute approval from Council, nor waive the requirement, for any other relevant approvals that are within Council's control, such as building or resource consents, or traffic management plans.

Payments and Finances

16. Grants will be paid in full at the earliest possible time following acceptance, unless grant progress payments have been agreed.
17. Specific conditions, additional to standard conditions, may be imposed by the funding body. If this is done, it will be documented in a funding agreement between Council and the grant recipient.
18. Any unspent funds that are not spent for the approved purpose must be returned to Council. Any unspent funds must be returned with the acquittal within two months of the initiative being completed.
19. Any credit balances at the end of the financial year for each funding category are carried forward and added to the following year's allocation.

Loans

20. The interest rate will be the cost of borrowing to Council plus five basis points.
21. Repayments are to be calculated on a table mortgage basis, with six monthly fixed payments and the interest calculated on the reducing balance.
22. All loans require security in the form of a mortgage on the property, a security interest, registered with the Personal Properties Security Register or several personal guarantees where appropriate.
23. Loans must be repaid within 5 years unless the Committee resolves to make a specific exception.
24. A term loan agreement is required for all loans.
25. Organisations with a current loan from the Timaru District Council, shall not be eligible for any further loans or guarantees whilst the existing loan or guarantee is in existence.
26. All applications for loan funds will be considered on the ability of the organisation to complete the project, and repay the loan.
27. Loans must be uplifted within twelve months of the date of the decision to offer the loan.

Acquittals

28. All successful applicants are required to complete, to the satisfaction of Council, an acquittal report based on a Council-provided template, within two months of the completion of the funded initiative. An acquittal report is also required when an initiative is cancelled, for any funds that have been spent.
29. Failure to provide an acquittal report, or to provide one to Council's satisfaction, may affect the applicant's ability to apply for subsequent funding.
30. Council may, at its discretion, seek to recover funds that have not been spent in accordance with the recipients' application and/ or funding agreement.

Change of circumstances after funding received

31. If a recipient seeks to re-purpose funds:

- (i) A request must be made in writing to Council outlining the circumstances, prior to any re-purposing occurring.
- (ii) The funding body will determine if the funding can be re-purposed, or if funds should be returned to Council. The members of the funding body can make this decision outside of a formal meeting so long as there is a written record, for example via email.

32. If an initiative is deferred:

- (i) Council must be notified at the earliest opportunity.
- (ii) The funding body will determine if the funding can be retained, or if funds should be returned to Council. The members of the funding body can make this decision outside of a formal meeting so long as there is a written record, for example via email.

33. If an initiative is cancelled:

- (i) Council must be notified at the earliest opportunity.
- (ii) Unspent funds must be returned to Council.

Advertising/ promotions

34. All successful applicants are required to proactively acknowledge Council's financial support in promotional material associated with the initiative – for example on a website, tickets, or logo boards – and in media enquiries.

35. All initiatives as required to be promoted as smokefree and vape-free.

Privacy and access to information

36. Application forms and acquittal reports provided to Council will become official information, and therefore subject to the Local Government Official Information Act 1987. There are very limited grounds for withholding this information if it is officially requested. If recipients have any concerns about the information they intend to provide, please discuss this with the Community Funding Advisor to ensure a common understanding prior to submitting an application.

37. Application forms and acquittal reports may be made publicly available in Council agendas, without redaction. Council agendas are made available on the Council website and in Council facilities, and are retained in perpetuity.

38. Funding bodies may consider applications and make funding decisions in meetings that are not public-excluded.

39. Council may proactively publicise to the public the names of funding recipients, the amounts received, and the initiative/s that are being funded. Reasons for approval or declination may also be publicised. For example, this could be via Council's website or media release.

40. Council will manage the information it receives in line with its privacy policy; see: <https://www.timaru.govt.nz/site-info/privacy>

Conflicts of interest

41. Organisations affiliated in some way to elected members or employees of Council can still be considered for grant funding. Any possible conflict of interest (or perception of a conflict of interest) should be noted in their application, to the best of their knowledge, to ensure any necessary steps can be taken to mitigate this.
42. Impacted members of funding bodies or Council officers are also required to declare any possible conflict of interest (or perception of a conflict of interest), and will not be involved in any assessment or decision-making related to these applications.
43. Financial or non-financial conflicts of interest will be managed in line with Council's Standing Orders.

Monitoring

44. This policy will be monitored in line with Council's Policy Monitoring Framework.
45. Indicators of whether this policy is achieving its stated purposes include:
- (i) The quantum of funding awarded.
 - (ii) The number of applicants for individual funding categories, and in total.
 - (iii) The amount of unawarded funds for individual funding categories, and in total.
 - (iv) Feedback from applicants and the wider community and not-for-profit sector.
 - (v) Recommendations from internal or external audits.

Reporting

46. The Community Services Committee will receive an annual report about the operation and effectiveness of this policy and associated funding categories.

Delegations, References and Revision History	
Delegations	
Identify here any delegations related to the policy for it to be operative or required as a result of the policy	
Delegation	Delegations Register Reference
TBC	To make funding decisions for the NZ Representative and Quick Response funding categories: The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority
References	
Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)	
Title	Relevant Reference within Document
N/A	
Revision History	

Summary of the development and review of the policy					
Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
V1 ¹	Community Experience Manager	TBC	Community Services Committee	TBC	#1584961

¹ This policy supersedes both the "Donations and Loans Policy" and the "Youth Initiatives Policy".
#1584961
Community Funding Policy

Appendix 1: Funding categories

Funding category	Who can apply	Purpose	Funding Body	Funding Rounds
Youth Initiatives Fund (\$10,000 per annum)	<ul style="list-style-type: none"> • Community groups • Individuals • School groups • Social enterprises 	This fund supports activity-based projects catering to youth aged 12-25 Examples include: <ul style="list-style-type: none"> • Arts and cultural programmes • Youth Festivals • Music and drama activities • Outdoor activities • Environmental initiatives • Leadership skills and career development • Youth led peer support groups 	Youth Initiatives Subcommittee of the Timaru District Council	Two rounds per year February September
Community Local Event Fund (Up to \$10,000 per application)	<ul style="list-style-type: none"> • Community Organisations with a formal legal structure, including incorporated society, trust, and companies 	Designed for one-off community-empowering events located in the Timaru District Examples include: <ul style="list-style-type: none"> • Sports & recreational events • Arts and cultural events 	The Community Services Committee, with reference to a recommendation of the Community Funding Subcommittee of the Timaru District Council	Two rounds per year April October

<p>Community Development Fund (Up to \$30,000 per application; subject to availability)</p>	<ul style="list-style-type: none"> Community Organisations with a formal legal structure Not-for profit organisations 	<p>This fund supports initiatives that enhance the quality of life in communities</p> <p>Examples include:</p> <ul style="list-style-type: none"> Ongoing community services (e.g., operating costs) Rural community halls (e.g., heaters) Heritage protection project <p>Confirmation letters or meeting minutes need to be provided</p>	<p>The Community Services Committee, with reference to a recommendation of the Community Funding Subcommittee of the Timaru District Council</p>	<p>Two rounds per year April October</p>
<p>New Zealand Representative (Up to \$500 per application)</p>	<ul style="list-style-type: none"> Individuals (NZ citizen and permanent resident) Community groups 	<p>This fund supports individuals or groups who have been selected or have qualified to represent New Zealand at international event</p>	<p>The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority</p>	<p>Permanently open</p>
<p>Quick Response (Up to \$500 per application; limited to a maximum of \$3,000 per annum)</p>	<ul style="list-style-type: none"> Individuals Community groups 	<p>The purpose of this fund is to assist community groups with situations that fall outside the normal funding rounds, or are emergencies or unforeseen. Applications will support community-focused projects that contribute to the strengthening of community wellbeing in the Timaru District</p> <p>Examples include:</p> <ul style="list-style-type: none"> Events open to the public Cultural celebrations 	<p>The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority</p>	<p>Permanently open</p>

<p>Community Development Loans (No maximum limit)</p>	<ul style="list-style-type: none"> • Not for profit community based organisations 	<ul style="list-style-type: none"> • Crafts • Catering <p>The purpose of the Community Development Loans Fund is to make major loans to not-for-profit community-based organisations to develop new or improve existing facilities, which reflect credit or provide benefit to Timaru District residents.</p> <p>Confirmation letters or meeting minutes need to be provided</p>	<p>The Community Services Committee, with reference to a recommendation of the Community Funding Subcommittee of the Timaru District Council</p>	<p>Two rounds per year April October</p>
<p>Sport and Recreation Loans (No maximum limit)</p>	<ul style="list-style-type: none"> • Organisations with a formal legal structure • Not-for profit organisations 	<p>The Sport and Recreation Loan Scheme funds facilities and/or major plant items.</p> <p>Confirmation letters or meeting minutes need to be provided</p>	<p>The Community Services Committee, with reference to a recommendation of the Community Funding Subcommittee of the Timaru District Council</p>	<p>Two rounds per year April October</p>

001

Community Funding Policy Submission Form

First Name *

Lyle

Last Name *

Palmer

Organisation (if applicable)

CCS Disability Action South Canterbury Inc.

Phone (landline or mobile)

[Redacted]

Email *

[Redacted]

Postal address

[Redacted]

Do you agree with the draft policy? *

Yes No

Provide any comments to support your view

Looks fine - nothing too onerous for charities to cope with from what I can see.

However please don't 'overload' charity staff with a requirement to provide significant amounts of detail in relation to both the application and the subsequent accountability. Charities in general operate with limited resources. In my role as National Funding Coordinator for 18 CCS Disability Action organisations, I find that councils often want a lot of information in return for a very small (in the scheme of things) grant. It's hard to see why so much time and effort has to be put into an application to obtain a (for example) \$2,500.00 grant.

Although not public funds as such, much larger grants can be obtained from a gaming trust that has a minimal application process and very streamlined accountability process.

What changes, if any, would you like to see to the draft policy?

Off-hand I can't see anything that stands out in the limited time I have available to look at this.

Is there anything else you would like to add to your submission?

Thank you for this opportunity.
Regards.
Lyle

Upload files here

[Upload area] [Browse](#)

Please only upload .pdf, .doc or .docx files. 5MB max per file.

Privacy Statement

002

Community Funding Policy Submission Form

First Name *

Last Name *

Organisation (if applicable)

Phone (landline or mobile)

Email *

Postal address

Do you agree with the draft policy? *

Yes No

Provide any comments to support your view

What changes, if any, would you like to see to the draft policy?

Is there anything else you would like to add to your submission?

Upload files here

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003

Community Funding Policy Submission Form

First Name *

Barry

Last Name *

Taylor

Organisation (if applicable)

South Canterbury Multiple Sclerosis Society

Phone (landline or mobile)

[Redacted]

Email *

[Redacted]

Postal address

[Redacted]

Do you agree with the draft policy? *

Yes No

Provide any comments to support your view

The increase in funding to \$3000 per year for the \$500 grants is good and allows more than one application each year for this purpose.

What changes, if any, would you like to see to the draft policy?

Looks fine to me.

Is there anything else you would like to add to your submission?

No

Upload files here

[File upload area] [Browse](#)

Please only upload .pdf, .doc or .docx files. 5MB max per file.

Privacy Statement

004

Community Funding Policy Submission Form

First Name * **Last Name ***

Organisation (if applicable)

Phone (landline or mobile) **Email ***

Postal address

Do you agree with the draft policy? *
 Yes No

Provide any comments to support your view

What changes, if any, would you like to see to the draft policy?

Is there anything else you would like to add to your submission?

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005

Community Funding Policy Submission Form

First Name * **Last Name ***

Organisation (if applicable)

Phone (landline or mobile) **Email ***

Postal address

Do you agree with the draft policy? *
 Yes No

Provide any comments to support your view

What changes, if any, would you like to see to the draft policy?

Is there anything else you would like to add to your submission?

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006

Community Funding Policy Submission Form

First Name *

Last Name *

Organisation (if applicable)

Phone (landline or mobile)

Email *

Postal address

Do you agree with the draft policy? *

Yes No

Provide any comments to support your view

What changes, if any, would you like to see to the draft policy?

Is there anything else you would like to add to your submission?

The South Canterbury RSA is supportive of the changes and appreciates the ongoing support of the Timaru District Council. These community funds make event planning for small volunteer organisations like us more achievable.

Upload files here

Please only upload .pdf, .doc or .docx files. 5MB max per file.

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007

Community Funding Policy Submission Form

First Name * **Last Name ***

Organisation (if applicable)

Phone (landline or mobile) **Email ***

Postal address

Do you agree with the draft policy? *
 Yes No

Provide any comments to support your view

What changes, if any, would you like to see to the draft policy?

Is there anything else you would like to add to your submission?

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008

Community Funding Policy Submission Form

First Name * **Last Name ***

Organisation (if applicable)

Phone (landline or mobile) **Email ***

Postal address

Do you agree with the draft policy? *
 Yes No

Provide any comments to support your view

The Geraldine Historical Society is very disappointed to see that under the new draft Community Funding Policy the category Heritage/Historic has been removed. Under the former Policy it was a separate category under General Donations. This gave some reassurance that there would be funding available for the preservation of local history. There will be no such assurance under the new Community Development Fund. This new Fund criteria appears to focus on supporting initiatives that enhance the quality of life in the community. Our history /heritage is so important with the small local rural museums providing an important window onto our past. It is to be hoped that the criteria 'Ongoing Community Services' under the Community Development Fund will therefore look favourably on operating costs of museums. Geraldine Historical Museum Society is a volunteer run organisation which works very hard to raise the money needed to keep the Museum open for all - local, national and international visitors alike,- to enjoy and learn about the rich history of the Geraldine district . It is however a constant struggle to juggle funds for the day to day operating costs hence our appreciation of the funding received from TDC in the past. We are therefore concerned that under the Community development Fund a Museum application will just one of many, many you will receive. The Geraldine Historical Museum is also disappointed to see that Insurance costs will no longer be funded as this alone accounts for almost half of annual operating costs.

What changes, if any, would you like to see to the draft policy?

A category retained for Heritage/Historic . We are an important part of our communities providing a window on our past and preserving priceless artifacts that show how our communities developed and thrived over time.

Is there anything else you would like to add to your submission?

Upload files here

Please only upload .pdf, .doc or .docx files. 5MB max per file.

Privacy Statement

009

Community Funding Policy Submission Form

First Name * **Last Name ***

Organisation (if applicable)

Phone (landline or mobile) **Email ***

Postal address

Do you agree with the draft policy? *
 Yes No

Provide any comments to support your view

What changes, if any, would you like to see to the draft policy?

Is there anything else you would like to add to your submission?

Upload files here
Please only upload .pdf, .doc or .docx files. 5MB max per file.
Other attached files: GDPT sub - d Comm Funding Pol Nov 2024.pdf

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010

Geraldine District Projects Trust
C/ [REDACTED]

Mayor Nigel Bowen and Councillors
Draft Community Funding Policy
Timaru District Council

3 November 2024

Kia ora Nigel and Councillors,

Draft Community Funding Policy

The Geraldine District Projects Trust was formed in 2004 to support other charitable organisations and projects operating within and for the benefit of the Geraldine community.

In particular, the Trust supports groups and projects that do not have formal legal status and need an umbrella organisation through which to apply for funding and to hold funds granted.

The Trust welcomes the chance to comment on the draft Community Funding Policy because the policy has potential to affect groups and projects in the Trust's present and future purviews.

The Trust's interest in the policy changes relates to the criteria for funding decisions.

The Trust wishes to speak in support of this submission if such an opportunity is available.

Criteria for decision-making

The Trust wishes to raise two ways in which draft Point 9, the criteria for funding assessment and decisions, will benefit from minor addition/amendment.

The Trust has sympathy with the draft policy's stance that the criteria should be considered together and that they should be unranked, but suggests that to ensure their best use, there should be brief accompanying qualification: that those criteria have different functions; and that their use should include case-by-case flexibility.

Illustrating the rationale for the former suggested qualification, criterion *i*: *The purpose of the particular funding category* is a high-level 'make-or-break' criterion either allowing an application's further consideration or not; other criteria, such as *viii*: *The extent to which the initiative has other income streams* are more likely to be considered after high-level criteria have been met. The criteria are not 'created equal', in terms of

011

this comparison and more broadly. The Trust's view is that brief relevant notes for assessors and decision-makers should accompany the criteria.

On the latter suggested qualification, to again use the example of criterion *viii*, interacting with the matter of whether other income streams are at play are factors such as overall project cost, applicant ability to raise funds, and proportion of overall project cost requested. Supporting notes for decision-makers should make clear that case-by-case assessment through the lens of this and other criteria will help achieve best outcomes.

The second matter the Trust wishes to raise is that the draft criteria take a 'lowest common denominator' approach to applications, favouring initiatives with broad appeal and making it harder for potentially highly significant initiatives with smaller audiences to achieve funding. Criterion *v*: *The number of people in the district that will benefit from the initiative, and the likely extent of their benefit* is not balanced in the criteria by requirement for decision-makers to consider project quality. The trust suggests introduction of such requirement.

Recommendations:

- **The criteria at Point 9 should have accompanying notes raising that they have different functions, and that they should be applied case-by-case.**
- **The criteria should include requirement for decision-makers to consider project quality as per above.**

Kā mihi,

Jan Finlayson,
Chair, Geraldine District Projects Trust.

012

Community Funding Policy Submission Form

First Name *

Selina

Last Name *

Kunac

Organisation (if applicable)

Land Transport Unit - Timaru District Council

Phone (landline or mobile)

Email *

Postal address

Do you agree with the draft policy? *

Yes No

Provide any comments to support your view

LTU requests that an additional funding category be added to Appendix 1, as outlined in the attachment. This funding is currently approved by Council.

What changes, if any, would you like to see to the draft policy?

Is there anything else you would like to add to your submission?

Upload files here

Please only upload .pdf, .doc or .docx files. 5MB max per file.

Other attached files: LTU submission.pdf

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013

Funding Category	Who can apply	Purpose	Funding Body	Funding Rounds
Event Traffic Management Fund (\$100,000 per annum)	Organisations with a formal legal structure, including incorporated societies, trusts, charities and companies Schools, and associated groups and committees	The purpose of this fund is to assist community events with the cost of traffic management, where this cost would otherwise be prohibitive for the event to proceed. Examples include: <ul style="list-style-type: none"> • Commemorative events • Cultural celebrations • Sporting events Funding is conditional upon an approved application for temporary road closure under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974	Community Funding Subcommittee	Once per quarter

Intended process: Applicants would apply for funding, be *provisionally* successful, apply for the road closure with the Infrastructure Committee, be successful, and then (as currently occurs) LTU would transact with the traffic management contractor directly on their behalf.

014

The intention is that LTU would continue to manage administration associated with this, and transact with contractors directly (i.e. successful applicants would not be paid directly). Suggest that the policy is amended to reflect this.

Suggest the following edit to #15 in the policy to read: "Approval of funding does not constitute approval from Council, nor waive the requirement, for any other relevant approvals that are within Council's control, such as building or resource consents, temporary road closure approvals or traffic management plans."

Community Funding Policy



Approved by:	Community Services Committee
Group:	Community Services
Responsibility:	Community Experience Manager
Date adopted:	TBC
Review:	Every 6 years or as required This Policy does not cease to have effect because it is due for review, or being reviewed
Consultation:	Consultation will occur with grant applicants within the past 12 months
Policy Type	External Operational

Policy Purpose

1. To help facilitate the Strategic Direction and Community Wellbeing Outcomes of *Connected Citizens* and an *Enhanced Lifestyle* in the Timaru District via the provision of grants to individuals and local, community and not-for-profit organisations (referred to collectively as community funding); and
2. To outline a framework for the responsible administration of public funds for community funding purposes by Council.

Scope

3. This policy applies to the Funding Categories specified in Appendix 1.
4. Appendix 1 can only be amended by a resolution of the Community Services Committee. Amendments to appendices do not require a policy review or consultation.

Definitions

5. Council: The Timaru District Council.
6. Funding body: The entity that makes the final decision to approve, partially approve, or decline an application, and sets the conditions attached to any successful application.
7. Grant: A conditional gift plus GST as required made voluntarily to a person or organisation to use as specified by the funding body issuing the grant.

Policy Statements

Funding criteria

8. The funding provided for under this policy is prioritised for local, community and not-for-profit purposes. It is intended to allow recipients to, via the provision of grants, undertake initiatives for the betterment of the District, and which enhance its wellbeing, opportunities and liveability.

9. The following will be considered by the funding body when making funding decisions (not listed in order of priority):

- (i) The [extent of alignment between the application and the](#) purpose of the particular funding category.
- (ii) The alignment of the initiative with, and contribution to the fulfillment of, Council's Strategic Direction and Community Wellbeing Outcomes, as stated in the operative Long Term Plan.
- (iii) The ability of the applicant to successfully undertake the initiative.
- (iv) The status (i.e. not-for-profit organisation, community group or commercial entity) of the entity making the application, and the intended purpose of the initiative.
- (v) The number of people in the district that will benefit from the initiative, and the likely extent of their benefit.
- (vi) The inclusivity and accessibility of the initiative to the public.
- (vii) The cost-effectiveness of the initiative (measured as cost per expected attendee).
- (viii) The extent to which the initiative has other income streams.
- (ix) The extent to which the applicant and/ or similar initiatives has received previous funding, or is currently seeking funding from, Council and/or Council Control Organisations (CCOs).

10. Initiatives seeking funding should be located within the Timaru District. However, the funding body can, at their discretion, approve applications where they are satisfied on reasonable grounds that the initiative will provide a demonstrable benefit to the District or its communities without it being located within the District.

11. The following items are excluded from being funded via this policy:

- (i) [Public liability insurance for events](#).
- (ii) Debt servicing or re-financing costs.
- (iii) Initiatives where the primary purpose is to promote religious ministry, political objectives, or commercial or profit-oriented interests.
- (iv) Initiatives that promote behaviours that are detrimental to public health, such as harmful levels of alcohol consumption, or tobacco/ vape consumption.

12. [Temporary traffic management may only be applied for via the Event Traffic Management Fund](#).

Application process

[13](#). All applications must be submitted using the Council-approved template.

~~13-14.~~ Applications will be screened by Community Funding staff as they are submitted to ensure that they are within scope of the funding category that they are applying for. If they are clearly not within scope, the applicant will be advised that their application will not progress and alternative funding avenues suggested to them. If they are within scope or is there is any doubt as to whether they are, they will be placed before the relevant funding body for consideration.

~~14-15.~~ Late applications may be accepted at the discretion of the funding body.

~~15-16.~~ The decision of the funding body is final and cannot be appealed. Applicants are able to request feedback to assist with future applications.

~~16-17.~~ Approval of funding does not constitute approval from Council, nor waive the requirement, for any other relevant approvals that are within Council's control, such as building or resource consents, [temporary road closure approvals](#) or traffic management plans.

Payments and Finances

~~18.~~ Grants will be paid in full at the earliest possible time following acceptance, unless grant progress payments have been agreed.

~~17-19.~~ Grants will be paid directly to the applicant, unless the funding category explicitly provides otherwise.

~~18-20.~~ Specific conditions, additional to standard conditions, may be imposed by the funding body. If this is done, it will be documented in a funding agreement between Council and the grant recipient.

~~19-21.~~ Any unspent funds that are not spent for the approved purpose must be returned to Council. Any unspent funds must be returned with the acquittal within two months of the initiative being completed.

~~20-22.~~ Any credit balances at the end of the financial year for each funding category are carried forward and added to the following year's allocation.

Loans

~~21.~~ The interest rate will be the cost of borrowing to Council plus five basis points.

~~22.~~ Repayments are to be calculated on a table mortgage basis, with six monthly fixed payments and the interest calculated on the reducing balance.

~~23.~~ All loans require security in the form of a mortgage on the property, a security interest, registered with the Personal Properties Security Register or several personal guarantees where appropriate.

~~24.~~ Loans must be repaid within 5 years unless the Committee resolves to make a specific exception.

~~25.~~ A term loan agreement is required for all loans.

~~26.~~ Organisations with a current loan from the Timaru District Council, shall not be eligible for any further loans or guarantees whilst the existing loan or guarantee is in existence.

~~27. All applications for loan funds will be considered on the ability of the organisation to complete the project, and repay the loan.~~

~~28. Loans must be uplifted within twelve months of the date of the decision to offer the loan.~~

Acquittals

~~29-23.~~ All successful applicants are required to complete, to the satisfaction of Council, an acquittal report based on a Council-provided template, within two months of the completion of the funded initiative. An acquittal report is also required when an initiative is cancelled, for any funds that have been spent.

~~30-24.~~ Failure to provide an acquittal report, or to provide one to Council's satisfaction, may affect the applicant's ability to apply for subsequent funding.

~~31-25.~~ Council may, at its discretion, seek to recover funds that have not been spent in accordance with the recipients' application and/ or funding agreement.

Change of circumstances after funding received

~~32-26.~~ If a recipient seeks to re-purpose funds:

- (i) A request must be made in writing to Council outlining the circumstances, prior to any re-purposing occurring.
- (ii) The funding body will determine if the funding can be re-purposed, or if funds should be returned to Council. The members of the funding body can make this decision outside of a formal meeting so long as there is a written record, for example via email.

~~33-27.~~ If an initiative is deferred:

- (i) Council must be notified at the earliest opportunity.
- (ii) The funding body will determine if the funding can be retained, or if funds should be returned to Council. The members of the funding body can make this decision outside of a formal meeting so long as there is a written record, for example via email.

~~34-28.~~ If an initiative is cancelled:

- (i) Council must be notified at the earliest opportunity.
- (ii) Unspent funds must be returned to Council.

Advertising/ promotions

~~35-29.~~ All successful applicants are required to proactively acknowledge Council's financial support in promotional material associated with the initiative – for example on a website, tickets, or logo boards – and in media enquiries.

~~36-30.~~ All initiatives as required to be promoted as smokefree and vape-free.

Privacy and access to information

~~37-31.~~ Application forms and acquittal reports provided to Council will become official information, and therefore subject to the Local Government Official Information Act 1987. There are very limited grounds for withholding this information if it is officially requested. If recipients have any concerns about the information they intend to provide, please discuss this with the Community Funding Advisor to ensure a common understanding prior to submitting an application.

~~38-32.~~ Application forms and acquittal reports may be made publicly available in Council agendas, without redaction. Council agendas are made available on the Council website and in Council facilities, and are retained in perpetuity.

~~39-33.~~ Funding bodies may consider applications and make funding decisions in meetings that are not public-excluded.

~~40-34.~~ Council may proactively publicise to the public the names of funding recipients, the amounts received, and the initiative/s that are being funded. Reasons for approval or declination may also be publicised. For example, this could be via Council's website or media release.

~~41-35.~~ Council will manage the information it receives in line with its privacy policy; see: <https://www.timaru.govt.nz/site-info/privacy>

Conflicts of interest

~~42-36.~~ Organisations affiliated in some way to elected members or employees of Council can still be considered for grant funding. Any possible conflict of interest (or perception of a conflict of interest) should be noted in their application, to the best of their knowledge, to ensure any necessary steps can be taken to mitigate this.

~~43-37.~~ Impacted members of funding bodies or Council officers are also required to declare any possible conflict of interest (or perception of a conflict of interest), and will not be involved in any assessment or decision-making related to these applications.

~~44-38.~~ Financial or non-financial conflicts of interest will be managed in line with Council's Standing Orders.

Monitoring

~~45-39.~~ This policy will be monitored in line with Council's Policy Monitoring Framework.

~~46-40.~~ Indicators of whether this policy is achieving its stated purposes include:

- (i) The quantum of funding awarded.
- (ii) The number of applicants for individual funding categories, and in total.
- (iii) The amount of unawarded funds for individual funding categories, and in total.
- (iv) Feedback from applicants and the wider community and not-for-profit sector.
- (v) Recommendations from internal or external audits.

Reporting

47.41. _____ The Community Services Committee will receive an annual report about the operation and effectiveness of this policy and associated funding categories.

Delegations, References and Revision History					
Delegations Identify here any delegations related to the policy for it to be operative or required as a result of the policy					
Delegation	Delegations Register Reference				
TBC	To make funding decisions for the NZ Representative and Quick Response funding categories: The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority				
References Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)					
Title	Relevant Reference within Document				
N/A					
Revision History Summary of the development and review of the policy					
Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
V1 ¹	Community Experience Manager	TBC	Community Services Committee	TBC	#1584961

¹ This policy supersedes both the "Donations and Loans Policy" and the "Youth Initiatives Policy".
#1584961
Community Funding Policy

Appendix 1: Funding categories

Funding category	Who can apply	Purpose <u>and Requirements</u>	Funding Body	Funding Rounds
Youth Initiatives Fund (\$10,000 per annum)	<ul style="list-style-type: none"> • Community groups • Individuals • School groups • Social enterprises 	This fund supports activity-based projects catering to youth aged 12-25 Examples include: <ul style="list-style-type: none"> • Arts and cultural programmes • Youth Festivals • Music and drama activities • Outdoor activities • Environmental initiatives • Leadership skills and career development • Youth led peer support groups 	Youth Initiatives Subcommittee of the Timaru District Council	Two rounds per year February September
Community Local Event Fund (Up to \$10,000 per application)	<ul style="list-style-type: none"> • Community Organisations with a formal legal structure, including incorporated society, trust, and companies 	Designed for one-off community-empowering events located in the Timaru District Examples include: <ul style="list-style-type: none"> • Sports & recreational events • Arts and cultural events 	The Community Services Committee, with reference to a recommendation of the Community Funding Subcommittee of the Timaru District Council	Two rounds per year April October

<p>Community Development Fund (Up to \$30,000 per application; subject to availability)</p>	<ul style="list-style-type: none"> Community Organisations with a formal legal structure Not-for profit organisations 	<p>This fund supports initiatives that enhance the quality of life in communities</p> <p>Examples include:</p> <ul style="list-style-type: none"> Ongoing community services (e.g., operating costs) Rural community halls (e.g., heaters) Heritage protection project <p>Confirmation letters or meeting minutes need to be provided</p>	<p>The Community Services Committee, with reference to a recommendation of the Community Funding Subcommittee of the Timaru District Council</p>	<p>Two rounds per year April October</p>
<p>New Zealand Representative (Up to \$500 per application)</p>	<ul style="list-style-type: none"> Individuals (NZ citizen and permanent resident) Community groups 	<p>This fund supports individuals or groups who have been selected or have qualified to represent New Zealand at international event</p>	<p>The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority</p>	<p>Permanently open</p>
<p>Quick Response (Up to \$500 per application; limited to a maximum of \$3,000 per annum)</p>	<ul style="list-style-type: none"> Individuals Community groups 	<p>The purpose of this fund is to assist community groups with situations that fall outside the normal funding rounds, or are emergencies or unforeseen, subject to an eligibility assessment. Applications will support community-focused projects that contribute to the strengthening of community wellbeing in the Timaru District</p> <p>Examples include:</p> <ul style="list-style-type: none"> Events open to the public Cultural celebrations 	<p>The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority</p>	<p>Permanently open</p>

<p>Community Development Loans (No maximum limit)</p>	<ul style="list-style-type: none"> • Not for profit community based organisations 	<ul style="list-style-type: none"> • Crafts • Catering <p>The purpose of the Community Development Loans Fund is to make major loans to not-for-profit community-based organisations to develop new or improve existing facilities, which reflect credit or provide benefit to Timaru District residents.</p> <p>Confirmation letters or meeting minutes need to be provided</p>	<p>The Community Services Committee, with reference to a recommendation of the Community Funding Subcommittee of the Timaru District Council</p>	<p>Two rounds per year April October</p>
<p>Sport and Recreation Loans (No maximum limit)</p>	<ul style="list-style-type: none"> • Organisations with a formal legal structure • Not for profit organisations 	<p>The Sport and Recreation Loan Scheme funds facilities and/or major plant items.</p> <p>Confirmation letters or meeting minutes need to be provided</p>	<p>The Community Services Committee, with reference to a recommendation of the Community Funding Subcommittee of the Timaru District Council</p>	<p>Two rounds per year April October</p>
<p><u>Event Traffic Management Fund (\$100,000 per annum)</u></p>	<p><u>Organisations with a formal legal structure, including incorporated societies, trusts, charities and companies</u></p> <ul style="list-style-type: none"> • <u>Schools, and associated groups and committees</u> 	<p><u>The purpose of this fund is to assist community events with the cost of traffic management, where this cost would otherwise be prohibitive for the event to proceed.</u></p> <p><u>Examples include:</u></p> <ul style="list-style-type: none"> • <u>Commemorative events</u> • <u>Cultural celebrations</u> • <u>Sporting events</u> <p><u>Funding is conditional upon an approved application for temporary road closure under</u></p>	<p><u>Community Services Committee OR Infrastructure Committee</u></p>	<p><u>Once per quarter</u></p>

		<p><u>Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</u></p> <p><u>Council will transact directly with the traffic contractor on behalf of successful applicants.</u></p>		
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9 Consideration of Urgent Business Items

10 Consideration of Minor Nature Matters

11 Public Forum Items Requiring Consideration