



# AGENDA

## Community Services Committee Meeting Tuesday, 8 October 2024

**Date** Tuesday, 8 October 2024

**Time** Following the Infrastructure Committee

**Location** Council Chamber  
District Council Building  
King George Place  
Timaru

**File Reference** 1710546

## 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 8 October 2024, at the conclusion of the Infrastructure Committee meeting.**

### **Community Services Committee Members**

Stacey Scott (Chairperson), Stu Piddington (Deputy Chairperson), Gavin Oliver, Peter Burt, Allan Booth, Owen Jackson, Sally Parker, Michelle Pye, Scott Shannon 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 27 August 2024**

**Author:** Steph Forde, Corporate and Strategic Planner

#### **Recommendation**

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.

#### **Attachments**

- 1. Minutes of the Community Services Committee Meeting held on 27 August 2024**



# MINUTES

## Community Services Committee Meeting Tuesday, 27 August 2024

Ref: 1710546

**Minutes of Timaru District Council  
Community Services Committee Meeting  
Held in the Council Chamber, District Council Building, King George Place, Timaru  
on Tuesday, 27 August 2024 Following the Infrastructure Committee**

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

**In Attendance:** **Officers:** Nigel Trainor (Chief Executive), Beth Stewart (Group Manager Community Services), Samantha Molyneux (Operations Coordinator – Community Services)

**Community Board:** Gaye Broker (Temuka Community Board), Ross Munro (Pleasant Point Community Board), Shane Minear (Geraldine Community Board)

**1 Apologies**

**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**

**5.1 Presentation of Chairperson's Report**

**Resolution 2024/32**

Moved: Clr Stacey Scott

Seconded: Clr Michelle Pye

The Chairperson has attended a number of meetings including; strategic session for Elected Members, various workshops during the month, Citizenship Ceremony and the South Canterbury Chamber of Commerce Business Excellence Awards.

**Carried**



## **7 Confirmation of Minutes**

### **7.1 Minutes of the Community Services Committee Meeting held on 30 July 2024**

An issue was raised regarding the resolution at 8.2 in the previous meeting minutes. Councillor Michelle Pye disputed that the resolution noted in the minutes wasn't a true reflection of what was said or agreed. She explained she hadn't agreed to spending unbudgeted expenditure, utilising funds for the installation of the HVAC system, heritage house lift and accessible toilets in the Aigantighe Art Gallery and requested that the previous minutes be changed to reflect this.

#### **Recommendation**

That the Minutes of the Community Services Committee Meeting held on 30 July 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

## **8 Reports**

### **8.1 Actions Register Update**

- 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.
- 2 The question was raised regarding the wider gifts to the community beyond the Art Gallery, specifically referencing the Library and Museum.
- 3 It was clarified that in the previous meeting, the Elected Members only requested the Bequest Policy relating to the gallery. The information for the Library and Museum can be provided in a different report and it was confirmed that the Museum has a policy via Bequests Aotearoa.
- 4 Elected Members confirmed they would like to see this policy also as a means to understand the process with which we accept these gifts, the management plan for storing such items now and in the future.
- 5 The Chair said this item could be further discussed when we get to the report at 8.4.

#### **Recommendation**

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

### **8.2 Community Services Group Update 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.

- 2 A question was raised with regards to our District Swimming pools and the variance in costs for the community to utilise them. During LTP deliberations, in the May Standing Committees, the GM of Community Services was instructed by Elected Members to carry out a feasibility study which has been programmed for 2025. The reason for timing is resourcing levels and it was further explained that no significant maintenance or spend was planned until the study could be conducted, other than standard opening maintenance and normal operations.
- 3 Recruitment was also discussed and the question regarding an opportunity to have local volunteers trained and qualified to cover absences. The GM of Community Services further explained that we don't accept volunteers as we're accredited and need to maintain those standards. Recruitment will be extensive and will continue during the season, but it was advised that if they don't have appropriate staffing levels, they will need to close.
- 4 It was further noted that the Museum has been instructed to return funds raised as part of the Heritage Hub Project by the Museum Development Trust. The Museum Director explained that most significant donors had been communicated with and their wishes were being carried out given the current uncertainty of the project. Any funding that has been received and donors are happy for us to retain will be ring fenced for a future development if the opportunity arises.
- 5 Discussions were also had regarding library "Hublets" at our satellite sites and for adults and teenagers as they've been extremely successful for the Children's library and the potentially to loan this out to the community to increase visitor numbers.

### **Resolution 2024/34**

Moved: Clr Stacey Scott

Seconded: Clr Owen Jackson

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

**Carried**

### **8.3 Aigantighe Gallery Seismic repair Update.**

- 1 To update Council on the progress of the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project.
- 2 Discussions were had regarding potential project risks, specifically the stress rod installation. Speaking to an engineer they identified there could be a risk but various methods were explored and the risk of failure for this option was low.
- 3 The Property Projects Officer spoke to the methodology of strengthening the building and confirmed that the stress rods were part of the design since the beginning. The contractors, Farrell's, had sequenced the works themselves to complete the stress rods at this point of the project. Meetings were had regularly with engineers and the risk

assessment process reviewed. The GM of Community Services confirmed she was happy with the Risk Management Process.

- 4 Further discussions were had regarding the projects budget and reserve.

### **Resolution 2024/35**

Moved: Mayor Nigel Bowen

Seconded: Clr Gavin Oliver

That the Committee receive and note the Progress Report for the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project.

**Carried**

### **1.4 Aigantighe Art Gallery Collection Policy update**

- 1 To provide the Community Services Committee with an update on the Aigantighe Art Gallery's current processes for storing, collecting, adding, and removing artworks from the collection. This report addresses council queries about how bequests are assessed and rejected, the criteria for deaccessioning, and whether artworks are ever sold.
- 2 Additionally, this report seeks input from Council for the revision of the current policy, noting the specific guidelines and criteria associated with collections assessments, and the risks associated with potential sale of works.
- 3 Discussions were had regarding the collections policy and the costs of storage as the collections grow. The Gallery Manager explained that there is a strict collections policy which was attached to the report and how they value what is of local and national significance. It was further explained that if they're unable to store the collections in an ethical manner, they decline works they can't meet their own ethics on.
- 4 The GM of Community Services spoke to a review that was occurring with the policy with a paper due to be tabled at the meeting on 8 October 2024 with a request for input or guidance from Elected Members on what they'd like provided with the policy.
- 5 The Gallery Manager clarified that moneys budgeted are bequested by families and was not rate payers' money. When asked about the annual capital budget or if there were investment opportunities to profit a good return, it was outlined that we are bound by the Museum Aotearoa Code of Ethics and the legal wishes of the money donated and instructions as to how the funds are expected to be used which means we are constrained in what we do. The acquisition of collection pieces is not normally for financial gain, but to preserve and keep cultural assets public, prevent the loss of history and avoid privatisation. It was further explained that our policy outlines what to do if an item is no longer required for the collection and includes considering the relevance of the artwork to our regions values and historical significance. If a request does not meet the criteria it is not accepted and goes to another appropriate facility.
- 6 Councillors provided feedback as to how the consideration of storage costs and limitations can be worked into the review of the policy. Group Manager of Community Services agreed to returning to the committee with a paper showing the updated policy post review and discussing storage requirements and future options.

**Resolution 2024/36**

Moved: Cllr Scott Shannon

Seconded: Mayor Nigel Bowen

That the Community Services Committee:

1. Receives and notes the Aigantighe Art Gallery Collection Policy update report;
2. Provides feedback for officer's consideration in the revision of the Policy and criteria for deaccessioning artworks, noting the specific guidelines and potential impacts on the collection and reputation of the Gallery.

**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.

**12 Exclusion of the Public****Resolution 2024/37**

Moved: Cllr Stacey Scott

Seconded: Cllr Michelle Pye

That the public be excluded from the following parts of the proceedings of this meeting, namely,—

**13.1 Public Excluded Minutes of the Community Services Committee Meeting held on 30 July 2024**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason

<p><b>13.1 - Public Excluded Minutes of the Community Services Committee Meeting held on 30 July 2024</b></p> <p><b>Matters dealt with in these minutes:</b></p> <p><b>13.1 - Public Excluded Minutes of the Community Services Committee Meeting held on 11 June 2024</b></p> <p><b>13.2 - Aigantighe House Gallery Seismic Strengthening and Refurbishment Project</b></p>	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987.</p>	<p>The public excluded minutes of the meeting held on 30 July 2024 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 30 July 2024.</p>
<b>Carried</b>		

**Note**

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
  - (a)shall be available to any member of the public who is present; and
  - (b)shall form part of the minutes of the local authority.”

**13 Public Excluded Reports**

**13.1 Public Excluded Minutes of the Community Services Committee Meeting held on 30 July 2024**

**13.1 Public Excluded Minutes of the Community Services Committee Meeting held on 11 June 2024**

**13.2 Aigantighe House Gallery Seismic Strengthening and Refurbishment Project**

**14 Readmittance of the Public**

**Resolution 2024/38**

Moved: Clr Stacey Scott  
 Seconded: Mayor Nigel Bowen

That the meeting moves out of Closed Meeting into Open Meeting.

**Carried**

**The Meeting closed at 12:35pm.**

**Clr Stacey Scott**  
**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)

<b>Information Requested</b>	Policy update for the assessment of bequests for collections at the Aigantighe Art Gallery		
<b>Date Raised:</b>	30 July 2024	<b>Status:</b>	Ongoing
<b>Issue Owner</b>	Group Manager Community Services	<b>Completed Date:</b>	
<p>Background: Clrs requested an update on the process for managing bequests at the Art Gallery. Clrs 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. Clrs requested a policy review.</p> <p><b>Update as at 25 September 2024:</b> 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 Funding Policy

**Author:** Claire Barlow, Community Experience Manager  
Naomi Scott, Community Funding Advisor  
Brendan Madley, Senior Policy Advisor

**Authoriser:** Beth Stewart, Group Manager Community Services

### Recommendation

That the Community Services Committee:

1. Approve the “Draft Community Funding Policy” for a targeted consultation.

### Purpose of Report

- 1 The purpose of this report is to present Council with the draft Community Funding Policy, to seek elected member input regarding the policy content, and to approve the policy for a targeted consultation.

### Assessment of Significance

- 2 This draft 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 expected community interest is low.

### Background

- 3 Council awards grants to, broadly, individuals and not-for-profit community organisations to support local initiatives for the betterment of the District.
- 4 Council currently has a “Donations and Loans Policy” and a “Youth Initiatives Policy” (both attached), which outlines the framework under which tagged funds will be awarded and the conditions attached to their use.
- 5 The existing Donations and Loans Policy was approved in May 2018, and the Youth Initiatives Policy in May 2017. Both are due for review.
- 6 Officers presented a high-level overview of the policy review at the Donations and Loans Sub-committee meeting on 9 April 2024.
- 7 Sub-committee members provided feedback, and also requested a wider review of the Venture Timaru Major Events Funding. This review had to occur before the policy could be progressed, as the former may have had an impact on the latter.
- 8 The review of the Venture Timaru Major Events Funding was undertaken and discussed as part of the Council meeting on 7 May 2024, and included a follow-up meeting with Venture Timaru staff on 12 June 2024. The outcome was that the status quo was retained, at least in regard to the material aspects that relate to this policy.

**Discussion**

- 9 It is proposed to merge the two existing policies into one new policy – to be called the “Community Funding Policy” – to standardise their funding frameworks.
- 10 It is intended that this policy will govern all contestable and non-contestable community funding within scope that Council has discretion over awarding<sup>1</sup>.
- 11 Further, it is intended that the policy is sufficiently flexible to potentially incorporate other Council funding in the future, where the funds are within scope. Examples of this may include contestable cycleway funding, biodiversity funding, natural heritage funding, or Community Temporary Traffic Management Funding.
- 12 Broadly, the current policies are heavily operational and have gaps, (for example, some clauses relate to applications and responsibilities on recipients rather than guiding decision-makers and processes). The proposed draft policy has a clearer policy purpose and scope, more detailed responsibilities incumbent on all parties, and uses correct terminology. To assist applicants, the proposed policy more clearly outlines the funding categories (including their purpose and eligible applicants), and has enhanced readability.
- 13 The table below outlines the proposed changes that are considered material, and their associated rationale.

Change	Rationale
Making the policy more principles-based by introducing explicit criteria for consideration when making awarding decisions – clause 9	The addition improves the consistency and robustness of decision making, and more closely aligns funding decisions with the purpose of the policy. It is noted that whilst these need to be considered, they are not weighted. Funding bodies will be able to retain discretion and exercise their judgement. Applicants will be asked to provide information against each of the criteria as part of their application, and these will be assessed in a matrix. Overall, this will improve the ability of the funding body to meaningfully compare applications.
Stating items that are excluded from being funded under the policy – clause 11	Its addition provides greater clarity to applicants, and is an expression of what the policy is not intended to support. 11(iv) supports Council’s current Smokefree Policy, and its intended future amendment to incorporate vaping.
Making it clear that Council administers grants under this funding programme, rather than donations or loans	Grants are funds provided to be used for a specific and tagged purpose, whereas donations are, by definition, obligation free on the recipient. Loans have been removed

<sup>1</sup> Note that some Council administered community funding does not fall under the scope of this policy, where the source of the funding is external to Council *and* the source has already set clear guidelines for how it is to be awarded. Creative Communities is an example of this.

	because community funding is not considered the appropriate area of Council to administer these.
Expanding the carry forward of credit balances at the end of each financial year to all funding categories – clause 20	The current policy only provided this carry forward to some funding categories, but not all. This was considered an unjustified anomaly.
Making the responsibility for recipients to report acquittals more explicit and detailed – clauses 21-23	These clauses are more detailed than the current policy. The increased responsibilities and detail reflect and highlight that the funds are public money, and that Council and recipients owe specific responsibilities to the community to ensure that the funds are used as intended.
Adding clear information about what will occur if circumstances change after funding has been approved – clauses 24-26	This was identified as a gap in the current policy. Its addition is intended to provide clarity to the recipient, and assurance to Council that the funding body will get the opportunity to approve or decline any requests to use the funding for non-approved purposes after it has been awarded <sup>2</sup> .
Adding clear information about how applicant information will be used – clauses 28-31	This was identified as a gap in the current policy. Its addition is intended to provide clarity to applicants, prevent surprises, and assist Council with meeting its privacy obligations. It is noted that Council officers and the new funding software will, jointly, assist applicants/ recipients to reduce the amount of irrelevant, potentially personal information provided, for example as part of an acquittal report.
Adding clear information about how conflicts of interest will be managed – clauses 32-33	This was identified as a gap in the current policy. Its addition is intended to help Council meet its obligations to appropriately manage conflicts of interest (noting that many Councillors and officers have outside involvement in groups that may apply for community funding) and help give applicants and the wider community confidence that public money is being awarded transparently and without bias.

<sup>2</sup> In practice, currently, applications will be considered, and funding decisions made, in public excluded. The name of recipients, the amount, the initiative funded, and reasons for approval/declination may be made public as soon as possible upon the decision being made.

Adding monitoring and reporting requirements – clauses 34-36	To assist Councillors and officers in identifying if the policy is achieving its intended outcome, and whether future amendments might be appropriate.
<p>Changes to some of the Funding Categories – Appendix 1</p> <ul style="list-style-type: none"> <li>- Changing Minimal Donation to Quick Response</li> <li>- \$3,000 annual limit for Quick Response</li> <li>- Increase of NZ Representative from \$250 to \$500</li> </ul>	These changes are intended to improve clarity and relevance to applicants. Some categories are now less prescriptive to allow more applicants to be eligible and improve funding body discretion. The increase in values, e.g. for NZ Representative, is to make the real value of the funding more meaningful given inflation has eroded its value since the policy was last reviewed in 2018.

### Options and Preferred Option

- 14 **Option One (preferred):** Approve the attached “Draft Community Funding Policy” for a targeted consultation.
- 15 Officers believe that the draft policy improves on the existing policies for the reasons outlined above, and is an appropriate basis for consultation.
- 16 **Option Two:** Amend the attached “Draft Community Funding Policy”, and approve the amended policy for public consultation.
- 17 Council may identify improvements to the draft policy and determine that it requires amendment prior to public consultation. The advantages and disadvantages of this option are dependent on the amendments made. It is noted that the scale of any amendments made may impact the proposed timeframe or the level of significance. The consultation methodology may need to be amended if the level of significance is altered.

### Consultation

- 18 Consultation must meet the requirements of section 82 of the Local Government Act 2002. This policy is not subject to the Special Consultative Procedure outlined in section 83 of the Act, and thus reduces the consultation requirements that Council must meet.
- 19 In line with the assessment of significance noted earlier in this report, and to fulfil the section 82 requirements, it is proposed to undertake a targeted engagement. Community Boards and those who have made applications to the current funding categories within the last 12 months would be invited to provide feedback.
- 20 It is proposed that the targeted consultation would occur for a three-week period, from 10 October to 31 October 2024. It is proposed to not hold a Hearing.

### Relevant Legislation, Council Policy and Plans

- 21 Long Term Plan 2024-34

**Financial and Funding Implications**

- 22 The cost of the policy review, including consultation, is being met within existing budgets. No overspend is expected. The policy, if amended from the attached draft, may have additional fiscal implications.

**Other Considerations**

- 23 It is proposed to bring this item to the 19 November 2024 Community Services Committee meeting to present feedback received from the targeted consultation, facilitate deliberations, and seek adoption of a version of the policy.
- 24 If the Community Funding Policy is adopted in November 2024 (or a subsequent meeting):
- 24.1 It is proposed that the “Donations and Loans Sub-committee” be renamed to the “Community Funding Sub-committee” to reflect both the change in policy name and that Council does not provide donations or loans for community funding.
- 24.2 The Donations and Loans Policy and the Youth Initiatives Policy will be revoked, having been replaced by the Community Funding Policy.
- 25 The finalisation of the Community Funding Policy will be also supported by the implementation of a new decision-making matrix. This matrix will enable the Committee to award or decline applications according to a more refined set of criteria to increase transparency, equity and fairness.
- 26 The implementation of the final policy will occur in tandem with the launch of the new online funding platform which will enable significantly easier administration of the various grants programs across Council.

**Attachments**

1. **Draft Community Funding Policy**
2. **Current Donations and Loans Policy**
3. **Current Youth Initiatives Policy**

## Community Funding Policy



<b>Approved by:</b>	Community Services Committee
<b>Group:</b>	Community Services
<b>Responsibility:</b>	Community Experience Manager
<b>Date adopted:</b>	TBC
<b>Review:</b>	Every 6 years or as required This Policy does not cease to have effect because it is due for review, or being reviewed
<b>Consultation:</b>	Consultation will occur with grant applicants within the past 12 months
<b>Policy Type</b>	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 exclusive of GST 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) Alcohol or tobacco (including vaping) related initiatives, or initiatives that are not alcohol or tobacco-free.

*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. All funds are exclusive of GST.
18. 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. Any unspent funds that are not spent for the approved purpose must be returned to Council. Any unspent funds must be returned if they have not been spent within twelve months of receiving the money.
20. 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.

#### *Acquittals*

21. 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 deferred or cancelled, for any funds that have been spent.
22. 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.
23. 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*

24. 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.
25. 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.

26. If an initiative is cancelled:



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

#### *Advertising/ promotions*

27. 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.

#### *Privacy and access to information*

28. 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.
29. 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.
30. Funding bodies may consider applications and make funding decisions in meetings that are not public-excluded.
31. 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.
32. 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*

33. 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 ensure any necessary steps can be taken to mitigate this.
34. Impacted elected members 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.

#### **Monitoring**

35. This policy will be monitored in line with Council's Policy Monitoring Framework.
36. 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

37. 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					
<b>Delegations</b>					
Identify here any delegations related to the policy for it to be operative or required as a result of the policy					
<b>Delegation</b>	<b>Delegations Register Reference</b>				
TBC					
<b>References</b>					
Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)					
<b>Title</b>	<b>Relevant Reference within Document</b>				
N/A					
<b>Revision History</b>					
Summary of the development and review of the policy					
Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
V1 <sup>1</sup>	Community Experience Manager	TBC	Community Services Committee	TBC	#1584961

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

#1584961  
Community Funding Policy

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## 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"> <li>Community groups</li> <li>Individuals</li> <li>School groups</li> <li>Social enterprises</li> </ul>	This fund supports activity-based projects catering to youth aged 12-25 <ul style="list-style-type: none"> <li>Arts and cultural programmes</li> <li>Youth Festivals</li> <li>Music and drama activities</li> <li>Outdoor activities</li> <li>Environmental initiatives</li> <li>Leadership skills and career development</li> <li>Youth led peer support groups</li> </ul>	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"> <li>Community Organisations with a formal legal structure, including incorporated society, trust, and companies</li> </ul>	Designed for community-empowering events <ul style="list-style-type: none"> <li>One-off</li> <li>Smoke-free and vape-free events</li> <li>Sports &amp; recreation</li> <li>Arts and cultural events</li> </ul>	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

		<ul style="list-style-type: none"> <li>• Located in Timaru District</li> <li>• The overall cost of the event does not exceed \$10,000</li> </ul>		
<p>Community Development Fund</p> <p>(Up to \$30,000 per application; subject to availability)</p>	<ul style="list-style-type: none"> <li>• Community Organisations with a formal legal structure</li> <li>• Not-for profit organisations</li> </ul>	<p>This fund supports initiatives that enhance the quality of life in communities</p> <ul style="list-style-type: none"> <li>• Ongoing community services (e.g., operating)</li> <li>• Rural community hall (e.g., heaters)</li> <li>• Heritage protection project</li> </ul> <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</p> <p>April</p> <p>October</p>
<p>New Zealand Representative</p> <p>(Up to \$500 per application)</p>	<ul style="list-style-type: none"> <li>• Individuals (NZ citizen and permanent resident)</li> <li>• Community groups</li> </ul>	<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</p> <p>(Up to \$500 per application; limited to a maximum of \$3,000 per annum)</p>	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Community groups</li> </ul>	<p>The purpose of this fund is to assist community groups with emergency or unforeseen situations. Applications will support community-focused projects that contribute to the strengthening of community wellbeing in the Timaru District</p> <ul style="list-style-type: none"> <li>• One-off events open to the public</li> </ul>	<p>The Chair of the Community Services Committee and the Officer of Timaru District Council with delegated authority</p>	<p>Permanently open</p>

		<ul style="list-style-type: none"><li>• Cultural celebration</li><li>• Crafts</li><li>• Catering</li></ul>		
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**Donations and Loans Policy**



<b>Approved by:</b>	Community Services Committee
<b>Date Approved:</b>	8 May 2018
<b>Keywords:</b>	Donations, Loans, Events, Minimal, Youth, New Zealand Representative, Community, Facilities, Grants, Substantial, Sport

**1.0 Purpose**

This policy outlines how Council will manage applications from the community for Council funding.

**2.0 Background**

Council has had a Grants and Loans Policy since 1996. That policy contained the guidelines for allocating Council funding in response to applications from the community.

Council explored the development of an events strategy and associated community funding when the 2015 Long Term Plan was developed. As part of the Pre-Consultation Survey in August / September 2014, two questions relating to grants and events were surveyed. The Timaru District community supported expenditure on donations / events remaining within current budgeted levels. Those levels are unable to meet all the needs of all the voluntary clubs and organisations in the district.

As a consequence it was prudent to review Council’s Grants and Loans Policy which contained the guidelines for events support.

A new policy called the Donations and Loans Policy (this policy) was subsequently developed and approved, by the Community Services Committee on 25 November 2014.

With the adoption of this new policy a separate events strategy became unnecessary.

Review of the Donations and Loans Policy can be undertaken at any Community Services Committee meeting. The flexibility this provides allows the policy to react to changing circumstances and remain current.

This policy is aligned to community outcomes in the Long Term Plan.

**3.0 Key Definitions**

**Donation** – An unconditional gift made voluntarily to a person or organisation to use as they see fit, where there is no benefit to the donor, or to anyone associated with the donor. There is no GST associated with a donation.

**Delegated authority** – as outlined in Council’s Delegation Register

#1240734

## 4.0 Policy

### 4.1 Introduction

1. The Council will focus available funding on projects that contribute to the following community outcomes in the Long Term Plan:
  - Smart diversified economic success supported and enabled
  - Communities that are safe, vibrant and growing
  - People enjoying a high quality of life
  - A strong identity forged and promoted
  - A valued, healthy and accessible environment
2. With that in mind the Council will concentrate its general donations funding on local events, rural community halls, museums and community services and on substantial donations or loans for improved or new facilities.

### 4.2 Application Categories

Applications in the following categories are eligible for consideration:

- a) New Zealand Representative.
  - b) Minimal Donations.
  - c) General Donations.
  - d) Substantial Donations.
  - e) Community Development Loans.
  - f) Sport and Recreation Loans.
  - g) Youth Entertainment Funding.
- a) New Zealand Representative ("one off" donations of \$250).
    - 1 Residents from the Timaru District.
    - 2 Nationally selected to represent New Zealand at international level.
    - 3 Approved jointly by the Chairperson or Deputy Chairperson of the Community Services Committee and the appropriate officer under delegated authority.
    - 4 All decisions to be reported to the Community Services Committee.
  - b) Minimal Donations (donations of up to \$500).
    - 1 Projects must have a benefit to the general community.
    - 2 Considered and decided jointly by the Chairperson or Deputy Chairperson of the Community Services Committee and the appropriate officer under delegated authority.
    - 3 All decisions to be reported to the Community Services Committee.
  - c) General Donations
    - 1 Events –  
This funding is to support events which the public at large can attend, and are listed on the community calendar. Applicants are to be community based organisations or individuals and the events can be "one off", new or ongoing. All Council run, funded or supported events are required to be "Smokefree".

#1240734



Donations for events, may be approved for a maximum of 3 times in succession, after which a 1 year stand down will apply before the applicant may apply again. Any subsequent application must include details of improvements to the event which may require short term funding before becoming self sustaining. This paragraph does not apply to Christmas Parades and ANZAC Day Services.

**2 Rural Community Halls –**

This funding is for maintenance / improvements to the District's rural community halls which are available for public use. Applications are restricted to hall committees / societies and they need to demonstrate that the level of hall and community use warrants the expenditure.

**3 Community Services -**

This funding is for not-for-profit community-based organisations which provide an ongoing, free community service. The latest Annual Report must accompany an application to show the level of activity of the organisation and the number of people to benefit.

**4 Heritage/Historic -**

Administration costs for not-for-profit community-based organisations which have a focus on preserving the history of South Canterbury and making it available to the public at little or no charge.

**5 Salaries and Wages** will not be funded unless there are exceptional circumstances.

- d) Substantial Donations** (donations of \$10,000 or more from the Community Development Interest Fund)
- 1 Applicants must be not-for-profit community-based organisations.
  - 2 Eligible projects must develop new or improve existing facilities.
  - 3 Eligible projects must significantly benefit Timaru District residents.
  - 4 There must be strong financial support from the community.
- e) Community Development Loans**  
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. The Annual Interest Rate is to be set at half of the 90 day bank bill rate, at the time of offering the loan.

Note: For Loan Conditions see Clause 4.4

- f) Sport and Recreation Loans**  
The Sport and Recreation Loan Scheme funds facilities and/or major plant items. The Annual Interest Rate for five year loans is 3.54% and for ten year loans is 3.61%.

Note: For Loan Conditions see Clause 4.4

- g) Youth Entertainment Funding**  
Projects should be activity based, public and benefit a group of youth aged 12 to 25 years rather than an individual and have an emphasis on entertainment. Applications are considered by a subcommittee of the Community Services Committee two or three times a year. Unspent funds are not carried forward at the end of the year.

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### 4.3 Application Requirements

- 1 All Donation and Loan applications (except Youth Entertainment Funding and Creative New Zealand applications) are to be considered by the Donations and Loans Subcommittee with recommendations being made to the Community Services Committee. Applications which exceed the Committee's funding, will be forwarded with recommendations, to the Policy and Development Committee which will then coordinate a recommendation to Council.
- 2 Application Forms: All applications must be made using the appropriate application form.
- 3 Retrospective Applications: Applications will not be considered for expenditure incurred prior to the decision date.
- 4 Publicity: Public acknowledgement is required for all Council Donations and Loans.
- 5 Annual accounts / bank statement and/or budget for the most recent financial year are to be supplied with applications.
- 6 Dates: There will be two funding rounds per annum with applications closing each year around September and March. The closing dates and meeting dates will be advertised.
- 7 Interviews: Applicants for a donation of \$8,000 or more are strongly advised to attend an interview.
- 8 Resource and Building Consents: Approval of funding does not constitute approval for building work and is conditional on the applicant obtaining all necessary Resource and Building Consents.
- 9 Accountability: Accountability reports are required within two months of the completion of the funded project, and a further application will not be considered if there are outstanding issues. Accountability forms are not required for Minimal or New Zealand Representative donations.
- 10 When applying for \$2,000 or more, a copy of the resolution to apply to the Timaru District Council for funding is required.
- 11 Donations are rarely made to organisations with large amounts of available funds. Applicants are expected to put their own uncommitted funds towards a project and applications need to include details if funds are committed towards another purpose.
- 12 All Donations and Loans are exclusive of GST.
- 13 Late applications will not be accepted.
- 14 A client agreement of donation terms and conditions must be completed by successful applicants prior to funds being advanced for a donation of \$10,000 or more.

### 4.4 Loan Conditions

- 1 Repayments are to be calculated on a table mortgage basis, with six monthly fixed payments and the interest calculated on the reducing balance.
- 2 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.
- 3 Loans must be repaid within 5 years unless the Committee resolves to make a specific exception.
- 4 A term loan agreement is required for all loans.
- 5 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.

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- 6 All applications for loan funds will be considered on the ability of the organisation to complete the project, and repay the loan.
- 7 Loans must be uplifted within twelve months of the date of the decision to offer the loan.

#### **4.5 Underwriting Activities** (Guarantee against loss)

The Donations and Loans Subcommittee may recommend that an event be underwritten, i.e. a Guarantee Against Loss which must be uplifted within two months of the conclusion of the event.

#### **4.6 Carried Forward Balances**

Credit balances in the Grants Fund at the end of the financial year are carried forward and added to the following year's allocation.

#### **4.7 Review Of Policy**

The Donations and Loans Policy may be reviewed at any Community Services Committee meeting.

#1240734

<b>5.0 Delegations, References and Revision History</b>						
<b>5.1 Delegations</b> - Identify here any delegations related to the policy for it to be operative or required as a result of the policy						
<b>5.2 Related Documents</b> - Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)						
<b>5.3 Revision History</b> – Summary of the development and review of the policy						
<b>5.1 Delegations</b>						
Delegation			Delegations Reference	Register		
Community Services Committee <ul style="list-style-type: none"> <li>Decisions on the recommendations from the Donations and Loans Subcommittee.</li> <li>Updating the policy</li> <li>Forwarding with recommendations applications which exceed the Committee’s funding to the Policy and Development Committee to coordinate a recommendation to Council</li> </ul> Chairperson or Deputy Chairperson Community Services Committee together with the Customer Services Manager. <ul style="list-style-type: none"> <li>Decide on NZ Representative and Minimal Donations applications received under the policy and report them to the Community Services Committee.</li> </ul> Donations and Loans Subcommittee <ul style="list-style-type: none"> <li>Make recommendations on applications received under the policy and report them to the Community Services Committee. Minimal and NZ Representative donations excepted.</li> </ul> Chairperson Donations and Loans Subcommittee together Customer Services Manager. <ul style="list-style-type: none"> <li>Decide which applicants will be interviewed.</li> </ul>			#1240539 (April 2019)			
<b>5.2 References</b>						
Title			Document Reference			
Council Funding Application form			(F10937): #1116040			
Minimal Donations Application form			#1107593			
New Zealand Representative Application form			#1107588			
Donations & Loans policy for public viewing						
Revision #	Policy Owner	Date Approved	Approval by	Date of next review	Document Reference	
3	Customer Services Manager	25/11/2014 (reconfirmed 14/06/2016)  Update requested by Committee 20/9/2016  Update requested by Committee 02/05/2017  Reviewed by Committee no change 28/11/17  Reviewed and amended 08/05/18	Community Services Committee	June 2019 unless earlier review required by Community Services Committee	#1152048	

#1240734

## Youth Initiatives Funding Policy



<b>Approved by:</b>	Community Development Committee
<b>Date Approved:</b>	2 May 2017
<b>Keywords:</b>	Youth, Entertainment, Public, Youth Initiatives Subcommittee, Donation, Sport, Event, Activities

### 1.0 Purpose

The purpose of this policy is to set guidelines for the administration of Youth Initiatives funding.

### 2.0 Background

Council established the Youth Initiatives Working Party in 2002 to formulate criteria for applications to the Youth Initiatives budget. The Working Party concluded in 2003 that a budgeted amount of \$10,000 should be made available as funding support to youth activities and events. The Youth Initiatives Subcommittee was subsequently established as a subcommittee of the Community Development Committee with delegated authority to allocate Youth Initiatives funding and appoint 2 youth representatives to the Subcommittee.

Council has continued to budget \$10,000 annually for Youth Initiatives and the Youth Initiatives Subcommittee distributes the funding. Any unspent funds at 30 June are not carried forward to the next financial year.

### 3.0 Key Definitions

**Youth** - The Department of Internal Affairs advised that the definition of Youth is people aged between 12 to 25 years.

**Donation** – An unconditional gift made voluntarily to a person or organisation to use as they see fit, where there is no benefit to the donor, or to anyone associated with the donor. There is no GST associated with a donation.

**Delegated Authority** – as outlined in Council’s Delegation Register.

### 4.0 Policy

#### 4.1 Introduction

The Council has set aside funding to be used for community donations to support events, entertainment or activities which will contribute to the Timaru district being a vibrant and exciting place for youth.

#### 4.2 Eligibility

Applications should be activity-based, for activities that are public, and to benefit a group of youth aged 12 to 25 years rather than an individual and have an emphasis on entertainment. All Council run, funded or supported events are required to be “Smokefree”.

The following applications will receive high priority:

- (a) Provision of entertainment for youth.
- (b) Staging of a youth event.
- (c) Arranging youth activities.

#982240

The following applications may be considered but have low priority:

- (d) Individuals.
- (e) Sport and recreation activities.

#### **4.3. Application Requirements**

1. Applications will be considered by the Youth Initiative Subcommittee which is a subcommittee of the Community Development Committee.
2. Application Forms: All applications must be made using the Youth Entertainment Funding application form.
3. Retrospective Applications: Applications will not be considered for expenditure incurred prior to the decision date.
4. Publicity: Public acknowledgement is required for all Council donations.
5. Annual accounts / bank statement and/or budget for the most recent financial year are to be supplied with applications.
6. Funding Rounds: There will be two funding rounds per annum. The closing dates and meeting dates will be advertised.
7. Interviews: Applicants may be invited for an interview with the subcommittee in support of an application.
8. Resource and Building Consents: Approval of funding does not constitute approval for building work and is conditional on the applicant obtaining necessary Resource and Building Consents.
9. Accountability: Accountability reports are required within two months of the completion of the funded project, and a further application will not be considered if there are outstanding issues.
10. When applying for \$2,000 or more, a copy of the applying organisation's resolution to apply to the Timaru District Council for funding is required.
11. Donations are rarely made to organisations with large amounts of available funds. Applicants are expected to put their own uncommitted funds towards a project and where an applicant has substantial funds on hand or invested, must provide detail as to what the purpose of the held funds are.
12. All donations are exclusive of GST.
13. Late applications will not be accepted.

#### **4.4. Underwriting Activities**

The Youth Initiatives Subcommittee may recommend that an event be underwritten, i.e. a Guarantee Against Loss which must be uplifted within two months of the conclusion of the event.

#### **4.5 Unspent Funds**

Any unspent funds at 30 June are not carried forward to the next financial year.

#### **4.6 Review of Policy**

The Youth Initiatives Policy may be reviewed at any Community Development Committee meeting.

#### **4.7 Donations and Loans Policy**

The Youth Initiatives fund is also subject to the Donations and Loans Policy in relation to application categories and requirements..

#982240

<b>5.0 Delegations, References and Revision History</b>						
<i>5.1 Delegations - Identify here any delegations related to the policy for it to be operative or required as a result of the policy</i>						
<i>5.2 Related Documents - Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)</i>						
<i>5.3 Revision History – Summary of the development and review of the policy</i>						
<b>5.1 Delegations</b>						
Delegation			Delegations Reference	Register		
Establishment of the Youth Initiatives Subcommittee as a subordinate committee of the Community Development Committee.			#868246 Clause 6.4.1			
<b>5.2 References</b>						
Title			Document Reference			
1.	Donations and Loans Policy		<ul style="list-style-type: none"> <li>#915325 – F8525: Council Policy Register – Final</li> </ul>			
2.	Youth Entertainment Funding Application Form		<ul style="list-style-type: none"> <li>#967140 – F8260: Grants &amp; Subsidies – Applications – Youth Initiatives</li> </ul>			
3.	Youth Initiatives Policy v 1		<ul style="list-style-type: none"> <li>#962090 pg 412</li> </ul>			
<b>5.3 Revision History</b>						
Revision #	Policy Owner	Date Approved	Approval by	Date of next review	Document Reference	
#2	Customer Services Manager	18 April 2017	Community Development Committee	May 2020	#982240	
#3	Customer Services Manager	2 May 2017	Community Development Committee	May 2020	#982240	

#982240

### 8.3 Aigantighe House Gallery Seismic Upgrade Project

**Author:** Matt Sisson, Property Projects Officer

**Authoriser:** Nicole Timney, Group Manager Property

#### Recommendation

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.

#### 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 continues to progress well and remains within agreed timelines and budget.
- 4 The post tension stress rod process reported previously has concluded with no issues and is no longer deemed a potential risk item.
- 5 The expected completion date of physical works is 11 October. A defect rectification and commissioning period of works completed by the contractor is to be completed by 24 October 2024.
- 6 The gallery house will require approx. 1 month of stable recorded environmental data prior to opening which will commence from 11 October and may take approx. 5-6 weeks.
- 7 At the conclusion of this project, there will be a full in-house project review undertaken which will include key project personnel and stakeholders. Areas reviewed will include the scoping, tenders and procurement, project delivery, budget management, monitoring, and evaluation, reporting and management.
- 8 The project team will also debrief with key suppliers of the project independent of this review and collate that with the internal project review findings.



- 9 The findings of this combined review will be reported to the Community Services Committee meeting in the near future.
- 10 A reopening event is currently being planned for 12 December 2024, to align with the summer visitor period. A plan is being developed by Officers to include a reopening ceremony and pōwhiri, with a limited guest list. The opening to the public will be over the weekend of the 14-15 December. Planning and curatorial works are underway in anticipation of this.
- 11 Elected Members will also be invited to an exclusive walk-through of the unfinished gallery following project completion of the refurbishment, and before it is curated for opening. Further details and invitation will be provided in due course.
- 12 HVAC, Lift and Accessible Toilet renovation.**
- 13 On 30 July 2024 Elected Members approved the use of reserved project budget for the installation of the HVAC system in the main gallery, and for the installation of the multi-floor lift and accessible toilets in the House Gallery.

At the time of writing, the status of these additional items is as follows:

- HVAC is undergoing final pricing review with supplier. No increase in price expected.
  - Lift design has recently been approved by Heritage New Zealand Pouhere Taonga allowing the structural engineer and architect to finalise detail design.
  - Toilet accessible renovation consent has been lodged. Awaiting to appoint builder using council procurement policy.
- 14 A detailed update on these items will be provided to elected member at next committee meeting on the 19 November 2024.

## Attachments

1. **Aigantighe House Gallery Council Report September 2024**

# KEY PROJECT

## Aigantighe House Gallery Seismic Repairs

Progress report – Issue 10 – September 2024



### OVERVIEW

The Aigantighe House Gallery is currently undergoing a seismic upgrade to enable the continued use of the space for an art gallery and allow public access to the building again.

### PROJECT UPDATE

- Stress rod installation and testing complete. No issues to report
- Interior 95% complete
- Exterior 95% complete



#### Project Risks:

Nil to report

### PROJECT TIMELINE

Activity	Key date
Interior and exterior painting	Complete
Stress rod installation and testing	Complete
Physical construction completion	11 October 24
Commissioning and defect rectification complete	24 October 24
Reopening event	12 December 24

### PROJECT TEAM

**Project Sponsors:** Beth Stewart, Cara Fitzgerald **Project Manager:** Nicole Timney, Matt Sisson

**Project budget**  
**\$3.7m**  
**Project spend to date**  
**\$2,252,000**

**Farrells Construction**  
**Contract**  
**Paid to date**  
**\$1,941,393**

# KEY PROJECT

## Aigantighe House Gallery Seismic Repairs

Progress report – Issue 10 – September 2024



### OVERVIEW

The Aigantighe House Gallery is currently undergoing a seismic upgrade to enable the continued use of the space for an art gallery and allow public access to the building again.



Stress rod installation photos

### PROJECT TEAM

**Project Sponsors:** Beth Stewart, Cara Fitzgerald **Project Manager:** Nicole Timney, Matt Sisson

**Project budget**  
**\$3.7m**  
**Project spend to date**  
**\$2,252,000**

**Farrells Construction**  
**Contract**  
**Paid to date**  
**\$1,941,393**

## 8.4 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

- 3 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.
- 4 This report provides a summary of key program statistics, project or unit highlights, operational risks or issues for consideration.

### Timaru District Libraries

- 5 District-wide: A team of staff has been assembled to assist IT with launching the new library website. The group scheduled an initial consultation and planning meeting on 18 September. This will be a rather large project moving forward, with a tentative go-live date of mid-October.
- 6 October school holiday program planning is underway with information about the District's Polar Extreme Programme available via the Library's social media channels.
- 7 Timaru Library: The Child's Library hosted 17 classes for school visits during the first half of September, engaging a total of around 385 pupils. The programmes were on a range of different topics and included educational activities to match.

- 8 Geraldine and Temuka Libraries & Service Centres: Six third-year Otago Medical School students visited the Geraldine Library & Service Centre on 26 August as part of their Community Contact Week. The students were on site to learn how public libraries contribute to the health and wellbeing of individuals in rural communities.
- 9 Both centres are seeing an increase in rates rebates applications due to the increase in rates.
- 10 As at 20 September Temuka, Geraldine and the Timaru customer services teams have processed 1300 rates rebates applications, equating to about \$962,000.00 worth of rebates. Applications are still being received. FAQ's and written guidance have provided support to eligible ratepayers to enable self-completion and reduce reliance of administrative support staff.

### **Recreational Facilities**

- 11 Summer Pools: Recruitment for seasonal lifeguards is well underway. The main intake will occur on Monday 30<sup>th</sup> September. As per standard process, reports on the 2024/5 summer season's anticipated opening hours have been presented to the Community Boards.
- 12 CBay Fitness: Membership has peaked at over 1500 members, which is the highest recorded membership to date. The increase in membership means that, at peak times, gym equipment and classes are at capacity, with further impacts on maintenance schedules and renewals for equipment as increased usage limits hardware life.
- 13 Aorangi Stadium: has been booked out every weekend in September and October, and is planning for a number of significant national and regional events in the summer. The bookings process for the stadium is now operated through Bookable.
- 14 CBay: The Welcoming Week Pool Party was a huge success with members of the Community Development and Land Transport Unit teams supporting the event.
- 15 Learn to Swim: Term 3 saw over 700 participants in the program, up from 680 in Q1 2023/4, and 600 in Q1 2023/4. The target for the quarter is 750. The increase is largely attributable to an upgrade of the bookings and administration system which has supported greater efficiencies and improvements in the management of the bookings processes, thus enabling a greater focus on level of service planning and delivery.

### **Community Development**

- 16 Welcoming Communities: Welcoming Week is a national initiative which ran from 6 - 15 September, celebrating and embracing newcomers to Aotearoa New Zealand.
- 17 TDC's representation at community forums and events has been widely acknowledged in recent times. The following community events were attended on behalf of TDC, demonstrating the value that the community development team brings to the sector:
  - Youth Sector Network Hui
  - SJ Café and SJ Café Committee meeting
  - Social Sector Forum
  - BA5 Youth Survey Results
  - 12 Month Celebration for former refugees
  - Welcoming Week Multicultural Aoraki Quiz Night (terrible result!)
  - Community Trust of Mid and South Canterbury Annual Public Meeting

- Welcoming Week Syrian Storytime at the library

### Community Funding

18 There have been two funding rounds since the last update as detailed in the below table:

Funding Round	Available funds	Number of applications	Total amount applied for	Funds approved	Funds remaining
Youth Initiatives 04/09/24	\$10,000	3	\$20,800	\$4,800	\$5,200
Local Arts (Creative NZ) 12/04/24	\$58,845.12	5	\$19,492.80	\$16,979.30	\$41,874.82

### Aigantighe Art Gallery

19 The Art Gallery recorded 3179 visitors over the first quarter of the financial year, down from 3834 for the same quarter in the 2023/4 financial year. The lower visitor numbers may be due ongoing capital works on the House Gallery. Once the gallery project has been completed, visitor numbers are expected to increase.

20 Key Exhibitions & Events over the Quarter have included:

- 28 July: Baroque Music Concert (84 adult attendees). Classical music performance in the gallery, combining art and music.
- 7 – 18 August: *Artarama 2024* Exhibition - 1,068 visitors (591 children, 477 adults)
- 9 August: *Malcolm Warr: A Legacy in Print Opening* - 40 adult attendees
- 23 August: South Canterbury Pottery Group (SCPG) *Inferno* Exhibition Opening (208 adult attendees)
- 24 August: *Helen Pollock Floor Talk* (25 adult attendees)

21 Preparations are underway for the summer period, including the formal reopening of the House Gallery. The formal opening is being planned for 12 December and is expected to be an evening event with a limited guest list. A weekend public opening will be hosted on the 14<sup>th</sup> and 15<sup>th</sup> of December in the House Gallery Garden. Program development is underway with more information about the formalities and event details forthcoming.

### South Canterbury Museum

22 Museum service user numbers have been steady with a 9% increase over the target average figures for August. Educational groups made up nearly half of August's numbers.

23 Upcoming Museum events over October will include an active school holiday programme, an historical book launch and the staging of Hamlet by Aidan Theatre in the central exhibition space.

### Attachments

Nil



**9 Consideration of Urgent Business Items**

**10 Consideration of Minor Nature Matters**

**11 Public Forum Items Requiring Consideration**