



## **COMMUNITY DEVELOPMENT COMMITTEE MEETING**

**on**

**Tuesday 2 May 2017**

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

## **TIMARU DISTRICT COUNCIL**

**Notice is hereby given that a meeting of the Community Development Committee will be held in the Council Chamber, District Council Building, King George Place, Timaru on Tuesday 2 May 2017, at the conclusion of the Infrastructure Committee meeting.**

### **Committee Members:**

Cllrs Steve Wills, (Chairperson), David Jack (Deputy Chairperson), Peter Burt, Andrea Leslie, Richard Lyon, Paddy O'Reilly, Sally Parker, Kerry Stevens, Tracy Tierney and the Mayor.

### **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.

Bede Carran  
**CHIEF EXECUTIVE**

# **COMMUNITY DEVELOPMENT COMMITTEE**

**2 MAY 2017**

## **AGENDA**

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**COMMUNITY DEVELOPMENT COMMITTEE**  
**FOR THE MEETING OF 2 MAY 2017**

**Report for Agenda Item No 6**

**Prepared by     Sharon Taylor**  
**Group Manager Community Services**

**Confirmation of Minutes**

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Minutes of Community Development Committee.

**Recommendation**

**That the minutes of a meeting of the Community Development Committee held on 21 March 2017, be confirmed as a true and correct record.**

## **TIMARU DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL BUILDING, KING GEORGE PLACE, TIMARU ON TUESDAY 21 MARCH 2017 AT 9.45AM**

**PRESENT** Cllrs Steve Wills (Chairperson), Peter Burt, Dave Jack, Andrea Leslie, Richard Lyon, Paddy O'Reilly, Sally Parker, Kerry Stevens, Tracy Tierney and the Mayor

**APOLOGY** John McDonald - Pleasant Point Community Board

**IN ATTENDANCE** Jennine Maguire – Geraldine Community Board (for public part of meeting)  
Noeline Clarke – Temuka Community Board (for public part of meeting)  
Chief Executive (Bede Carran), Acting Group Manager Community Services (Symon Leggett), Parks and Recreation Manager (Bill Steans), Group Manager Infrastructure (Ashley Harper), Group Manager Environmental Services (Chris English) and Council Secretary (Joanne Brownie)

**1 DECLARATION OF CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**2 IDENTIFICATION OF MATTERS OF A MINOR NATURE**

The Committee agreed to consider the Rock and Hop fundraising event as a minor nature item, at this meeting.

**3 CHAIRPERSON'S REPORT**

The Chairperson reported on duties he had carried out and meetings he had attended on behalf of the Committee since the last meeting including Long Term Plan and Asset Management Plan workshops, Council Budget meeting, meeting with the Aoraki Development Board, meeting with the Group Manager Community Services, meeting with Tennis SC representatives and approval of a minimal grant.

**4 CONFIRMATION OF MINUTES**

Proposed the Mayor  
Seconded Cllr Parker

"That the minutes of a meeting of the Community Development Committee held on 7 February 2017, excluding the public excluded item, be confirmed as a true and correct record."

**MOTION CARRIED**

**5 FORMER CHALMERS CHURCH SITE, TIMARU – GROUNDS MAINTENANCE REQUEST**

The Committee considered a report by the Parks and Recreation Manager on a request for Council to accept responsibility for maintaining the grounds of the former Chalmers Church. The Parks and Recreation Manager spoke to the report and answered questions from the Committee. The Committee noted it is private property and Council would be wary of creating a precedent if it accepted the request and committed to undertaking maintenance on an ongoing basis.

Proposed Cllr Burt  
Seconded Cllr Stevens

"That the request from the Coptic Church for council to maintain the former Chalmers Church grounds and playground be declined."

MOTION CARRIED

**6 RECEIPT OF SAFER COMMUNITIES COMMITTEE MINUTES**

The Committee considered the minutes of the Safer Communities Committee.

Proposed the Mayor  
Seconded Cllr Jack

"That the minutes of a meeting of the Safer Communities Committee held on 2 March 2017 be received."

MOTION CARRIED

**7 CONSIDERATION OF A MINOR NATURE ITEM**

The Chairperson acknowledged the successful SC Hospice fundraising Rock and Hop event which was held on Caroline Bay at the weekend. He congratulated the organisers on the event and noted the benefits of the event to the District.

**8 READMITTANCE OF THE PUBLIC**

Proposed the Mayor  
Seconded Cllr Leslie

"That the public be readmitted to the meeting."

MOTION CARRIED

The meeting concluded at 9.55am.

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Chairperson

## **COMMUNITY DEVELOPMENT COMMITTEE**

**FOR THE MEETING OF 2 MAY 2017**

**Report for Agenda item No 7**

**Prepared by     Justin McLauchlan  
Libraries Manager**

### **Timaru District Libraries Annual Report Year Ended 31 March 2017**

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#### **Purpose of Report**

To consider the Timaru District Libraries Annual Report Year Ended 31 March 2017.

#### **Background**

The Timaru District Libraries presents an annual report to the Community Development Committee as part of the Community Services Group's cultural and recreational facilities.

#### **Identification of Relevant Legislation, Council Policy and Plans**

The Local Government Act 2002.

#### **Conclusion**

The Timaru District Libraries Annual Report is attached for the Committee's information.

#### **Recommendation**

**That the information be received and noted.**

## Timaru District Libraries

### Annual Report Year Ended 31 March 2017



## **1. WHY LIBRARIES?**

Public Libraries of New Zealand developed a booklet in partnership with its members to share what modern public libraries help to create by:

- Enabling access to information
- Building social capital
- Providing vital community facilities
- Encouraging literacy and learning
- Sharing local stories and local history.

Public libraries are efficient and they enable central and local government to engage with our customers in a cost-effective way.

## **2. INTRODUCTION FROM THE LIBRARIES MANAGER**

Libraries on many levels are the heart and soul of a community and as a team we feel proud to be part of the future of libraries. All three libraries in the district continue to connect with their customers and their uniqueness is distinctive in form and variety of services, but all share the same ethos. They provide a wealth of information, services and resources to local, national and international visitors.

We are fortunate to have a forward-thinking staff with a wonderful mix of knowledge, skills and experience; academically, recreationally, socially and culturally. As a team we continue to learn, reflect, grow, develop and evolve as the needs of our customers change over time.

The future of libraries is exciting with the enhancement of technology and innovation. For staff to explore new ideas and concepts it is vital that we remain aware of new environments so that the changes we face are embraced to enable staff to share new information with our users and connect to our demographic.

The following few pages list a number of our key statistics and achievements.

### **2.1 Summary during 1 July 2016 to 31 March 2017**

- 426,815 items were issued
- 9,051 eBooks were borrowed via the ePlatform
- People on average read 8,618 newspapers via Press Reader each month
- More than 353,099 people visited the libraries
- 1,065 new members joined the libraries
- 171,068 queries were answered
- 16 free internet computers were available
- Wifi and APNK were used 70,182 times
- Bulk loans were provided to 2 link libraries (Pleasant Point and Mackenzie)
- 23 FTE staff operated the libraries (this is a total of 40 staff)
- Radio Frequency Identification (RFID) project has employed 9 casual staff
- 18 volunteers associated with the libraries.

How many people are coming into the library?

Door Count	1 July 2016 to 31 March 2017
Month	
July	34,764
August	31,953
September	31,085
October	30,365
November	30,230
December	29,515
January	29,262
February	28,057
March	33,385
<b>Total</b>	<b>27,8616</b>

### **3. LIBRARY ONLINE**

Our online resources continue to add value and variety to the libraries' collections. There is a wide range of people utilising our online resources for life-long learning. The library online presence encompasses a diverse range of electronic resources for various age groups, interests, skill levels from games, hobbies to professional research, audio books, eBooks, library catalogue and our website.

#### **3.1 Website**

This is a fantastic resource for the community and beyond. Website usage continues to increase. During this period there were 132,985 website visits. This reflects the growing use and awareness of the digital platforms on offer to library members.

Regular news items were displayed on the website and we created a FaceBook page for the Libraries and users.

#### **3.2 PressReader**

This resource gives access to international newspapers and magazines offering options of displaying and reading 4000 newspapers from 100 countries in 60 languages. The number of newspapers and magazines during this period that were read were 77,563.

#### **3.3 Update on the online databases**

The libraries subscribe to a range of databases which have proved popular. New additions were:

- Britannica – online encyclopaedia resource
- Ames English Online
- Bolinda Borrow Box - a collection of bestselling eBooks and eAudiobooks. Timaru District Libraries provides this service as a member of a consortium of libraries comprised of Selwyn District Libraries, Waimakariri Libraries, Hurunui District Libraries, Ashburton Public Library and Timaru District Libraries.

#### **4. ADULT LIBRARY SERVICES**

Adult Services cater for a diverse range of people, ages, needs and expectations, both for our local communities and the many national and international visitors who come to the libraries, whether to borrow items, access information or use the free computers or wifi services.

##### **4.1 Visits**

- The Nukes – ukulele trio performed at the Timaru library.
- Author Jeremy Scott, spoke in Timaru and Geraldine.
- Allan Andrews, author spoke of his 70 years in farming to a Timaru crowd.
- Brent Harpur illustrated cartoons for the children in Timaru.
- Hungry Town folk duo performed in Timaru.
- Bob Darroch, an author and illustrator presented in Temuka.
- Ukulele Strumalong teach and perform every second Sunday in Timaru.
- Ara Photography Students displayed a photography exhibition called Through the Lens in Timaru.
- Love Food Hate Waste Display and presentation by Louise Holman.
- Ecan presented a free information session on being warmer for cheaper and burning smoke free.
- Seeds of Hope Exhibition – showcasing individuals from around the world who have taken up the challenge of creating change for a sustainable future.

##### **4.2 The International IMPAC Dublin Literary Award**

This award is held in high regard within the literary world. The winner of this award receives a prize of €100,000. We continue to be a nominating library and each year we submit three nominations for inclusion in the long list for this award.

##### **4.3 Book Clubs**

All libraries hosted regular monthly meetings to share the joy of new materials to promote the collection and share great reads.

#### **5. REORGANISATION OF TIMARU ADULT LIBRARY PUBLIC SERVICE POINTS**

During the year there were a number of enhancements to the environments of the libraries to continue to evolve as our collections develop. There was further refreshing of the book collection through the deselection project. This allows us to present our material in a more eye catching and visually appealing way.

Some examples are:

- Bibliotheca was selected as the provider for our RFID (Radio Frequency Identification) and the tagging of items has begun.
- Face out displays are proving to be popular and provide quick choice options for the customers.
- Graphic Novels are in a better space to help showcase this collection
- ESOL (English as a Second Language) was enhanced and added to
- Our magazine collection has been refined.
- The display of new books continues to highlight a lot of our new material on offer to the customers.
- We have adjusted shelving to open up space and lower the height for better access and vision of material.

## **6. TEMUKA LIBRARY SERVICE CENTRE**

- Children's Library refurbished: Painted; new shelving bins for board books; colour-pop noticeboards; floor cushions.
- Café style reading area at the front of the adult library.
- Bi-lingual signage added to adult collection.
- Power Wall Non-Fiction Display: two full bays of display shelves in the non-fiction collection promoting 'new and true' items.
- Face out display shelving interspersed in all collections.
- Information Centre refurbished: painted, new brochure holders; historic photo murals added for detail.
- Community connectivity: Knitting Club; Lego Club; Mahjong Club; Adult Colouring Club; Device advice; Seed Library; Pre-school story time & craft; Holiday programmes; After school craft programme; Reading Challenges; Class and group visits; Book Club.
- Collection / library Service / Council Service Centre / Community Group displays.
- Visiting Authors.

## **7. GERALDINE LIBRARY SERVICE CENTRE**

- Refurbished Children's Library: painted; new furniture and fittings (couch, shelving, book bins, table and chairs, trestle tables for craft programmes)
- New shelving to house Council and Environment Canterbury information.
- Processing bench re-configured.
- Community connectivity: Knitting and crocheting Club; Pre-school story time and craft; Holiday programmes; After school craft programme; Reading Challenges; Class and group visits; U3A Book group; Books on the Brain bookclub; Plunket and Karitane; Automobile Association hosted at the Library.
- Visiting Authors / Speakers.

Ongoing engagement with the community occurs at a number of levels from interactions across the counters and service desks, online via the website, amongst the shelves, helping with eReaders, supporting computer use and enabling digital literacy, and providing high profile display space.

## **8. TIMARU LIBRARY FOYER**

Many eye-catching displays were on show in the entrance foyer throughout the year, representing a diverse range of local and national community groups and organisations. Non-profit groups may book the foyer for one week at a time during the year. This is an effective and popular promotional space and the demand for bookings is constant throughout the year with many groups booking ahead for the following year.

During the year groups and organisations that made use of this space included:

### **8.1 Timaru Library**

- Timaru Woodturners Club
- Barnados Kids Start
- Environment Canterbury
- Heart Foundation
- Hearing Association
- Timaru Horticultural Society
- Playcentre
- South Canterbury Drama League
- Altrusa
- Citizen Advice Bureau
- Sport Canterbury
- South Canterbury Kindergarten Association

## **8.2 Geraldine Library Service Centre**

- Geraldine Arts & Plants Festival
- U3A Theatre group
- Geraldine Uke Fest
- Heart Safe Community Awards
- Geraldine Fibre Arts
- Postcard Display
- Art work by local artist: Frank Hall
- Geraldine Bridge Group

## **8.3 Temuka Library Service Centre**

- RSA
- Mahjong Group
- Promotion of community services for budgeting advice
- Plunket Display
- Lions Club competition winners
- Rata Kindergarten display.

## **9. JUSTICE OF THE PEACE SERVICE CENTRE**

The popular Justice of the Peace Service Centre continued to be held weekly, with Saturday morning clinics in the Timaru Adult Library from 10am - 2pm. This service is appreciated and well used by the community.

## **10. DISPLAYS**

### **10.1 General**

Displays are an important way of enticing and engaging users as a means of promoting specific subjects or broader themes drawn from the collections. Themes for displays may also tie in with local, national and international events and promotions, supported by appropriate library materials.

Examples of displays include:

### **10.2 Timaru Adult Library**

- New to the collection
- Sea to Sea challenge
- Needle craft
- Woodturning
- Hand made gifts
- Christmas cooking
- Art books
- Self sufficient living
- Historical library paraphernalia
- Photography
- ANZAC

### **10.3 Temuka Library Service Centre**

- Doggone good reads
- Magazine madness
- Stitches in time
- Winter warmers
- Hells Pizza
- If I could paint the world
- Great Reads
- Get growing!
- Recycling
- Roald Dahl – Liz Weir
- Magic it begins again
- Keep calm and take your medicine
- Seed Library
- Good Reads
- Christmas Tree – made out of books
- Summer reading
- Purple Book Month
- Blind Date with a book
- Great Reads
- Feed our Fiction addiction
- Non-fiction NEW & TRUE
- Children's Book collections
- Hell Pizza reading challenge

### **10.4 Geraldine Library Service Centre**

- Top 20 Authors
- Olympics
- Adult Graphics
- Magazines you can access on Press Reader
- Ecology
- Health & Wellness
- Zero Waste Food
- Gardens around the world
- Great Reads
- Back to school
- A VW celebration
- Children's day on the Bay
- Jeremy Scott the long road from a broken heart
- Depression
- Hell Pizza reading challenge

## **11. YOUTH SERVICES, PROGRAMMES AND EVENTS**

A district-wide, rich programme of events and activities was delivered throughout the year to support and promote literacy by encouraging reading, writing, creativity, search skills and library use. Programmes were designed to meet the needs of children and teens of different ages, abilities and genders.

Youth Programmes and Events were held in each of the libraries. Holiday programmes included:

- If I could Paint the World – an art themed programme with a focus on the colours around us.
- Glorumpious Roald Dahl – to help celebrate 100 years since the birth of this popular author.
- Christmas Storytime & Craft
- Under the Sea – A celebration of everything sea related which included a very popular ‘make a space’ (an area set up for creativity).
- Starlight Puppet Extravaganza – Lights turned off with stories read aloud. Library was decorated with many lights and lanterns. Puppet show by local artist.
- Winter Warmers Reading Challenge throughout winter months
- Liz Weir visit to all branches in September 2016. She is a storyteller and puppeteer.
- Weekly board games on Friday afternoons in the Timaru Children’s Library
- Hell Pizza Reading Challenge was hugely popular with hundreds of children taking part.

The annual Winter Reading Challenge offered incentives for children to enrich and extend their reading through the winter months.

Timaru Library won a Australasian competition based around a Harry Potter display and won an iPad mini for the library.

#### **11.1 Children’s Day on the Bay**

The Library set up an area for reading and relaxing as part of their stand at Children’s Day. Staff promoted the library and its services and programmes for children and families. Special Guest was Spot the Dog and he was hugely popular.

#### **11.2 AnyQuestions**

The team of operators continue to contribute to this growing service for AnyQuestions continued to contribute to this ever-growing national online homework service. One operator was involved in the ManyAnswers task force and assisted with the moving of the service to the new software.

#### **11.3 Outreach**

- Visit to Craighead Kindergarten once a term – sharing favourite stories and admiring their library.
- Visit to Garden Grove Montessori March 2017 to share favourite stories for Book Week.
- Visit to Woodbury School to promote our eBook collection and favourite books.

#### **11.4 School visits to Timaru Library**

- Glenavy School
- Sacred Heart
- Sacred Heart Ukulele Group
- Pleasant Point Primary
- Beaconsfield Primary
- St Joseph’s Primary
- Geraldine Primary

#### **11.5 Preschools Visits**

- Ti Kouka Kindergarten
- Active Kids Preschool
- Homebase Carers and Children

### **11.6 Other Groups**

- St John's Cadets
- Kiwi Conservation Club
- Highfield School 'Reading Together' final meeting held at Timaru Children's Library. Library staff had attended some of the workshops prior to the programme.

### **11.7 Visits to Temuka Library**

- Regular visits from Temuka Primary School groups
- Cubs
- Pre-School groups
- Storyteller / Puppeteer visit

### **11.8 Visits to Geraldine Library**

- Pre-school visits
- Girl Guides and Brownies
- Pre-School groups
- Storyteller / puppeteer & guest speakers

### **11.9 Displays**

Frequently-changing, creative and colourful displays are a great way to promote the libraries' collections, resources and services. Displays were mounted to promote local or national events, and with these the opportunity was taken to enrich the display by showcasing the libraries' books or other resources relating to the topic or theme.

The following displays were mounted in the Timaru Children's Library during the year:

- 2016 Children's Book Awards
- Beatrix Potter 150 Years
- If I Could Paint the World
- Look New Books
- Maori Language Week
- Bedtime Stories
- Conservation Week
- Father's Day
- Holiday Fun
- Spring
- Talk Like a Pirate
- Toi Toi Magazine
- Save the Kiwi
- Animal Tales
- Award Winning Harry Potter for Borrow Box
- Creative Crafts
- New Audio Books and Music
- Hells Pizza Reading Challenge
- Season Readings and Merry Christmas
- Under the Sea
- Back to School
- Swim Books
- Horse Books
- Parks Week
- Sea Week
- The Very Hungry Caterpillar
- Work Book Day
- World Meteorological Day

### **11.10 Storytimes**

Weekly storytimes were held across the district at all libraries. Programmes focused on introducing toddlers and their families or caregivers to a fun range of books and activities such as classic favourites, Kamishibai picture card story telling gifted from Eniwa Library, nursery rhymes, new picture books, novelty books, chants, action rhymes, music and movement. Balloons, bubbles and stick games added to the fun.

### **11.11 Teen Services and Displays**

A comprehensive range of high-interest reading material was provided for the physical and electronic teen collections. Many popular teen books became major films, drawing new audiences of teens, as well as adults, to the books. Teen DVD collections remained popular. Youth Week and Music Month and Book Award promotion raised further interest in these collections.

- Children's Book Awards
- Maori Language Week
- Zoella Book Club
- New Teen Books
- Redraft Creative Writing Competition
- Summer Reads
- Maurice Gee Month

## **12. COLLECTION UPDATES**

### **12.1 The Aoraki Heritage Collection**

This collection was established in order to document the history, development and cultural life of the South Canterbury region. The Library systematically identifies, collects, preserves and makes available historical and current resources published in or about South Canterbury.

The Collection is an accumulating permanent record, and provides a rich resource for current and future customers (researchers, students, members of the public and genealogists).

The Collection contains approximately 12,000 items. Multiple copies of titles are purchased in order to meet current customer demand, to provide for replacement copies when those copies wear out, and to enable copies to be preserved for future generations. Historical gaps are being filled retrospectively to enhance the overall depth of the collection. Much of this material is not yet catalogued, however, is retrievable in response to customer queries.

The bulk of the Collection is housed in the Timaru Library basement, in a mobile shelving unit. This covered unit provides a base level of environmental protection, as many of the items are too rare and/or fragile for open shelving.

### **12.2 Stack Collection**

This has been relocated from the workroom to the basement and a deselection process has occurred. This is a collection of around 25,000 books. The collection contains books that are considered to have ongoing historical relevance as well as items that have become out of print but not in suitable condition to be in the main collection.

### **13. STAFF TRAINING**

Throughout the year various staff participated in a range of professional development courses specific to libraries, as well as local Council in-house training opportunities.

These included:

- Health & Safety workshops
- First aid training
- Britannica Demonstration
- RFID Tagging Training
- Road trip to Christchurch – visited AllBooks and two Christchurch Branch Libraries
- Mental Health Awareness at CBay
- BlueCloud catalogue
- Online registration
- Safehold training
- Any Questions operator training
- Geraldine Training - Saving Documents Related to Dogs
- Temuka Training - Saving Documents Related to Dogs
- Training for Special Voting for Local Body elections, attended by Geraldine staff.
- Ara Institute of Canterbury - Management & Leadership Training – Team Leaders
- ODI Training – Libraries Manager

### **14. BUILDINGS AND FACILITIES**

Ongoing routine maintenance and repairs have been undertaken as required for all library buildings and facilities. Annual building-related inspections and Health and Safety audits were completed. The Lucus facility audit was completed.

Geraldine and Temuka Libraries children's areas have undergone some refurbishment and painting to refresh and brighten these spaces.

The generators at Temuka and Geraldine have been reconditioned to ensure they are of working order.

All teams work hard to ensure Health and Safety is paramount.

### **15. PROJECTS**

#### **15.1 Radio Frequency Identification (RFID)**

Bibliotheca is our provider for the RFID project and we are currently continuing to work through this project. This will be a wonderful enhancement on our current customer service by making us more effective and streamlining our service to our customers. The two principal benefits is that it enables users to self issue books and enhances security.

#### **15.2 Timaru Library Roof**

DLA Architects have been engaged to help with the process of our complex library roof. It is a work in progress with some clear timelines in place to enable further development of this project.

## 16. SERVICE CENTRE STATISTICS

<b>Geraldine Library and Service Centre</b>	<b>July – December 2016</b>	<b>January – March 2017</b>
LIMS, scanning/fax/photocopying etc.	416	473
Receipts	1,890	954
Rates	28	431
Dog Registrations	619	24
Customer Request Maintenance (CRM)	157	106
3 Bin System		3
Cemeteries – Burials/Plot Purchases	40	29
Infringements	28	11

<b>Temuka Library, Service and Information Centre</b>	<b>July – December 2016</b>	<b>January – March 2017</b>
LIMS, scanning/fax/photocopying etc.	584	425
Receipts	3,449	1,557
Rates	1,592	705
Dog Registrations	1,161	29
Customer Request Maintenance (CRM)	122	69
3 Bin System		
Cemeteries – Burials/Plot Purchases	31	21
Infringements	39	5

## 17. FRIENDS OF THE LIBRARY

The Friends of the Library had another successful year supporting the Timaru District Libraries. Chairperson Doug Lawrie was re-elected at the AGM. This was the Friends 30<sup>th</sup> AGM marking a special occasion for those past and present members. Lola Smith from the Cancer Society and Justin McLauchlan, Libraries Manager, presented to the Friends.

The Friends continued to support the libraries in a positive way as one of our stakeholders.

## 18. CONCLUSION

The Timaru, Temuka and Geraldine teams continue to ensure effective customer service is at the forefront of everything that we do. The services offered across the district meet the needs, challenges and changes within our communities. The continued improvements are prevalent across the three facilities and enjoyed by the communities and visitors to these spaces. The future of libraries is an exciting one and with further strategic long term planning being developed our services will continue to be enhanced and enjoyed by our communities.

## **COMMUNITY DEVELOPMENT COMMITTEE**

**FOR THE MEETING OF 2 MAY 2017**

**Report for Agenda item No 8**

**Prepared by     Philip Howe  
                       Museum Director**

### **South Canterbury Museum Annual Report Year Ended 31 March 2017**

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#### **Purpose of Report**

To consider the South Canterbury Museum Annual Report Year Ended 31 March 2017.

#### **Background**

The South Canterbury Museum presents an annual report to the Community Development Committee as part of the Community Services Group's cultural and recreational facilities.

#### **Identification of Relevant Legislation, Council Policy and Plans**

The Local Government Act 2002.

#### **Conclusion**

The South Canterbury Museum Annual Report is attached for the Committee's information.

#### **Recommendation**

**That the information be received and noted.**

## South Canterbury Museum

### Annual Report Year Ended 31 March 2017



#### Introduction

2016 was another busy period for the Museum as it carried out its key roles of collection development and research, exhibitions, education programmes, public programmes and events, local and regional collaborations, and a wide range of tasks behind the scenes to ensure that a professionally-operated museum service was provided for the District's residents and visitors to the region. It also marked 50 years since the current Museum building opened. Achievements during the period included:

- 402 items added to the collections
- 5 temporary exhibitions mounted
- 4 school holiday programmes conducted
- 16 public talks, events and programmes conducted
- 1 external public event participated in
- More than 2,322 volunteer hours worked in or for the Museum (in excess of one full-time position filled)
- 22,137 users of our services
- Over 130 current Friends of the Museum (SC Historical Society)
- Over 1,200 Museum current Explorers Club members
- Over 1,200 followers on Facebook

Museum service users consistently give very positive feedback for the quality and impact of the Museum's exhibitions, services and programmes. The Museum's achievements and value to the community result from the continuing development and use of its three prime resources – people, facilities and collections.

## 1. Personnel

### 1.1 The Museum Team: Staff, Volunteers and Supporters for 2016

Museum Director (full-time)	Philip Howe
Curator of Documentary History (full-time)	Tony Rippin
Curator of Social History (full-time)	Chris Rapley
Museum Educators: Learning Experience Outside the Classroom (LEOTC) funded	Wendy Hurst, Keely Kroening, Ruth Gardiner, Justine Carson-Iles
Technician (part-time)	Russell Armstrong
Cleaner (part-time)	Debs Brady, Jan Rippin
Weekend supervisors	Alistair Pike, Christopher Templeton, Dianne Shields, Elaine Aitcheson and David Batchelor
Taskforce Green workers	Aaron Howard, Regan Walton
Volunteers	Mark Denne, Lee Keeley, David Batchelor, Elaine Aitcheson, Rodger Laycock, Susan Scott, Joanne Knight, Keith Bartholomew, Aaron Howard, John Nichol, Craig Perkins, Emma Williams
SC Museum Development Trust Trustees	Rosie Carruthers, Craig Perkins, Ross Parkes, John Oliver, John Simpson, Christopher Templeton and Philip Howe

The Museum has been greatly assisted by our volunteers, who have worked on a wide range of collection care, exhibitions, public events and programmes, and information access projects behind the scenes. The hours worked by these additional personnel equate to the equivalent of more than a full-time staff position for the year.

The major contribution to the Museum's success made by the commitment and dedication of all members of the wider Museum team cannot be stressed enough.



## **1.2 Personnel Development**

Specific museum training courses are few and far between, but a number of training and networking opportunities were taken by staff and volunteers during the year. These included:

- Museums Aotearoa Conference, Auckland
- Media Communication course (Ashburton)
- Museum Exhibition techniques (Te Papa course held at SC Museum)
- Time Management course (Christchurch)
- Project Management course (Christchurch)
- In-house Timaru District Council staff training

In addition, staff members visited a number of other institutions during the year to view facilities and discuss a range of issues with colleagues. The Museum also hosted visits from museum colleagues elsewhere.

## **2. Collection Care and Development**

Care and management of the Museum's unique local heritage collections continues to be a major part of the work carried out by staff and volunteers. The Museum's collections are at the heart of all that we do; they are the raw material for research, exhibition and education. Considerable effort is put into improving standards of collection care, organising storage for easier access and updating collection records on computer database.

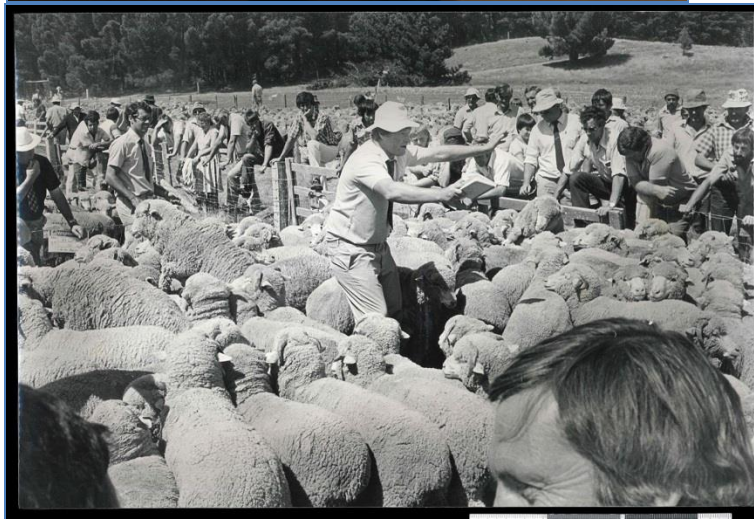
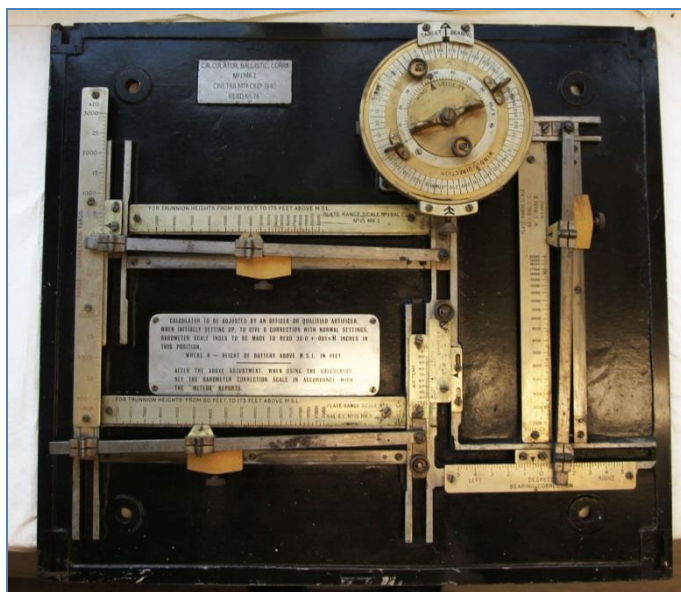
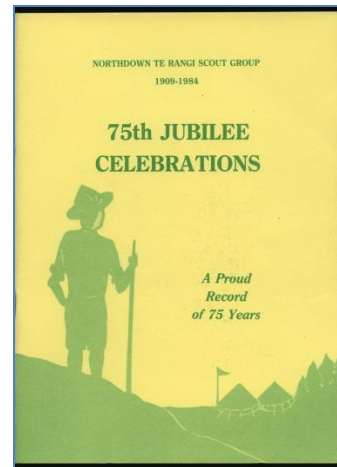
The Museum's Collection Policy was reviewed and revised in 2016. This key document outlines what the Museum will collect, delegations for decision making and procedures for removing items from the collections.

A total of 143 accessions have been recorded for the 2016 year, with 402 individual items catalogued from these accessions so far to date, consisting of:

- 34 publications – including books, periodicals, microfiche items and digital copies
- 65 photographic items – mostly single prints but one large negative collection included
- 34 archival documents or groups of records (often very large numbers)
- 187 objects – mostly social history artefacts, along with some natural history specimens

The great majority of these items were donated to the Museum by their owners, or collected by staff. Some purchases were made, particularly of appropriate reference books and materials. Items are assessed for relevance and importance to the region's heritage before being formally accessioned.

Work continues on documenting all of the items received during this period. In addition significant progress generally has been made in earlier clearing cataloguing backlogs, updating data and carrying out a host of minor improvements in most collection areas.



**Above:** Among 2016 acquisitions from top left: alpine ghost moth (*Aoraria lenis*) collected from 1800m, Fox Peak; 1974 75<sup>th</sup> jubilee booklet for Timaru's Northdown-Te Rangi scout troop; A ballistic calculator believed to have been used by the Timaru coastal artillery battery 1941 – 1944; A British War Medal issued to Timaru man John Bowkett for service 1917-1919; photograph of the sale of Mt Cook Station merino sheep c.1980; a woollen dress c.1910.

## 2.1 Collection Management Projects

At the beginning of 2016, work was completed on preparing an off-site storage area for Museum collection items. Two rooms have been insulated, provided with smoke detection, security systems and with temperature control. These have provided space for rehousing items withdrawn from the Mezzanine Floor display areas as well as allowing for reorganisation of storage within the Museum to provide better conditions and access.

Work continued behind the scenes on a range of projects to better house, document and make available the heritage items in our collections. The Museum aims to house its collections to international standards for care, access and data preservation.

Work has continued on a project to provide digital access to parts of the Museum's collections. On-line visitors are able to browse many parts of the Museum's collection catalogues through the PastPerfect Online programme that link to the Museum's pages on the Timaru District Council's website. Several thousand records are listed, providing access to the collections resulting in enquiries from around the world. Further access is provided through another programme, Virtual Exhibit, and also through an external site, New Zealand Museums Online, which now has over 140 items from our collections featured.

## 3. Exhibitions

### 3.1 Temporary Exhibitions

Five temporary exhibitions were mounted during the year, all planned and developed by the Museum Team. Exhibition work is very intensive and involves considerable research, with all labels, graphics and display furniture prepared on site by Museum staff. The exhibitions were:

***Aves Novazealandia*** This very popular exhibition featured the photography of local Ron Lindsay who has developed a major portfolio of New Zealand's native birds.



***Equipped to survive*** An exhibition that looked at the equipment used by First World War soldiers serving New Zealand. This was a partnership with local collector Malcolm Brady (left) who supplied the exhibits. It also utilised the Survivor WW1 interactive exhibit, purchased from Wellington designer Juliet Cook.

**Battle Flag** This celebrated the 100<sup>th</sup> anniversary of the naval Battle of Jutland. It focussed on one object from the Museum's collection, a battle ensign flag from the HMS New Zealand, a British Navy ship that fought in the battle. This flag had been donated to Timaru during a visit by the ship in 1919. This was the first exhibition of the flag for many decades.



**Never a Week Goes By** A travelling exhibition developed by South Otago Museum in collaboration with a New Caledonian historian. This exhibition compared the experiences of Otago and New Caledonian communities in commemorating their fallen from the First World War.

**Pieces of the Past** This exhibition redisplayed a number of artefacts removed from the Mezzanine Floor area during redevelopment.

### 3.2 Long-term exhibition development

The planning, fundraising and design work for the first half of the Museum's Mezzanine Floor exhibition upgrade was carried out with the area opening in April 2017. This was a major project for the Museum Director and both Curators, on top of regular exhibition work, collection work, public programmes and other tasks. Several tours of the developing area were given to groups to highlight the work in progress. Work on the second stage will proceed through 2017.

Fundraising for this project has been very successful, with over \$220,000 raised externally during 2016.



## 4. Heritage Education Service

### 4.1 Ministry of Education Contract

The Museum's LEOTC contract with the Ministry of Education expired in December 2016. An application for a new three-year contract in August was initially unsuccessful. However, following public concern and consultation, a new contract for a reduced value was provided. The Museum's Heritage Education Service team have worked to obtain other external grants to augment the contract in order to maintain the present level of service.

The Heritage Education Service reports regularly to the Ministry, and is inspected once a year by an external evaluator. It has received positive feedback about the quality of the services provided by both client schools and the Ministry of Education.

### 4.2 On-site Education Programmes



A wide variety of topics were taught in the Museum, using exhibition areas and the Education Space located in the Museum's Heritage Theatre. Students ranged from New Entrants to Senior High School level. Programmes were able to utilise specimens and artefacts from the stored collections, often providing students with a hands-on approach to learning. The audio-visual system in the Education Space proved very useful for many programmes.

Students were also able to use the Heritage Education Service's growing collection of replica historic costume, which saw students dressing as Victorian school children or native birds.

### 4.3 Off-site Programmes

A number of schools worked with Heritage Education Staff at several local sites for natural history studies, including Raincliff, the Otipua Wetlands, Centennial Park and Washdyke rocky shore area. Cultural sites visited included local rock art sites, Timaru inner-city heritage buildings, Caroline Bay and the harbour area.

Classroom teachers have appreciated the specific expertise and student-centred approach that Museum staff and their partner organisations can provide in these settings.



Several programmes were also delivered in other local museums in the wider region at Pleasant Point, Waimate, Fairlie, Twizel, Geraldine, and Ashburton. This particularly benefited schools that were unable to travel to Timaru.



The Museum also engaged with schools and teachers to widen opportunities for local heritage education. Staff attended school meetings, plus teacher meetings were held at the Museum. This included a Waimataitai School teacher training day held entirely at the Museum. Staff took the opportunity to try out replica costumes (above).

## 5. Public Programmes

### 5.1 User Statistics

A total of 22,197 users of the Museum's services were recorded for the period, a slight increase on the target figure based on the average of the three previous years. Figures are recorded for on-site visitors and service users, off-site outreach to schools and groups, and distance users of our services, via mail and email requests.

The user numbers break down as follows:

Casual visitors	13,463
On-site research service users	879
Visiting groups	1,324
On-site schools	2,963
Off-site outreach schools and groups	3,210
Distance information service users	358

## 5.2 Archives/Research

1,324 in-person visits to the Archives Library were recorded for the year, ranging from genealogists to professional historians and authors. The South Canterbury Branch New Zealand Society of Genealogists, whose material is housed in the Research library, continues to provide voluntary staffing to assist genealogists on Sunday afternoons.

In addition, 358 written or emailed inquiries from outside of the region have been received and dealt with by Museum staff, as well as many casual telephone and front desk inquiries. These range from questions on how to preserve family treasures to identifying various invertebrates in jars.

The Museum's collections are also accessible online through the Collections Online section of the webpages. This provides viewers with access to several thousand collection records, leading to increasing requests for information.

## 5.3 Community Engagement

A number of community groups have been taken on "behind the scenes" tours of the Museum's Collection Wing, or on the developing Mezzanine Floor exhibition area, often during pre-arranged evening visits. This has proven valuable for educating local people about the preservation work carried out by Museum staff, and the need for storage and workspaces to protect our region's heritage. Some groups have offered significant donations and individuals have taken up Friends of the Museum membership as a result of these tours. Museum staff gave several talks to visiting groups at the Museum focusing on specific displays, particularly WW1 or visited offsite service clubs and community groups to provide talks about the Museum and exhibitions.

## 5.4 Museum Events



16 different events were held at or by the Museum during the year, including exhibition openings, and public talks, including a talk on local geology via Skype from Dr Ian Smalley from Leicester University in the UK (left). Several of these events were put on with the assistance of the Friends of the Museum.

There is considerable potential for increasing the type and number of such events in order to widen audiences and potentially generate revenue.



## 5.5 School Holiday Programmes

Successful programmes were run in the three end-of-term breaks during the school year, with both organised programmes and self-directed activities for visiting families. The Museum has become an important community resource for local families during the holidays, with many children being repeat visitors. Activities offered have included craft-making sessions, microscope sessions, Victorian games and history or nature tours around Timaru. Many positive comments have been received from grateful caregivers.



## 5.6 Museum Explorers Club

The Museum Explorers Club is a free membership club for primary school students, rewarding them for museum visits and enabling programme information to be communicated easily to families. It underwent a major revitalisation at the end of 2015, introducing a member's wearable passport system with collectable badges. This saw member numbers triple through 2016. Members receive preferential bookings for activities, advance notice of children's events and had a special activity day in January 2017.



## 5.7 External Events

The Museum had a presence at the November Rose Festival, with a stall featuring Caroline Bay history displays and souvenir items for sale. Taking part in these events is an effective way to promote the Museum and its programmes. Volunteers from the Friends of the Museum, Museum Development Trust and the Museum Explorers Club all helped to ensure success.

## 5.8 End of year event

The Museum joined forces with St Mary's Church to hold the first Heritage Alive event on Saturday 16 December. This saw the area between the Museum and Church come alive with market stalls, heritage games and costumes, live music, a free BBQ, special competitions in the Museum and around the Church, and more. Over 600 people passed through the Museum during the day. This also commemorated the Museum building's 50<sup>th</sup> anniversary.



## 5.9 World War One Commemorations

The Museum has continued to play an active role in co-ordinating efforts to commemorate local effort in the Great War. Curator Tony Rippin co-ordinated the ongoing SCROLL (South Canterbury Roll of Honour) web database in co-operation with local genealogists to record information and images of all locals who served in the War. There are now more than two thousand entries on this database, with more than twenty volunteers feeding in new entries and updating records. This information has been made available on a computer touch screen which has now been displayed at the Museum and libraries around the district.

## 5.10 Visitor Feedback

The Museum's visitor survey forms have consistently shown very high ratings by our visitors, with many positive comments recorded about the Museum's displays, layout and helpfulness of staff.

The Museum has also received very positive reviews on the online Trip Advisor website, with a 4.5 star rating. The wider community has also shown its support for the Museum through the Council's Community Survey, where 98% of visitors were very satisfied or fairly satisfied with the Museum, and 78% of residents were very or fairly satisfied with the Museum (20% did not know). This compares to a national average of 64% for similar museums elsewhere.

## 6. Development

### 6.1 South Canterbury Museum Development Trust

The Trust has continued to promote and raise funds for specific Museum projects, in particular the Mezzanine Floor exhibition upgrade, for which it has raised over \$220,000. The Trust also generates income through sales and hire of the Heritage Theatre in the Museum. The Trust ran a stall at the Timaru Rose Festival Market Day for the 4th year running, providing both income and visibility for the Museum.



## 7. Management and Facilities

### 7.1 Administration and Maintenance

Standard Timaru District Council planning and budgeting procedures were carried out during the period. Regular building inspections and checks were carried out in accordance with requirements, along with necessary Health and Safety reports and checks. A number of small maintenance tasks were carried out during the year to repair minor problems.

### 7.2 Participation in Timaru District Council Activities

The Museum continues to have a working relationship with the Aigantighe Art Gallery and Timaru District Libraries. This has resulted in joint exhibition and promotional activities, along with sharing of resources. Three Museum staff participated as members of the Timaru District Emergency Management Team (public information management team). Museum staff also provided access to Museum images, resources such as display cases, and information services for other Council units when requested.

## **8. Marketing and Communications**

### **8.1 Media Relations and Marketing**

Close relations were maintained with local media, and the Museum featured in a significant number of newspaper articles and several radio news items. Museum exhibitions also featured in several national publications looking at events and exhibitions around the country.

Paid advertising was placed in a number of national tourist guides, along with local advertising in newspapers and radio, particularly for special exhibitions or holiday events.

### **8.2 Media Articles**

Museum staff contributed regular articles, usually weekly, focusing on local heritage and Museum topics to the Timaru Herald newspaper. These have received positive attention from members of the public and are an effective medium for communicating about our region's heritage and the work of the Museum. Of particular significance are the articles regularly contributed to the Timaru Herald for its Saturday edition "Museum Piece". These, along with the material regularly supplied to local reporters, have ensured a wide audience for the Museum's information and collection resources.

### **8.3 Internet and Social Media**

The Museum continues to have its main web access hosted on the Council website, which was recently upgraded. Here visitors can find information about the Museum, download information resources and obtain contact details. The Heritage Education Service has a separate pages allowing schools to review and place bookings for particular programmes. Former Museum exhibitions can be placed on separate pages to provide access to the content long after the exhibition has finished.

Increasing numbers of external researchers are making use of various digital resources now available from the Museum's pages on the TDC web site. These include biographical files, rates rolls and other sources useful to family historians.

The Museum continues to make considerable use of Facebook as a way of communicating with the wider public. Museum information can be posted on other Facebook pages, widening interest and engagement. Over 1260 people now actively follow the Museum on Facebook, with many more seeing Museum posts on other sites. Future social media developments may include the use of Instagram and YouTube to further provide access to images and information.

## **9. External Relations**

### **9.1 Organisational Partnerships**

The South Canterbury Museum has continued in its close relationship with the Friends of the Museum, as part of the South Canterbury Historical Society. Museum Friends and Society members have supported the Museum through attending events and exhibition openings, and through raising funds for projects. Society members act as Museum advocates in the community, and provide a focus for members of the public who wish to become more involved with the Museum and local heritage.

The Museum continues to host the South Canterbury Branch of the New Zealand Society of Genealogists, whose research material is housed in the Museum's research library. Volunteers from the Branch assist with enquiries on Sunday afternoons in the Research Library at the Museum. Both the Historical Society and the Genealogists make regular use off the Museum's meeting room.

## 9.2 Local Museums

The Museum has continued to provide assistance for local museums through the Central South Island Museums Group. In addition it has provided advice to individual local museums as well as providing storage materials at cost and surplus display equipment free for museums within the Timaru District. The Museum also hosted a training day for local museum workers and volunteers led by a visiting exhibition expert from Te Papa (right).



## 9.3 Other Organisations

Contact has been maintained between the Museum and a number of local and national organisations including:

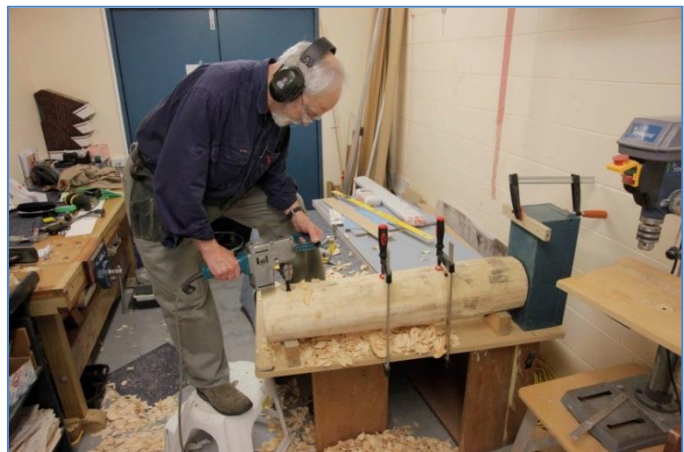
- Aoraki Tourism
- Te Ana Rock Art Centre
- Te Runaka o Arowhenua
- Te Runaka o Waihao
- Caroline Bay Association
- Local schools
- Aoraki Polytechnic and South Canterbury Community College
- National Services Te Paerangi (Te Papa)
- Local Rotary and Probus clubs
- Ministry of Culture and Heritage
- Central South Island Museums Group

The Museum, or individual staff members, belonged to the following professional organisations during 2016:

- Museums Aotearoa
- Museum Educators Association of New Zealand
- Archives and Records Association of New Zealand
- Directors of Smaller Museums Group
- New Zealand Archaeological Association
- National Oral History Association of New Zealand
- The New Zealand Costume and Textile Section, Auckland Museum Institute
- Entomological Society of New Zealand
- New Zealand Military History Society
- New Zealand Cartographic Society
- New Zealand Teachers Council
- Geological Society of New Zealand
- Museums Association (UK)
- American Association for State and Local History

## 10. Conclusion

The South Canterbury Museum has as its mission the aim to preserve, present and promote our region's heritage. The wide team of people associated with it continue to provide a highly effective and popular service to a wide range of local and out of district users. The Museum's collections, exhibitions, programmes and resources continue to receive very favourable comment from users.



**COMMUNITY DEVELOPMENT COMMITTEE**  
**FOR THE MEETING OF 2 MAY 2017**

**Report for Agenda item No 9**

**Prepared by     Craig Motley**  
**Recreation Facilities Manager**

**Recreation Facilities Annual Report Year Ended 31 March 2017**

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**Purpose of Report**

To consider the Recreation Facilities Annual Report Year Ended 31 March 2017.

**Background**

Recreation Facilities presents an annual report to the Community Development Committee as part of the Community Services Group's cultural and recreational facilities.

**Identification of Relevant Legislation, Council Policy and Plans**

The Local Government Act 2002.

**Conclusion**

The Recreation Facilities Annual Report is attached for the Committee's information.

**Recommendation**

**That the information be received and noted.**

## Recreation Facilities

### Annual Report Year Ended 31 March 2017

The Recreation Facilities unit has had an excellent year with the Caroline Bay Trust Aoraki Centre (CBay) enjoying its fourth full year of operation and The Southern Trust Event Centre (STEC) and the District Pools (Geraldine, Temuka and Pleasant Point), all being highly utilised.

Some overall highlights include:

- Over 330,000 visitors to CBay in 2015/16 and on target to exceed that this financial year
- STEC hosted 14 major events plus an additional 10 days of school events
- Over 120,000 users through STEC
- CBay hosting over 20 swimming carnivals including the NZ Junior Regional Swim Festival (Southern region)
- Over 30,000 individuals through swimming lessons up to 31 March 2017
- Partnership with Sport South Canterbury and Trust Aoraki continues to provide subsidised Swim 4 Life programme to Year 3-8 students in the Timaru District



**SENIOR STAFF** (full-time unless otherwise stated)

Recreation Facilities Manager	Craig Motley
Customer Services Team Leader	Anita McKerron
Aquatics Operations Team Leader	Leah Stringer
Aquatic Education Coordinator	Helen Rooney
Aquatics Coordinator	Amanda Setterfield
Fitness Team Leader	Mike Wrigley
Sales and Marketing Coordinator	Carmen Rae (0.8)
STEC Team Leader	Richard Benson (0.8)

The Recreation Facilities Unit also employs Senior Lifeguards, Lifeguards, Learn to Swim Instructors, Customer Services Officers, Fitness Instructors, Group Fitness Instructors, a Swim Coach, a Plant and Maintenance Coordinator and Custodians, on contracts of varying hours according to the needs of the business. There are over 60 staff employed in total year round with the number rising over the period that the District Pools open (mid November to mid March).

**CBAY**

CBay is completing its fourth full year of operation and is on track to achieve all of its Key Performance Indicators (KPI's). There were over 330,000 visitors through the complex last year, and we are tracking to have a slight increase again this year.

**Aquatics**

The majority of visitors were to the aquatic area of the complex with the variety of pools and range of activities appealing to a wide range of customers. The Walk 'n' Talk programme, which dedicates exclusive use of the Programme Pool at three set times each term time week with no schools, children or ball activities in the area, remains extremely popular. The Programme Pool continues to be highly utilised by a variety of users and we predict that it will reach capacity over the next 5-8 years with an increased population, many of whom are 65+. This is a high use demographic in terms of aquatic space in our facility.

The hydrosides continue to be a great point of difference which attracts local and out of District visitors as well.

The Chillax area is also well utilised with a strong regular following. It can create questions when new users or visitors from out of district attempt to use without realising there is an extra charge for this area but we have alleviated this issue with increased signage and with decreased price of entry from July 2015.

We hosted 14 school swimming sports plus 2 regional school events as well as the NZ Junior Regional Swim Festival (Southern region) in either the 25m or 50m pools. Although we are not particularly well set up for large swim meets in terms of spectator and competitor seating, feedback received about the actual pool space and quality and cleanliness of water has again been extremely positive and all local schools have rebooked. We have also seen an increase in rural schools utilising our instructors to teach in either their own school or local District pools.

The major capital project for CBay aquatics this year is the replacement of all of the Aquatic plant for the 50m pool which will take place over the winter. We are currently in the procurement phase and expect to have finalised this process by the end of May.

### Learn To Swim

The CBay Learn To Swim programmes continue to thrive, in particular our school education programmes.



We were once again able to enter a partnership with Sport Canterbury, Trust Aoraki and Water Safety New Zealand to make subsidised swim lessons (Swim4Life) available to Year 3-8 students. This programme runs over the calendar year and 100% of the urban schools have taken up the subsidy over the last two years with several rural schools also taking advantage of it. This continues to be a hugely popular and successful initiative, which has received a large amount of positive feedback. We hope to be able to continue the programme in future years.

Private lessons have stabilised at about 700 students per term. Block Learn to Swim lessons in school holidays are increasing in popularity also.

Squad numbers in the coaching programme continue to increase with many progressing from the Gold400 group (last stage of Learn to Swim) into Nippers, Rising Stars or Fitness squads. Our squads have also had some remarkable success on a National stage winning National Age group medals.

### Customer Services

The Customer Services team provides the first and last contact with all of our visitors and are an important part of our interaction with customers. They also manage the retail area which is continuing to go from strength to strength with increased sales in all aquatic clothing and equipment.



### CBay Fitness

The membership of CBay Fitness is stable at just over 1,000 members. Approximately 60 percent of memberships are 'Standard' (gym only) with the remainder 'Premium' (gym and pool). In addition to memberships, CBay Fitness also ran several promotions through the year such as BootCamp 101 and 102, and an 8 week Challenge.



We have introduced AgeFit which is aimed at our 50+ users and BoxFit, both of which have proven very popular. These classes, combined with our extremely successful Les Mills Group Exercise programmes have resulted in the need to extend our Programme Room to better accommodate the demand. This will take place in the next financial year.

We are also launching TeenFit, which is aimed at 13-16 year olds who will complete an 8 week programme.

### Tenants

There are 2 main tenants at CBay. These are the café – 'Graze', and 'Revive' Massage and Beauty Wellness Spa. The tenants add value to the facility providing services which enhance the CBay experience.



## THE SOUTHERN TRUST EVENT CENTRE

The Southern Trust Event Centre (STEC) has had a busy year so far. In addition to the usual Basketball, Netball, Volleyball, Futsal, Badminton, and Social Netball leagues held most evenings, STEC also hosted other events such as the Timaru Home Show, SI Masters Games, and South Canterbury Sports Awards.

South Canterbury Basketball has had an increase in participation leading to an increase in bookings of court space.

Netball South Canterbury moved all premier games indoors in 2014 and demand for this continues. Reserve Grade Netball are also increasing their indoor space requirements.

The Places and Spaces review which will look at available court space alongside demand will assist us long term when assessing community need.



The fitness studio at STEC remains available for hire by non-profit groups and was well utilised by Sport South Canterbury programmes. Other regular users included Aoraki Polytechnic, Timaru Girls High School and the Primary Physiotherapy Intervention Group. Hireage continues to increase each year in this space. The upstairs lounge was also utilised for various functions associated with events and several weddings.



## **DISTRICT POOLS**

The recent summer season saw each of the three District Pools well utilised by locals and visitors alike. Geraldine and Temuka both experienced similar visitor numbers from the previous year which, given the rather dull summer, was great. User numbers at Pleasant Point were down from previous years. AquaGentle classes were standardised across all of our pools this summer with two classes per week being held at each of the District Pools. These proved extremely popular and led to several new users of the facilities.

With assistance from the Pleasant Point Community Board, an access ramp was installed at the Pleasant Point Pool. This has been a valuable asset to the pool and enabled easier access for many users.

The installation of the new Heat Pumps at Geraldine has begun and these will be in place for the next summer season. There will also be a family/disabled change room established as part of our ongoing improvements to all of our facilities.



## SUMMARY

The Recreation Facilities Unit has the following strategic aims – to provide for recreational and competitive swimmers, to provide facilities for learning water skills and to provide for recreational and competitive court sport users.

We are achieving these aims throughout the District and will continue to do so with the fantastic facilities that we have on offer.



## **COMMUNITY DEVELOPMENT COMMITTEE**

### **FOR THE MEETING OF 2 MAY 2017**

#### **Report for Agenda Item No 10**

**Prepared by**     **Jenny Ensor**  
                         **Customer Services Manager**

#### **Youth Initiatives' Funding Policy**

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##### **Purpose of Report**

The purpose of this report is to present the Youth Initiatives' Funding Policy for approval.

##### **Background**

In March 2013 the Policy and Delegations Subcommittee approved a Policy review programme.

This involves reviewing the Council Policy register that includes over 200 policies developed since amalgamation in 1989, with the aim of having an up to date Register that will contribute to the Council meeting its objectives and help guide the Council and Council officers in current and future decision-making.

This policy is presented as part of the policy review programme.

##### **Options**

The options are:

- The proposed policy is adopted
- The proposed policy is adopted with some changes

##### **Identification of relevant legislation, Council policy and plans**

- Donations and Loans Policy
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987

##### **Assessment of Significance and Engagement**

This matter is not deemed significant under the Council's Significance and Engagement Policy.

##### **Other Considerations**

There are no other considerations relevant to this matter.

##### **Funding Implications**

Youth Initiatives funding is itemised in the budget.

**Conclusion**

The policy on Youth Initiatives funding was adopted by the Council on 18 August 2003. It is presented here in the new policy format as part of the policy review programme.

**Recommendation**

**That the Youth Initiatives' Funding Policy be approved.**

# Youth Initiatives' Funding Policy

<b>Approved by:</b>	Community Development Committee
<b>Date Approved:</b>	
<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.

The following applications will receive high priority:

- Provision of entertainment for youth.
- Staging of a youth event.
- Arranging youth activities.

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.

## 5.0 Delegations, References and Revision History

**5.1 Delegations** - Identify here any delegations related to the policy for it to be operative or required as a result of the policy

**5.2 Related Documents** - Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)

**5.3 Revision History** – Summary of the development and review of the policy

### 5.1 Delegations

Delegation	Delegations Reference	Register
Establishment of the Youth Initiatives Subcommittee as a subordinate committee of the Community Development Committee.	#868246	Clause 6.4.1

### 5.2 References

Title	Document Reference
1. Donations and Loans Policy	• #915325 – F8525: Council Policy Register – Final
2. Youth Entertainment Funding Application Form	• #967140 – F8260: Grants & Subsidies – Applications – Youth Initiatives
3. Youth Initiatives Policy v 1	• #962090 pg 412

### 5.3 Revision History

Revision #	Policy Owner	Date Approved	Approval by	Date of next review	Document Reference
#2	Customer Services Manager		Community Development Committee		#982240

## **COMMUNITY DEVELOPMENT COMMITTEE**

### **FOR THE MEETING OF 2 MAY 2017**

#### **Report for Agenda Item No 11**

**Prepared by**     **Jenny Ensor**  
                         **Customer Services Manager**

#### **Correspondence Received - Funding**

---

The following is correspondence received relating to previous funding allocations.

##### **Chamber Music New Zealand Trust**

Thank you for \$3,000 towards costs to bring the Timaru Mini Series to Timaru, June, July and October 2016, (\$1,337.50 returned due to reduced costs).

##### **Craighead Diocesan School Board of Proprietors**

Thank you for \$10,000 donation and offer of loan towards new Gymnasium complex.

##### **Geraldine Arts & Plants Festival**

Thank you for \$3,000 towards costs to stage the Geraldine Arts & Plants Festival, November 2016.

##### **Go Geraldine (Geraldine District Promotion Association)**

Thank you for \$2,000 towards costs to hold the Geraldine Christmas Parade, December 2016.

##### **Pinc & Steel Cancer Rehabilitation Trust**

Thank you for minimal donation of \$500 towards costs to stage the 2017 Paddle for Life fundraising event, February 2017.

##### **Pleasant Point Gymkhana**

Thank you for \$400 towards portaloo hire for Get to the Point, November 2016.

##### **South Canterbury Hospice**

Thank you for \$10,000 seeding funding towards two new fundraising events, 'Caroline Bay Rock & Hop Wearable Parts Awards' and 'Caroline Bay Rock Your Socks Off', March 2017.

##### **South Canterbury Roller Skating Association**

Photographs of new facilities, (\$20,000 granted towards costs to replace the Club's building at Caroline Bay with an amenities building for the Club and community).

##### **South Island Masters Games Timaru**

Certificate of Appreciation, (\$16,000 granted towards promotion of games).

##### **Te Awa Hall Committee**

Thank you for \$2,500 towards Hall upgrade.

**Timaru Festival of Roses**

Thank you for \$6,000 towards Timaru Festival of Roses, November 2016.

**Volunteering Mid & South Canterbury**

Thank you for \$500 towards Community Expo, March 2017.

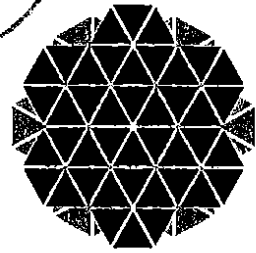
**Recommendation**

**That the correspondence be received and noted.**

06 December 2016

Jenny Ensor, General Manager  
Timaru District Council Office  
2 King George Place  
Timaru 7910

RECEIVED



**Chamber Music  
New Zealand**

Dear Jenny

On behalf of Chamber Music New Zealand (CMNZ) I am pleased to enclose our accountability for funding towards accommodation and venue hire for the **Timaru Mini Series** as a part of our 2016 Kaleidoscopes **International Elegance** and **Encompass Tours**.

The **Timaru Mini Series** presented three performances in June and July. Our first performance featured the 2015 Michael Hill International Violin Competition winner **Suyeon Kang** who will partner with New Zealand Pianist, **Stephen de Pledge**. Our second performance featured the **Calvin Trio** who are gaining an international reputation as a piano trio whose repertoire embraces masterpieces old and new, including lesser known gems by Sibelius, Veress, Kurtag and Pao Ping. Our last performance was by the **Marimba and Percussion Duo**. These two New Zealand artists bring international experience to their repertoire includes not only original works for percussion, but also well know works from well-known composers, such as Pizazolla and Debussy. In addition to their performances, a series of pre-and post-concert talks enhanced the experience of this mini-series. These sessions engaged all ages through interactive Q&A sessions and demonstrations with our performers.

Enclosed you will find our statement to refund the residual amount of \$1337.50 that was not used this year. **This will be direct debited to you on Tuesday 20 December 2016.** Please let us know when the funds have been received. The Craighead Diocesan School provided us with a discounted rate for the venue, the Calvin Trio opted out of their paid accommodation to stay with family in Christchurch, and the Michael Hill International Violin Competition paid for the accommodation of Suyeon Kang, Stephen de Pledge, and our Operations Coordinator, Rachel Hardie for their performance. This helped us on cost to put on the mini-series as reflected in the accountability.

We thank you for your generous support this year. Your support really does make a difference to our organisation and we hope to foster our relationship with the Timaru District Council as we continue to present mini-series in the area.

Please contact me if you should have any additional questions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Virginia Close', with a long, sweeping horizontal line extending to the right.

Virginia Close  
Development Executive, CMNZ



**CRAIGHEAD**  
**DIOCESAN SCHOOL**  
**BOARD OF PROPRIETORS**



21/10/2016

Jenny Ensor  
Customer Services Manager  
Timaru District Council  
P O Box 522  
Timaru 7940

Dear Jenny

**Craighead Diocesan School Donation/Approval of Loan**

Thank you for your letter and notification of the donation payment of \$10,000.00 to the School for the new Gymnasium complex.

We are delighted that the Council has been supportive of our project and can't thank you enough. I have noted on the calendar that we are required to provide a certificate of expenditure to you in September next year.

We are discussing the loan information with the bank and will be in touch with you to take up the offer in the near future.

Again our grateful thanks

Yours faithfully

Phillipa Guerin  
Chairman  
Craighead Diocesan School Board of Proprietors



10 October 2016



166776

Timaru District Council  
P O Box 522  
TIMARU

ATTN. Jenny Ensor Customer Services Manager

Dear Jenny

On behalf of the Geraldine Arts & Plants festival committee, I am writing to acknowledge and thank the Timaru District council for the donation of \$3000.00, from the Community Development Committee.

The donation is certainly going to allow the festival committee to provide, what we view as top entertainment and the district with an amazing free family event.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Jill Taylor".

Jill Taylor  
Secretary

 Geraldine Art & Plants Festival  
www.geraldinefestival.co.nz • 027 444 8226  
gldarts@xtra.co.nz • PO Box 83, Geraldine 7956

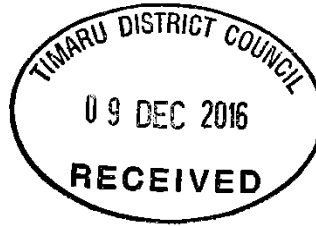
167941



Go Geraldine  
P O Box 111  
GERALDINE 7956

5 December 2016

Jenny Ensor  
Timaru District Council  
P O Box 522



Dear Jenny,

**RE: Go Geraldine Christmas Parade**

On behalf of the Go Geraldine Christmas Parade Committee I would like to sincerely thank the Timaru District Council for its continued support of the Go Geraldine Christmas Parade.

We believe that this year was the best parade ever and that we have cemented our place as the parade of choice in the region. The creativity and enthusiasm shown by the float entrants and the keenness of the crowds to support the event is a testament to the amazing town in which we have the privilege to live.

This year more than 80 entries paraded the route for more than 40 minutes; start to finish and the crowds lining the streets showed their delight.

This event plays an important role in connecting and defining our community and the financial support of the Timaru District council is vital to the ongoing viability and accessibility of the parade. We are hugely grateful for your support.

Thank you once again for your help and we wish you and yours a very merry Christmas.

Yours sincerely

**Janene Adams**  
Coordinator  
Go Geraldine



Proud Sponsors of Go Geraldine

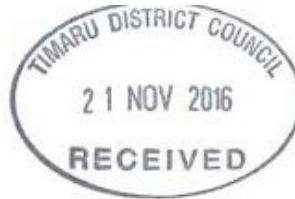


MAKE IT ALL ADD UP.



Phone 027 555 6524, [www.gogeraldine.co.nz](http://www.gogeraldine.co.nz), email [info@gogeraldine.co.nz](mailto:info@gogeraldine.co.nz)

15/11/2016



167533



Group Manager Community Services

Timaru District Council

P O Box 522

TIMARU 7940

Dear Sir/Madam

The Pinc and Steel Cancer Rehabilitation Trust thanks you sincerely for the 'minimal donation' of \$500 to assist with costs for our 2017 Paddle for Life event.

Keeping our costs to a minimum means more of the funds raised can go to assisting cancer patients in South Canterbury with their recovery from the disease and treatments.

Thank you again, your contribution is really appreciated.

Yours sincerely

A handwritten signature in black ink that reads "Susie Morton".

Susie Morton, S.C. Patron

Pinc and Steel Cancer Rehabilitation Trust.

**PINC & STEEL CANCER REHABILITATION TRUST**  
24 Hunting Tree Ave, Sandringham, Auckland 1025, New Zealand  
[www.pincandsteel.com](http://www.pincandsteel.com)

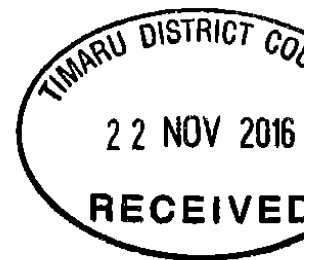
**PLEASANT POINT GYMKHANA**

President      Jason Clemens  
35 Horton Street  
Pleasant Point 7983  
Phone 0276329551  
Jason@mbs.net.nz

Secretary      Lyn Blakie  
RD13  
Pleasant Point 7983  
Phone 03 6147 155  
Fax 03 6147155  
Wayne.lyn@xtra.co.nz

20 November 2016

Jenny Ensor & Colleen Te Au  
Timaru District Council  
PO Box 522  
Timaru 7940



Dear Jenny & Colleen

Regarding the Pleasant Point Gymkhana 2016.

On behalf of the committee I would like to forward on our thanks for the support given for our "Get to the Point" day. It was a great success which is good for the town and I am sure the community groups appreciated the crowds. The support given by the Council Funding and the Youth Initiatives Fund was much appreciated.

Thanks again

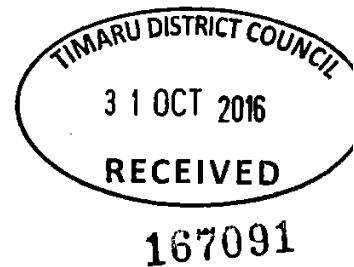
A handwritten signature in black ink, appearing to read "Lyn Blakie".

Lyn Blakie  
Events Manager



55 Broadway Avenue  
Timaru 7910, NZ  
Telephone: 03 687 7670  
Facsimile: 03 687 7671  
Email: support@hospicesc.org.nz  
www.hospicesc.org.nz

26 October 2016



Jenny Ensor  
Customer Services Manager  
Timaru District Council  
PO Box 522  
Timaru 7940

Dear Jenny

Please pass on our heartfelt thanks to the Community Development Committee for its approval of the grant for \$10,000 towards Hospice South Canterbury's Caroline Bay Rock and Hop event next March.

As we outlined to the committee we are excited about what this event could mean to the Timaru District, and having the support of Council in getting the format right in the first year gives us confidence we are on the right track.

The questions committee members asked were most relevant and appropriately challenging. It was a good process.

I acknowledge receipt of the \$10,000 on October 20 and we will complete the 12 month report following the event.

Again, many thanks.

Yours sincerely

Peter O'Neill  
General Manager

## South Canterbury Roller Skating Club





# Certificate of Appreciation

*Timaru District Council*



**25 October 2016**

**Jenny Ensor  
Customer Services Manager  
Timaru District Council  
PO Box 522  
Timaru 7940**

31 OCT 2016  
RECEIVED  
16709

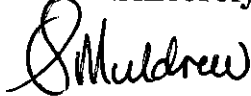
**Dear Jenny**

**On behalf of the Te Awa Hall Committee, I would like to thank you for your donation of \$2,500.**

**Because of your generous donation, we will be able to start work on our hall floors in the kitchen, dining area and toilet. Some new paint will also be purchased.**

**Again, we thank you for your donation and we will be in contact after our project is completed.**

**Yours Sincerely**

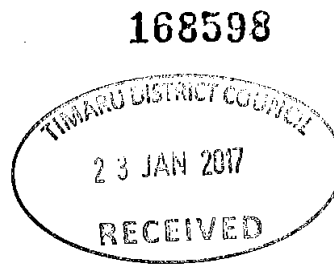


**Sue Muldrew  
Secretary**

Timaru Festival of Roses Trust,  
PO Box 598,  
Timaru 7940  
Phone (03) 688 5531  
Email: [info@festivalofroses.co.nz](mailto:info@festivalofroses.co.nz)

19 January 2017

Jenny Ensor  
Customer Services Manager  
Timaru District Council  
PO Box 522  
Timaru 7940



Dear Jenny,

Thank you so much to the Timaru District Council for the financial support for the 2016 Timaru Festival of Roses. It was the first time we had joined forces with the South Canterbury International Festival to deliver the new 'International Day on the Bay'.

The mix worked really well, with the international entertainment, the Global Village and the Shakespeare in the Gardens all being highlights. The weather was challenging in the morning with very strong nor-west winds wreaking havoc with the marquees, signs and stallholders.

Overall, it was a fantastic weekend with all of these new features providing a great community event for Timaru. My personal highlight would have to be the Shakespeare in the Gardens

Attached is our grant return, with invoices.

Thank you once again for your support.

A handwritten signature in black ink, appearing to read "Chris Thomas".

Chris Thomas  
Festival Director  
Phone 03 688 5531 Cell 027 297 9643



**Volunteering**  
Mid & South Canterbury

12 OCT 2016  
RECEIVED

PO Box 983

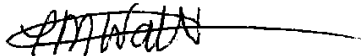
Timaru 7940

10/10/2016

Dear Jenny,

On behalf of the organising committee of the Community Expo March 17 we wish to thank the Timaru District Council for the \$500 donation towards the running of this community event. We appreciate the continued support of the Council.

Kind regards



Lyndal Watt

## COMMUNITY DEVELOPMENT COMMITTEE

### FOR THE MEETING OF 2 MAY 2017

#### Report for Agenda Item No 12

Prepared by **Jenny Ensor**  
**Customer Services Manager**

#### Funding Applications Considered Under Delegated Authority

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The following applications have been approved under delegated authority:

##### Minimal Donations

**\$500.00 – Altrusa International of Timaru**

Towards costs to hold a fundraising event 'Christmas is Coming', Caroline Bay Hall, 9 November 2016.

**\$500.00 – Aoraki Secondary Schools Sport Inc**

Towards costs to hold a school sports volunteers breakfast, 27 September 2017.

**\$500.00 – Southlife Church Timaru**

Towards costs to hold a children's 'Light Party', Southern Trust Event Centre, 30 October 2016.

**\$500.00 – The Pinc & Steel Cancer Rehabilitation Trust**

Towards costs to run the "Paddle for Life" event on 25 February 2017.

**\$500.00 – Timaru Community Christmas Dinner**

Towards costs to hold a Community Christmas Dinner, Caroline Bay Hall, 25 December 2016.

**\$500.00 – Timaru Christmas Parade Charitable Trust**

Towards costs to run the Timaru Christmas Parade, 10 December 2016.

**\$300.00 – Timaru Spiritual Association**

Towards costs to hold a fundraising event Body & Soul Expo, Caroline Bay Hall, 8 April 2017.

##### New Zealand Representative Donations

**\$250.00 – Jason Hodgett**

Towards costs to represent New Zealand at the U21 World Golf Croquet Championships, Melbourne, February 2017.

**\$250.00 – Jared Millar**

Towards costs to represent New Zealand at the Triathlon World Age Group Championships, Rotterdam, September 2017.

**\$250.00 – Roshean O'Connor**

Towards costs to represent New Zealand at the Oceania Speedskating Championships, Brisbane, April 2017.

**Recommendation**

**That the information be received and noted.**

**COMMUNITY DEVELOPMENT COMMITTEE**  
**FOR THE MEETING OF 2 MAY 2017**

**Report for Agenda Item No 13**

**Prepared by     Sharon Taylor**  
**Group Manager Community Services**

**Receipt of Local Arts Scheme Subcommittee Minutes – Special Meeting**

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Minutes of a Special Meeting of the Local Arts Scheme Subcommittee

**Recommendation**

**That the minutes of the special meeting of the Local Arts Scheme Subcommittee, excluding the public excluded item, held on 8 March 2017, be received.**

## **TIMARU DISTRICT COUNCIL**

### **MINUTES OF A SPECIAL MEETING OF THE LOCAL ARTS SCHEME SUBCOMMITTEE HELD IN MEETING ROOM 2, DISTRICT COUNCIL BUILDING, KING GEORGE PLACE, TIMARU ON WEDNESDAY 8 MARCH 2017 AT 3.00PM**

**PRESENT** Jan Finlayson (Chairperson)(Geraldine Community Arts Council), Cllrs Dave Jack and Steve Wills (from 4.00pm)

**APOLOGIES** An apology for absence was received from Marjorie Johns (Timaru Community Arts Council) and an apology for lateness was received from Cllr Steve Wills.

**IN ATTENDANCE** Group Manager Community Services (Sharon Taylor), and Personal Assistant (Colleen Te Au)

#### **1 APPOINT CHAIRPERSON**

The Group Manager Community Services called for nominations for a Chairperson for this meeting. There being a quorum of two, Cllr Jack did not wish to be considered for the chairmanship, therefore Jan Finlayson assumed the Chair.

#### **2 EXCLUSION OF THE PUBLIC**

Proposed Jan Finlayson  
Seconded Cllr Jack

"That the Subcommittee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

##### **Appointment of Community Representatives**

Section 7(2)(a)

The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons."

**MOTION CARRIED**

#### **3 READMITTANCE OF THE PUBLIC**

Proposed Cllr Jack  
Seconded Jan Finlayson

"That the public be readmitted to the meeting."

**MOTION CARRIED**

The meeting concluded at 4.30pm

---

Chairperson

**COMMUNITY DEVELOPMENT COMMITTEE**  
**FOR THE MEETING OF 2 MAY 2017**

**Report for Agenda Item No 14**

**Prepared by     Jenny Ensor**  
**Customer Services Manager**

**Receipt of Local Arts Scheme Subcommittee Minutes**

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Minutes of a Meeting of the Local Arts Scheme Subcommittee

**Recommendation**

**That the minutes of a meeting of the Local Arts Scheme Subcommittee, excluding the public excluded items, held on 16 March 2017, be received.**

## TIMARU DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE LOCAL ARTS SCHEME SUBCOMMITTEE HELD IN MEETING ROOM 1, DISTRICT COUNCIL BUILDING, KING GEORGE PLACE, TIMARU ON THURSDAY 16 MARCH 2017 AT 12.30PM

**PRESENT** Clrs Steve Wills (Chairperson) and Dave Jack,  
Marjorie Johns (Timaru Community Arts Council),  
Alice Sollis and Elaine Taylor (Community  
Representatives)

**APOLOGIES** An apology for absence was received from  
Jan Finlayson (Geraldine Community Arts Council)

**IN ATTENDANCE** Customer Services Manager (Jenny Ensor), and  
Personal Assistant (Colleen Te Au)  
Hugh McCafferty (for Public Excluded Agenda Item 1)

#### **1 WELCOME**

The Customer Services Manager welcomed the newly appointed Community  
Representatives, Alice Sollis and Elaine Taylor to the meeting.

#### **2 APPOINT CHAIRPERSON**

Under the Creative Communities Scheme guidelines, a chairperson is to be  
appointed each year. A chairperson may serve for three consecutive years.

The Customer Services Manager called for nominations for a chairperson.

Proposed Clr Jack  
Seconded Alice Sollis

"That Clr Wills be appointed Chairperson."

MOTION CARRIED

Clr Wills assumed the chair.

#### **3 IDENTIFICATION OF URGENT BUSINESS**

##### **Community Representative**

The Customer Services Manager advised that a nomination for a Community  
Representative with a local knowledge of Maori arts activity had been received.

Proposed Clr Wills  
Seconded Marjorie Johns

"That the Community Representative item be considered as urgent business, as  
a decision is required before the next meeting, and that it be considered with the  
public excluded."

MOTION CARRIED

#### 4 IDENTIFICATION OF MATTERS OF A MINOR NATURE

The Subcommittee agreed to consider the following minor nature items:

- **Creative Communities Application Administration Update**
- **Timaru Writers Network.**

#### 5 RECEIPT OF MINUTES

Proposed Clr Jack  
Seconded Marjorie Johns

"That the minutes of a meeting of the Local Arts Scheme Subcommittee held on 8 December 2016, excluding the public excluded items, be received."

MOTION CARRIED

#### 6 CORRESPONDENCE RECEIVED

The Subcommittee considered project reports from Aotearoa Kinesthetic Education & Entertainment, Connected Media Charitable Trust, Geraldine Community Arts Council and Timaru Festival of Roses, and a project update from Earthshield.

Proposed Clr Jack  
Seconded Alice Sollis

"That the correspondence be received and noted."

MOTION CARRIED

#### 7 FUNDS AVAILABLE

The Subcommittee noted there is \$21,955.37 available for distribution for this meeting and the meeting on 1 June 2017.

Proposed Clr Wills  
Seconded Clr Jack

"That the information be received and noted."

MOTION CARRIED

#### 8 MINOR NATURE MATTERS

The Customer Services Manager advised the following:

##### **Creative Communities Application Administration Update**

Creative New Zealand has advised that any significant changes to a project must be agreed to in writing by the Subcommittee before the project takes place. Where a project has varied significantly and the applicant has not sought prior approval and there are significant levels of unexpended funds, a refund may be required under certain circumstances.

The Chairperson requested that the information from Creative New Zealand be circulated to the Subcommittee.

### **Timaru Writers Network**

At the December 2016 meeting \$1,000 towards costs to hold five Poetry Workshops was approved. The funds were not uplifted as the project did not proceed.

## **9 EXCLUSION OF THE PUBLIC**

Proposed Marjorie Johns  
Seconded Alice Sollis

"That the Subcommittee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

### **Funding Applications** Section 7(2)(f)(i)

The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty, and

That Hugh McCafferty remain to speak to his application for funding, and

That after considering the applications, the decisions be made public.

### **Community Representative** Section 7(2)(a)

The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons."

MOTION CARRIED

## **10 RE-ADMITTANCE OF THE PUBLIC**

Proposed Clr Wills  
Seconded Clr Jack

"That the public be re-admitted to the meeting."

MOTION CARRIED

## **11 APPLICATIONS FOR FUNDING**

The Subcommittee resolved that the following recommendations, made with the public excluded be confirmed in open meeting:

### **South Canterbury Drama League – Junior Section - \$2,000.00**

Towards costs to stage Disney's "Alice in Wonderland" at the Timaru Theatre Royal, Thursday 20 to Saturday 22 April 2017.

**Hugh McCafferty - \$2,500.00**

Towards costs to stage the 2017 Geraldine Ukefest including headline acts, workshops, the 'big strum' and an open mic event, based at Geraldine High School, Thursday 6 to Sunday 9 July 2017.

**Craighead Diocesan School - \$2,000.00**

Towards costs to stage "CDS Onstage" at Turley Auditorium, Craighead Diocesan School, Timaru, Wednesday 10 to Saturday 13 May 2017.

**Connected Media Charitable Trust - \$2,000.00**

Towards costs to hold a free one day film making workshop for youth in the Timaru District between May and August 2017.

**Ngai Tahu Maori Rock Art Trust - \$500.00**

Towards costs to bring Maori storyteller Marcus Winter to perform visual displays using sand art and a projector to celebrate Matariki at the Landing Services Building, Timaru, Sunday 25 June 2017.

**Pleasant Point Winter 'Coffee Craft' Programme - \$204.38**

Towards costs to hold seven workshops at St Johns, Pleasant Point from 11 May to 10 August 2017.

**WR Dancers - \$500.00**

Towards costs to hold a workshop to demonstrate and learn new dances, open to all New Zealand sequence dance groups, at Caroline Bay Hall, Timaru, Friday 2 to Sunday 4 June 2017.

**Geraldine Academy of Performance & Art - \$500.00**

Towards costs to hold a workshop with Chamber Music New Zealand's Jazz Octet 'The Jac', at the Geraldine Academy, followed by a lunchtime concert, Sunday 13 May 2017.

**Southern Alps Country Music Awards Association Inc - \$2,000.00**

Towards costs to stage the annual amateur country music competition at Caroline Bay Hall and the South Canterbury RSA Clubrooms, Timaru, Saturday 15 and Sunday 16 April 2017.

The meeting concluded at 1.30pm

---

Chairperson

**COMMUNITY DEVELOPMENT COMMITTEE**

**FOR THE MEETING OF 2 MAY 2017**

**Report for Agenda Item No 15**

**Prepared by     Jenny Ensor  
                      Customer Services Manager**

**Receipt of Youth Initiatives Subcommittee Minutes**

---

Minutes of the Youth Initiatives Subcommittee.

**Recommendation**

**That the minutes of a meeting of the Youth Initiatives Subcommittee, excluding the public excluded items, held on 22 March 2017, be received.**

## **TIMARU DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE YOUTH INITIATIVES SUBCOMMITTEE HELD IN MEETING ROOM 1, DISTRICT COUNCIL BUILDING, KING GEORGE PLACE, TIMARU ON WEDNESDAY 22 MARCH 2017 AT 4.00PM**

#### **PRESENT**

Clrs Sally Parker (Chairperson) and Steve Wills, the Mayor, Cath Slee (YMCA Youth Development Facilitator) Vivienne Wood (Safer Communities)

Harley Hedges (from 4.10pm) and Lee Soal (Youth Representatives) (for items 5 to 10 and public excluded item 2)

#### **IN ATTENDANCE**

Customer Services Manager (JA Ensor) and Personal Assistant (CG Te Au)

#### **APOLOGY**

An apology for lateness was received from Harley Hedges (Youth Representative)

#### **1 APPOINT CHAIRPERSON**

The Customer Services Manager called for nominations for a chairperson.

Proposed Clr Wills  
Seconded the Mayor

“That Clr Parker be appointed Chairperson.”

**MOTION CARRIED**

Clr Parker assumed the chair.

#### **2 IDENTIFICATION OF URGENT BUSINESS**

##### **Youth Representatives**

The Customer Services Manager advised that as this is the inaugural meeting of the Youth Initiatives Subcommittee, Youth Representatives need to be appointed to the Subcommittee.

Proposed Clr Wills  
Seconded the Mayor

“That the Youth Representatives item be considered as urgent business, as a decision is required for this meeting, and that it be considered with the public excluded.”

**MOTION CARRIED**

#### **3 EXCLUSION OF THE PUBLIC**

Proposed Clr Wills  
Seconded the Mayor

"That the Subcommittee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

**Youth Representatives**

Section 7(2)(a)

The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural person."

MOTION CARRIED

**4 READMITTANCE OF THE PUBLIC**

Proposed Vivienne Wood  
Seconded Clr Wills

"That the public be readmitted to the meeting."

MOTION CARRIED

**5 RECEIPT OF MINUTES**

Proposed Clr Wills  
Seconded Lee Soal

"That the minutes of a meeting of the Youth Initiatives Subcommittee held on 7 September 2016, excluding the public excluded items, be received."

MOTION CARRIED

**6 CORRESPONDENCE RECEIVED**

The Subcommittee considered feed back from the Anglican Parish of Te Ngawai Youth Group on a youth disco, a letter of thanks from Pleasant Point Gymkhana for funding towards Water Walkers, and photographs from Timaru Boys High School for a Rock Concert.

Proposed the Mayor  
Seconded Cath Slee

"That the correspondence be received and noted."

MOTION CARRIED

**7 FUNDS AVAILABLE**

The Subcommittee noted there is \$6,850.00 available for distribution for this meeting and any unspent funds are not carried forward to the 2017/18 year.

Proposed the Mayor  
Seconded Lee Soal

"That the information be received and noted."

MOTION CARRIED

## 8 EXCLUSION OF THE PUBLIC

Proposed Clr Wills  
Seconded Vivienne Wood

“That the Subcommittee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

### **Funding Applications**

Section 7(2)(f)(i)

The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty, and

That after considering the applications, the decisions be made public.”

MOTION CARRIED

## 9 READMITTANCE OF THE PUBLIC

Proposed the Mayor  
Seconded Vivienne Wood

“That the public be readmitted to the meeting.”

MOTION CARRIED

## 10 APPLICATIONS FOR FUNDING

The Subcommittee resolved that the following recommendations, made with the public excluded, be confirmed in open meeting:

### **Southern Alps Country Music Awards Assn (\$1,000.00)**

Towards costs to stage the annual amateur country music competition at Caroline Bay Hall and the South Canterbury RSA Clubrooms, Timaru, Saturday 15 and Sunday 16 April 2017.

### **Geraldine High School (\$450.00)**

Towards costs to stage a ‘Seussical the Musical’ at the Geraldine Players’ Lodge Theatre, Thursday 20 to Saturday 22 April 2017.

### **South Canterbury Drama League – Junior Section (\$2,000.00)**

Towards costs to stage ‘Disney’s Alice in Wonderland’ at the Timaru Theatre Royal, Thursday 20 to Saturday 22 April 2017.

### **Timaru Boys’ High School (\$530.00)**

Towards costs to hold workshops with the Christchurch Circus Trust on Friday 2 June 2017, open to Timaru Boys’ High, Timaru Girls’ High, Mountainview High and Bluestone Schools’ students.

The meeting concluded at 4.20pm.

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Chairperson

**COMMUNITY DEVELOPMENT COMMITTEE**  
**FOR THE MEETING OF 2 MAY 2017**

**Report for Agenda Item No 18**

**Prepared by     Sharon Taylor**  
**Group Manager Community Services**

**Exclusion of the Public**

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**Recommendation**

That the Committee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

**Public Art Advisory Group  
Recommendation**

Section 7(2)(b)(ii)

Section 7(2)(b)(ii)

The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

**Donations and Loans  
Subcommittee Recommendations**

Section 7(2)(f)(i)

**South Canterbury Car Club**

Section 7(2)(f)(i)

Section 7(2)(f)(i)

The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) of this Act applies, in the course of their duty.

**Receipt of Local Arts Scheme  
Subcommittee Minutes – Special  
Meeting**

Section 7(2)(a)

**Receipt of Local Arts Scheme  
Subcommittee Minutes**

Sections 7(2)(f)(i) and 7(2)(a)

Section 7(2)(a)

The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.

**Receipt of Youth Initiatives  
Subcommittee Minutes**

Sections 7(2)(a) and 7(2)(f)(i)

That after considering the Donations and Loans Subcommittee Recommendations, the decisions be made public.