



**COMMUNITY DEVELOPMENT COMMITTEE MEETING**

**Commencing at 9.30am**

**on**

**Tuesday 27 November 2012**

**Council Chamber  
Timaru District Council  
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, 2 King George Place, Timaru on Tuesday, 27 November 2012, at 9.30am.**

### **Committee Members:**

Cirs Odey (Chairman), Kennedy (Deputy Chairman), Coughlan, Earnshaw, Fraser, Lyon, Mulvey, Taylor, 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.

Peter Nixon  
**CHIEF EXECUTIVE**

## COMMUNITY DEVELOPMENT COMMITTEE

27 NOVEMBER 2012

### AGENDA

<b>Item No</b>	<b>Page No</b>	
1		Apologies
2		Identification of Items of Urgent Business
3		Identification of Matters of a Minor Nature
4		Chairman's Report
5	1	Confirmation of Minutes
6	7	Correspondence Received
7	16	Funds Available
8	17	Funding Applications Considered under Delegated Authority
9	18	Funding Applications to be Considered Interview: 9.40am, Pareora Public Hall Society
10	20	Timaru District Libraries 22 <sup>nd</sup> Annual Report Interview: 9.50am, District Librarian
11	39	Aoraki Development Business Tourism Quarterly Report Interview: 10.00am, ADBT Chief Executive
12	51	Century Pool Proposed Redevelopment Interview: 10.10am, Ken Grave and David Fridd
13	86	NZ Petroleum & Minerals – Proposed Block Offer 2013
14		Future of SBS Fitness Studio (circulated separately)
15		Consideration of Urgent Business Items
16		Consideration of Minor Nature Matters
17	92	Exclusion of the Public
1	93	Confirmation of Minutes
2		Future of SBS Fitness Studio (circulated separately)
3	95	Readmittance of the Public

**COMMUNITY DEVELOPMENT COMMITTEE  
FOR THE MEETING OF 27 NOVEMBER 2012**

**Report for Agenda Item No 5**

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

**Confirmation of Minutes** (File G3/1/1)

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Minutes of Community Development Committee.

**Recommendation**

**That the minutes of a meeting of the Community Development Committee held on 16 October 2012, excluding the public excluded items, 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 16 OCTOBER 2012 AT 9.30AM

**PRESENT** Clrs Odey (Chairman), Kennedy, Earnshaw, Fraser,  
Lyon, Mulvey, Taylor and the Mayor

**APOLOGIES** Clrs Coughlan and Tierney  
Neville Gould – Pleasant Point Community Board (for  
in attendance)

**IN ATTENDANCE** Rosie Morten and Kerry Stevens – Geraldine  
Community Board  
Paddy O'Reilly – Temuka Community Board  
Chief Executive (PH Nixon), Group Manager  
Community Services (S Matson), Art Gallery Director  
(F Ciaran)(for item 3), Group Manager Corporate  
Services (T Rogers) and Council Secretary  
(JM Brownie)

#### 1 CHAIRMAN'S REPORT

The Chairman reported on various duties he had carried out and meetings he had attended since the last Committee meeting including:

Meeting with the Chief Executive, meeting with ADBT Chief Executive, meeting with ADBT Chairman, meeting with Aorangi Park Association, attending Annual Tourism Industry Association Summit, PrimePort Timaru Ltd AGM, meeting with ECan and Washdyke business owners' group, approving a minimal grant and participating in the charity boxing match.

#### 2 CONFIRMATION OF MINUTES

Proposed Clr Kennedy  
Seconded the Mayor

"That the minutes of the Community Development Committee meeting held on 4 September 2012, with the exclusion of the public excluded section, be confirmed as a true and correct record."

MOTION CARRIED

#### 3 AIGANTIGHE ART GALLERY OPENING HOURS (File A2/2)

The Committee considered a report by the Art Gallery Director on the feasibility of the art gallery opening on Mondays. Lengthy discussion took place on the possibility of increasing the opening hours of the gallery, the associated increase in costs and being able to work around the complexities of the gallery installation work. It was pointed out that Mondays may not necessarily be the best day for an extension of hours as most visitors and families are looking for activities at the weekends, rather than on a week day.

Option 2 (extend weekend hours) and Option 3 (opening the House on occasional Mondays for specific tours) were favoured, but the issue would need to be considered as part of the budget round due to budget implications. In the meantime, it was suggested that consideration be given to increasing the hours within the current budget through operational changes such as redistributing staff time, reviewing hours when visitor numbers are lowest, and installing works from the permanent collection in the entrance to allow access to the house gallery when exhibitions are being installed in the main gallery.

The Chief Executive pointed out that as the opening hours of the facility are delegated to the Group Manager Community Services, the operational arrangements being referred to can be left in her hands to work towards the best outcome, taking into account the views expressed by the Committee.

Proposed Clr Odey  
Seconded Clr Earnshaw

“That a report be requested on the possible extension of the opening hours at the art gallery to allow extension of weekend hours and specific Monday opening for organised tours, the report to include the budgetary implications of these options and changes that can be made to extend the hours through operational rearrangements.”

MOTION CARRIED

- 4 CAROLINE BAY POSSIBLE ROLLER SKATING ROAD TRACK** (File P3/8/3)  
The Committee considered a report by the Parks and Recreation Manager advising that the application from the South Canterbury Roller Skating Club for establishing a road track at Caroline Bay has been withdrawn in the meantime.

Proposed Clr Kennedy  
Seconded Clr Fraser

“That the report be received and noted.”

MOTION CARRIED

- 5 CENTURY POOL FACILITY** (File S5/1)  
The Committee considered a report by the Group Manager Corporate Services updating the Committee on the progress on options for the future use of the Century Pool facility. The meeting was advised that it is hoped that more detailed information will be available in two weeks.

Proposed Clr Kennedy  
Seconded Clr Mulvey

- a) “That this report be received and noted.
- b) That the Committee considers the proposal from South Canterbury Gymsports when full financial information is available.”

MOTION CARRIED

**6 AORAKI DEVELOPMENT AND PROMOTION LIMITED (File E3/11)**

The Committee considered a report by the Group Manager Corporate Services on a proposal from ADBT to enable the previous trusts to be wound up.

Proposed the Mayor  
Seconded Clr Earnshaw

- a) "That this report be received and noted.
- b) That the Committee approves the proposal and agrees to subscribe to the additional 900 shares in Aoraki Development and Promotions Limited to be funded from the proceeds from the winding up of the Aoraki Development Trust and Timaru District Promotions Trust."

MOTION CARRIED

**7 TIMARU DISTRICT HERITAGE FUND TRUST ANNUAL REPORT (File C5/34)**

The Committee received the annual report on the Timaru District Heritage Fund Trust, from the Council representative.

Proposed Clr Kennedy  
Seconded Clr Lyon

"That the report on the Timaru District Heritage Fund Trust, be received and noted."

MOTION CARRIED

**8 RECEIPT OF COMMUNITY AWARDS SELECTION PANEL MINUTES (File C3/19/3)**

The Committee noted the minutes of a meeting of the Community Awards Selection Panel held on 14 June 2012, excluding the public excluded items.

Proposed Clr Kennedy  
Seconded the Mayor

"That the minutes of a meeting of the Community Awards Selection Panel held on 14 June 2012, excluding the public excluded items, be received."

MOTION CARRIED

**9 SBS FITNESS STUDIO – CUSTOMER ENQUIRY (File P9/1)**

- a Proposed Clr Earnshaw  
Seconded Clr Kennedy

"That the SBS Fitness Studio customer enquiry correspondence be considered in open meeting."

MOTION CARRIED

The Committee considered a report by the Group Manager Community Services advising of actions taken in response to concerns raised by a member of the public regarding the future of the SBS Fitness Studio.

b Proposed Clr Kennedy  
Seconded Clr Earnshaw

“That the letter is received and noted.”

MOTION CARRIED

## 10 EXCLUSION OF THE PUBLIC

Proposed Clr Odey  
Seconded the Mayor

“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:

### Confirmation of Minutes:

- Receipt of Youth Initiatives Subcommittee Minutes
- Youth Initiatives Subcommittee recommendation – Compilation of Youth Initiatives Subcommittee

### Section 7(2)(a)

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

### Confirmation of Minutes:

- Provision of Youth Services

### Section 7(2)(i)

The withholding of the information is necessary to enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

### Receipt of Community Awards Selection Panel Minutes

### Section 7(2)(a)

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

### SBS Fitness Studio

### Section 7(2)(i)

The withholding of the information is necessary to enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).”

MOTION CARRIED

## 11 READMITTANCE OF THE PUBLIC

Proposed Clr Odey  
Seconded the Mayor

“That the public be readmitted to the meeting.”

MOTION CARRIED

## 12 NZ POLICE – UPDATE

Area Controller Inspector Dave Gaskin and Sergeant Grant Lord spoke to the Committee on policing issues in the District, advising of the new Prevention First policy for policing which applies across the country and the Alcohol Harm Reduction programme in our district.

Prevention First takes a preventative approach with a focus on deployment of resources to beat (not meet) demand (e.g. police presence in hotels/bars late at night), understanding the drivers of crime (family violence, youth), road policing (increased enforcement), organised crime and drugs, and alcohol (harm reduction programme).

Sergeant Lord explained the Alcohol Harm Reduction programme which concentrates on licensed premises, working closely with Crown Public Health and the District Licensing Agency and having a strong focus on education – talking to front door staff, working with managers, and talking to patrons of sports clubs for example. Managers are being educated on recognising and targeting intoxicated people, communicating between premises and taking ownership of the issues. Controlled purchase operations are being undertaken and a one way door policy is being investigated where the premises are closed to incoming patrons from a certain time.

The Council was congratulated for changing the closing times for licensed premises from 5.00am to 3.00am – this has resulted in a reduction in crime.

In regard to the future CBD upgrade, the police would like to see high powered lighting in alleyways leading to Stafford Street, and continuation of the security cameras which are an effective crime reduction tool. The liquor ban bylaw is very successful and the area this covers is sufficient, temporary liquor bans can be used in other areas as necessary.

Central government's reduction in police staff has been implemented in the region with no change to the service to the public.

The meeting concluded at 11.35am.

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Chairman

**COMMUNITY DEVELOPMENT COMMITTEE**  
**FOR THE MEETING OF 27 NOVEMBER 2012**

**Report for Agenda Item No 6**

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

**Correspondence Received (File G3/1)**

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**Citizens Advice Bureau South Canterbury Inc.**

Thank you for \$7,000 annual donation towards 2012/13 rent.

**Community Trust Mid & South Canterbury**

Thank you for \$10,000 annual donation to Community House Trust Inc towards 2012/13 running costs to keep rentals for non-profit tenants at lowest possible level.

**South Canterbury Car Club**

Thank you for \$10,000 grant towards stage 5 of track resurfacing at Timaru International Raceway.

**South Island Masters Games**

Thank you for \$5,000 grant towards facility hire for 2012 Masters Games.

**Timaru Budget Advisory Trust**

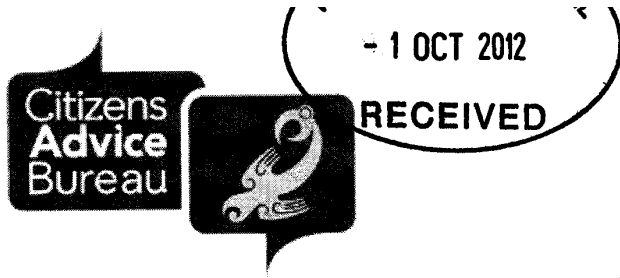
Thank you for \$8,000 annual donation towards 2012/13 rent.

**Timaru Yacht & Power Boat Club Inc.**

Thank you for the Sport and Recreation loan offer of \$31,740 towards purchase of 10 fibreglass Optimist dinghies. Loan declined as sponsorship now found for all dinghies.

**Recommendation**

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



CITIZENS ADVICE BUREAU  
SOUTH CANTERBURY INC  
27 Strathallan Street  
PO Box 983  
TIMARU

Phone: 03 687 7362 or 0800 367 222  
Email: [cab.southcanterbury@extra.co.nz](mailto:cab.southcanterbury@extra.co.nz)

25<sup>th</sup> September 2012

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

Dear Jenny,

On behalf of the Management of the South Canterbury Citizens Advice Bureau I extend our grateful thanks to your committee for granting us \$7000 this year to accommodate our rent.

We are indebted to your generosity for without it we would be spending more time fundraising and less on our clients problems. Thank you once again,

Yours sincerely

*Marian Blanchard*

Marian Blanchard  
Fundraising Committee

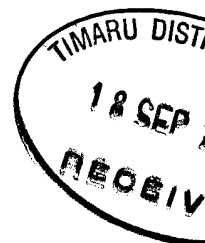
**RECEIPT** Date 14/9/2012 6834

Received from Timaru District Council



**Community**  
**TRUST**  
Mid & South Canterbury

135



17 September 2012

The Timaru District Council Mayor and Councillors  
Timaru District Council  
P O Box 522  
TIMARU

Dear Janie and fellow Councillors,

**Re: Financial Assistance Community House**

On behalf of the Community Trust of Mid and South Canterbury and the tenants of Community House, I would like to thank the Timaru District Council for its support in making a donation of \$10,000 towards the running Community House for the 2012/13 year.

We continue to retain 22 tenants along with four "office in a box" users. We also regularly hire out our meeting and interview rooms which are used both during the day and in the evening by other non-profit community groups. We are now fully occupied with a new tenant coming to the House in September 2012.

The Community Trust of Mid and South Canterbury is proud to support the Community House setup which provides affordable accommodation and resources to non-profit community organisations within the South Canterbury district. These groups continue to provide an essential social support to the local community. There is also peace of mind for our tenants in that we provide a stable tenancy with reasonable costs, which means that their funds can be better directed to those in need of assistance out in the community.

Thanking you again for your financial assistance.

Yours faithfully

Liz Shea  
Chief Executive Officer



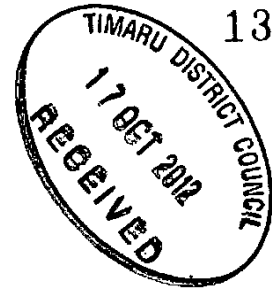
**KAREN PADDON**  
MOTORSPORT MANAGER

P.O. BOX 4008 TIMARU  
PHONE 03 614 7514 FAX: 614 7527  
EMAIL: [sccc.secretary@xtra.co.nz](mailto:sccc.secretary@xtra.co.nz)  
WEB SITE: [www.southcanterburycarclub.org.nz](http://www.southcanterburycarclub.org.nz)



16 October 2012

Customer Services Manager  
Timaru District Council  
P O Box 522  
TIMARU 7940



1368

Dear Sir/Madam

Please find enclosed the invoice/statement relating to the above grant and the completed Certificate of Expenditure.

Also enclosed is a short overview of the project.

Our club would like to sincerely thank the Timaru District Council for its fantastic support of stage 5 of our track resurfacing project.

Kind Regards

KAREN PADDON  
SECRETARY

**OVERVIEW STAGE 5 TRACK RESURFACING PROJECT**

**TIMARU INTERNATIONAL MOTOR RACEWAY (LEVELS)**

September 2012 saw yet another milestone in the South Canterbury Car Club's seven year track resurfacing project with the resealing of a major section of the back straight of the race circuit completed. 1985 m<sup>2</sup> of new "racepave" hotmix was laid by Fulton Hogan which has already been met with much appreciation from competitors and other track users alike. This section of circuit has now been restored to its former glory and along with the other planned resealing will stand the club in good stead for the future.

The South Canterbury Car Club Inc is sincerely thankful to Trust Aoraki, Pub Charity and the Timaru District Council for their funding assistance which enabled this project to come to fruition.

The club has acknowledged the assistance of the Timaru District Council in the Presidents Annual Report to members, through the monthly car club newsletter, on the clubs website on the "Supporters Page", and from the placement of the prominent Timaru District Council billboards at our circuit.



**Off with the old seal ...**



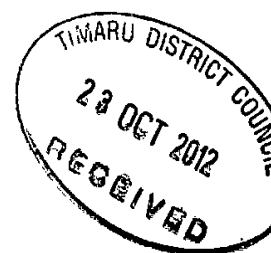
**and... on with the new.**

The finished product ...



Friday, 19 October 2012

Peter Nixon  
Timaru District Council  
PO Box 522  
Timaru 7940



Dear Peter

## Thank You!

Following on from a very successful South Island Masters Games, I would like to sincerely thank you for your support of this great event. The council getting behind community events makes a huge impact on their success.

We have had fantastic feedback from participants and it is very encouraging that most visitors are planning to come back to the next Games. Around 2,800 participants took part with most of the visitors packing out the motels and restaurants during Games week.

We were lucky to have such an excellent and enthusiastic team of Volunteers and Sports Coordinators. These guys generously gave their time, worked hard and helped us deliver a smoothly run event and awesome experience for our competitors.

Some highlights of the event include

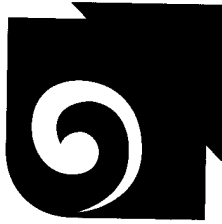
- Battle of the Bay celebrity boxing match. This event drew a large crowd to the Caroline Bay Hall and raised over \$3,000 for the South Canterbury Charitable Sports Persons Trust
- 8 new national records in the Indoor Rowing
- 98 year-old Ian Mathieson competing in the 5km walk with his granddaughter
- Awesome social programme with 1500 participants attending the Dead and Fabulous' social function at the SBS Events Centre
- Thank you function where volunteers were acknowledged and presented with Gold medals

Thanks again for your valued support and we look forward to working with in the future.

Kind Regards

Chris Thomas  
Games Manager  
Phone 03 688 5531 Cell 027 297 9643

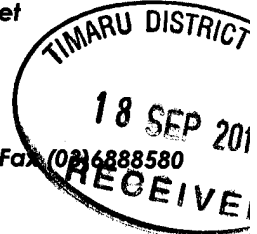




NEW ZEALAND FEDERATION OF  
FAMILY BUDGETING SERVICES (INC.)  
TE RŌPŪ PENAPENA PŪTEA  
WHĀNAU O AOTEAROA

Timaru Budget Advisory Trust  
16 Beswick Street  
PO Box 694  
Timaru  
[fbat@xtra.co.nz](mailto:fbat@xtra.co.nz)

Ph (03)6889383 Fax (03)6888580



Dedicated to the development

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

1

17th September 2012

Dear Jenny,

I write on behalf of our Management Committee, staff and members to express our gratitude for the donation of \$8,000 towards our annual rent.

In these days of diminishing funding opportunities it is a great comfort to know that we can continue to offer our services to less fortunate members of the community from appropriate premises.

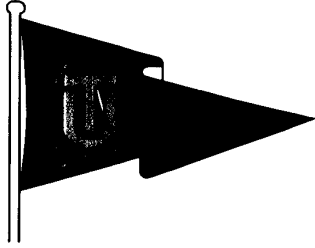
As well as the monetary assistance we are also appreciative of the fact that this is recognition of the work that we do which is great for morale.

Please pass on our thanks to the Community Development Committee.

Thank you too for your own support down the years,

Yours sincerely,

Don Macfarlane  
Coordinator

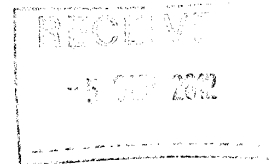


135625

**TIMARU YACHT & POWER BOAT CLUB INC.**

NORTH MOLE  
PORT OF TIMARU  
P.O. BOX 93  
TELEPHONE: 03 688 4163  
TIMARU NEW ZEALAND

5 September 2012



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

Dear Jenny

**SPORT + RECREATION LOAN  
TIMARU YACHT + POWER BOAT CLUB INC**

Further to your letter dated 3<sup>rd</sup> May 2012, I now confirm on behalf of the Timaru Yacht and Power Boat Club that the Sport and Recreation loan of up to \$31,740-00 approved to assist with the purchase of 10 fibreglass Optimist dinghies is now no longer required.

We have been overwhelmed by the financial support of the following 10 local businesses that have each sponsored an Optimist through our "Bums 'n Boats" Campaign:

- RSM Law
- Parr Retail
- Sanford Limited
- Talley's Group Limited
- McCain Foods (NZ) Limited
- Odey Fishing Company
- Wallace and Cooper Limited
- Menzies Group Limited
- New World Timaru
- Ranger Group

Please pass on to the Community Development Committee our thanks for their support of our Club's project and of youth sailing in South Canterbury - it is very much appreciated.

Kind regards

*Vicki K Rushton*

Vicki K Rushton  
Youth Sailing Representative

**COMMUNITY DEVELOPMENT COMMITTEE**  
**FOR THE MEETING OF 27 NOVEMBER 2012**

**Report for Agenda Item No 7**

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

**Funds Available (File G3/1)**

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Funds Available as at 12 November 2012

<b>A Grants</b>	
Balance 1 July 2012	\$142.40
Interest	\$0.00
2012/2013 Council Contribution	<u>\$29,900.00</u>
Less Allocated	
Rowallan Scouts (minimal grant annual tug of war)	\$200.00
St Peters Anglican Church (minimal grant Jax Hamilton cooking demonstration evening)	\$200.00
Timaru Retail Assn (minimal grant 'Timaru on Show' day)	\$200.00
SC Internation Festival – 3 <sup>rd</sup> International Festival	\$5,000.00
InHarmony Choir – Christmas on the Bay	<u>\$800.00</u>
	\$6,400.00
<b>General Grant Funds Available</b>	<b><u>\$23,642.40</u></b>
<b>B Community Development Interest Fund</b> (Substantial Grants)	
2012/2013 Allocation	<u>\$30,000.00</u>
<b>Community Development Interest Funds Available</b>	<b><u>\$30,000.00</u></b>
<b>C Community Development Loan Fund</b>	
Balance	<u>\$239,341.00</u>
<b>Community Development Loan Funds Available</b>	<b><u>\$239,341.00</u></b>
<b>D Sport &amp; Recreation Loan Funds</b>	
Balance	<u>\$705,699.15</u>
<b>Sport &amp; Recreation Loan Funds Available</b>	<b><u>\$705,699.15</u></b>

**Recommendation**

**That the information be received.**

**COMMUNITY DEVELOPMENT COMMITTEE  
FOR THE MEETING OF 27 NOVEMBER 2012**

**Report for Agenda Item No 8**

**Prepared by     Jenny Ensor  
                      Customer Services Manager**

**Funding Applications Considered Under Delegated Authority (File G3/1)**

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The following grant/s has/have been approved under delegated authority:

**\$200.00 – St Peter’s Anglican Church Temuka**

Towards costs to host Jax Hamilton Cooking Demonstration public event at Alpine Energy Stadium Temuka, 23 November 2012.

**\$200.00 – Timaru Retail Association**

Towards Timaru on Show Day, to showcase what the district has to offer including Geraldine Arts and Plants Festival, CBay etc, 16 November 2012.

**Recommendation**

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

**COMMUNITY DEVELOPMENT COMMITTEE**  
**FOR THE MEETING OF 27 NOVEMBER 2012**

**Report for Agenda Item No 9**

**Prepared by**     **Jenny Ensor**  
                          **Customer Service Manager**

**Funding Applications to be Considered (File G3/1)**

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**Purpose of Report**

To present applications for Council funding to the Committee for consideration and decisions.

**Background**

Attached are new applications.

**Options**

The Committee may:

- approve an application;
- decline an application;
- defer an application and request further information; or
- if the request exceeds the Committee's available funding a recommendation may be made to the Policy and Development Committee which has the responsibility for coordinating a recommendation to Council;
- recommend an ongoing grant to the budget process.

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

Grants and Loans Policies.

**Assessment of Significance**

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

**Consultation**

An applicant may be interviewed in support of an application.

**Other Considerations**

There are no other considerations relevant to this matter.

**Funding Implications**

There are no additional funding implications to those detailed in the 2012/13 Budget.

## Conclusion

Applications for Consideration

App. Page No.	App. No.	Applicant	Cost \$	Amount Requested \$	Purpose of Grant	Staff Comments
1	1	South Canterbury Bike Wise Group	4,920.00	\$1,820.00	Towards costs to promote and deliver three BikeWise events during February 2013: <ul style="list-style-type: none"><li>• 17 February: Ride to the Farmers Market</li><li>• 13 February: Go By Bike Day</li><li>• 24 February: Kids Can Do It Tryathlon</li></ul>	Previous Council Funding:  2011: \$3,183 to stage 5 events for February 2012 BikeWise month.
12	2	Pareora Public Hall	\$2,700.00	\$2,700.00	Towards purchase of chairs to replace old broken chairs at Hall.	Interview: 9.40am  Detailed hall usage and fees requested.

## Recommendation

**That the applications be considered.**

**COMMUNITY DEVELOPMENT COMMITTEE  
FOR THE MEETING OF 27 NOVEMBER 2012**

**Report for Agenda Item No 10**

**Prepared by**     **Michelle Miles**  
                          **Libraries Manager**

**Timaru District Library 22<sup>nd</sup> Annual Report (File L3/1)**

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**Purpose of Report**

To consider the twenty second annual report from of the Timaru District Library.

**Background**

The Community Development Committee has previously decided that it wished to receive an annual report from the Aigantighe Art Gallery, the South Canterbury Museum, and the Timaru District Library and to have an opportunity to discuss the report with the Unit Manager.

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

The Local Government Act 2002.

**Conclusion**

As the report is for the information of Councillors and there appear to be no particular governance issues raised, it can merely be received and noted.

**Recommendation**

**That the twenty second annual report of the Timaru District Library be received and noted.**

# TIMARU DISTRICT LIBRARIES

## TWENTY-SECOND ANNUAL REPORT



# TIMARU DISTRICT LIBRARIES

## 22<sup>ND</sup> ANNUAL REPORT 2011/2012

### SUMMARY

927,622 items were borrowed from Timaru District Libraries during the 2011/2012 year and 157,657 enquiries answered, including nearly 20,000 Service Centre enquiries.

An average of 11,163 people per week visited the libraries, with visits totalling 580,491.

People borrowed books, magazines, DVDs, Blu-ray discs, audio books, playstation games, CD-ROMs, jigsaws and music from our libraries at Timaru, Temuka and Geraldine. Nearly 600 items were borrowed from other libraries around New Zealand on behalf of members.

People utilised 95,785 APNK computer and WiFi sessions, as well as making high use of other in-house facilities and resources such as reading, research, newspapers, historical collections, study places, photocopying, faxing and scanning.

Staff have focused on enriching collections and programmes while working on continuously improving the quality of services offered. In addition two substantial new services were launched this year. PressDisplay was launched in November providing users online or in-library access to more than 1700 newspapers from 92 countries, and the lending of eBooks was launched in May.

### STATISTICS

#### Issues

The libraries issued 927,622 items this year, 7.8% lower than the previous year but for the first time this included eBooks, with 1307 issued until the end of June.

	2011/2012	2010/2011
Timaru	696,929	775,075
Temuka	115,969	118,398
Geraldine	103,129	103,088
Online (incl eBooks)	11,595	9,835
Total District Wide	927,622	1,006,396

Temuka Library Service Centre had it's busiest month on record in August 2011 issuing 11,193 items.

Other libraries who have moved to the Kotui library management system have experienced a substantial increase in the use of the databases they provide. It is expected that Timaru will experience similar increases in the use of these digital resources in the 2012-2013 year after the adoption of Kotui.

## Foot Traffic

Visitor numbers are down this year on last but at a similar level to the 2009/2010 year and the 3-year average. Last year's high foot traffic was due to the large volume of Christchurch people visiting the library service centres in the months following the Canterbury earthquake.

### Visits Per Year

	<b>2011/2012</b>	<b>2010/2011</b>
Timaru	386,787	413,963
Temuka	121,029	126,283
Geraldine	72,675	73,298
Total District Wide	580,491	613,544

### Average Visits Per Week

	<b>2011/2012</b>	<b>2010/2011</b>
Timaru	7,438	7,961
Temuka	2,327	2,428
Geraldine	1,398	1,410
Total District Wide	11,163	11,799

## Enquiries

Temuka had 6683 library, 13,606 service centre and 9,479 information centre enquiries while Geraldine enquiries were made up of 8241 library and 5589 service centre enquiries. The district-wide total of 157,657 is an average of 3032 enquiries answered per week in addition to the issuing and return of library items.

	<b>2011/2012</b>	<b>2010/2011</b>
Timaru	114,059	92,192
Temuka	29,768	30,702
Geraldine	13,830	13,179
Total District Wide	157,657	136,073

## APNK and WiFi Sessions

APNK (The Aotearoa People's Network Kaharoa) and the libraries provide 16 computers with broadband internet for free public use. In addition they provide a free wireless hotspot at each library to allow the public internet access using their own devices.

Use of these facilities continues to grow. Online communication with many organisations and government departments is now expected or encouraged for many tasks like job applications and payments. Access to the internet via APNK computers is therefore becoming more and more important, and often essential, for many people.

	<b>2011/2012</b>	<b>2010/2011</b>
Timaru	66,787	61,172
Temuka	14,332	12,498
Geraldine	14,666	12,882
Total District Wide	95,785	86,552

## **Membership**

Total membership was 29,431 at 30 June 2012. This is a conservative measure of usage as many families share a membership rather than having a card for each family member.

## **ADULT AND GENERAL SERVICES**

A wide range of displays, activities and events aim to enrich the library experience for users and to promote the collections and resources, as well as to educate and entertain. Events and services are actively promoted and a high profile in the local media is maintained through advertising of special events, promotion of resources for specific purposes, and frequent special interest stories. Regular blog postings and event promotion via the Libraries' web pages and FaceBook help promote the library in the online environment. Promotion ensures all members of the community, both library users and current non-users, are aware of the libraries' wealth of resources and services.

### **eBook Lending Launched**

eBooks for loan were launched in May to an enthusiastic response. Borrowers are able to select and download a range of eBooks titles to read on eReaders and other devices.

In addition to 24-hour availability people have the convenience of borrowing from home which makes this library service immediately accessible and is of particular advantage to those who live further away from the libraries.

Font sizes are able to be changed to suit the vision of the reader and many books can be carried on the one small device.

There are some limits on the books available because of restrictions placed by publishers but the choice is continuing to grow.

Information and staff assistance on getting started with eBooks is provided along with ongoing assistance if a borrower has difficulties with a title or their eReader at any time.

*Exploring eBook* workshops held in all libraries during May and June proved popular with attendees.

### **PressDisplay**

PressDisplay was launched online and at Timaru Library in November 2011 and later at Temuka and Geraldine libraries. PressDisplay provides 24/7 access to the content of more than 1700 newspapers from 92 countries. Instantly available when each issue is published, the newspapers are exact replicas of their print versions including birth and death notices, job vacancies, crosswords and all editorial and advertising. Any part of the newspaper or an article can be printed, emailed or saved to the user's computer. This has been a very popular service with 4426 sessions used, and 6465 issues read up to 30 June 2012.

## **Bequest Collections**

The libraries have been the ongoing beneficiaries of two bequests from the estates of Mr W.E. MacKay and Miss M. Dowling. The MacKay Bequest was gifted for the purchase of books relating to art and the Dowling Bequest has a focus on books relating to Christian life, beliefs and practices.

Since the receipt of these bequests there has been a focused appraisal of these collections to provide the basis for selection and purchase of new stock from the respective bequest funds. A significant number of new art books have been acquired. The Christianity section of the religious collection has also been refreshed and expanded.

A display of a varied selection of recently acquired art books was held in the Timaru Library, including accompanying background information about the MacKay Bequest and MacKay's involvement in and support of, the arts in the local community. This was well received by library users who have been very appreciative of the wide range of new books added to the art collection.

The generosity of these bequests has enabled a structured approach to manage the application and use of these funds over a number of years, enabling a progressive enrichment of these collections for the benefit and enjoyment of library users throughout the district.

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

This year, as part of a new initiative, the Timaru District Libraries have become involved with the prestigious International IMPAC Dublin Literary Award. The long list of 147 nominated novels, announced in November 2011, formed the basis for the establishment of a new collection of international contemporary fiction.

Since its inception in 1996, the award has been presented annually for a novel written or translated into English. Nominations are submitted by eligible libraries in major cities from 45 countries. Judging is undertaken by a panel of international authors. At 100,000 Euros, this is currently the richest literary prize available of its type. The award is the initiative of the Dublin City Council and the municipal government of Dublin, in partnership with IMPAC, an international management productivity company. The objective of the award is the promotion of excellence in world literature.

Communications with the organisers, to enquire about supporting resources to promote the collection, led to an invitation to become a nominating library for the 2013 award. All Timaru District Libraries staff were invited to submit titles for consideration. A small team then selected three titles for nomination. These books will be considered by the judging panel for possible inclusion in the 2013 long-list of nominees, due for release in November 2012.

This foundation collection of international contemporary and literary fiction has proven very popular with library users. It continues to be well supported, with ongoing positive comments about the provision of this collection within the libraries.

## **Contemporary & Literary Fiction Collection**

The core collection of popular fiction offered by the Timaru District Libraries has been enriched with an increase in the provision of contemporary and literary fiction.

Two initial collections were established – one based on the International IMPAC Dublin Literary Award nominees, and the other an eclectic mix of lists of ‘the best books of 2011’. The latter encompassed a wide cross-section of contemporary and modern literary fiction writing styles and audiences. A range of new titles have also been added to the collection during the year.

These collections provide and highlight books that are considered some of the best examples of their type in the wider context of contemporary fiction writing and modern literature. This approach has proven popular with library users, based both on the feedback given to library staff and the continuing high usage of these collections.

Dedicated display stands of titles have been allocated to promote and enable easy access to these collections. These complement the existing browsing collections of best-sellers and general-market genre fiction. The breadth and depth of the fiction available to library users has been enhanced by the inclusion of these collections into the overall fiction stock.

## **Services to Housebound People and Retirement Facilities**

People who are unable to come to the libraries for health reasons are delivered bags of books and other library materials. The bags, which are delivered by volunteers, contain a range of items selected for each individual borrower's interests and needs, for example, fiction, non fiction or magazines and in different formats like normal print, large print or audio book.

105 people currently receive this service. Volunteers who deliver the bags and staff receive regular appreciative comments about the service and the particular titles provided.

Loans of larger collections are also made to Glenwood Home and Mountainview Village for the enjoyment of their residents.

## **Local Authors**

Our region is home to many notable authors who have published an exciting range of books in the last year. These include acclaimed award winners like Owen Marshall and Ken Catran, short story writers and anthology editors such as Karalyn Joyce, local historian Keith Bartholomew, popular fiction writer Leigh Marsden, and creators of iconic children's book characters Little Kiwi, Bob Darroch, and Maungati Mouse, Jan Hill. Timaru District Libraries was privileged to host many of these authors during the year, enriching our programmes and inspiring all with their fascinating glimpses of the research that underpins their work, the writing experience and publishing journey.

Rich offerings during New Zealand Book Month in March included one of New Zealand's leading fiction writers, Timaru's **Owen Marshall**. He spoke about his historical novel, *The Larnachs*, and the fascinating background to this story of the life of William Larnach, prominent Dunedin businessman and politician of the late 19<sup>th</sup> century.



**Ken Catran** of Waimate, who has published many award-winning books for children and teens, spoke to children's book group the Xtreme Readers and interested adults about his two books published in 2012 – *When Empire Calls* deals with the effects on a small rural community in the early days of the Boer War when two brothers go to join the Empire's effort, and *Earth Dragon, Fire Hare* follows the parallel lives of a young Chinese Malayan and a New Zealand soldier in the years leading up to and during the little-known and long-forgotten Malayan Emergency, when Britain and her Allies attempted to rid Malaya of Communism.



Geraldine author **Leigh Marsden** has had great success with her recent books *Scarlet* and *Crush* – relationship dramas with an erotic twist. She spoke at Timaru Library in March about her writing style and the difficulties of being a recognised author in New Zealand. Her experiences working as a stewardess on a superyacht in the Mediterranean led to her first self-published 2011 book, *Beauty*.



Local historian **Keith Bartholomew**, hosted by the Friends of the Library, spoke at Timaru Library about the fascinating research and challenges associated with producing his comprehensive new revision of the 1975 edition of *The Streets of Timaru*. His new book is illustrated with more than 250 images and documents the history of 448 streets, nearly double the 248 entries in the first issue. His stories about the many and varied origins of the street names, and the process of tracking down the information, proved very interesting.

In November Timaru Library hosted the launch of *Love, lies and laughter*, a new work by Timaru author **Noel Guthrie**. This work of fiction, with stories inspired by recollections of his childhood days, was a change in writing style for Noel who is better known for his art sketch books of the South Canterbury area.

Popular local children's author **Jan Hill** launched her new book *Maungati Mouse and the EQ Rescue* in November. In this latest adventure, Maungati Mouse is back helping his friends after the 6.3 magnitude earthquake in Christchurch. Timaru Library hosted the launch in November and Jan also presented the book to a large enthusiastic audience at Geraldine Library.

*Ragwort and Thistles* is an anthology of poetry and prose celebrating women on the land. It is the work of 48 writers, including several from South Canterbury, and was conceived and published by the South Canterbury provincial branch of Rural Women New Zealand. Readings by local authors featuring in the anthology were held at Timaru and Geraldine Libraries.

### Authors from further afield

Visiting authors are always a welcome addition to the Libraries' programme, and in association with *Paper Plus*, **Allyson Gofton** presented an evening of fun and laughter to celebrate her latest culinary offering – *Country Calendar Cookbook*. This included a recipe demonstration, some fun out-takes from the project, and a chance to ask any pressing cooking questions. The hugely entertaining evening was enjoyed by a large crowd.

Following his very successful presentations to children at each library in January, international storyteller and author **Andy Wright** a.k.a. **The Shah of Blah** presented an evening of stories for adults *Tall tales and true* at Timaru Library. Andy's entertaining stories ranged from the macabre to reminiscences of early library experiences in Hawkes Bay. Proceeds from this evening session were donated to the Friends of the Library.

In May, **John Parsloe**, former Master Mariner and Antarctic specialist, gave a fascinating presentation at Geraldine Library on the author of *Swallows and Amazons* Arthur Ransome: "Children's novelist – rumoured British Spy".



## Displays

The libraries mount book displays to add interest and colour and to highlight the range of books and other items on different topics as well as to entice potential borrowers with the exciting range of items for all interests.

Staff have attended display workshops this year and a range of new props and staging have been purchased, resulting in lively and eye-catching displays. This has led to new levels in the quality and creativity of displays, adding new impact and dynamism to the library experience, and also giving staff an outlet to highlight particular areas of the book stock and other materials. Examples are:

### Timaru Adult Library

- ANZAC Day
- If you like reading James Patterson you might like...
- Titanic – Anniversary of the sinking
- Embroidery
- The Diamond Jubilee of Queen Elizabeth II
- Read The Book, Watch The DVD
- Best Books of 2011
- Austen Deans
- Rugby World Cup
- World Breastfeeding Day
- Anne McCaffrey
- 2012 – New Year, New You
- Summer – Picnics, Barbies, Drinks, Fun, Fresh, Entertaining
- Stories of survival and resilience
- IMPAC Dublin Literary Award
- The Streets of Timaru
- McKay Bequest Art Books



### **Geraldine Library Service Centre**

- Maori Language Week
- Arts and Plants
- Christmas Books
- Summer
- Bike Month
- Book Art
- Arthur Ransome
- Renewable Energy
- ANZAC Remembrance
- Matariki
- TDC – ‘Have Your Say’
- Teddy Bears
- Conservation Week display by the Department of Conservation
- The Creative Fibre and Knitting Group & Woodbury School

### **Temuka Library, Service & Information Centre**

- Temuka Lions Club “Peace Poster” Display
- Rugby World Cup
- Maori Language Week
- Conservation Week
- Hot Reads for Cool Nights
- Gardening
- Summer Cookery
- NZ Book Month
- Asthma Awareness
- QEII Diamond Jubilee Celebrations
- Winter Sports
- Holiday Destinations
- DVDs
- Water Safety
- Bikewise

Local organisations hold displays in the libraries to promote their interests. These displays add further richness to the libraries and attract a lot of attention from library users. The libraries complement the displays with books and other materials on the topics. Examples this year were:

- Timaru Embroiderers Guild held a working display with members carrying out embroidery in the library
- First Exposure Photographic Exhibition by students studying the Aoraki Polytechnic Certificate in Digital Photography
- Community College South Canterbury Art Display

### **Timaru Library Foyer**

Community Groups use the high profile position in Timaru Library foyer to promote services or to raise awareness of activities, with more than 7400 people, on average, passing the displays each week.

Examples of organisations holding displays were:

- SPELD South Canterbury
- Sea 2 Sea Challenge
- Multiple Sclerosis Society(South Canterbury Branch)
- Stroke Awareness Week
- Tear Fund
- Diabetes NZ South Canterbury
- Bluestone School
- Aoraki Embroiderers Guild
- Alzheimer's Society
- Volunteering Mid-South Canterbury
- Altrusa International Timaru
- Timaru Lions MRI Scanner Appeal
- Citizens Advice Bureau
- Sport South Canterbury
- Friends of the Royal New Zealand Ballet
- South Canterbury Drama League – Junior Section
- AFS
- Presbyterian Support (South Canterbury)

## Other

- **Library Book Clubs**

The Libraries have two book discussion groups – *3BZ's* at Timaru Library and the *Temuka Book Discussion Group* at Temuka Library. The groups, supported by library staff, meet monthly and read and discuss a wide range of titles, both fiction and nonfiction.



- **National Poetry Day**

Timaru Libraries celebrated National Poetry Day by holding a poetry-writing workshop at Timaru Library in June. Led by Pleasant Point writer and poet Karalyn Joyce, this was a popular event attracting a wide range of poets from novices to those who have previously entered poetry competitions. The workshop covered basic elements of poetry writing, such as getting started and choosing themes and was very well received. Many workshop participants were inspired to enter the Libraries' Poetry Writing Competition.

## YOUTH SERVICES

A wide range of high quality resources in multiple formats are available to teens and children throughout the district, and are accessible from the libraries or remotely from home or school, or anywhere in between. The focus is supporting their information, cultural and recreational needs. Youth programmes aim to encourage enjoyment of reading, promote use of the libraries as recreational community spaces, and to facilitate lifelong learning and literacy skills. Visiting authors and performers offer cultural opportunities and enrich library experiences. Participation in nationwide events and celebrations offer the opportunity to promote library resources and programmes and raise the libraries' profiles in their communities.

### TeenZones

Teen resources include a range of contemporary popular and classic fiction, magazines, DVDs, Study Guides and non-fiction. These are complemented by web resources including a range of teen ebooks, multiple databases useful for research or study, links to high interest websites, and the teen blog. Posters promoting books and teen events were displayed in the libraries' TeenZones, and at Timaru displays were mounted to promote New Zealand Book Month, "Books that don't bite" – good fiction that is not about vampires or the undead, and Hunger Games – popular dystopian fiction. In January Temuka Library rearranged their teen area and added a creative new "Teen Zone" sign.



### School and Preschool Visits

Many schools are visiting the library in conjunction with visits to SC Museum, with classes swapping from one venue to the other. In some cases their library visits complement their Museum studies, in others they are looking for a relaxing, recreational visit. All visits aim to familiarise children with the collections and resources available, and every chance is taken to impart important literacy skills – search tips and tricks, accessing online databases, blogs and good websites, and how to find and reserve books from school or home anytime.

- Barton Rural School – best books, tips for searching using catalogue
- Beaconsfield School – ANZAC, war resources, how libraries work, library etiquette
- Cannington School – a day in the life of a librarian
- Glenavy School – emigration, early settlers, TeenZone
- Gleniti – careers
- Grantlea Downs (multiple visits) – library familiarisation and stories, NZ authors
- Makikihi School – library tour, stories
- Netherby School – library familiarisation, browsing
- Pleasant Point Primary School – resources on dinosaurs
- Waimate Main School – introduction to children's library, hot reads
- Pleasant Point Pippins – introduction to children's library
- St Andrews Playgroup – simple introduction to library, stories
- Timaru Kids preschool – stories

Temuka Library received an influx of class visits for orientation tours which were so successful that St Josephs School continued their visits twice weekly this year.

### School Holiday Programmes

Themed holiday programmes were offered throughout the district during each school holidays. These engage youth and provide rich learning and literacy opportunities as well as encouraging children and families to become familiar with the library as a source of information and a welcoming community space.

- July  
***If it weren't for your gumboots*** celebrated winter at the libraries with gumboots and slippers, competitions, crafts and scavenger hunts.
- October  
***Reading with Champions (RWC)*** coincided with Rugby World Cup fever, and the sporting theme included competitions, coming to the libraries dressed in favourite sport supporters' gear, and face painting.



- December-January  
There was an air of mystery about the libraries over the summer as the ***Eye spy*** holiday competitions called on detective skills to crack codes and discover hidden messages in the libraries. A highlight was international storyteller The Shah of Blah who performed in each library with his highly energetic interactive shows.

- April-May  
**Bear essentials** attracted large numbers of teddies and their happy owners to the libraries for the Teddy Bears' Picnic, one of the popular activities. A record 226 entries were received for the 'Name the bear' competition.

### Displays

National celebrations, book awards, and promotion of library events, collections and genres provided the basis for the many lively displays in the children's areas.

- |  |                               |
|--|-------------------------------|
| • Te Wiki o Te Reo Maori – Maori language week | • DVDs                        |
| • National Poetry Day                          | • Winter Reading Challenge    |
| • Graphics                                     | • Christmas                   |
| • Lego   | • Origami / Eniwa sister city |
| • SC Home Educators' Art display               | • Maurice Sendak              |
| • Crafty                                       | • School Holiday Programmes   |
| • Lost property                                | • BikeWise Month              |
| • ANZAC books                                  | • Ballet                      |
| • Ursula Moray Williams & writing              | • NZ Book Month               |
| • Samoan Language Week                         | • SeaWeek 2012                |
| • Matariki                                     | • Rugby                       |



### Other activities and Services

- **Hot Reads for Cool Nights Winter Reading Challenge**  
The annual children's winter reading challenge ran from the beginning of June to the end of August. The challenge required participants to read widely and rewarded them for returning reading logs and recommending books.
- **Ursula Moray Williams Centenary creative writing competition**  
To coincide with centenary celebrations in the UK a special creative writing competition was held. The competition was judged by Williams' biographer Colin Davison in the UK. Prizes were donated by the Friends of the Library and the South Canterbury Aoraki Reading Association. A background story plus the winning and runner-up stories were published in the Timaru Herald.

- **Duffy Books in Homes Public Library project**  
 This nationwide trial programme was held in 2011 to promote public libraries to children in low decile schools and aimed to encourage library use and remove barriers to ongoing participation. Four schools in the district participated and 84 children enrolled through the programme. Approximately half of these children completed rewards cards and received free books.
- **Storytime**  
 Pre-literacy based weekly storytime sessions for preschoolers were held at Timaru, with regular attendances of around 25 preschool children and their caregivers. Interspersed with stories, the children enjoyed music and movement – chants, action songs, balloons, bubbles and stick games. At Temuka Library Pre-school Storytime ran fortnightly during school terms. It has proved popular and numbers attending grew during the year.
- **Xtreme Readers**  
 Monthly programmes were provided to enrich and extend high-level readers in the two children's readers' groups. As well as looking at new offerings and events from the children's book world, programmes included

  - Books to film
  - Literary quiz
  - Award-winning author Ken Catran
  - Best poetry
  - Books online , blogs and author websites
  - Literary treasure hunt
  - Best and worst of the year
  - Pop-up books and paper engineering
  - Speed reading
  - Halloween
- **Any Questions**  
 The Any Questions national online homework reference service continued to thrive with usage at the end of the third quarter up 47% from 2011. Children's library staff maintained a weekly roster as operators as well as contributing to Any Questions' sister site, Many Answers. Site Co-ordinator Sue Maxwell joined monthly conference calls and trained in Many Answers editing. Lynley Simmons and Linda Bennie undertook operator training in preparation for joining the team in 2013. The National Co-ordinator and National Coach visited Timaru for training in March. Sue Maxwell won sponsorship from Any Questions to attend the LIANZA conference in December 2011.
- **South Canterbury Aoraki Reading Association**  
 Youth Services Librarian Sue Maxwell attended committee meetings and co-organised the SCARA Kids' Book Quiz in 2011. School team entries were up on 2011 and it was very successful, providing a chance to promote the Library and celebrate children who are representing their schools in reading.

- Sister City Eniwa City Library**  
 Yasuko Obayashi from Eniwa Public Library, currently seconded to Sydney, visited Timaru in December. She presented Kamishibai, Japanese traditional storytelling at Storytime, and led a popular Origami workshop in the Children's Library. She also visited Temuka and Geraldine libraries. Picture books were exchanged with the Eniwa Library.



### Events and Celebrations

- Children's Day at the Bay**  
 The annual Children's Day was celebrated with a children's library promotion at the event. A reading nook was set up with books to browse while staff talked to parents and children about the libraries' resources and services.



- **Angelina Ballerina Storytime**  
The Royal New Zealand Ballet production based on children's book character Angelina Ballerina came to Timaru in May and dance educator Hannah Kaye visited each of the libraries to show the children ballet steps and Angelina's tutu. Large audiences of budding young ballerinas loved the visit. An enthusiastic crowd of about 80 children and their caregivers from Temuka's Rhona and Rata Kindergartens attended the Temuka Library presentation. The huge success of this first nationwide educational promotion in libraries indicates that more such events will be likely in future.
- **Cat in the Hat**  
Cat in the Hat (Steina McKirdy) and Sue Maxwell visited Ranui Kindergarten and Pleasant Point PreSchool and read stories and talked about the library.



- **Bikewise month**  
A display and quiz highlighted bike safety and resources about bikes for Bikewise Month.
- **Sea Week 2012**  
In association with Ecan, a SeaWeek display was mounted, and competitions and chalk drawing in the Timaru Children's Library courtyard were held.

## FRIENDS OF THE LIBRARY

The Friends of The Library had a strong programme this year which included:

- Favourite Travel Book and Destinations

During the meeting attendees travelled to Amboise and Paris, France; Kansas and New York, USA and within New Zealand to Karitane, Tauranga Bay and Fiordland. Members referred to books like *Things My Mother Never Told Me* and *Kansas Curiosities*, and to authors like Paul Theroux, Dervla Murphy and Anne Mustoe. Shared photos and brochures enlivened presentations. It was an exciting winter's afternoon.

- Christmas recipes

Attendees shared family favourites from personal recipe books and from well-known chefs and authors like Alison Holst, Delia Smith and local celebrity Doris Kay. Many stories behind recipes were shared, a common theme being family favourites handed down from one generation to the next. Delicacies made from some of the featured recipes provided a delicious and nostalgic afternoon tea.

- Library Resources Tour

Members visited Timaru Library for a behind the scenes tour. They received hints and tips on searching the library catalogue, exploring electronic resources including Ancestry.com, and were introduced to the various collections. In the library workroom, staff explained the housebound service and showed what is involved preparing books and other items for borrowing. They toured the basement to look at the historical materials, including the back-copies of the Timaru Herald which date from the early 20<sup>th</sup> century.

- Keith Bartholomew

Keith Bartholomew, the author of the new edition of The Streets of Timaru was the guest speaker for the Friends of the Library AGM on 28 March. As detailed previously in this report Keith gave a fascinating account of his work researching and updating The Streets of Timaru.

- Ursula Moray Williams Creative Writing competition

The Friends supported the Ursula Moray Williams Centenary Creative Writing competition, detailed previously in this report, donating \$100 towards prizes. Their support is much appreciated.

Michelle Miles  
**Libraries Manager**

**COMMUNITY DEVELOPMENT COMMITTEE  
FOR THE MEETING OF 27 NOVEMBER 2012**

**Report for Agenda Item No 11**

**Prepared by**     **Peter Nixon**  
                          **Chief Executive**

**Aoraki Development Business and Tourism Quarterly Report (File E3/11)**

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**Purpose of Report**

To present the Aoraki Development Business and Tourism quarterly report for the period July to September 2012, (attached).

**Background**

With the merging of the Aoraki Development Trust and Central South Island Tourism, a formal quarterly combined report including a financial update was requested.

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

The Council's Community Plan (LTCCP).

**Assessment of Significance**

The matter is not deemed significant under the Council's Significance Policy.

**Consultation**

Wendy Smith, General Manager of Aoraki Development Business and Tourism, will be present to speak to the report.

**Other Considerations**

There are no other considerations.

**Recommendation**

**That the Aoraki Development Business and Tourism quarterly report, be received and noted.**

## Strategy 1

### Effectively support existing business – (including the NFP sector)

- Manage a range of support tools
- Target and Support industry sectors to maximise benefit

## Business Enquiries Summary

### Business start ups

**21 Business Start-up enquiries** - Advice and resources given, support is on-going including:

- Eco-tourism venture
- Communications consultant
- An Art Gallery & Café
- Concrete block manufacturer
- Plastering business
- Pizza parlour

*Example: A new franchise activity business aimed at children & families in planning/feasibility phase. Helped with understanding financial implications and cash-flow forecast and referred to bank and lawyer.*

Business Advice Centre - **2 attendees** in July for financial advice.

### General Enquiries over 40 general business enquiries

- Well-established South Canterbury firm looking to re-position itself and its new, younger staff. Connected them with the Chamber and Young Chamber. Identified appropriate training courses
  - Timaru commercial cleaner referred to Business Mentors NZ
  - Timaru accounting firm in need of a marketing strategy. Process explained and recommended three different design companies
  - Architect firm looking for help with social media, provided support on how to utilise Facebook to grow the business
  - Boutique food manufacturer helped with trademarking, and use of the 'Buy Local, Love South Canterbury logo in their labelling
  - Washdyke manufacturer and retailer seeking funding for joint marketing into China. Support and information provided re China Strategy
  - Helped growing beauty therapy business with accessing Business Mentors programme
  - Helped with development of a thorough business plan for a graphic design firm
  - Timaru based service business with franchise issues, arranged advice from a lawyer as part of the Business Advice Centre
  - Support services provided to gym business
  - Range of general enquiries: HR, marketing, premises and commercial property development
- Example: Growing Geraldine firm assisted with business planning and systems, support through RBP funding.*

### Strategic Business Support – 16 Businesses

- Ongoing support for ICT Company looking for investment for growth
- Started a process of helping to bring together police, Council & bar owner re rules on land leased from Council which impact on the business significantly
- HR advice and contact provided for key staff member in high added value export company to receive mentoring
- Provided contacts and advice re Time and Motion Study / Lean Manufacturing Processes to processing plant
- Statistics and contacts provided for strategic manufacturer
- Follow-up meeting with an online healthcare business with potential for a global business

- Local company supported with hosting Japanese business partners as part of a significant tender for a major project
- Helped manufacturer considering relocation to Timaru – referred to local engineering company assisting with road signage issues negotiating with District Council
- Support provided re issues for a new processing plant
- Confirmation received that ADBT and NZTE’s involvement has supported a significant local expansion.

Aoraki Polytechnic have advised that they are seeking options for their long term provision. Loss of autonomy has significant economic implications for this region.

Financial support

- South Canterbury contractor with 40+ staff receiving HR & staff development through funding from RBP
- Timaru building company staff receiving HR & staff development through funding from RBP
- Growing irrigation & effluent construction business receiving financial systems advice through funding from RBP.

Regional Partner Programme

- New Contract as of 1 July 2012 has a \$73,500 total pool for South Canterbury. Up to 25% of this is accessible for earthquake funding until December 31<sup>st</sup> 2012 only
- Allocated over \$22k (YTD) of capability development vouchers for Timaru businesses. Service providers include local registered advisors, local business support firms, Chamber of Commerce training courses and The ICEHOUSE.

	YTD
Action Plans Non EQ	16
Action Plans EQ	1
Vouchers Non	\$22,512
Vouchers EQ	\$2,400

**Total Support provided to over 106 businesses**

**Cluster Work**

**Export / Import Cluster**

-The Export Experience at South Pacific Sera held in July was extremely successful. Feedback on the best practice value chain created by South Pacific Sera and the often unrecognised global leadership residing in an open paddock just out of Timaru was for many very illuminating. Advisory group meeting held with visits and seminars planned for the year.

**Primary Produce Innovation Cluster**

- First newsletter distributed to over 60 businesses
- New Zealand Food Innovation Network South Island hosted workshop on “Supplying Large Food Retailers” ADBT co-ordinated attendance from Timaru and subject to demand will run a workshop locally.
- Two nights of South Canterbury gastronomic delights are planned for early December in partnership with Aoraki Polytechnic, hosting food journos, the media, the trade and Primary Produce Innovation Cluster members.

**Cruise Ships**

- “Getting South Canterbury Cruise Ready” workshop held Aug; over 40 attendees from tourism, retail & hospitality & transport sector; very positive feedback
- Visit of cruise industry representatives also included famil to Geraldine, PrimePort and some Timaru attractions
- Cruise vessels confirmed for next season now total four visits Jan-March 2013
- Another cruise vessel visit booked for Timaru, MV Europa returning Mon 29 Dec 2014  
Luxury Marina visiting March 5<sup>th</sup>; shore excursions include Road to Mesopotamia, Central South

Island Highlights, Mt Cook by chartered plane (ex Richard Pearse Airport; Timaru Botanic Gardens & Aigantighe; Victorian Oamaru & a South Canterbury gourmet experience.

## Strategy 2

### Provide an effective information hub for the district (Business and Visitor)

- Maintain and enhance the South Canterbury Website [www.southcanterbury.org.nz](http://www.southcanterbury.org.nz) as the portal to the district
- Facilitate and lead a contact and communications programme

## Website Update to September 2012

### Website Partners:

- |                             |                           |                                      |
|-----------------------------|---------------------------|--------------------------------------|
| - Reid & Wilson             | - Stonebridge             | - Little India                       |
| - Aorangi Customs & Freight | - Pointbush Estate        | - Yellow Design                      |
| - Thompsons Engineering     | - Te Kiteroa Lodge        | - Kelceys Bush Farmyard Holiday Park |
| - Chris Broadhead Building  | - Bay City Motor Lodge    | - Holme Station Homestead            |
| - Fusion Restaurant         | - Thompsons Refrigeration | - Budget Buses                       |
| - XCM Group                 | - John Bradley Hyundai    | - Software X                         |
| - Poplars Catering          | - Pateman's Lighting      | - Artfull Crafts                     |
| - Comfort Hotel Benvenue    | - The Tin Shed            | - 100% Homemade Café                 |
| - Stables Café              | - Miss Mollys B&B         | - Casa Interiors                     |
| - Chipmunks                 | - Petite Wine & Dine      | - Canstaff                           |
| - Urban Café                | - SC Pipe band            | - Fashion Focus                      |
| - Speights Ale House        | - Milward Finlay Lobb     | - Seadown Lodge                      |
| - The Function Centre       | - needagirlfriday.com     | - Absolute Flowers                   |
| - Centre Hill Cottage       | - Marquee & Event Hire    |                                      |
|                             | - Alikats                 |                                      |

**Business Partner Banners:** Business Partners now have the opportunity to place a banner on their website linking back to their page. This adds value to their page and increases traffic to the South Canterbury website.

1.



2.



3.



4.



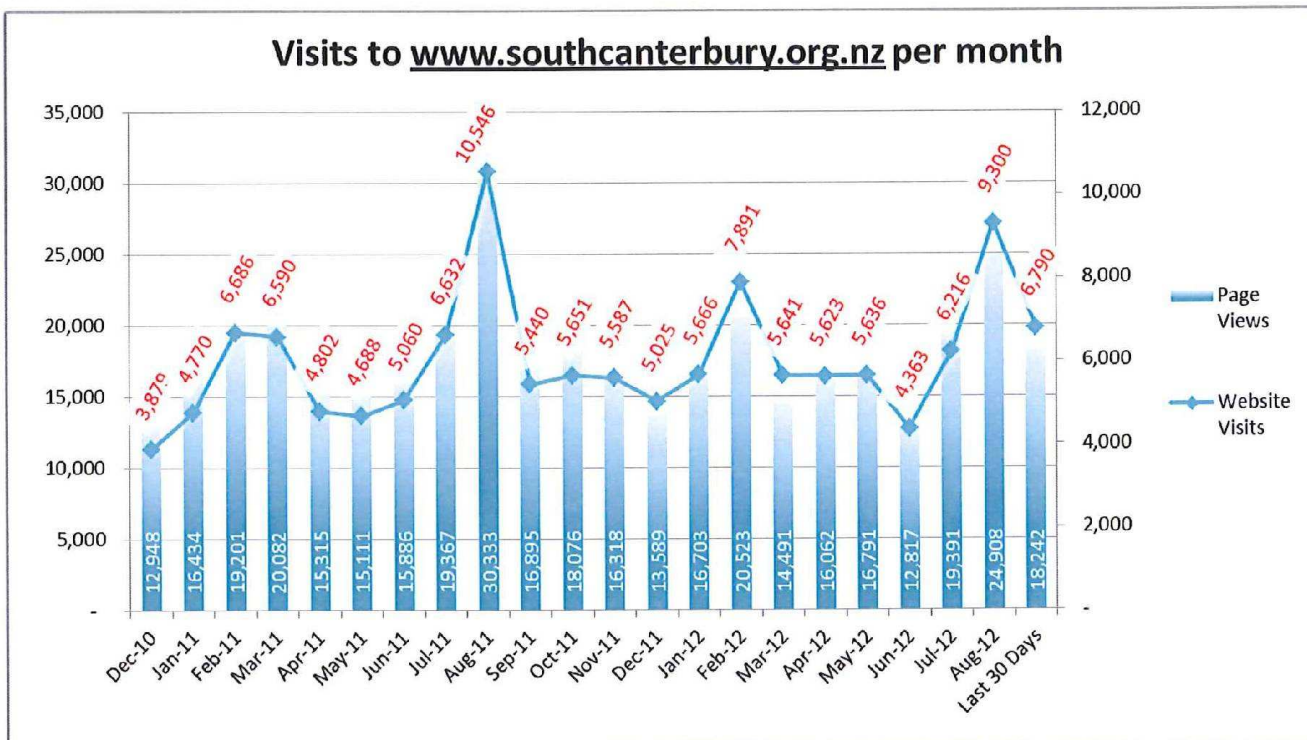
5.



6.



**ANZ People's Choice Award 2012:** This was another big success. Very similar stats to last year with over 2000 votes counted. Website statistics indicated that many who voted then explored other parts of the website including business listings. Business Partner stats show a healthy increase – especially from those participating in the Business Excellence Awards.



**ADBT Newsletters** 6x distributing to 1,200 businesses

**New Official Visitor Guide**

- 2012/13 production underway with support from MANZ (Motel Association New Zealand) and TRA (Timaru Retail Association).

**Street Maps**

- Pleasant Point street map updated, production 5000 copies

**Wall Planner**

Annual development underway.

**Regional Information**

- Support and information provided to Education South Canterbury for offshore presentation promoting study in South Canterbury
- Images and regional information provided in response to several miscellaneous enquiries including Rotary representative for visit to Ireland, AA Travel, BNZ

- Information provided to CHCH airport for "South" destination campaign
- Several regional images supplied to AA for 101 Must See campaign.

### **Bike & Walk South Canterbury Trust**

- Trust & Trustees established. (Good skillset and local interest representation).

### **Strategy 3**

#### **Facilitate & develop strategic partnerships to maximise benefit for the District**

- Identify strategic partners / resources that can be channelled to support District Strategies / tactics and individual business initiatives
- Promote & facilitate cohesive branding, messaging and activities in support of District strategy
- Lead and facilitate business leadership forums
- Collaborate regionally and nationally on key projects and initiatives.

### **S.C. Chamber of Commerce**

- Chamber members remain strong at 450+ businesses
- Board meeting held in Waimate
- BA5 Goanna Design
- Primeport working party
- Export cluster South Pacific Sera

### **Lion Foundation Young Enterprise Scheme**

Five teams have competed this year with innovative business ideas and sound annual reports. This piece of work encourages young entrepreneurs and provides a good insight into the challenge of running a small business. The local South Canterbury winner will attend the National YES competition in Wellington in December.

### **Education South Canterbury**

Members include: Aoraki Polytechnic, Craighead Diocesan School, Geraldine High School, Gleniti School, Grantlea Downs School, Mountainview High School, Opihi College, Roncalli College, Timaru Boys High School and Timaru Girls High School.

Economic value of the international students to this district is approximately \$11m. With average student numbers of 160 – 170 EFTS, fees of \$1.8m, living expenses of nearly \$3m, applying the gross output multiplier (used by Education NZ), total value \$11m.

### **Chevron**

Meeting with Jeremy Clarke Policy, Government & Public Affairs. The opening of the terminal delayed until October 25<sup>th</sup> due to extra work required in the fuel loading system. Chevron have invested a further \$4m in refurbishing and upgrading and the facility will add 20 million litres of fuel storage into South Canterbury. ADBT is now exploring a community programme/ business support scheme with Chevron.

### **Waimate District Relationship**

Annual Service Contract Report presented and very positively received. Business support continues effectively in the Waimate District on the first Tuesday of each month, and has included a wide range of services including:

- A dairy operation
- A community kitchen
- An export / import initiative
- Signage challenges.

### **Events Update**

#### **General Events Support**

- Assistance in preparing sponsorship proposal being provided to Eagles Golf tournament in 2014
- Regional collateral provided to a range of events
  - o Discover South Canterbury /Food & Wine Guides /Timaru Street Maps.
- **2012 SC Chamber of Commerce Business Excellence Awards 2012** (24<sup>th</sup> August) another outstanding event. The small ADBT team continues to deliver a highly professional event with the value to the region being significant. As Leith Oliver from The Icehouse outlined – much of the value in these awards is the process of completing the entry form and identifying areas for

improvement / enhancement. The awards also now feature a training session on how to gain competitive advantage for finalists and winners.

**Finalists and winners of the awards are as follows:**

**Supreme**

- Mt Cook Alpine Salmon

**Emerging Business**

- Heartland Potato Chips, I Panels, Mainland Insurance, York St Gallery

**Hospitality and Tourism - Large enterprise**

- Caroline Bay Association, Earth and Sky, Grosvenor

**Hospitality and Tourism – Small enterprise**

- 2 Stags, Alps 2 Ocean, Fairlie Bakehouse, Fusion, Glendeer Lodge Petite

**Manufacturing and Primary Produce**

- Clearwater Yoghurt, Functional Whole Foods, Mt Cook Alpine Salmon, Talbot Forest Cheese

**Retail – Large enterprise**

- New World, Noel Leeming

**Retail – Small enterprise**

- Artful Crafts, Fashion Focus, Furniture Solutions, Timaru Sewing Centre

**Service and Community**

- Breen Plumbing, Callander Girl Photography, Cancer Society, Grant Jenkins Contracting

**Technology and Innovation**

- Boraman Consultants, Cow House Construction, EFI, Software X

**People's Choice**

- Fairlie Bakehouse

**Sustainability**

- Mt Cook Alpine Salmon

**South Canterbury Herald District Updates**

- July feature the Tastes of Geraldine / South Canterbury Primary Produce Innovation Cluster
- August feature Enjoy South Canterbury from the Air / Business Award winners
- September feature Masters Games / Tell a Friend campaign
- Estimated added value \$2,800 per feature.

**NZ Today**

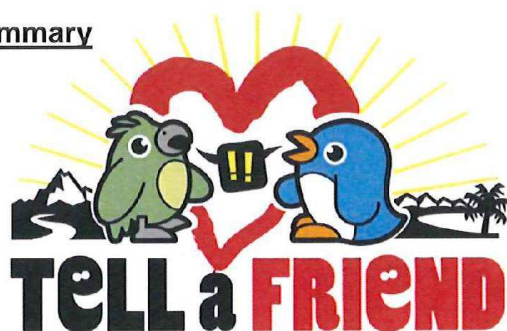
- Temuka issue completed. Temuka Promotions group very supportive assisting with story angles and opportunities for supporting advertising
- Contacts and story ideas suggested for future feature on Fairlie, TM facilitating for Fairlie.

**Strategy 4**

**Showcase & promote the District (lifestyle, business, visitor)**

- Manage and implement District promotional plan
- Manage and enhance visitor information services
- Facilitate a proactive media liaison programme
- Support events to build economic benefit, community vibrancy and attract visitors (showcase)

## Tell a Friend Campaign Summary



Launching Oct 31<sup>st</sup>, this hugely exciting campaign will engage South Cantabrians to tell their story of why they love to live and do business here. Enticed by an awesome prize pack, budding marketers will use social media and other formats to reach their friends, family and colleagues who are outside the region. Anyone passionate about their slice of South Canterbury can enter: students, business people, retirees, families, young professionals etc.

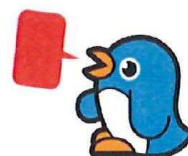
### **\$10,000 Prize Contribution from businesses**

Become part of the Tell a Friend conversation by sponsoring a \$200, \$500, \$1000 or \$2,500 prize. You'll get your logo and products displayed on the [www.southcanterbury.org.nz](http://www.southcanterbury.org.nz), posters, videos as well as promotion on Facebook, Twitter, Youtube and Vimeo. With the help of South Canterbury we'll be creating a buzz about this wonderful part of the world - and we need you to be a crucial part of that buzz!

Campaign reach estimated at over 100,000 people as Timaru and South Canterbury share why they love it here!!!

### **Timeline**

31 Oct	Launch & Entries Open
16 Dec	Entries Close
21 Dec	Judging complete, winners and top 5 announced
January	Video Production of 5 top entries
4 Feb	Videos uploaded and competition for 'most views' begins
28 Feb	\$10K Winner Announced



# TELL a FRIEND

## **How can you Timaru District Councillors join this campaign? What will you do?**

### **Media Comment Press Releases / Interviews, Articles**

Over 38 separate media comments/ press releases featured in Timaru Herald, SC Herald, Courier or on the radio. This work assists in keeping our business community informed, leads to opportunities for growth and creates networks.

### **Visitor Statistics**

- Year End figures for July 2012 were 7.97% up on 2011, at 277,068. This was an exceptional result considering the high numbers visiting the District in the 2011 post earthquake period. July 2012 figures are the highest on record for that month.

### **Strategy 5**

#### **Attract / facilitate and support new businesses & initiatives for quantifiable benefits**

- Seek and support funding for District initiatives and growth,- Internal / External
- Seek and support commercial District investment
- Seek and support funding to benefit growth of individual businesses
- Facilitate initiatives to enhance District reputation as "An innovative, business friendly District"

**The S.C. Industrial Hub** marketing material has now been finalised and released and we are encouraging the business community to utilise this resource. The billboard is up in Timaru. The website URL points directly to [www.southcanterbury.org.nz](http://www.southcanterbury.org.nz). Over 2,000 promotional brochures distributed and 200 website hits to date.

### **Irrigation**

ADBT (through Christchurch and Canterbury Tourism) facilitated a visit by The Royal Irrigation Department of Thailand to the Opuha Dam, approximately 32 in the party. Tony McCormick (CE Opuha Dam) advises the visit went well and was relevant to their business at home. This appears to be government owned and managed.



### **Bio Technology Project**

Liaison has commenced with Wellington based bio-research company, Trinity Bioactives. Highly recommended and keen to explore potential for adding value to South Canterbury primary producers through scientifically establishing health benefits of products.

(Trinity Bioactives NZ conduct independent scientific tests to identify and support the development and marketing of products with health benefits that are derived from natural sources).

A workshop is planned with companies 'invited' to attend where there is already existing pre-developed intellectual property. This is a unique piece of work for Aoraki Development Business and Tourism and links into current government thinking and funding.

### **Strategy 6**

**Facilitate forward planning for growth** (infrastructure, workforce skills, water, District planning, lobbying & advocacy)

- Assist and support long term economic development planning (inspire ownership vision)
- Support key infrastructure development to build District competitiveness (Business, Lifestyle, Visitor)
- Identify and work to enhance key District drivers

### **Conference Attendance & Presentations**

- National Industry Association summit
- National i-SITE conference
- Agribusiness Professional Meeting hosted by ANZ
- Presentation to Workbridge group on "The State of Play - Current business Innovation and Employment in South Canterbury"

### **Industrial Zone/ Timaru District Plan**

- Work undertaken with local developer wishing to explore long term planning options in industrial zoning in Washdyke.

### **Lobbying and Advocacy**

#### **Submissions**

- Submission on Local Government Act 2002 Amendment Bill 2012
- TDC Representation Review submission completed.

## **Advocacy**

A meeting was held with Eagle Air in July concerning flights to and from Timaru. General Manager Carrie Hurihanganui gave assurance of Eagle Air's commitment to the region and their determination to provide a reliable air safe air service to Timaru.

## **PrimePort Container Issue- Range of actions**

A strategic working party organised by the South Canterbury Chamber of Commerce was held in Timaru, in an attempt to gather together key stakeholders to try and come up with an action plan to help the port. As a result of the working party a number of key actions were identified including letters to politicians and key industry leaders.

Meeting held with Peter Brown, Port of Otago Commercial Manager, re export options for the district and ensuring there is a competitive and timely service.

New shipping line MSC Mediterranean Shipping Company secured by PrimePort commencing a new weekly service.

## **Strategy 7**

**Stimulate competitive advantage through fostering a culture of innovation, education**

- Facilitate and lead a range of initiatives to develop innovation
- Facilitate and support District initiatives to champion advancement in: Leadership / Education / Professional development
- Encourage and support a local culture that celebrates the "Tall Poppies of South Canterbury"

## **ADBT and Chamber Training**

- July 3<sup>rd</sup> Managing Cash in your Business
- July 5<sup>th</sup> Not for Profit Balancing the Books
- July 10<sup>th</sup> Governance
- July 24<sup>th</sup> Professional Selling Workshop 1
- July 24<sup>th</sup> Professional Selling Workshop 2
- July 31<sup>st</sup> Online Marketing (Social Marketing)
- September 4<sup>th</sup> Project Management
- September 6<sup>th</sup> Cloud Computing
- September 12<sup>th</sup> Not for profit Discussion Group
- September 20<sup>th</sup> Guide to Capital Raising one on one

**Total training delivered to 136 attendees**

## **Strategy 8**

**ADBT in house strategy Encourage & build internal excellence**

- Ensure Financial Stability
- Build and grow in-house team – expertise & capability
- Maintain and grow position as effective business support and promotional agency
- Develop 3 year (min) approved plan
- Encourage and support a local culture that celebrates the "Tall Poppies of South Canterbury"

## **i-SITE Services**

- National i-SITE strategy review meetings attended by ADBT.

## **Timaru District Information Services**

The development of the South Canterbury website has been a key part of this role as visitors move to higher usage of technology and less face to face services.

South Canterbury position ADBT commencing a review of services refocusing on 'in' district advice and service and applying more mobile and online services.

## **RTONZ (Regional Tourism Organisations New Zealand)**

Participated in annual RTONZ benchmarking survey

## **ADBT Audit Report**

All three entities have completed their annual audit without major concerns.

### Financial Summary

Overall financial performance is tracking ahead of budget due to increased website sales and ahead of budget Business Excellence Awards income.

#### **Equivalent Added Value**

April / May Equivalent Added Value:	\$ 99,875
June / July Equivalent Added Value:	\$ 64,974
August Equivalent Added Value:	\$ 57,916

September Equivalent added value:

Presenter / Sponsors	\$ 600	
Training	\$ 480	
RBP (Sept)	\$ 7,355	
S C Herald	\$ 2,800	
Website clicks (Sept)	\$ 5,799	(6,169 hits @ .94c)

#### **Business Excellence Awards**

Value add for finalists and winners

\$1,500 per finalist 27	\$ 40,500	
\$5,000 per category winner 8	\$ 40,000	
\$20,000 Supreme Award winner	<u>\$ 20,000</u>	
	\$117,534	<u>\$117,534</u>
		\$340,299

<b>Profit &amp; Loss Year to Date</b> July - September 2012			<b>Profit &amp; Loss Year to Date</b> July - September 2012		
<b>Business Division</b>			<b>Tourism Division</b>		
	<b>YTD Sept 2012</b> Actuals	<b>2012/13</b> Budget		<b>YTD Sept 2012</b> Actuals	<b>2012/13</b> Budget
<b>Income</b>			<b>Income</b>		
<b>Income - Business</b>			<b>Income - Tourism</b>		
Business Support Income	\$ -	\$ -			
Events and Conference - Income	\$ 2,612	\$ 54,000			
Projects	\$ 361	\$ 103,000	Projects	\$ 8,970	\$ 47,000
Management Services	\$ 13,383	\$ 148,500			
Regional Development	\$ 27,350	\$ 328,200	Regional Development	\$ 30,192	\$ 362,300
Training and mentoring	\$ 5,736	\$ 65,000	Income - i-SITE	\$ 14,715	\$ 180,000
Web Site	\$ 600	\$ 30,000	Co-ordinated marketing	\$ -	\$ 10,000
Other	\$ 228	\$ 2,000	Other	\$ 446	\$ 7,000
<b>Income - Business</b>	<b>\$ 50,270</b>	<b>\$ 730,700</b>	<b>Total Income - Tourism</b>	<b>\$ 54,323</b>	<b>\$ 606,300</b>
<b>Cost Of Sales</b>			<b>Cost Of Sales</b>		
Cost of Sales - Business			Cost of Sales - Tourism		
Business sup - Expenses	\$ 47	\$ -	Famils - Expenses	\$ -	\$ 2,000
Events and conf - Expenses	\$ 6,219	\$ 45,000			
Projects - Expenses	\$ 297	\$ 45,000	Projects - Expenses	\$ 1,142	\$ 38,000
Management - Expenses	\$ -	\$ -	Regional Dev - Expenses	\$ 134	\$ 15,100
Development - Expenses	\$ 238	\$ -	Isite stock purchases	\$ 6,794	\$ 38,000
Training and Dev - Expenses	\$ 8	\$ -	Co-Ordinated Marketing	\$ -	\$ 10,000
Web Site	\$ 2,437	\$ -	Other Expenses	\$ -	\$ 500
<b>Total Cost of Sales - Business</b>	<b>\$ 9,246</b>	<b>\$ 90,000</b>	<b>Total Cost Of Sales - Tourism</b>	<b>\$ 8,070</b>	<b>\$ 103,600</b>
<b>Gross Profit - Business</b>	<b>\$ 41,024</b>	<b>\$ 640,700</b>	<b>Gross Profit - Tourism</b>	<b>\$ 46,252</b>	<b>\$ 502,700</b>
<b>Expenses</b>			<b>Expenses</b>		
<b>Overheads - Business</b>			<b>Overheads - Tourism</b>		
Administration	\$ 2,994	\$ 74,900	Administration	\$ 2,308	\$ 36,000
Marketing/Events	\$ 15	\$ 11,400	Marketing	\$ 1,799	\$ 20,080
Board Expenses	\$ 87	\$ 16,500	Board Expenses	\$ -	\$ 16,500
Human resources	\$ 37,068	\$ 417,100	Human resources	\$ 37,449	\$ 426,750
ICT	\$ -	\$ 5,250	ICT	\$ 193	\$ 10,000
Property	\$ 3,073	\$ 38,700	Property	\$ 4,393	\$ 69,100
Professional Fees	\$ -	\$ 14,950	Professional Fees	\$ -	\$ 8,600
Vehicle Expenses	\$ 1,060	\$ 18,000	Vehicle Expenses	\$ 95	\$ 6,000
Depreciation	\$ 500	\$ 6,000	Depreciation	\$ 500	\$ 6,000
Depreciation Website	\$ 417	\$ 5,000			
Sales of assets					
Tax					
<b>Total Expenses - Business</b>	<b>\$ 45,214</b>	<b>\$ 607,800</b>	<b>Total Expenses - Tourism</b>	<b>\$ 46,737</b>	<b>\$ 599,030</b>
<b>Net Profit / (Loss) - Business</b>	<b>-\$ 4,190</b>	<b>\$ 32,900</b>	<b>Net Profit / (Loss) - Tourism</b>	<b>-\$ 485</b>	<b>-\$ 96,330</b>

**COMMUNITY DEVELOPMENT COMMITTEE**  
**FOR THE MEETING OF 27 NOVEMBER 2012**

**Report for Agenda Item No 12**

**Prepared by**     **Matt Ambler**  
                          **Property Manager**

**Century Pool – Proposed Redevelopment (File S5 /1)**

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**Purpose of Report**

The purpose of the report is to advise the Committee of the most recent redevelopment proposal submitted to Council by South Canterbury Gymsports (SCG), and seek its direction for progressing the pool's future.

**Background**

The Century pool, on Craigie Avenue, closed as a swimming pool following the completion and opening of the new CBay Aquatic Centre facility. As the closing date for Century neared, expressions of interest for the future use of the building were called by public advertisement. South Canterbury Gymsports (SCG) submitted their proposal 8 June 2012. SCG was the only party that submitted a proposal.

The 8 June proposal is attached (Appendix A). The original Business Plan financials have been superseded, as originally there was an expectation that Council would be funding the facility free of charge.

The essence of the SCG 8 June proposal is for them to take a lease of the building, install a floor over the main swimming pool once the pool space is adapted to take the floor, and run the facility through a steering committee, which would form a Trust.

The Trust would be responsible for rates, insurance, internal maintenance and their own costs (including lighting and heating).

Their proposal has the support of Sport Canterbury and Gymsport New Zealand.

The intention is for the Trust to be responsible for the promotion of the usage of the facility by a wide range of sporting activities and clubs.

Council would own the building and be responsible for structural maintenance.

Following the closure of the pool in late July, a period of due diligence was necessary, to assess the physical structure of the building, and any repairs that might be required. There is work required to the roof gutters and spouting, but is mostly of a minor nature. There are existing maintenance budgets in place.

The applicant was asked to provide further details on costs for the conversion of the pool, to enable the installation of the specialized wooden floor that would need to be put in place for their envisaged activities and user groups.

Council also investigated the feasibility of how the pool could be filled, in consultation with a local structural engineer.

Additional information was also sought on the intended user groups, to evaluate the extent of public use of the facility once it is converted.

The steering committee has provided further information on the cost to convert the pool, in a summary proposal, which is also attached to this report (Appendix B).

Key issues to consider are:

1. The cost to convert the pool, and the suggestion by the steering committee that it is Council's responsibility.
2. The extent of future public use of the facility.
3. The extent to which Council should be committed both financially and as part of ensuring that the facility is being run as intended.
4. Any other options for the facility.

The cost and variety of methods for filling the pool range from filling the pool with shingle or similar compaction type material, to building in foundation piles, and are in the \$80,000 - \$100,000 range. This figure has been consistent with other discussions. The view expressed in the steering committee's submission is that should be Council's cost.

The steering committee proposal describes a wide range of possible user groups, but this has not been substantiated.

### **Options**

With consideration to the key issues listed above, the options for achieving the objective are as follows:

1. Do nothing, and effectively 'mothball' the building.
  2. The applicant accepts the building 'as is'.
  3. Consider a proposal for funding part or all of the cost of covering the pool.
  4. Council investigates the user group market itself, and considers if any other option would be available.
  5. Demolish the building to create a clear site, with the pool filled in during the demolition.
- The building is surplus to requirements. However, it is on a Local Purpose reserve and zoned Recreation 2, so options for its use are limited to essentially recreational activities.
  - The building is sound, and could remain as it is, with periodic low-level maintenance undertaken to preserve the building elements.
  - Demolition is considered a last option in the event of no justifiable use being established. The cost of such is higher than the cost of filling the pool.

In terms of the present and future well being of the district, the building would ideally be recycled and converted for a new and wider use.

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

Recreation and Sporting Organisations Charges policy, which states that the rent for this facility would be \$100.00 per annum, and that the tenant would meet all holding costs.

### **Assessment of Significance**

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

### **Consultation**

Information requests have been passing between the parties since their initial business plan was submitted.

It is the view of the applicant that the filling of the pool is a Council's responsibility.

Council has reviewed the feasibility of conversion with a local structural engineer, and reviewed such, as well as conducting its due diligence on the building costs with contractors.

### **Other Considerations**

There are no other considerations relevant to this matter.

### **Funding Implications**

There is no approved funding for the pool beyond the standard budgets for minor building maintenance, rates and insurance. Should the lease be entered into with SCG, the rates and insurance would be reimbursed by Council.

The proposed cost for converting the pool is a significant sum, and is not budgeted for.

A possible funding source would be an internal loan repaid via rates over a 5 year period.

### **Conclusion**

The building is sound as it is, but will require ongoing maintenance such as internal and external painting of some elements to preserve its structural integrity.

### **Recommendations**

- 1. That the report be received and noted.**
- 2. That the committee consider the proposal from South Canterbury Gymsports, and that if the committee wishes, recommend to the Policy and Development committee that the proposal be accepted and funded from an internal loan, repaid from rates over a 5 year period.**

# **South Canterbury Gymsports**

## **Business Plan**

**in support of proposed**

**Gymsports and Movement Excellence Centre**

**for**

**Century Pool Complex**

**30 May 2012**

## **1. Executive Summary**

This plan was put together by South Canterbury Gymsports to support its application to Timaru District Council for the Century Pool to be converted into a Gymsports and Movement Excellence Centre and the operational activities managed by the Club. The Council would own the building and be responsible for maintenance.

Examples of gymsports clubs can be seen in most towns and cities in New Zealand and are generally self sustaining due to user pays model. South Canterbury Gymsports is well positioned to build a self sustaining model by both its excellent and committed volunteers and the support of its national body.

South Canterbury Gymsports is a not for profit incorporated society whose objectives are:

- To participate in, promote and advance the sport of gymnastics and gymnastic type activities;
- To co-operate with other gymnastic Clubs and gymnastic type activities sports clubs and GymSports New Zealand (Incorporated) in promoting and providing facilities for and promoting the sport of gymnastics and gymnastic type activities;
- The maintenance and fostering of the ideals and aims of gymnastics and gymnastic type activities;
- To do all such other acts as in the opinion of the Club shall further the objects of the Club.

The Club was originally known as Highfield Gymnastics Club and began over 25 years ago. It currently hires the South Canterbury Table Tennis building at 92 Coonoor Road, Timaru for four nights a week. The Club has a satellite in Geraldine that it supports. To date the Club has focused on artistic gymnastics and recreational gym for all programmes however has ambitions to deliver many other gymsport based activities which offer many different types of experiences for participants.

South Canterbury Gymsports is affiliated to GymSports New Zealand (GSNZ) which in turn is affiliated to the Fédération Internationale de Gymnastique (FIG) in Switzerland - the world and Olympic governing body for gymnastics.

The Club is presently managed by a volunteer committee however the Club intends to move to operate on a more professional, commercial basis with a strategic plan, documented business processes and policies and employing coaches and admin staff to deliver its services to the community. The switch to a more commercially-focussed operation is seen as essential for the success of the proposed Gymsports and Movement Excellence Centre, and the change is supported by GSNZ and Sport South Canterbury.

The Club would offer a range of different programmes within the Centre that would fit all demographics of the local community. Some of these activities include:

- Preschool gym for under 5's
- Pre-school and kindergarten visits
- School visits and gym programmes

- Programmes for active retired people wanting a chance to maintain their movement skills for balance, manipulative skills, postural strength and flexibility
- Special needs programmes
- Young adults - Tertiary students programmes – risk management, confidence courses, team building activity programmes, leadership programmes
- Performing arts groups – dance, hip hop, circo arts
- Recreation classes – gym for all programmes
- Competitive Men's Artistic Gymnastics, Women's Artistic Gymnastics
- Aerobics
- Rhythmic Gymnastics
- Trampoline
- Adult gymnastics – open sessions
- Other sports cross training –e.g. snowboarding, skateboarding, diving, aerial Snowsports, kite surfing
- Other groups – cheerleading, birthday parties
- Movement Holiday programmes

Gymsports is considered a foundation activity which builds movement skill for all sports and performing arts. This has led gymsports to be chosen by Sport New Zealand as one of its seven targeted community sports.

#### **Mission Statement**

South Canterbury Gymsports will lead movement skill development in the South Canterbury region for the benefit of all participants and in a fun, friendly and safe environment.

We will offer a place for everyone, in an environment of learning which goes from simple basic skills to complex skills required for competitive sport and performing arts.

#### **Organisational Structure**

South Canterbury Gymsports is an Incorporated Society (number 2166970). The Club's committee members have relevant generic experience and are supported by a Regional Relationship Manager from GSNZ and members of Sport South Canterbury.

The Club has 75 regular weekly recreational members, 15 competitive members, 21 coaches and the services it deliverers are:

- PlayGym pre-school programme
- Recreational Gymnastics
- Competitive Women's Artistic Gymnastics
- Adult/ Ex- Gymnast class

The Club has members from all schools in the area.

The Club is working on its capability to run a full time operation by building a strategic plan and operational plans. It will also be required to employ and manage a person to coach and support the administration of the Centre. Although employing people is a new activity for the Club, there is small business experience on the Committee and therefore considered manageable.

It is important to note that gymsports clubs are running these types of facilities across the country. Examples can be seen in many major towns and cities including Whakatane, Palmerston North,

Nelson, Gisborne, New Plymouth, Kerikeri, Kaitaia and Invercargill.

As a not for profit incorporated society, the Club is able to apply for local funding to support its activities. This funding has been used to purchase capital items such as equipment or replace well-worn items.

### **Target Markets**

The target users of a fully set up facility cover all demographics of the local community. They include:

1. Pre Schoolers
2. School children
3. Teenagers
4. Adults
5. Older adults
6. People with special needs
7. People with disabilities

The basis of the Club is a user pays model. There are two variables to the model and they are:

1. People would book in for terms activity and pay before they take part or
2. People turn up and pay and play i.e. youth sessions in the evening.

By utilising this model, sufficient cash flow is created to support the payment of coaches to ensure a commitment to the delivery of quality programmes.

### **Current Opportunity**

South Canterbury Gymsports has been looking to extend the programmes it offers to the local community for some time. The current facility in Coonoor Road does not allow for extensive use due to its limited size, availability and standard. The Club shares this facility with a table tennis club and has to set up the gym gear weekly for three nights per week, and then removing the equipment and storing it for the rest of the week.

The opportunity to convert the Century Pool complex into a Gymsports and Movement Excellence Centre has arisen due to the development of a new swimming pool complex in Timaru. This is an ideal situation as the building is a good shape and size and can be converted relatively easily into a Gymsports and Movement Excellence Centre to meet the needs of the local community.

### **Projection of business model**

The suggested business model estimates approximately 3 years of targeted activity to build to the projected numbers.

Due to the user pays model and the ability to offer flexible programmes that fit the changing needs of the local community, the model is self sustainable and therefore has a viable long term future.

### **Activity prior to opening**

Prior to the opening of the Gymsports and Movement Excellence Centre there will need to be some specific action to ensure the Centre and Club is set up for success.

Two groups need to be set up focused on different areas of the operation.

#### Working party one – “Governance”

This working party has been established and is called the Steering Committee, and it will focus on getting the Centre ready and building the capability of South Canterbury Gymsports Club. The skill sets on this working party will include finance, governance, legal and marketing/communications. This group will lead the development and set up of the Centre, build the systems and processes for the Club and support the communications and marketing of the new Centre to current and new members.

#### Working party two – “Management”

This working party will focus on the current operations, building the number of participants and widening the breadth of the programmes on offer. This group will lead the growth in participation and increase the number of coaches and their skills. As the numbers increase they will be required to review the timetable and plan in detail the equipment use.

GymSports NZ is committed to supporting both working parties through its Regional Relationship Manager network which has access to good practice from all gymsports clubs in New Zealand. Sport South Canterbury has committed its support for both working parties, too.

#### **Financial Summary**

##### Total amount of funds sought for venture

The Century Pool will require some alterations to convert it into a Gymsports and Movement Excellence Centre. The main alterations will be the covering or filling in of part of the pool, the construction of a foam pit area, possibly changing the entrance to the venue and the conversion of certain rooms into administration and support offices. *The capital cost to convert the building has not been estimated at this time.*

*It is estimated that it will take 3 years for the Centre to reach its predicted numbers and to turn a surplus.*

The financials could also be affected greatly if the current coaches continue to volunteer for two years. This would allow the Club to build up funds to be able to grow the Club and build reserves.

##### Year 1 – Estimate:

- \$50,000 salary for lead coach/administrator
- Electricity
- Heating

##### Year 2 – Estimate:

- \$50,000 salary for lead coach/administrator
- Electricity
- Heating

##### Year 3 – Estimate:

- \$50,000 salary for lead coach/administrator
- Electricity
- Heating

After 3 years it is estimated that the Centre will be supporting the salary of the lead coach/administrator but that the electricity and heating costs may still need to be underwritten by

the Council.

### Maintenance

As the Council has the infrastructure to maintain facilities it is envisaged that the Council continue to maintain the Gymsports and Movement Excellence Centre.

### Total amount of estimated startup costs

Start-up costs include the recruitment and employment of a coach/administrator for two years (subject to attendee numbers) – salaries estimated at \$50,000 per year depending on experience.

Other costs are capital purchases for such items as:

- Foam for the pit area
- Extra equipment (yet to be identified but definitely mats)
- Computer
- Printer

South Canterbury GymSports has a solid track record in attracting local funding support from Community Trust funding and/or Gaming Trusts and is confident that it will be able to raise funds towards the alterations costs, and the other startup costs identified above. By way of example, the Club has obtained funding sufficient to meet the full cost of purchasing a new gymnastics floor, worth \$70,000.

### Total amount of projected income and expenses per year (after 3 years)

See spread sheet for detail

Income from weekly general classes	\$	127,205.48
Income from other activities	\$	2,665.20
Yearly coaching expenses	\$	- 49,560.00
On-going Expenses	\$	- 19,780.00
Yearly Salary (excluding coaching hours)	\$	- 25,800.00
Contingency	\$	- 10,000.00
<b>Total</b>	<b>\$</b>	<b>24,730.68</b>

### Total amount of projected income and expenses per term (after 3 years)

Income from weekly general classes	\$	31,801.37
Income from other activities	\$	663.00
Term coaching expenses	\$	12,390.00
On-going Expenses	\$	4,945.00
Term Salary (excluding coaching hours)	\$	6,450.00
Contingency	\$	2,500.00
<b>Total</b>	<b>\$</b>	<b>6,182.37</b>

*For full 3 year projections please see appendices C to H.*

## 2. Market Analysis

The target market is very wide and therefore the market is large. The activities in the Centre would need to be attractive enough to vie for the disposable income of parents and adults. A review of competitors has taken place in both the gymsports and general sports/entertainment area.

### Gymsports Clubs

There are 3 gymsports clubs in Timaru offering primarily the same activities. These clubs have grown based on individuals and work together around local competitions and events. Current approximate membership of these clubs is:

- Timaru Gymnastics Club – 89 regular members
- Timaru Titans – 82 regular members
- South Canterbury Gymsports – 90 regular members

There is a gymsports group at Geraldine (which is unincorporated and not affiliated with Gymsports New Zealand) which receives some support and assistance (particularly with coaching) from South Canterbury Gymsports.

There is also a gymsports group at Pleasant Point, however they are unincorporated and not affiliated with Gymsports New Zealand. There is a gymsports Club in Waimate, which is affiliated with Gymsports New Zealand.

South Canterbury Gymsports is firmly of the view that gymsports is too fragmented locally, and that growth would be greater and more sustainable if most or all of the local Clubs came together within one dedicated facility. This view has the support of both Gymsports New Zealand and Sport South Canterbury.

South Canterbury Gymsports is presently in discussions with one of the other Timaru clubs concerning combining the two Clubs within the Century Pool facility, and that Club is enthusiastic about the prospect of a dedicated facility. South Canterbury Gymsports is keen to engage in discussions with all interested clubs and groups about combining their efforts (which could include formal amalgamation of clubs).

We consider that, irrespective of whether some or all of the Clubs and groups combine in a formal sense, the existence of a dedicated facility with superior programmes and equipment will prove very attractive and will entice members away from the other Clubs and groups.

### Other Activities

As with most cities, there are a large number of sporting offerings available to local people. Examples include swimming, tennis and athletics and these sports cost between \$75 to \$120 per term.

Other activities include dance, hip hop, ballet and Pilates. These activities cost between \$75 & \$120 per term.

### **Competitive Analysis**

The main competition to the delivery of gym sport based movement activity by South Canterbury Gymsports comes from the Titans and Timaru Clubs here in the city. Both Titans and Timaru Clubs are focused on competitive and recreational women's artistic gymnastics. There are indications that one of these Clubs is willing to consider amalgamating with South Canterbury Gymsports in light of the prospects of a dedicated facility being developed, whilst the other Club is keeping a watching brief over the development of a new venue for South Canterbury Gymsports, and we are keen to engage in discussions over combining the two Clubs if they indicate a willingness to do so.

Gymsports clubs across the country charge varying levels for their programmes and details of

these can be seen under **Appendix A**.

Other competitors in the movement area are dance schools, hip hop groups and ballet classes. Due to the limited options available, these are not considered to be major competitors.

Other competitors could be sports who offer a range of sporting opportunities to different areas of their target market. South Canterbury Gymsports will be required to differentiate its offering and in areas partner with other sports to support its participants. This will continue to underpin gymsports' base as a foundation sport for all sports and performing arts.

**Demographics & Target Market**

Due to the variety of programmes on offer at the Movement Excellence Centre, a wide variety of people would be attracted and gain benefit from involvement in the activities.

The prime target age group is 2 years to 12 years however programmes are available and would be developed and promoted for all age groups to utilise the facility.

**Population statistics (as at 2006 Census)**

42,870 people usually live in Timaru District.

**Breakdown in population**

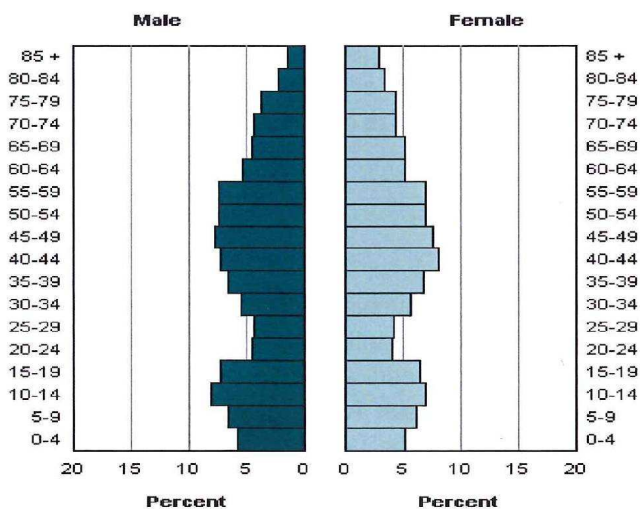
Population of Timaru District

Male	20,814
Female	22,056
Total	42,870

Breakdown in ages

19.3% of people are aged under 15 years in Timaru District. Therefore the pre school aged children are good to target alongside children under 15 years who require a wide range of different activities to attract them.

Total Population (Age group and sex)  
Timaru District, 2006 Census



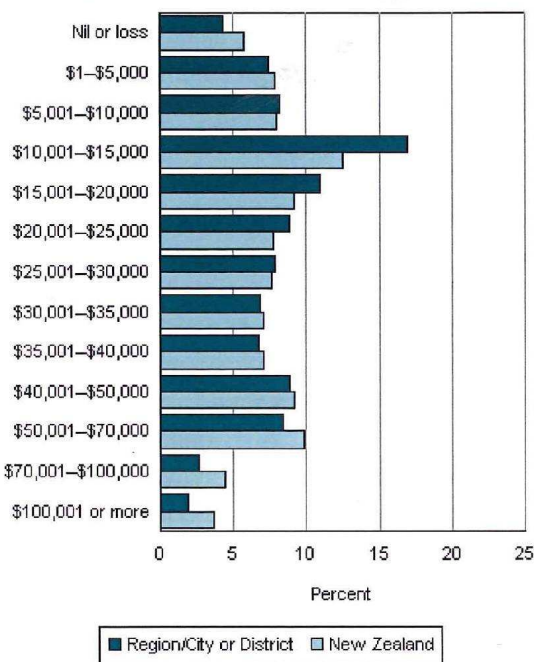
### Personal Income

For people aged 15 years and over, the median income (half earn more, and half less, than this amount) in Timaru District is \$21,200. This compares with a median of \$24,400 for all of New Zealand.

47.9% of people aged 15 years and over in Timaru District have an annual income of \$20,000 or less, compared with 43.2% of people for New Zealand as a whole.

In Timaru District, 12.6% of people aged 15 years and over have an annual income of more than \$50,000, compared with 18.0% of people throughout New Zealand.

Income for People Aged 15 Years and Over  
Timaru District and New Zealand, 2006 Census



The income range of people in the Timaru District suggests that the Movement Excellence Centre user-pays model is affordable. This is confirmed when looking at other city models such as Whakatane whose population is similar to Timaru. (Whakatane has a gymsports centre with 375 members and has a population at a much lower socio economic level).

### 3. Marketing Strategy

With quality programmes for everyone, opening times to suit and positioned on a main highway, the Movement Excellence Centre is well positioned to build a strong reputation in the city. To date South Canterbury Gymsports has grown through word of mouth which indicates a quality programme for participants. A relationship with Timaru District Council would create a positive impact on the marketing of the Centre and its activities. With connections to every household and multiple venues in the city, the Council offers excellent channels for marketing the programmes at the Centre and the associated benefits of moving well for a lifetime.

The marketing strategy for the Centre will include:

- The quality of the gymsports centre, equipment and its coaching
- Explaining the brain and body benefits of moving well
- Explanations on the development of movement skills for all sports and performing arts
- Explaining the educational benefits of developing movement skills
- Details on each programme and the benefits to participants
- Details on ratios per participant and the expected outcomes for programmes

### Programmes/Services

There will be a large number of programmes delivered at the Centre by the Coaches. The programmes are detailed below with some example pictures.

- Preschool gym for under 5s
- Pre-school and kindergarten visits
- School visits and gym programmes
- Programmes for active retired people wanting to maintain their movement skills for balance, manipulative skills, postural strength and flexibility
- Special needs programmes
- Young adults - Tertiary students programmes – risk management, confidence courses, team building activity programmes, leadership programmes
- Performing arts groups – dance, hip hop, circus arts
- Recreation classes – gym for all programmes
- Competitive Men's Artistic Gymnastics, Women's Artistic Gymnastics
- Aerobics
- Rhythmic Gymnastics
- Trampoline
- Adult gymnastics – open sessions
- Other sports cross training – e.g. aerial awareness for snowboarding, skateboarding, diving, and kite surfing
- Other groups – cheerleading, birthday parties
- Movement Holiday programmes





### **Sales Strategy**

The sales strategy will be direct to the parents of the children or directly to the participants. This will require a number of different channels for taking bookings and payments. These will include:

- Face to face through visits to the Centre
- Personal contact on the telephone
- Internet bookings online through GymSports NZ database

### **Promotion**

Promotion will be targeted at the specific people who would be interested in the Centre's activities. Examples of promotional areas include school newsletters, internet information, flyers to schools, council distribution, presentations to school teachers, Sport South Canterbury networks and promotional events such as school festivals.

### **Pricing Strategy**

Details on the expected sales prices are included in the financial spreadsheet to be read in conjunction with this plan.

## **4. Operations Plan**

### **Location**

Century Indoor Pool, Craigie Avenue, Timaru

### **Operation**

The opening of the Centre is dependent on the funding available to amend the Centre and to recruit the fulltime staff member.

Opening Hours are likely to begin with 9am to 8pm however these times could be opened wider subject to the Centre's activities.

The Centre would be open all year round and would not be affected by the seasons. The Centre would work in tune with the school terms and have holiday programme activities during the school holidays.

### **Organisation Structure**

The Club could continue in its current structure or alternatively move towards becoming a charity to access further funding for capital purchases such as equipment.

The Club may potentially require extra skills on its committee and these can be sourced after a

review of Club needs and individual skills sets.

The Timaru District Council would have a specific contact on the Club committee to liaise with a complete transparency on the Centre's performance being made available on a monthly basis.

### **Employees**

The Centre will require a full time employee in the first 3 years whose role will be to plan and coach in programmes, handle administration and promote the Centre in the local community. This employee will need to be subsidized until the Centre is attracting the break even number of participants. This person will need to be a trained coach, preferably with good planning and administration and people skills.

Over a period of time and as the Centre hits its targets it may become necessary to employ a part time administrator to ensure the focus stays on the quality of the programmes.

Other coaches will be required to coach in the programmes and the current evidence suggests that a number of coaches will already be available to transfer into the Centre.

Alongside adult coaches the Club would be able to instigate the Xtnd Youth Leadership programme for young people between the ages of 13 and 16 years. This programme builds the leadership skills of young people to be able to manage and coach gymnsport participants within after school and holiday programmes under supervision.

### **Space**

The Century Pool is an ideal size for converting into a gymnsports facility to manage the expected number of participants. GymSports New Zealand representatives have been to the Pool and reviewed the size and with an understanding of the local community needs has produced a suggested equipment layout, a copy of which is **enclosed**.

The facility lends itself to both the suggested financials and expansion beyond that. It is expected that the Centre will accommodate the needs of the community for at least 15 years.

### **Critical Supporters**

- Timaru District Council – long term partnership with the Club around the facility.
- GymSports New Zealand – works at local level with Clubs through Regional Relationship Manager. Has access to knowledge of other gymnsports facilities, can assist with administration and operational planning and the introduction of programmes and coach development.
- Sport South Canterbury – works with local sports organisations to improve capability.
- Local Funders – could support the capital expenses such as new and replacement equipment.

### **Financial system**

The Club currently has a treasurer responsible for delivering accounts to the South Canterbury Gymnsports Committee. It would be expected that the Club would move to an independent accounting system such as Xero or utilise the GymSports New Zealand accounting package through the Gymnsports Partnership Database.

**Computer system**

The Club will require a good quality computer with printer. The computer will need to be connected to broadband internet to access the Gymsports Partnership Database to maintain classes and manage members. The database is via cloud computing and therefore there is only hardware IT support required.

**Equipment required**

- Computer and Printer
- Small hand equipment (some owned by Club)
- Large gymsport equipment (some owned by Club)
- Foam pitted area
- Telephone
- First Aid supplies
- Stereo system

**5. Financial Plan**

- Income and expenses are forecast in Appendices B to D
- Class forecasts are predicted in Appendices E to G

Please note – these figures do not include any events just day to day class activity. Should the Club begin a series of events these could raise approximately \$5,000 surplus each year.

**Appendix A: Gymsports Club charges per term in New Zealand**

<b>Class</b>	<b>Hastings</b>	<b>Whakatane</b>	<b>Wellington</b>	<b>Manawatu</b>	<b>Christchurch</b>
Preschool	\$68/ term	\$65/term	\$120		\$97.50/term
Recreation/Trampoline	\$92/ term	\$95/term	\$130	\$110/term	\$110
Competitive Lower levels/Steps	\$150/term		\$230	\$185	\$220
Competitive Higher levels/steps	\$220/term		\$265	\$250	\$277
Birthday parties		\$160 / 2 hours	\$225/ 2 hours Up to 18 children	\$130/2 hours	\$250/2 hours

### Appendix B: Year One income and expenses

Year 1 Income and Expenses - full year		Year 1 Income and Expenses - per Term	
Income from weekly general classes	\$ 58,613.20	Income from weekly general classes	\$14,653.30
Income from other activities	\$ 924.00	Income from other activities	\$ 231.00
Yearly coaching expenses	- \$ 29,960.00	Term coaching expenses	- \$ 7,490.00
On going Expenses	- \$ 13,424.00	On going Expenses	- \$ 3,356.00
Yearly Salary (excluding coaching hours)	- \$ 35,600.00	Term Salary (excluding coaching hours)	- \$ 8,900.00
Contingency	- \$ 10,000.00	Contingency	- \$ 2,500.00
<b>Total</b>	<b>-\$ 29,446.80</b>	<b>Total</b>	<b>- \$ 7,361.70</b>

*Excluding any event income generated*

### Appendix C: Year Two income and expenses

Year 2 Income and Expenses - full year		Year 2 Income and Expenses - per Term	
Income from weekly general classes	\$ 84,756.08	Income from weekly general classes	\$ 21,189.02
Income from other activities	\$ 1,480.00	Income from other activities	\$ 370.00
Yearly coaching expenses	- \$ 40,960.00	Term coaching expenses	- \$10,240.00
On going Expenses	- \$ 16,140.00	On going Expenses	- \$ 4,035.00
Yearly Salary (excluding coaching hours)	- \$ 32,400.00	Term Salary (excluding coaching hours)	- \$ 8,100.00
Contingency	- \$ 10,000.00	Contingency	- \$ 2,500.00
<b>Total</b>	<b>-\$ 13,263.92</b>	<b>Total</b>	<b>-\$ 3,315.98</b>

*Excluding any event income generated*

### Appendix D: Year Three income and expenses

Year 3 Income and Expenses - full year		Year 3 Income and Expenses - per Term	
Income from weekly general classes	\$ 127,205.48	Income from weekly general classes	\$31,801.37
Income from other activities	\$ 2,665.20	Income from other activities	\$ 666.30
Yearly coaching expenses	- \$ 49,560.00	Term coaching expenses	- \$12,390.00
On going Expenses	- \$ 19,780.00	On going Expenses	- \$ 4,945.00
Yearly Salary (excluding coaching hours)	- \$ 30,800.00	Term Salary (excluding coaching hours)	- \$ 7,700.00
Contingency	- \$ 10,000.00	Contingency	- \$ 2,500.00
<b>Total</b>	<b>\$ 19,730.68</b>	<b>Total</b>	<b>\$ 4,932.67</b>

*Excluding any event income generated*

## Appendix E: Year One - Class income and coaching expenses

Year one - One Term - Please x by 4 to get full year

Class	Number	Fee per term	Fee per term excl GST	Total per term	Coach name	Wages per hour	Number of hours coaching	Total cost per session	Number of weeks per term	Total cost	Surplus/ (Deficit)
<b>Monday</b>											
3-4 years	6	75.00	65.22	391.30	Coach One	20.00	1.00	20.00	10	200.00	191.30
4 - 5 years	6	75.00	65.22	391.32	Coach One	20.00	1.00	20.00	10	200.00	191.32
5 years (1 group of 8)	8	85.00	73.91	591.28	Coach one	20.00	1.00	20.00	10	200.00	391.28
6 to 8 years (1 group of 8)	8	85.00	73.91	591.28	Coach one	20.00	1.00	20.00	10	200.00	391.28
Competitive girls Step 1 to 3 Group 1	8	185.00	160.87	1,286.96	Coach Three	15.00	2.00	30.00	10	300.00	986.96
Competitive girls Step 4 upwards	8	225.00	195.65	1,565.20	Coach Four	15.00	2.00	30.00	10	300.00	1,265.20
Number of people on Monday	44										
<b>Tuesday</b>											
3-4 years	10	75.00	65.22	652.20	Coach One	20.00	1.00	20.00	10	200.00	452.20
5 years (1 group of 8)	8	85.00	73.91	591.28	Coach one	20.00	1.00	20.00	10	200.00	391.28
6 to 8 years (1 group of 8)	8	85.00	73.91	591.28	Coach one	20.00	1.00	20.00	10	200.00	391.28
Competitive girls Step 1 to 3 Group 2	8	185.00	160.87	1,286.96	Coach Five	15.00	2.00	30.00	10	300.00	986.96
Competitive girls Step 4 upwards	8				Coach Four	15.00	2.00	30.00	10	300.00	- 300.00
Adult session (over 14s) pay to play	8	80.00	69.57	556.56	Coach Six	15.00	1.00	15.00	10	300.00	256.56
Number of people on Tuesday	50										
<b>Wednesday</b>											
5 years (1 group of 8)	8	85.00	73.91	591.28	Coach one	20.00	1.00	20.00	10	200.00	391.28
6 to 8 years (1 group of 8)	8	85.00	73.91	591.28	Coach one	20.00	1.00	20.00	10	200.00	391.28
Competitive girls Step 1 to 3 Group1	8				Coach Three	15.00	2.00	30.00	10	300.00	- 300.00
Competitive girls Step 4 upwards	8				Coach Four	15.00	2.00	30.00	10	300.00	- 300.00
Number of people on Wednesday	32										

<b>Thursday</b>											
5 years (1 group of 8)	8	85.00	73.91	591.28	Coach one	20.00	1.00	20.00	10	200.00	391.28
6 to 8 years (1 group of 8)	8	85.00	73.91	591.28	Coach one	20.00	1.00	20.00	10	200.00	391.28
Competitive girls Step 1 to 3 Group 2	8				Coach Five	15.00	2.00	30.00	10	300.00	-
Competitive girls Step 4 upwards	8				Coach Four	15.00	2.00	30.00	10	300.00	-
Number of people on Thursday	32										
<b>Friday</b>											
3-4 years	6	75.00	65.22	391.32	Coach One	20.00	1.00	20.00	10	200.00	191.32
4 - 5 years	6	75.00	65.22	391.32	Coach One	20.00	1.00	20.00	10	200.00	502.20
5 years (1 group of 8)	8	85.00	73.91	591.28	Coach one	20.00	1.00	20.00	10	200.00	391.28
Number of people on Friday	20										
<b>Saturday</b>											
3- 4 years	6	75.00	65.22	391.32	Coach One	20.00	1.00	20.00	10	200.00	191.32
4 - 5 years	6	75.00	65.22	391.32	Coach One	20.00	1.00	20.00	10	200.00	191.32
5 years (1 group of 8)	8	85.00	72.25	578.00	Coach One	20.00	1.00	20.00	10	200.00	378.00
6 to 8 years (1 group of 8)	8	85.00	72.25	578.00	Coach One	20.00	1.00	20.00	10	200.00	378.00
Competitive girls Step 1 to 3 Group 1	8				Coach Three	35.00	1.00	35.00	10	350.00	-
Competitive girls Step 1 to 3 Group 2	8				Coach Five	15.00	2.00	30.00	10	300.00	-
Competitive girls Step 4 upwards	8				Coach Four	15.00	2.00	30.00	10	300.00	-
Movement Birthday party	12	120.00	104.35	240.00	Coach Seven	15.00	2.00	30.00	2	120.00	120.00
Number of people on Saturday	64										
<b>Sunday</b>											
Movement Birthday party	12	120.00	104.35	240.00	Coach Seven	15.00	2.00	30.00	2	120.00	120.00
Number of people on Sunday	12										
				14,653.30			45.00			7,490.00	7,474.18

<b>Year One Income (excluding coaching)</b>	
General classes income	\$ 58,613.20
Other income (e.g. birthday parties)	\$ 924.00
<b>Total</b>	<b>\$ 59537.20</b>

<b>Year One Expenses (excluding coaching)</b>	
Employment cost (holiday pay, Kiwisaver etc @ 10%) - \$5,000	
Broad band internet connection - estimated at \$1,440	
Stationery - estimated at \$1,000	
Database connection - \$0 (do year 2)	
46 members Early childhood Membership fees - \$552.00	
88 Recreational Membership fees - \$1,936	
8 Competitive Membership fees - \$496.00	
Club fee - \$500	
Coach training per year - \$500	
Telephone costs - \$2,500	
<b>Total - \$13,424 Excludes electricity and Heating</b>	

## Appendix F: Year Two - Class income and coaching expenses

Year two - One Term - Please x by 4 to get full year

Class	Number	Fee per term	Fee per term ex. GST	Total per term	Coach name	Wages per hour	No. of hours coaching	Total cost per session	No. of weeks per term	Total cost	Surplus/ (Deficit)
<b>Monday</b>											
Pre school - 18 mths - 2 years	5	75.00	65.22	326.09	Coach One	20.00	1.00	20.00	10	200.00	126.09
2-3 years	5	75.00	65.22	326.10	Coach One	20.00	1.00	20.00	10	200.00	502.17
3-4 years	8	75.00	65.22	521.74	Coach One	20.00	1.00	20.00	10	200.00	321.74
4 - 5 years	8	75.00	65.22	521.76	Coach One	20.00	1.00	20.00	10	200.00	321.76
5 years (2 groups of 8)	12	85.00	73.91	886.92	Coach One and Two	35.00	1.00	35.00	10	350.00	536.92
6 to 8 years (1 groups of 8)	8	85.00	73.91	591.28	Coach One	20.00	1.00	20.00	10	200.00	391.28
Competitive girls Step 1 to 3 Group 1	8	185.00	160.87	1,286.96	Coach Three	15.00	2.00	30.00	10	300.00	986.96
Competitive girls Step 4 upwards	8	225.00	195.65	1,565.20	Coach Four	15.00	2.00	30.00	10	300.00	1,265.20
Competitive Boys Level 1 to 4 Group 1	5	185.00	160.87	804.35	Coach Seven	15.00	2.00	30.00	10	300.00	504.35
Number of people on Monday	67										
<b>Tuesday</b>											
2 - 3 years	6	75.00	65.22	391.30	Coach One	20.00	1.00	20.00	10	200.00	191.30
3-4 years	10	75.00	65.22	652.20	Coach One	20.00	1.00	20.00	10	200.00	452.20
5 years (2 groups of 8)	16	85.00	73.91	1,182.56	Coach One and Two	35.00	1.00	35.00	10	350.00	832.56
6 to 8 years (12 group of 8)	8	85.00	73.91	591.28	Coach One	20.00	1.00	20.00	10	200.00	391.28
Competitive girls Step 1 to 3 - Group 2	6	185.00	160.87	965.22	Coach Five	15.00	2.00	30.00	10	300.00	665.22
Competitive girls Step 4 upwards	8				Coach Four	15.00	2.00	30.00	10	300.00	- 300.00
Adult session (over 14s) pay to play	8	80.00	69.57	556.56	Coach Six	15.00	1.00	15.00	10	300.00	256.56

<b>Number of people on Tuesday</b>	62											
<b>Wednesday</b>												
<b>5 years (2 groups of 8)</b>	16	85.00	73.91	1,182.56	Coach One and Two	35.00	1.00	35.00	10	350.00	832.56	
<b>6 to 8 years (1 group of 8)</b>	8	85.00	73.91	591.28	Coach One	20.00	1.00	20.00	10	200.00	391.28	
<b>Fun trampoline class</b>	5	85.00	73.91	369.55	Coach Seven	15.00	1.00	15.00	10	150.00	219.55	
<b>Competitive girls Step 1 to 3 - Group 1</b>	8				Coach Three	15.00	2.00	30.00	10	300.00	- 300.00	
<b>Competitive girls Step 4 upwards</b>	8				Coach Four	15.00	2.00	30.00	10	300.00	- 300.00	
<b>Number of people on Wednesday</b>	45											
<b>Thursday</b>												
<b>5 years (2 groups of 8)</b>	16	85.00	73.91	1,182.56	Coach One and Two	35.00	1.00	35.00	10	350.00	832.56	
<b>6 to 8 years (1 group of 8)</b>	8	85.00	73.91	591.28	Coach One	20.00	1.00	20.00	10	200.00	391.28	
<b>Competitive girls Step 1 to 3 - group 2</b>	6				Coach Five	15.00	2.00	30.00	10	300.00	- 300.00	
<b>Competitive girls Step 4 upwards</b>	8				Coach Four	15.00	2.00	30.00	10	300.00	- 300.00	
<b>Competitive Boys Level 1 to 4 - group 1</b>	5				Coach Seven	15.00	2.00	30.00	10	300.00	- 300.00	
<b>Adult session (over 14s) pay to play</b>	6	80.00	69.57	417.42	Coach Six	15.00	1.00	15.00	10	300.00	117.42	
<b>Number of people on Thursday</b>	49											
<b>Friday</b>												
<b>2 - 3 years</b>	5	75.00	65.22	326.09	Coach One	20.00	1.00	20.00	10	200.00	126.09	
<b>3-4 years</b>	8	75.00	65.22	521.76	Coach One	20.00	1.00	20.00	10	200.00	321.76	
<b>4 - 5 years</b>	8	75.00	65.22	652.20	Coach One	20.00	1.00	20.00	10	200.00	502.20	
<b>5 years (1 group of 8)</b>	8	85.00	73.91	591.28	Coach one	20.00	1.00	20.00	10	200.00	391.28	
<b>Number of people on Friday</b>	29											
<b>Saturday</b>												
<b>3- 4 years</b>	8	75.00	65.22	521.76	Coach One	20.00	1.00	20.00	10	200.00	502.17	

4 - 5 years	8	75.00	65.22	521.76	Coach One	20.00	1.00	20.00	10	200.00	321.76
5 years (2 groups of 8)	16	85.00	72.25	1,156.00	Coach One	20.00	1.00	20.00	10	200.00	956.00
6 to 8 years (1 groups of 8)	8	85.00	72.25	578.00	Coach One	20.00	1.00	20.00	10	200.00	378.00
Competitive girls Step 1 to 3 Group 1	6				Coach Three	35.00	1.00	35.00	10	350.00	- 350.00
Competitive girls Step 1 to 3 Group 2	6				Coach Five	15.00	2.00	30.00	10	300.00	- 300.00
Competitive girls Step 4 upwards	8				Coach Four	15.00	2.00	30.00	10	300.00	- 300.00
Competitive Boys Level 1 to 4 Group 2	5				Coach Seven	15.00	2.00	30.00	10	300.00	- 300.00
Movement Birthday party	12	120.00	104.35	408.00	Coach Eight	15.00	2.00	30.00	4	120.00	288.00
Number of people on Saturday	77										
Sunday											
Movement Birthday party	12	120.00	104.35	408.00	Coach Eight	15.00	2.00	30.00	4	120.00	288.00
Number of people on Sunday	12										
				<b>21,189.02</b>			<b>45.00</b>			<b>10,240.00</b>	<b>\$11,555.50</b>

<b>Year Two Income (excluding coaching)</b>	
General classes income	\$ 84,756.08
Other income	\$ 1,480.00
<b>Total</b>	<b>\$ 86,236.08</b>

<b>Year Two Expenses (excluding coaching)</b>
Employment cost (holiday pay, Kiwisaver etc) - \$5,000
Broad band internet connection - estimated at \$1,440
Stationery - estimated at \$1,000
Database connection - \$300
Early childhood Membership fees - \$948
Recreational Membership fees - \$3,146
Competitive Membership fees - \$806
Club fee - \$500
Coach training per year - \$500
Telephone costs - \$2,500
<b>Total - \$16,140 Excludes electricity and Heating</b>

## Appendix G: Year Three - Class income and coaching expenses

Year Three - One Term - Please x by 4 to get full year

Class	Number	Fee per term	Fee per term ex. GST	Total per term	Coach name	Wages per hour	No. of hours coaching	Total cost per session	No. of weeks per term	Total cost	Surplus/ (Deficit)
<b>Monday</b>											
Pre school - 18 mths - 2 years	8	75.00	65.22	521.74	Coach One	20.00	1.00	20.00	10	200.00	321.74
2-3 years	10	75.00	65.22	521.00	Coach One	20.00	1.00	20.00	10	200.00	502.17
3-4 years	10	75.00	65.22	652.17	Coach One	20.00	1.00	20.00	10	200.00	452.17
4 - 5 years	10	75.00	65.22	652.20	Coach One	20.00	1.00	20.00	10	200.00	452.20
5 years (2 groups of 8)	16	85.00	73.91	1,182.56	Coach One and two	35.00	1.00	35.00	10	350.00	832.56
6 to 8 years (2 groups of 8)	16	85.00	73.91	1,182.56	Coach One and two	35.00	1.00	35.00	10	350.00	832.56
Fun trampoline class	8	85.00	73.91	591.28	Coach seven	15.00	1.00	15.00	10	150.00	441.28
Competitive girls Step 1 to 3 Group 1	8	185.00	160.87	1,286.96	Coach Three	15.00	2.00	30.00	10	300.00	986.96
Competitive girls Step 4 upwards	10	225.00	195.65	1,956.50	Coach four	15.00	2.00	30.00	10	300.00	1,656.50
Competitive Boys Level 1 to 4 Group 1	8	185.00	160.87	1,286.96	Coach Eight	15.00	2.00	30.00	10	300.00	986.96
Number of people on Monday	104										
<b>Tuesday</b>											
Pre school - 18 mths - 2 years	8	75.00	65.22	521.74	Coach One	20.00	1.00	20.00	10	200.00	321.74
2 - 3 years	10	75.00	65.22	652.17	Coach One	20.00	1.00	20.00	10	200.00	452.17
3-4 years	10	75.00	65.22	652.20	Coach One	20.00	1.00	20.00	10	200.00	452.20
5 years (2 groups of 8)	16	85.00	73.91	1,182.56	Coach One and two	35.00	1.00	35.00	10	350.00	832.56
6 to 8 years (2 groups of 8)	16	85.00	73.91	1,182.56	Coach One and two	35.00	1.00	35.00	10	350.00	832.56
Competitive girls Step 1 to 3 Group 2	8	185.00	160.87	1,286.96	Coach Five	15.00	2.00	30.00	10	300.00	986.96
Competitive girls Step 4 upwards	10				Coach four	15.00	2.00	30.00	10	300.00	- 300.00

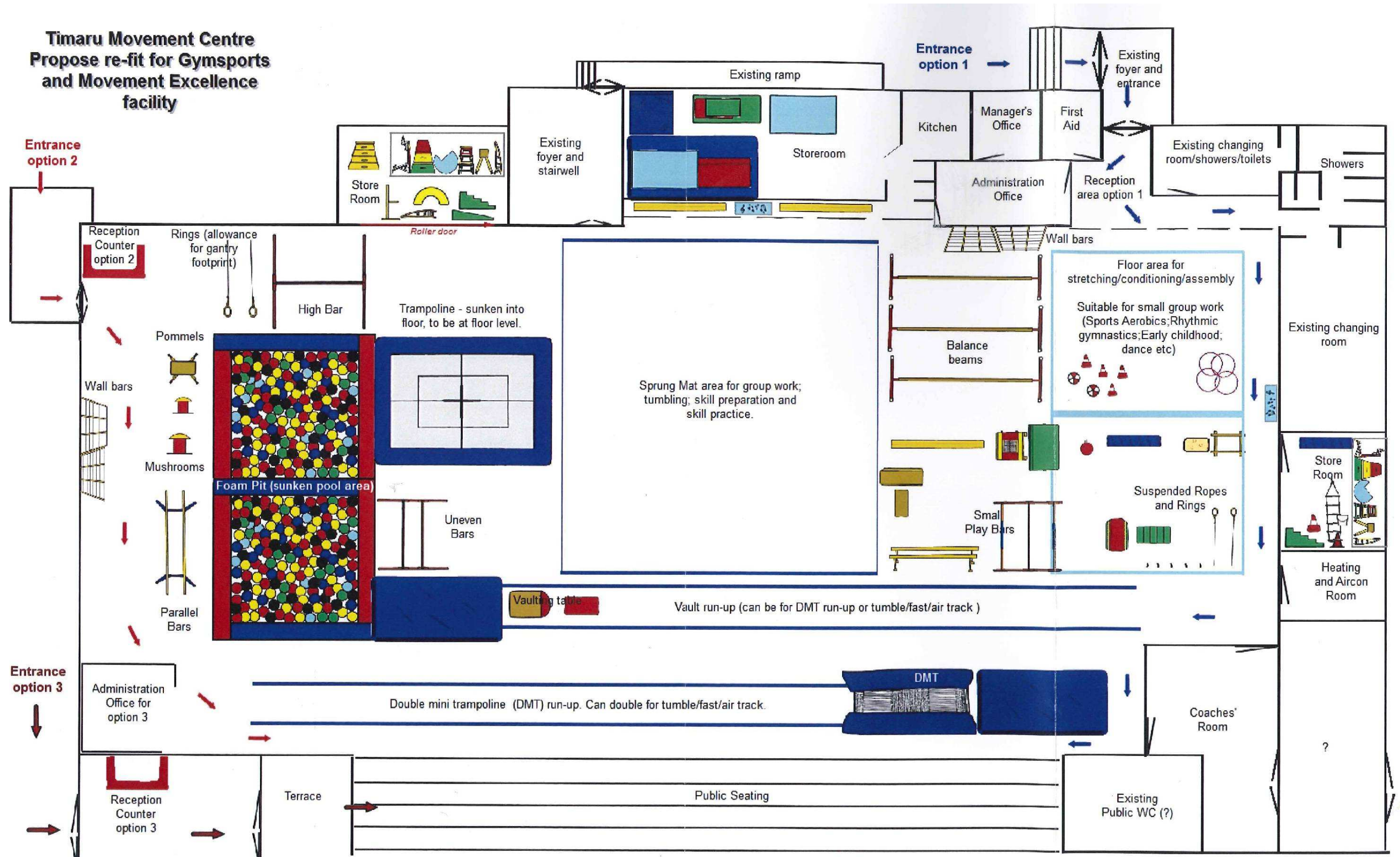
Competitive Boys Level 1 to 4 Group 2	8	185.00	160.87	1,286.96	Coach Eight	15.00	2.00	30.00	10	300.00	986.96
Adult session (over 14s) pay to play	8	80.00	69.57	556.56	Coach six	15.00	1.00	15.00	10	300.00	256.56
Number of people on Tuesday	94										
Wednesday											
Older Adult session (over 65s) pay to play	8	80.00	69.57	544.00	Coach One	20.00	2.00	40.00	10	400.00	144.00
5 years (2 groups of 8)	16	85.00	73.91	1,182.56	Coach One and two	35.00	1.00	35.00	10	350.00	832.56
6 to 8 years (2 groups of 8)	16	85.00	73.91	1,182.56	Coach One and two	35.00	1.00	35.00	10	350.00	832.56
Fun trampoline class	8	85.00	73.91	591.28	Coach seven	15.00	1.00	15.00	10	150.00	441.28
Competitive girls Step 1 to 3 Group 1	8				Coach Three	15.00	2.00	30.00	10	300.00	- 300.00
Competitive girls Step 4 upwards	10				Coach four	15.00	2.00	30.00	10	300.00	- 300.00
Number of people on Wednesday	66										
Thursday											
5 years (2 groups of 8)	16	85.00	73.91	1,182.56	Coach One and two	35.00	1.00	35.00	10	350.00	832.56
6 to 8 years (2 groups of 8)	16	85.00	73.91	1,182.56	Coach One and two	35.00	1.00	35.00	10	350.00	832.56
Competitive girls Step 1 to 3 Group 2	8				Coach Five	15.00	2.00	30.00	10	300.00	- 300.00
Competitive girls Step 4 upwards	10				Coach four	15.00	2.00	30.00	10	300.00	- 300.00
Competitive Boys Level 1 to 4 Group 1	8				Coach Eight	15.00	2.00	30.00	10	300.00	- 300.00
Adult session (over 14s) pay to play	8	80.00	69.57	556.56	Coach six	15.00	1.00	15.00	10	300.00	256.56
Number of people on Thursday	66										
Friday											
2 - 3 years	10	75.00	65.22	652.17	Coach One	20.00	1.00	20.00	10	200.00	452.17
3-4 years	10	75.00	65.22	652.20	Coach One	20.00	1.00	20.00	10	200.00	452.20
4 - 5 years	10	75.00	65.22	652.20	Coach One	20.00	1.00	20.00	10	200.00	502.20
5 years (2 groups of 8)	16	85.00	73.91	1,182.56	Coach One and two	35.00	1.00	35.00	10	350.00	832.56
Number of people on Friday	46										

Saturday											
2 - 3 years	10	75.00	65.22	652.17	Coach One	20.00	1.00	20.00	10	200.00	502.17
3- 4 years	10	75.00	65.22	652.17	Coach One	20.00	1.00	20.00	10	200.00	502.17
4 - 5 years	10	75.00	65.22	652.17	Coach One	20.00	1.00	20.00	10	200.00	452.17
5 years (2 groups of 8)	16	85.00	72.25	1,156.00	Coach One	20.00	1.00	20.00	10	200.00	956.00
6 to 8 years (2 groups of 8)	16	85.00	72.25	1,156.00	Coach One and two	35.00	1.00	35.00	10	350.00	806.00
Competitive girls Step 1 to 3 Group 1	16				Coach One and two	35.00	1.00	35.00	10	350.00	- 350.00
Competitive girls Step 1 to 3 Group 2	8				Coach Three	15.00	2.00	30.00	10	300.00	- 300.00
Competitive girls Step 4 upwards	8				Coach Five	15.00	2.00	30.00	10	300.00	- 300.00
Competitive Boys Level 1 to 4 Group 2	8				Coach Eight	15.00	2.00	30.00	10	300.00	- 300.00
Movement Birthday party	12	120.00	104.35	408.00	Coach four	15.00	2.00	30.00	4	120.00	288.00
Number of people on Saturday	114										
Sunday											
Movement Birthday party	12	120.00	104.35	408.00	Coach six	15.00	2.00	30.00	4	120.00	288.00
Number of people on Sunday	12										
				31,801.37			45.00			12,390.00	19,742.54

<b>Year Three Income (excluding coaching)</b>	
General classes income	\$ 127,205.48
Other income	\$ 2,665.20
<b>Total</b>	<b>\$129,870.68</b>

<b>Year Three Expenses (excluding coaching)</b>
Employment cost (holiday pay, kiwisaver etc) - \$4,500
Broad band internet connection - estimated at \$1,440
Stationery - estimated at \$1,000
Database connection - \$300
Early childhood Membership fees - \$1,704
Recreational Membership fees - \$5,104
Competitive Membership fees - \$2,232
Club fee - \$500
Coach training per year - \$500
Telephone costs - \$2,500
<b>Total - \$19,780 Excludes electricity and Heating</b>

**Timaru Movement Centre  
Propose re-fit for Gymsports  
and Movement Excellence  
facility**



**Summary Proposal**  
**for**  
**Gymsports and Movement Excellence Centre**  
**for**  
**Century Pool Complex**

**November 2012**

**By**  
**Steering Committee**  
**of**  
**South Canterbury Gymsports Inc.**

## **BACKGROUND**

Century Pool has been decommissioned following the opening of the Caroline Bay Trust Aoraki Aquatic Centre ("CBay"). Timaru District Council ("Council") sought expressions of interest for the future use of the Century Pool complex.

In early June 2012 a Steering Committee established by South Canterbury Gymsports Incorporated ("SCG") in consultation with Gymsports New Zealand Incorporated ("GSNZ") and Sports South Canterbury submitted a proposal to Council to establish a Gymsports and Movement Excellence Centre in the Century Pool complex.

Council then advised it required time to work through a due diligence process to ensure that after the complex dried out it was structurally sound and fit for long-term use. We understand that Council is satisfied with the structural soundness of the complex. Following various discussions with several Council Officers, we have reviewed our initial proposal and have clarified certain aspects.

This document amends, updates, supplements and summarises our proposal. This document should be read in conjunction with our original proposal (dated May 2012). If there are any discrepancies between this document and our original proposal, this document prevails.

## **OUR PROPOSAL – ESTABLISH A MOVEMENT EXCELLENCE CENTRE**

GSNZ are promoting the establishment of Movement Excellence Centres throughout New Zealand. Numerous such centres now exist, including in Whakatane, Palmerston North, Nelson, Gisborne, New Plymouth, Kerikeri, Kaitaia and Invercargill.

Gymsports are at the heart of such centres. Gymsports is considered a foundation activity which builds movement skill for all sports and performing arts. This has led Gymsports to be chosen by Sport New Zealand as one of its seven targeted community sports.

Gymsports comprises: Rhythmic and Artistic Gymnastics, Aerobics, Trampoline sports and Gym for All.

GSNZ and Sport South Canterbury both fully support our proposal to establish a Movement Excellence Centre at Century Pool.

A Steering Committee was established earlier this year with the goal of establishing a Movement Excellence Centre in Timaru. The Steering Committee comprises: David Fridd (President of SCG and Owner of David Fridd Building Ltd); Marlene Martin (Secretary of SCG and 8 years involvement with the Club), Scott Errington (Committee Member of SCG and Manager, Public Trust, Timaru); Ken Grave (Barrister and Solicitor and Partner, Gresson Dorman & Co).

The Steering Committee sees the Century Pool complex as a viable venue for the Centre. The building is essentially the right size and shape.

The Steering Committee has worked closely with GSNZ and Sport South Canterbury in developing the business plan for the Movement Excellence Centre at Century Pool.

- Programmes for active retired people wanting a chance to maintain their movement skills for balance, manipulative skills, postural strength and flexibility
- Special needs programmes
- Young adults - Tertiary student programmes – risk management, confidence courses, team-building activity programmes, leadership programmes
- Recreation classes – gym for all programmes
- Competitive Men’s Artistic Gymnastics, Women’s Artistic Gymnastics
- Aerobics
- Rhythmic Gymnastics
- Trampoline
- Adult gymnastics – open sessions
- Movement Holiday programmes

There are presently three gym clubs in Timaru. We are firmly of the view that gymsports is too fragmented locally, and that growth would be greater and more sustainable if most or all of the local Clubs came together within one dedicated, high quality facility. This view has the support of both Gymsports New Zealand and Sport South Canterbury.

SCG is presently in discussions with one of the other Timaru clubs concerning combining the two Clubs within the Century Pool facility, and that Club is enthusiastic about the prospect of a dedicated facility.

SCG has a solid track record in attracting local funding support from Community Trust funding and/or Gaming Trusts and we are confident that, with SCG in place, the Trust will be able to raise funds towards operational and other startup costs. By way of example, the Club has completed fundraising sufficient to meet the full cost of purchasing a new gymnastics floor, worth \$70,000. The floor is in storage awaiting a suitable venue for its use.

SCG has all of the equipment necessary to implement the vast majority of the types of programmes listed above.

### **CONVERSION OF CENTURY POOL**

The opportunity to convert the Century Pool complex into a Gymsports and Movement Excellence Centre is seen as ideal because the building is a good shape and size and can be converted relatively easily into a Gymsports and Movement Excellence Centre to meet the needs of the local community.

The one significant requirement is the need to fill in or cover the empty main pool. This will of course be necessary to enable the Century Pool Complex to be utilised for virtually any alternative use.

## **GOVERNANCE BY A CHARITABLE TRUST**

The Steering Committee proposes to establish a registered, incorporated charitable trust (“Trust”) – entirely separate from SCG.

## **LEASE WITH COUNCIL**

The Trust would enter into a long-term lease with the Council for the Century Pool complex.

The trust will have a strong business focus. Trustees will be sought with a range of appropriate skill sets to ensure the commercial viability and success of the Centre.

The Trust will be responsible for the usual outgoings, including payment of rental (i.e. site fee) to Council, rates, insurance premiums for the property on the same basis as other sports groups leasing Council facilities. The Trust will also be responsible for the Centre’s own operational costs including heating and lighting.

SCG is a gymnastics club incorporated under the Incorporated Societies Act 1908 and affiliated to GSNZ. SCG would become the “anchor tenant” of the Movement Excellence Centre. SCG would relocate its gymnasium to the Movement Excellence Centre, however it is intended that many and varied sports clubs and community groups would utilise the facility.

## **USE BY WIDE VARIETY OF COMMUNITY GROUPS AND SPORTS CLUBS**

In addition to gym club usage, the facility would be ideal for use by groups such as:

- Performing arts groups – dance, hip hop, circo arts
- Other sports for cross training particularly in aerial skills –e.g. snowboarding, skateboarding, diving, aerial snowsports, kite surfing
- Cheerleading
- Boxing, wrestling, martial arts
- Birthday parties

## **GYMSPORTS WITHIN THE MOVEMENT EXCELLENCE CENTRE**

The Trust would work closely with SCG to facilitate provision of a range of different programmes within the Centre that would fit all demographics of the local community. Some of these activities include:

- Preschool gym for under 5’s
- Pre-school and kindergarten visits
- School visits and gym programmes

We have obtained estimates for a variety of ways of covering or filling the pool, and those cost estimates are all in the \$80,000 - \$100,000 range. We acknowledge that the cost is not insignificant however it will enable the ongoing utilisation of a significant Council-owned asset by a community-based organisation for the benefit of the wider community for the foreseeable future, and would certainly be a cheaper option than demolishing the building (which would of course only leave Council with bare Reserve Land).

We consider that this conversion cost is a capital cost which benefits and improves Council's asset, which of and in itself is a community benefit (because it means Century Pool can continue to be utilised) and as such, this cost should be borne by Council.

The cost of conversion should not be seen as further expenditure on "the Century Pool" but rather on a Council asset to facilitate and enable the future, ongoing use of that asset in another guise for the benefit of and by the community.

We have recently been given an opportunity to inspect the complex, and as a result we consider that there is some further work to make the complex safe and suitable for an alternative use, such as removal of an in-ground holding tank, and some interior painting of surfaces which show signs of deterioration. We regard the costs associated with these as relatively minor, but the work is essential if Council expects us to maintain the interior to a reasonable standard.

## **CONCLUSION**

We trust that Council will give favourable consideration to our proposal, on the basis that the proposal ensures the continued use of a significant Council asset, and enables Council to contribute to the establishment of a facility which it is intended will become widely used by significant numbers of people from a broad cross-section of groups, clubs and individuals within the community with real and demonstrable health and well-being benefits for all involved.

We would be pleased to provide any further information which may assist Council, or further discuss any aspect of the proposal.

We would welcome the opportunity to meet with the full Council or relevant Committee to discuss our proposal.

**COMMUNITY DEVELOPMENT COMMITTEE**

**FOR THE MEETING OF 27 NOVEMBER 2012**

**Report for Agenda Item No 13**

**Prepared by Peter Nixon  
Chief Executive**

**NZ Petroleum & Minerals – Proposed Block Offer 2013**

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**Purpose of Report**

The Government, through NZ Petroleum & Minerals a branch of The Ministry of Business, Innovation and Employment, has opened up the exploration permits to a competitive tender process. The Council has been given the opportunity to comment on the specific blocks being offered.

**Background**

The letter from NZ Petroleum and Minerals attached sets out the process and the maps show that south island blocks being tendered are all off-shore and from Waimate District south. Territorial Local Authority boundaries are the mean high tide but Regional Councils' jurisdiction extends to 12 nautical miles off shore. Almost all the blocks are beyond the 12 mile line.

Submissions close on 30 January 2013, and announcements re confirmed block allocations by the end of April.

The Council had to register an interest by 23 November if it wished to meet with officials but as the Blocks are off-shore, south of and outside the District, and the only implications would be on-shore economic development opportunities particularly through the port this was not done. However if there is a desire to meet with officials I am sure that could still be arranged.

**Options**

The Council could decide not to make a submission or to make a submission perhaps asking that all blocks allocated be outside the 12 mile zone.

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

The Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act 2012.

**Assessment of Significance**

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

**Consultation**

There was a presentation prior to the recent Zone 5/6 meeting which was attended by the Mayor, Cr Mulvey and the Chief Executive.

**Other Considerations**

Nil.

**Funding Implications**

Nil.

**Recommendation**

**That the information be received.**

Janie Annear  
Mayor  
Timaru District Council  
PO Box 522  
Timaru, 7940



Copy to: Peter Nixon

9 November 2012

Dear Janie

### **CONSULTATION ON PROPOSED BLOCK OFFER 2013**

I am writing to inform you about the government's proposal to offer onshore blocks and offshore blocks for competitive tender for petroleum exploration permits in 2013, and to seek your comment on specific proposed blocks in your region as set out in the attached maps.

For Block Offer 2013, New Zealand Petroleum & Minerals (**NZP&M**), a branch of the Ministry of Business, Innovation and Employment (**the Ministry**), proposes offering five onshore blocks which must be bid for individually, and three offshore areas comprising blocks which can be bid for individually or in combination, up to 2,500 square kilometres in offshore Taranaki (typically comprising up to 10 individual blocks) and up to a limit of 10,000 square kilometres in other offshore areas (typically comprising up to 40 individual blocks).

The proposed blocks do not include public conservation areas listed in Schedule 4 of the Crown Minerals Act 1991 or any land in World Heritage Areas.

The proposed offshore areas in Block Offer 2013 may include blocks not granted in Block Offer 2012. The proposed Block Offer 2013 maps attached has been prepared before decisions have been made on the grant of permits in Block Offer 2012. Those decisions are expected to be announced in December 2012. As part of the consultation on Block Offer 2013, you are invited to provide your feedback on the Block Offer 2012 areas in the offshore areas.

The draft Block Offer 2013 *Invitation for Bids* sets out the block offer process and the proposed conditions that will apply. These proposed conditions include a requirement that successful bidders provide a written report to the Ministry each year summarising the iwi and hapū engagement undertaken in the previous year. A copy of the draft *Invitation for Bids* is attached for your information.

Further information on the block offer process, including a map of the proposed blocks and digital files, is available from the NZP&M website at [www.nzpam.govt.nz/cms/petroleum/block-offers](http://www.nzpam.govt.nz/cms/petroleum/block-offers).

The government is concerned to ensure that sites of local, cultural, and historical significance are protected from development where appropriate. There are several pieces of legislation that explicitly allow for such consideration and details of their provisions are set out in the attached document *Regulatory provisions relating to the protection of sites of local, cultural and historical significance*. Before Block Offer 2013 is finalised, the Ministry is consulting with iwi and hapū, and local government authorities who we believe will have an interest in the proposed blocks, in order to take into account areas of particular sensitivity.

As part of the consultation process, we would welcome your input on any aspect of the proposal.

The Ministry would also be interested in knowing how your council considers and protects wāhi tapu and other sites of significance, for example, in your District or Regional Plan. Other useful information for the Ministry to have would be an indication of how your council classifies petroleum exploration activities, for example, exploration drilling. We would also appreciate any other information you might usefully provide a successful bidder about the areas proposed in your region, for example, about underground infrastructure. It would also be useful if you can provide us with any iwi management plans lodged by iwi in your region.

If you would like to provide input on the proposal and/or proposed blocks for Block Offer 2013, please write to me at PO Box 1473, Wellington 6140 or email [blockoffer2013@med.govt.nz](mailto:blockoffer2013@med.govt.nz) by **6 December 2012**.

If you think you will need more time to comment on the proposal, you may request an additional 20 working days, but you must make this request by **6 December 2012**. We have allowed for a close down period over Christmas, so your submission will be due on **30 January 2013**.

You are also welcome to contact Kate Irvine, our Manager Regional Relationships, on (04) 901 1553 or [kate.irvine@med.govt.nz](mailto:kate.irvine@med.govt.nz), if you would like to participate in a meeting to discuss the proposal in more detail. To assist with planning arrangements, please register your interest with Kate by **23 November 2012**.

Feedback received through this formal consultation process will help to inform the final selection of blocks for Block Offer 2013. We expect to announce confirmed blocks by the end of April 2013 and award petroleum exploration permits by the end of 2013.

You will also find attached to this letter a *Guide to Government Management of Petroleum*. This guide gives an overview of the process to look for and develop oil and gas, on land or at sea. We have set out below some details of the relevant legislation governing the exploration and development of petroleum in New Zealand.

The award of a petroleum exploration permit is the first of many steps an operator is required to take in order to develop a petroleum resource. Once a company is granted an onshore exploration permit (or out to 12 nautical miles offshore), they are required to apply for any necessary resource consents under the Resource Management Act 1991 (RMA), make access arrangements with land holders, and meet health and safety requirements, before they can undertake certain exploration activities. Typical exploration activities may include geological mapping, geochemical and geophysical surveys and some exploratory drilling. For further information on the RMA, please see [www.mfe.govt.nz/rma](http://www.mfe.govt.nz/rma).

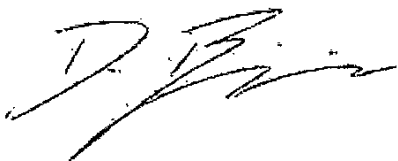
The granting of a petroleum exploration permit does not confer on the permit holder a right of access to any land. Section 55(2) of the Crown Minerals Act 1991 provides conditions in relation to accessing land, including "land which is the site of or situated within 30 metres of any building, cemetery, burial ground, waterworks, race or dam".

The new Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act 2012 manages the environmental effects of activities in New Zealand's Exclusive Economic Zone (EEZ) and aims to protect our oceans from the potential environmental risks of activities like petroleum exploration. The Act allows the classification of activities or effects as permitted, discretionary or prohibited. For discretionary activities, operators in the EEZ will have to submit an impact assessment to the Environmental Protection Authority (EPA) who will administer the new Act. Without the EPA's approval the activity in the EEZ will not be able to go ahead. The Act will come into effect when regulations are made. For further information on the EEZ, please see [www.mfe.govt.nz/issues/oceans/current-work](http://www.mfe.govt.nz/issues/oceans/current-work).

Please note that all information provided to the Ministry may be subject to release under the provisions of the Official Information Act 1982 (OIA). If you wish all or part of your submission withheld in the event of an OIA request, please clearly identify the material you would wish to have withheld and the reasons why. This will be considered by the Ministry before a decision is made on the OIA request.

Thank you for taking the time to consider this matter and we look forward to engaging with you throughout the consultation period.

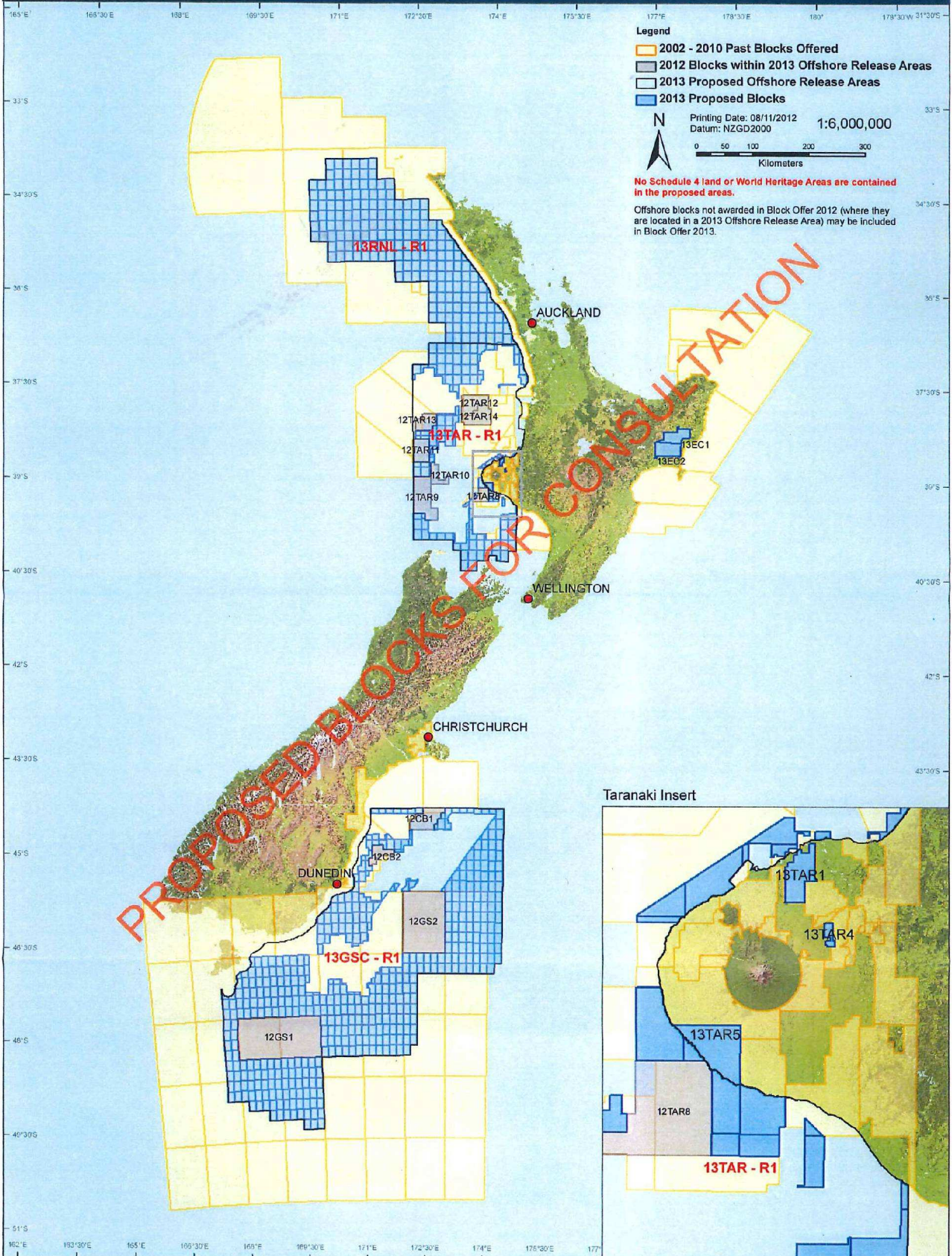
Yours sincerely,



David Binnie  
**General Manager**  
New Zealand Petroleum & Minerals  
Ministry of Business, Innovation and Employment



# 2002 - 2013 Previous and Currently Proposed Block Offers



**COMMUNITY DEVELOPMENT COMMITTEE  
FOR THE MEETING OF 27 NOVEMBER 2012**

**Report for Agenda Item No 17**

**Prepared by Sharon Matson  
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:

**Confirmation of Minutes:**

- **SBS Fitness Studio Administration**

**Future of SBS Fitness Studio**

Section 7(2)(i)

The withholding of the information is necessary to enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).