



COMMUNITY DEVELOPMENT COMMITTEE MEETING

on

Tuesday 25 November 2014

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

TIMARU DISTRICT COUNCIL

Notice is hereby given that a meeting of the Community Development Committee will be held in the Council Chamber, District Council Building, King George Place, Timaru on Tuesday 25 November 2014, at the conclusion of the Extraordinary Council meeting.

Committee Members:

Cllrs Steve Wills, (Chairperson), David Jack (Deputy Chairperson), Anthony Brien, Peter Burt, Steve Earnshaw, Richard Lyon, Pat Mulvey, Kerry Stevens, Tracy Tierney and the Mayor.

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

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

Peter Nixon
CHIEF EXECUTIVE

COMMUNITY DEVELOPMENT COMMITTEE

25 NOVEMBER 2014

AGENDA

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**COMMUNITY DEVELOPMENT COMMITTEE
FOR THE MEETING OF 25 NOVEMBER 2014**

Report for Agenda Item No 5

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

Confirmation of Minutes

Minutes of Community Development Committee.

Recommendation

That the minutes of a meeting of the Community Development Committee held on 14 October 2014, 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 14 OCTOBER 2014 AT 9.35AM

PRESENT Clrs Dave Jack (Deputy Chairperson), Peter Burt, Steve Earnshaw, Richard Lyon, Pat Mulvey, Kerry Stevens and Tracy Tierney, and the Mayor

APOLOGIES Apology for lateness from Clr Steve Wills (Chairperson), and apology for absence from Clr Tony Brien

IN ATTENDANCE Neville Gould – Pleasant Point Community Board
Lloyd McMillan – Temuka Community Board

Chief Executive (Peter Nixon), Group Manager Community Services (Sharon Matson), Group Manager Regulatory Services (Chris English), Customer Services Manager (Jenny Ensor), and Personal Assistant (Colleen Te Au)

1 CONFIRMATION OF MINUTES

Proposed Clr Jack
Seconded Clr Stevens

“That the minutes of the meeting of the Community Development Committee held on 2 September 2014, be confirmed as a true and correct record.”

MOTION CARRIED

2 CORRESPONDENCE RECEIVED

Thank you letters for financial support were received from Aoraki Secondary Schools Sport Inc., Hamish Dewar, Community Trust Mid & South Canterbury, Pleasant Point Railway & Historical Society Inc., South Canterbury Hockey Turf Trust, and Timaru Budget Advisory Trust.

Proposed Clr Jack
Seconded Clr Earnshaw

“That the correspondence be received and noted.”

MOTION CARRIED

3 FUNDS AVAILABLE

The Committee considered a report by the Customer Services Manager detailing the funds available.

Proposed Clr Earnshaw
Seconded Clr Stevens

“That the information on the funds available be received and noted.”

MOTION CARRIED

- 4 FUNDING APPLICATIONS CONSIDERED UNDER DELEGATED AUTHORITY**
The Committee considered a report by the Customer Services Manager advising applications which had been approved under delegated authority.

Proposed Clr Jack
Seconded the Mayor

“That the information be received and noted.”

MOTION CARRIED

- 5 FUNDING APPLICATIONS TO BE CONSIDERED**
The Committee considered applications for funding. The Customer Services Manager advised that the Geraldine Cinema Community Trust has requested its application be put on hold.

Te Ana Whakairo Ltd

Amanda Symon, Curator, spoke to the application. The objective is to get the wider community involved in Ngai Tahu arts. Te Motutapu O Tinirau will perform at the 2015 Waitangi Day celebrations at a site significant to Ngai Tahu, preferably Patiti Point, with Timaru Girls' High School Hall as a wet weather venue. A gold coin donation will be requested for admission to the performance, however depending on funding there may be an admission fee. If enough funds are not raised the event will be cancelled.

Proposed Clr Tierney
Seconded Clr Earnshaw

“That a grant of \$4,797.50 be allocated to Te Ana Whakairo Ltd towards costs to bring Te Motutapu O Tinirau to perform at the 2015 Waitangi Day celebrations with a performance at a site significant to Ngai Tahu, preferably Patiti Point, Timaru.”

MOTION CARRIED

Kiri Turner

Kiri Turner spoke to her application. Kiri is doing the 'Ride to Conquer Cancer' in November, fundraising for the Auckland Cancer Society's Drug Research Centre. The Comedy to Conquer Cancer is part of this fundraising, with some of the funds going to Cancer Kids South Canterbury and South Canterbury Hospice. Kiri would like to make this an annual event with funds going to local charities and is already organising for next year's event, depending on how the first show goes.

The Committee noted that a full donation would see Council funds going to a National charity.

Proposed Clr Earnshaw
Seconded Clr Stevens

“That a grant of up to \$1,075 towards the venue hire be allocated, and a guarantee against loss of up to \$3,000 be approved towards the cost to stage ‘Comedy to Conquer Cancer’ at the Timaru Theatre Royal, Sunday 9 November 2014.”

MOTION CARRIED

The Aoraki Sports Persons Trust (ASPECT)

Clr Burt declared an interest as a member of the Trust and withdrew from the table whilst the application was considered.

The Committee noted this was a fundraiser for the Trust which supports athletes as they achieve NZ development or National level. Council already supports athletes through the New Zealand Representative grants. The Committee discussed a venue hire grant and guarantee against loss.

Proposed Clr Jack
Seconded Clr Mulvey

“That a grant of up to \$1,475 towards the venue hire be allocated, and a guarantee against loss of up to \$1,525 be approved towards costs to stage a Charity Fight Night, Saturday 27 September 2014, at the Southern Trust Events Centre, Timaru.”

MOTION CARRIED

Volunteering Mid & South Canterbury

The Committee acknowledged the contribution volunteers make to our district.

Proposed the Mayor
Seconded Clr Burt

“That a grant of \$1,206.10 be allocated to Volunteering Mid & South Canterbury towards costs to hold a public community expo showcasing community organisations, Wednesday 18 March 2015 at the Caroline Bay Hall, Timaru.”

MOTION CARRIED

The Aaron Otley Memorial Trust

The Mayor declared an interest as a performer in ‘Its in the Bag’ and withdrew from the table whilst the application was considered.

The Committee noted the Trust has raised funds over the years to support local families with children affected by accident or illness. As yet the funds have not been needed.

Proposed Clr Lyon
Seconded Clr Mulvey

“That a guarantee against loss of up to \$1,950 be approved towards costs to stage ‘Its in the Bag’ at Keanes Crossing Rail Shed, Pleasant Point, Saturday 29 November 2014.”

MOTION CARRIED

Temuka Family Fun Day

The Committee noted the day will be free to the public and will be run by volunteers. Concerns were raised about supporting events that were raising funds for other organisations. The Committee would like to see organisations holding some funds back to be put towards their next public event.

Proposed Clr Mulvey
Seconded Clr Burt

“That a guarantee against loss of up to \$1,500 be approved towards costs to stage the Temuka Family Fun Day at Temuka Domain, Saturday 21 March 2015.”

MOTION CARRIED

Geraldine Arts & Plants Festival Inc.

The Committee noted the festival was attended by a huge amount of people over three days.

Proposed Clr Jack
Seconded Clr Lyon

“That a grant of \$2,500 be allocated to Geraldine Arts & Plants Festival Inc towards costs to hire Soluna, as part of the annual festival at the Geraldine Domain, on 14 and 15 November 2014.”

MOTION CARRIED

6 RECEIPT OF SAFER COMMUNITIES COMMITTEE MINUTES

Proposed Clr Jack
Seconded Clr Burt

“That the minutes of the Safer Communities Committee meeting held on 11 September 2014, be received.”

MOTION CARRIED

7 RECEIPT OF YOUTH INITIATIVES SUBCOMMITTEE MINUTES

Proposed Clr Jack
Seconded Clr Lyon

“That the minutes of the Youth Initiatives Subcommittee meeting held on 10 September 2014, be received.”

MOTION CARRIED

The meeting concluded at 10.10am.

Chairperson

**COMMUNITY DEVELOPMENT COMMITTEE
FOR THE MEETING OF 25 NOVEMBER 2015**

Report for Agenda Item No 6

**Prepared by Philip Howe
Museum Director**

South Canterbury Museum 2013/14 Activity Report



Introduction

2013-14 was another busy period for the Museum as it carried out its key roles of collection development and research, exhibitions, education programmes, public programmes and events, local and regional collaborations, and carrying out a wide range of tasks behind the scenes to ensure that a professionally-operated museum service was provided for the District's residents and visitors to the region. Achievements during the period included:

- 2,478 items added to the collections
- 6 temporary exhibitions mounted
- 4 school holiday programme series conducted
- 15 public talks, events and programmes conducted
- 1 external public event participated in
- More than 2,350 volunteer hours worked in or for the Museum (in excess of one full-time position filled)
- 23,315 users of our services
- Over 130 current Friends of the Museum (SC Historical Society)
- Over 440 Museum current Explorers Club members
- Ministry of Education contract for heritage education renewed until December 2016
- Over 500 followers on Facebook

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

1. Personnel

1.1 The Museum Team: Staff, Volunteers and supporters for 2013-14

Museum Director (full-time)	Philip Howe
Curator of Collections (full-time)	Davina Davis (until March 2014)
Curator of Documentary History (full-time)	Tony Rippin
Museum Educators (LEOTC-funded)	Wendy Hurst, Keely Kroening, Anna Rimmer
Technician (part-time)	Russell Armstrong
Cleaner (part-time)	Mitsuko Kuniyoshi, Wakana Aizawa
Weekend supervisors	Alistair Pike, Christopher Templeton, Dianne Shields, Elaine Aitcheson and David Batchelor
Task Force Green collection assistant	Caroline MacKay
Volunteers	Mark Denne, Lee Keeley, David Batchelor, Elaine Aitcheson, Barbara Hertnon, Rodger Laycock, Susan Scott, Joanne Knight, Georgina Evatt, Robyn Cooper, Keith Bartholomew, Alan McKenzie, Aaron Howard and John Nichol, Craig Perkins
SC Museum Development Trust Trustees	Rosie Carruthers, Craig Perkins, Ross Parkes, John Oliver, John Simpson, Christopher Templeton and Philip Howe



*Davina Davis (1957 – 2014) worked as Curator of Collections at the Museum from 1997 until March 2014. Davina passed away on 24 April following a short battle with cancer. Her impact on the Museum and her legacy will remain with us for many years. She is greatly missed by all at the Museum and many in the community with whom she worked. Hei maumaharatanga ki te tino hoa
In loving memory of a dear friend.*

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

The South Canterbury Historical Society continues to play an important role in supporting the Museum as the Friends of the Museum. Individual members and the Committee have contributed considerable time towards Museum programmes. In addition, the Society actively advocates for the Museum in the wider community. The Museum Development Trust has continued to generate income and provide funds for Museum projects.

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

1.2 Personnel Development

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

- Museums Aotearoa Conference, Napier
- A one-day museum technique course held at the South Canterbury Museum
- In-house Timaru District Council staff training
- National Digital Forum, Wellington
- Council in-house training opportunities



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

Above: Museum Team members Philip Howe, Caroline MacKay and Dave Batchelor dressed for the International Museums Day event on 18 May 2014.

2. Collection Care and Development

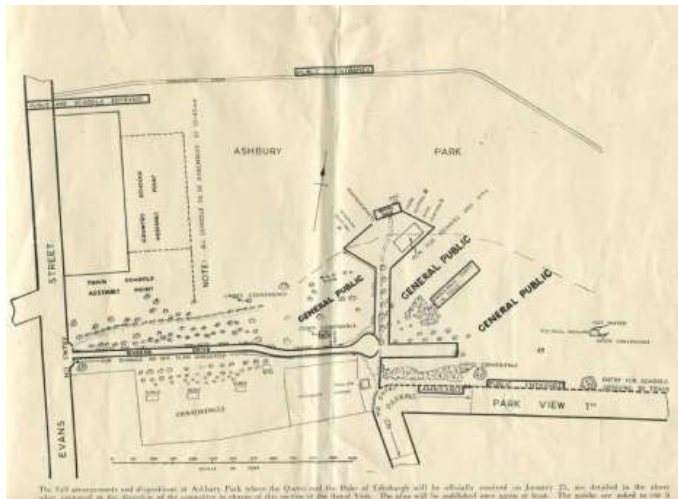
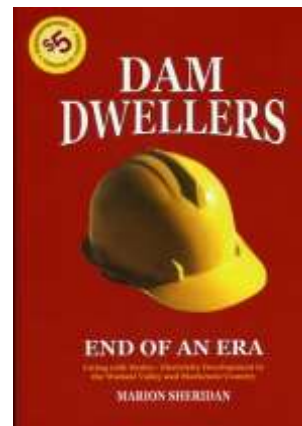
Care and management of the Museum's unique local heritage collections continues to be a major part of the work carried out by staff and volunteers. The Museum's collections are at the heart of all that we do; they are the raw material for research, exhibition and education. Considerable effort is put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

A total of 181 accessions have been recorded for the 2013-14 year, with 2,478 individual items catalogued from these accessions so far to date, consisting of:

- 49 books
- 679 photographic images
- 11 archival documents or groups of records (often very large numbers)
- 282 social history artefacts
- 1,457 natural history specimens

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

- A large collection of mostly local fossils collected by D. Belcher (2013/112)
- 1940s photographs of Dominion Motors, Timaru (2013/116)
- 2 tranquilizer guns made by Pax Arms, Timaru c.1980 (2013/127)
- Timaru Harbour Board minute books and reports (2014/049)
- Large collection of professional photographer's negatives from late 1980s and early 1990s (2014/052)
- Temuka Potteries dinner set 1982 (2014/061)
- Man's suit made from ultrafine merino from Mt Cook Station c.1995. (2014/069)



Above: Among recent acquisitions from top left: fossil nautilus shell, 1924 programme for TBHS Memorial Library opening, photograph of Cassidy's Motors in Ashbury c.1950, book *The Dam Dwellers* – a history of Mackenzie country hydro schemes and those who worked on them, a plan showing layout for the Queen's visit to Ashbury Park in 1954, an embroidered badge for a local marching girls team c. 1970.

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

2.1 Collection management projects

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

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

3. Exhibitions

3.1 Temporary Exhibitions

Six temporary exhibitions were mounted during the year. Five were developed in collaboration with other parties, individuals or organisations. Exhibition work is very intensive and involves considerable research, often with all labels, graphics and display furniture prepared on site by Museum staff. The exhibitions were:



In the Post This exhibition drew upon the rich postal history collections of local collector Ray Bennett to illustrate the evolution of the modern postal system over the last 500 years. It included a number of rare and fascinating items from various parts of the world.

Sanford School Science Fair 22 selected highlights from the Schools Science Fair were displayed for three weeks, showing a wide range of local student research and achievement.

Te Hikoi; The Journey An in-depth look at the last 150 years of history for local Maori communities; facing change and challenge in the face of European settlement and the 20th century. Developed in partnership with Arowhenua Runaka and Waihao Runaka.



Photographed by William Ferrier A review of the life and work of leading Timaru photographer from the late 19th and early 20th century. An interactive "studio" provided visitors with the chance to take self-portraits in costume which were then posted on the Museum's Facebook site for them to download. This led to a large increase in Facebook followers for the Museum.

Left: *Bill Ferrier and daughter Angela pose in the mocked-up studio in the William Ferrier exhibition which honoured their ancestor's efforts.*



Water = Life A close look at two local waterways – the Orari River and Otipua creek, and the biodiversity that they contain. Mounted with assistance from the Orari River Protection Group, Environment Canterbury and the Otipua Wetlands Trust.

Shaping South Canterbury A look at local engineering heritage around the region, including the harbour and hydro-electric development. Mounted in partnership with the Institute of Professional Engineers.

3.2 Long-term Exhibitions

Planning continues for the next major upgrade of the Museum's long-term display areas upstairs, scheduled for instalment in 2014-15. This will require additional funding through external grants and fundraising in order to make best advantage of the opportunity to create engaging and effective exhibitions that reflect aspects of local social heritage.

4. Heritage Education Service

4.1 Ministry of Education Contract

The Museum's LEOTC contract with the Ministry provides for the delivery of education services both in the Museum and at other museums and heritage sites from Mid Canterbury to North Otago. All programmes are developed by the Museum's Heritage Education Service staff and are linked to the curriculum and carefully designed to meet identified outcomes in consultation with schools. In 2013-14 there were two Museum educators delivering the Museum's Heritage



Education Service programmes, one full-time and one part-time. These positions are fully funded by the Ministry of Education through the LEOTC contract, which was renewed for another year.

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

4.2 On-site Education Programmes



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

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

4.3 Off-site Programmes

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

Classroom teachers have appreciated the specific expertise and student-centred approach that Museum staff and their partner organisations can provide in these settings. Several programmes were also delivered in other local museums in the region including the Te Ana Rock Art Centre, Pleasant Point, Oamaru, Waimate, Kurow, Geraldine, and Ashburton. This particularly benefited schools that were unable to travel to Timaru.

5. Public Programmes

5.1 User Statistics

A total of 23,315 users of the Museum's services were recorded for the period, a two per cent increase above the target figure based on the average of the three previous years. Figures are recorded for on-site visitors and service users, off-site outreach to schools and groups, and distance users of our services, via mail and email requests. The user numbers break down as follows:

Casual visitors	12,186
On-site research service users	1,099
Visiting groups	1,487
On-site schools	4,489
Off-site outreach schools and groups	3,764
Distance information service users	290

5.2 Archives/Research

1,099 in-person visits to the Archives Library were recorded for the year, ranging from genealogists to professional historians and authors. The South Canterbury Branch New Zealand Society of Genealogists, whose material is housed in the Research library, continues to provide voluntary staffing to assist genealogists on Sunday afternoons.

In addition, 290 written or emailed inquiries from outside of the region have been received and dealt with by Museum staff, as well as many casual telephone and front desk inquiries. These range from questions on how to preserve family treasures to identifying various invertebrates in jars.

5.3 Community Engagement



A number of community groups have been taken on “behind the scenes” tours of the Museum’s Collection Wing, often during pre-arranged evening visits. This has proven valuable for educating local people about the preservation work carried out by Museum staff, and the need for storage and workspaces to protect our region’s heritage. Some groups have offered significant donations and individuals have taken up Friends of the Museum membership as a result of these tours.

A particularly successful event was held on International Museums Day, May 18, where over 100 people attended an open day.

Museum staff gave several talks to visiting groups at the Museum focusing on displays or visited offsite service clubs and community groups to provide talks about the Museum. Several guided walks were provided by the Museum to visiting cruise ship passengers in January, run by volunteer Alan McKenzie, author and keen local historian.

Visiting speakers provided a range of interesting talks in the Museum’s Heritage Theatre or in the Main gallery. These included topics such as New Zealand’s lizards, medieval forensic archaeology, the history of military technology and current Museum exhibition topics. The Museum is able to provide a small venue for talks that can provide a high level of public interest.

5.4 Museum events

15 different events were held at or by the Museum during the year, including exhibition openings, public talks, and the very popular **Museum in the Dark** event. Many of these events were put on with the assistance of the Friends of the Museum. There is considerable potential for increasing the type and number of such events in order to widen audiences and generate revenue.



5.5 School Holiday Programmes

Successful programmes were run in the three end-of-term breaks during the school year, with both organised programmes and self-directed activities for visiting families. The Museum has become an important community resource for local families during the holidays, with many children being repeat visitors. Many positive comments have been received from grateful caregivers.



5.6 Museum Explorers Club

The Museum Explorers Club, aimed at primary school-aged children, continues to be popular with over 440 members at present. Members receive a Museum Passport, which is stamped every time they visit the Museum, earning them a small Museum souvenir after five visits.

5.7 External events

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

5.8 End of year event

An open public end of year party was held on Saturday 23 November. Jointly organised by the Friends of the Museum and Museum Staff, it attracted nearly around 150 people to take part in various competitions for donated prizes, view new exhibitions and enjoy free refreshments provided by Timaru Lions.



A number signed up to become Friends of the Museum. It was a highly successful day that brought in a number of local residents who had either not used the Museum before or not for a very long time, including a number of family groups.



5.9 World War One Commemorations

The Museum has played an active role in co-ordinating efforts to commemorate local effort in the Great War. Curator Tony Rippin has set up the SCROLL (South Canterbury Roll of Honour) web database in co-operation with local genealogists to record information and images of all locals who served in the War.

The Museum has mounted the first of several exhibitions that mark the centenary of various key dates, and is providing education programmes for local schools.

5.10 Visitor feedback

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

The Museum has also received very positive reviews on the online Trip Advisor website, with a 4 1/2 star rating. The wider community has also shown its support for the Museum through the Council's Community Survey, where 98% of visitors were very satisfied or fairly satisfied with the Museum, and 78% of residents were very or fairly satisfied with the Museum (20% did not know). This compares to a national average of 64% for similar museums elsewhere.

6. Development

6.1 South Canterbury Museum Development Trust

The Trust has continued to promote and raise funds for specific Museum projects. A further short film was completed for the Heritage Theatre. The Trust continues to raise money to support the Museum's forthcoming exhibition overhaul and publishing programme through earned income and targeted grant applications. The Trust has joined forces with



Camerons Clothing limited to develop and sell a range of local souvenir wear under the T is for Timaru brand. \$5 from each item sold goes to the Museum Development Trust.

7. Management and facilities

7.1 Administration and Maintenance

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

7.2 Participation in Timaru District Council activities

Two Museum staff participated as members of the Timaru District Emergency Management Team (public information management team). Museum staff also provided access to Museum images, resources such as display cases, and information services for other Council departments when requested.

Tony Rippin, Curator of Documentary History, played an important part in a cross-department Council team working to redevelop the Council's website.

8. Marketing and Communications

8.1 Museum Newsletter



The Museum continued to produce an illustrated newsletter. This was sent to members of the South Canterbury Historical Society, Timaru District Council elected representatives and management, individuals connected with the Museum, local media and selected New Zealand museums and heritage organisations. Visitors to the Museum also took copies on offer. The newsletter is a useful communication tool for reaching a number of audiences.

8.2 Media Relations and Marketing

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

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

8.3 Media Articles

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

8.4 Internet and Social Media

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

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

The Museum continues to make considerable use of Facebook as a way of communicating with the wider public. Museum information can be posted on other Facebook pages, widening interest and engagement. More than 500 people now follow the Museum on Facebook, with many more seeing Museum posts on other sites.

9. External Relations

9.1 Organisational Partnerships

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

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

9.2 Local Museums

The Museum has continued to provide assistance for local museums through jointly co-ordinating, along with Ashburton Museum and North Otago Museum, the Central South Island Museums Group. In addition it has provided advice to individual local museums as well as providing storage materials at cost.

The Museum was a venue for the delivery of a training workshop for local museum workers held with the support of Te Papa's National Services Department. These workshops provided valuable training opportunities for local museums and their voluntary workers, with a number of attendees coming from around the South Island.

The Museum Director has continued to be active in leading a national support network for directors of smaller and medium-sized museums. He co-organised a one-day seminar for this group prior to the national Museums Aotearoa conference in Napier.

9.3 Other Organisations

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

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

The Museum, or individual staff members, belonged to the following professional organisations during 2013-14:

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

10. Conclusion

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

After several years of relative developmental stability, it is important to carefully plan for future development, both physically and operationally. We need to ensure that the present level of service can be maintained and user expectations met, and future opportunities can be responded to for the benefit of the District.

Recommendation

That the information be received and noted.

**COMMUNITY DEVELOPMENT COMMITTEE
FOR THE MEETING OF 25 NOVEMBER 2014**

Report for Agenda item No 7

**Prepared by Cara Fitzgerald
 Collection Curator**

Aigantighe Art Gallery 2013/14 Annual Report



Summary

The Aigantighe Art Gallery has had a productive, challenging but successful year. Staff have worked to produce some of the most highly supported exhibitions for some time. Public feedback reports a high degree of appreciation for the Gallery, with many newcomers visiting for the first time.

- 21,632 people visited the Gallery
- 15 exhibitions took place
- The work of 105 adult South Canterbury artists and 446 students were exhibited
- 142 new works from the Permanent Collection were exhibited
- 4 school holiday programmes and 4 special event art hunts were run
- 9 new acquisitions have been catalogued
- 6 oil paintings conserved

Staff

Dr Fiona Ciaran, Director (full-time, but away from work for an extended period during the year)

Cara Fitzgerald, Collection Curator (full-time)

Chanelle Carrick, Exhibitions Curator (full-time until September 2013)

Jessica Mio, Collections Curator (full-time from November 2013)

Brent Harris, Technician (25 hours per week)

Kat Boland, (4 hours per weekend)

Sandi Hunt (4 hours per weekend)

Zaiee Marlow (9 hours per weekend)

Samantha Esterhuysen, part time administration support (temporary)

Volunteers

11 Volunteers staff reception for part of the week and collectively contribute about 1000 hours work annually.



Opening at Patrick Tyman exhibition March 2014



Volunteer Wendy Dohig

Administration and Building Maintenance

Administrative time was spent on main and entrance gallery exhibition curation and design, building maintenance, statutory compliance, contractual negotiations, promotion and engagement with visitors.

Some planned capital work that was scheduled to be undertaken to replace the damaged tiles in the front of the Gallery was delayed due to the preferred contractor going out of business. Instead remedial repairs and cosmetic maintenance work was carried out as an interim solution. Work is currently underway to repair a defect in the roof above the staff office.

Replacement glass front doors make coming into the gallery a lot easier as the old doors were very heavy to open.

Much behind the scenes maintenance is carried out by the Technician, Brent Harris, along with contractors. Work is primarily done on Mondays and each week day before 10am in order to eliminate Health and Safety risks.



Installation of the new gallery entrance doors November 2013

Exhibitions

15 new exhibitions were shown during the year delivering diverse experiences for visitors. These exhibitions were planned and executed by the Curatorial staff assisted by the Technician and weekend staff. This year we have celebrated the success of local and national artists, as well as the Timaru Herald 150th anniversary exhibition.

Two exhibitions (*British Linocuts* and *Mary MacPherson*) were touring exhibitions. Of the 13 exhibitions in the main and entrance galleries, nine were exclusively of South Canterbury artists' work or had South Canterbury artist content. Annual partnership exhibitions were held with Aoraki Polytechnic (*Polychrome*), Plunket, South Canterbury Arts Society, and The Rotary Club of Timaru North (*Artarama!*).



South Canterbury Art Society exhibition October 2013

Around 20 weeks of the year at the Art Gallery are taken up with installation. Generally exhibitions are uninstalled on Mondays and the space cleaned and prepared but the rest of the week can also be taken up with installing exhibitions. Exhibitions in the entrance gallery or the house gallery are installed before 10am on the Tuesday and larger, more complex exhibitions are installed over the rest of the week in the main gallery.

New exhibitions in the main and entrance galleries

- 10 August – 25 August 2013: *Artarama!*
- 30 August – 13 October: *Speed and Colour: British Linocuts from the 1930s.*
- 30 August – 13 October: *Cindy King*
- 18 October – 3 November: *South Canterbury Arts Society*
- 8 November – 24 November: *Polychrome*
- 7 December – 2 March 2014: *Mary MacPherson*
- 7 December – 2 March 2014: *Wayne Seyb*
- 4 March – 13 April: *A Taste of Aotearoa*
- 14 March – 18 May: *Patrick Tyman: 15 15 15*
- 15 April – 18 May: *Oscar Keys: Seven Buildings and the Sea*
- 1 May - 18 May: *Clay Works*
- 23 May – 9 June: *RSM Law Plunket Art Show*
- 13 June – 6 July: *Timaru Herald 150th: Journey Through Time*



Timaru Herald 150th: Journey Through Time

New exhibitions in the house gallery from the Permanent Collection:

17 February - present: *Memorial*
24 February - present: *Art of War*

Permanent exhibitions refreshed:

- House Gallery entrance and corridor
- Cloakroom
- South Canterbury Room
- Stairway and upstairs landing
- New Acquisitions wall

In the House Gallery, two new exhibitions were curated from the Permanent Collection. Including refreshments of permanent exhibitions, a total of 58 new works were exhibited from the Permanent Collection.

Exhibitions from the collection in the House Gallery are very popular with visitors. Preparing them takes months of behind the scenes work on every day of the week as the art works need to be selected, located and label research carried out. All labels have a paragraph about the artist and a paragraph about the art work. The enjoyable labels are one of the aspects that our visitors like most about the Art Gallery exhibitions.

Not all art works donated to the Gallery arrive in good condition and in preparation for exhibitions, the Technician re-mats many Permanent Collection artworks (as their existing mats can be acidic, dirty or an unsuitable colour) and refurbishes the frames when required.



Charles Napier Hemy *Red Autumn* House hallway



William Greene, *The Soldier - Corporal Smith*. Art of War

Education

The Education Programme revolves closely around the exhibition schedule and new ideas are always being developed to broaden audiences and get visitors of all ages looking at art works. Aigantighe enjoys being able to encourage art appreciation early on in the hope of creating life-long connections. During the year the Exhibitions Curator Jessica Mio designed school posters, wrote school worksheets and hosted tours relating to specific exhibitions.



Twizel Area School in the South Canterbury Room November 2013



Barton Rural School at the Paua table May 2013

There is the iconic Paua drawing table in the Kidzone, along with art museum storybooks for families to read in the Art Gallery. Children can dress up in replica costumes of those based on historic paintings in the collection throughout the year.

School outreach visits

3209 students were visited by the Exhibition Curator and Collection Curator at these schools:

Craighead Diocesan, Craighead Kindergarten, Gleniti School (twice), Grantlea Downs School, Highfield School, Roncalli College (twice), Sacred Heart School, St Andrew's School, St Joseph's Timaru (three times), Waimataitai School.

- There were 48 school visits to Aigantighe.
- Annual education partnership exhibitions were held with Aoraki Polytechnic (*Polychrome*) and The Rotary Club of Timaru North (*Artarama!*).
- The *Timaru Herald* Treasures of Aigantighe column runs each Saturday, featuring one different work on exhibition each week. This is written by staff.
- During each school holiday the Exhibitions Curator created an Art Hunt with treats sponsored by local businesses and a themed art competition with art pack prizes. Colour costumes and art museum puppets which appear in the holidays are hugely popular with children, teenagers and parents.
- A Big Easter Bunny and Anzac Donkey Hunt (because of the Gallery's iconic Gallipoli painting of *Simpson and his Donkey*) and a Santa Hunt were held. This involved children looking for items related to each of the themed events hidden in the Art Gallery. They then entered their completed hunt to win prizes.

Collection Management

The care of the Art Gallery's large Permanent Collection focuses on saving South Canterbury's art historic heritage. This has been a big part of behind the scenes work each day of the week by Cara Fitzgerald the Collection Curator. A biannual collection check is an essential part of art museum management because it allows the security, location and condition of all art works to be confirmed.

Cara Fitzgerald is working her way through the Permanent Collection, which consists of work that is unexhibitable due to its present state. She has ensured that artwork that has been "foxed" has been confined into a solander and moved to Store B. Foxing is a term describing the age-related spots and browning seen on vintage paper documents. While its cause is not widely understood it is likely that it is attributed to a fungal growth.



- 8 art works were recatalogued onto *PastPerfect* software and photographed in digital format
- 0 art works were revalued.
- 6 art works were professionally conserved
- 9 new acquisitions were accessioned
- Reproduction requests were received for 4 art works
- 18 art works were rematted so they could be exhibited

Essential recataloguing takes time because no comprehensive catalogue existed of the collection, just rudimentary records. Revaluing is the most time-consuming task as it involves locating close and current valuations of similar works by the artist if that information is available from other museums, dealer galleries, artist or auction records. It is an important part of collection management so that one day the true value of the Permanent Collection can be known. The recataloguing and revaluing of the collection will take some time to achieve as Aigantighe has been open since 1956 and holds a large collection. Its first Collection Curator was appointed in 2006.

Art Gallery staff also answer many queries throughout the year from local owners wanting to know how better to look after their art works or where to get them professionally restored. Gallery staff do not give valuations for members of the public as this contravenes the Museums Aotearoa Code of Ethics.

Conservation

Six art works were conserved by a professional conservator in Kaiapoi. Three of the art works conserved were fundraised and paid by the Friends of Aigantighe. Analysis is required and condition reports written. The stability of art work is considered, and loan forms and valuations are made before these are transported to the conservator.

September 2013	Charles Napier Hemy, <i>Red Autumn</i> . Oil. \$3000.00
December 2013	Sydney Lough Thompson, <i>Fishing Boat on the River Staithes</i> . Oil. \$900.00
December 2013	William Menzies Gibb, <i>Timaru Harbour</i> . Oil. \$1,100.00
January 2014	William Green. <i>The Soldier – Corporal</i> . Oil. \$1,600.00
April 2014	James Douglas Moultray, <i>Loch Leven Castle</i> . Oil. \$3,250.00
May 2014	William Green, <i>The Unemployed</i> , Oil. \$1,500.00



James Douglas Moultray, *Loch Leven Castle* 1880. Before and after conservation.

Art Loans

Art museums only lend art works from their Permanent Collection to other art museums that meet stringent security, environmental, facility report, transport, legal documentation and insurance requirements. The borrowing institutions pay all freight and insurance costs and any crate phytosanitisation required if the art work is travelling overseas. These loans require loan forms, detailed condition reports and crates before the works are transported.

No art works from the permanent collection have been loaned out to other galleries during the 2013/2014 financial year.

Art works loaned into Aigantighe:

Strict and tight regulations were met for the Te Papa touring show, *Speed and Colour: British Linocuts from the 1930s*.

Ralph Hotere Timaru Girls High School – Memorial exhibition in the house gallery.

Reproduction Requests

Four art works from the permanent collection were requested to be reproduced. Two of these were for personal use and two for renewal in publications requested in previous years. This fee covers our time in photographing and editing the image.

August 2013, High resolution poster A2 of William Greene *Highland Cattle*

Total \$86.30

Poster for personal use

December 2013, High resolution poster A2 of Colin Wheeler *Ridge Road*

Total \$86.30

Poster for personal use

March 2014, Reprint of Horace Moore-Jones *Simpson and his Donkey*.

Book Illustration on cover and inside.

New Holland Publishers NZ LTD

Northcote, Auckland

No charge.

Two copies of *ANZAC Day the New Zealand Story* by Philippa Werry were gifted to the Aigantighe in thanks.

June 2014, Renewal of image of Charles Goldie *Tumai Tawhiti*.

Image in webpage www.teara.govt.nz in an entry on *NZ Identity*

Ministry for Culture and Heritage Te Ara website.

Ministry for Culture and Heritage, PO Box 5364, Wellington.

No Charge.

New Acquisitions

Nine new acquisitions were accessioned into the Permanent Collection by the Collection Curator. This is a detailed process to ensure that every art work is fully traceable in perpetuity.

2013.3 Margarie Hall, *The Only Daughter*. Oil on board. C 1968 – 1969. Gifted to the Gallery by Ross Hall (son of the artist). August 2013.

2013.4 Wayne Seyb, *Lord of the Sea and Hills*. Oil on board. 1992. Gifted to the Gallery by Don and Lesley Hughes. October 2013.

2013.5 Peter Cleverly, *Untitled*. Oil on board. 1990-1991. Gifted to the Gallery by Don and Lesley Hughes. October 2013.

2014.1 Clifford Brunnsden, *Untitled (Mt Cook)*. Watercolour on paper. 1945-1955. Gifted to the Gallery by John Leslie Nevill Moore. January 2014.

2014.2 Astrid Mollie Steven, *Breakwater Stone*. Oil on board. 1962. Gifted to the Gallery by Mary and Sinclair Raymond by their daughters Anne Perry and Rosie Fuller. March 2014.

2014.3 Ainslie Manson, *Dawn Mackenzie Country*. Oil on canvas. Gifted of the Ministry of Foreign Affairs and Trade, Wellington, April 2014. Bequest of Dr Harold Turley, 1988.

2014.4 Don Patterson, *Integrity*. Mixed media sculpture. Purchased using TDC rates \$5,000, Servicke Jones bequest \$521.74 and Lattimore Bequest \$1,913.04. Total purchase price of \$9,000.00.

2014.5 Michael Armstrong, *Post Dated Cheque*. Acrylic on canvas. 2014. Gifted to the Gallery by the artist. May 2014.

2014.6 Michael Armstrong, *Rich Mans Tears*. Watercolour on paper. 2014. Gifted to the Gallery by the artist. June 2014.

2014.7 Michael Armstrong, *Levitation*. Acrylic, Watercolour and pencil on paper. 2014. Gifted to the Gallery by the artist. June 2014.



Don Patterson Sculpture Install



Ainslie Manson, *Dawn Mackenzie Country*

Training

- Four staff members received fire extinguisher training
- Three staff members received Trim Training
- Two staff members attended Fire and Emergency Warden training
- Two staff members received AMP training
- One staff member attended First Aid training
- One staff member received induction/civil defence training
- One staff member received new website training

Publicity

The Art Gallery's activities and exhibitions continue to be well-reported in local newspapers. Paid advertising in local newspapers and on radio as well as national tourist guides was carried out. The Art Gallery receives very good free coverage in overseas guidebooks. General publicity takes the form of a newsletter that is sponsored by the Friends of Aigantighe and school mail out twice a year. The Gallery's Visitor Book continues to be a source of valuable comments from people the world over.



Silver Moon, Sun and Earth, Sunscript on paper, 1974.

Gallery update

2014 is shaping up to be an exciting year. We have already had a new acquisition gifted to the gallery along with one work back from the conservator, which is always a treat.

We would like to thank the Friends of Algantighe for their dedication to fundraising for the restoration of artworks. Thanks to your generosity and support, two paintings were newly restored in December. You may have noticed Algantighe has new front doors. These were installed in November and are lighter and more easily accessible to all. Another rejuvenating project going ahead in March is of the tiles outside the main entrance. We aim to have it looking sharp again as quickly as possible with minimal disruption to visitors.

Here and Now - calling local artists

Algantighe is currently accepting proposals for a range of art works in any media by local artists for a group exhibition in June and July 2014. The call is open to all artists whether established or emerging who reside in the South Canterbury area. If you are interested please submit a brief bio and images of your work to gallery@timdc.govt.nz with 'Here And Now exhibition' as the subject line by April 30 2014. Limit of three artworks per artist. Please include titles and dimensions of all works. All works submitted should be less than ten years old and not previously exhibited.

Would you like to make a donation towards this artwork's restoration?

GOLD \$500
SILVER \$250
BRONZE \$100



William Greaves, The Unrulyhead (Charles Rex Swainson), 1912. Oil on canvas. Estimated restoration cost \$1800

We accept bank transfers
Friends of Algantighe Art Gallery
SBS Bank: 01-495-0733-19540
Please refer to our website for more information

or send a cheque
PO Box 968, Timaru, 7600

Friends update

In the Chinese year of the Horse, may you see happiness everywhere. How exciting it is to see the newly restored paintings on display in the Gallery. Thank you to all the sponsors who have made this possible and to the staff members. Our membership now stands at around 200 and we look forward to entertaining and delighting you in 2014. On a side note... Lady Fiona (worthy one of our life members), is hosting an exhibition on 22 March. For information on this, and other Friends activities, visit: facebook.com/friendsofalgantigheartgallery

Restoration update As well as running exhibitions, the gallery staff manage an incredible art collection. Some of the artworks have arrived in less than ideal state. We have been raising funds to restore these artworks to exhibition standard. Thanks to your support, we have raised \$5180.15 to restore 14 artworks to date.

This artwork needs the professional conservator's attention... can you help? Donations received via the Donorcode as we are a registered charitable entity number C01892.

ABOUT THE ARTIST...

William Greaves established a studio in Bank Street, Timaru in 1894. He taught art at Timaru High School and was a founding member of the South Canterbury Art Society. He left a number of paintings to help form the core of a public collection.

WHY THIS NEEDS RESTORATION...

There are four small holes in the centre of the painting. Early stages of canvas decay are near the small holes. There is cracking and cracking on the surface of the painting, and two areas of small paint loss. The surface is discoloured due to the build-up of dust and grime over the years.



Friends of the Algantighe Art Gallery are a charitable entity. President: Neil Robinson
PO Box 968, Timaru, 7600. www.algantighe.org.nz



The Friends of the Aigantighe Art Gallery

The Gallery enjoys a warm working relationship with The Friends of Aigantighe Art Gallery Committee. The Friends are an Incorporated Society and Registered Charity with around 300 members. Many members of The Friends donate some time as volunteers, which is much appreciated.

Arty the Art Car is owned and maintained by The Friends who also generously provide the catering for four exhibition openings a year, print invitations and one of the two annual newsletters. They also focus fundraising efforts towards conserving art works in the collection.



Aigantighe Art Gallery
49 Wai-iti Rd, Timaru, New Zealand



External Relationships

Gallery staff network with museums, dealer galleries and artists in New Zealand and overseas to obtain a broad range of high quality exhibitions.



Artarama Prizegiving 2013, with sponsorship by Rotary Club of Timaru North and South Canterbury Arts Society

Other organisations and groups that the Art Gallery has regular contact with include:

- Aoraki Development Business and Tourism
- Aoraki Polytechnic
- Arts Canterbury
- Christchurch & Canterbury Tourism
- Creative New Zealand
- Department of Internal Affairs
- International Committee of Museums (ICOM)
- Ministry for Culture and Heritage
- Ministry of Education
- Ministry of Tourism
- Museums Aotearoa
- Museums Association (UK)
- Museums Australia
- Museum Educators Association of New Zealand
- New Zealand Historic Places Trust
- New Zealand Professional Conservators Group
- Rotary Club of Timaru North
- Royal New Zealand Plunket Society
- South Canterbury Arts Society
- South Canterbury Chamber of Commerce
- South Canterbury Pottery Group
- South Canterbury Schools
- Te Papa National Services
- Te Runaka O Arowhenua
- Timaru Community Arts Council

Future Development

The Art Gallery has a strong need to extend the storage facilities to better cater for the size and needs of the collection. A generous private donation has contributed to the cost of such an extension, but this will need to be investigated to determine the best approach. It is anticipated that preliminary investigations will commence in early 2015. Art works purchased from rate funds will be displayed in the Civic Building before transferring to Aigantighe. The Collection Management Policy will be updated to support this, and it is anticipated that this will commence before the end of the calendar year 2014.

Feedback

The following are just some of the examples of the feedback the Gallery is attracting:
From Trip Advisor

“Well worth a visit” - Reviewed 22 April 2014

We popped into this gallery after reading about it on Trip Advisor and were not disappointed. Not only is the old building itself a delight but the various artworks contained within were top notch. Unfortunately it was raining when we visited so we didn't get to see the garden other than from through the windows but it looked a great place to wander around or even have a picnic with sculptures to add interest.

Children are catered for in this gallery, not just outside in the garden where they can burn off their excess energy running around, but also with the dress-ups and fun activities provided specifically for them.

“Worth the detour” - Reviewed 6 April 2014

we visited this gallery in January and it was one of the main reasons to stop at Timaru we were not disappointed, staff were welcoming and helpful and the variety of art for such a small gallery was inspiring. My husband was particularly taken by the sculpture in the surrounding gardens. There is also evidence of interactive displays for children And 4 Goldies. Highly recommend and it is free although we gave a donation.

“A High-class Surprise” - Reviewed 12 March 2014

Paintings. Sculptures. Exhibitions. Garden. Names of note.

There is a lot hiding in this venue, I would encourage anyone with an interest in any form of arty discipline to make the time to have a perusal, it's easy to get to and only a couple of kms from the town centre.

Visited September 2013

Recommendation

That the information be received and noted



COMMUNITY DEVELOPMENT COMMITTEE

FOR THE MEETING OF 25 NOVEMBER 2014

Report for Agenda Item No 8

**Prepared by Bill Steans
Parks and Recreation Manager**

Former Park Bowling Club Building and Site (File P3/6/2)

Purpose of Report

This report is prepared to consider the potential leasing of the site and building.

Background

The Park Bowling Club has been located in the Timaru Botanic Gardens for about 102 years. Over the years the Club developed the site with bowling greens, sheds and a clubroom.

Recently the membership dwindled to a level where it wasn't sustainable to keep the Club operating.

After removing many of the chattels and some fixtures the Club vacated the site and building on 10 November 2014.

Options

There are three options for the site:

- 1 Demolish the building and incorporate the site into the Botanic Gardens.
- 2 Council could take over the building and hire it out on a casual basis. This would incur tens of thousands of dollars to bring the building up to a suitable standard.
- 3 Lease the building and / or site to an organisation for recreational purposes.

Two registrations of interest have been received for using the building, (attached).

- The Aoraki Plunket Toy Library wish to use it as a Toy Library. This would mainly be for storage of toys, with three days per week for two hours each when toys could be exchanged and families could come together.
- Alzheimers South Canterbury wish to take over the building and grounds. It is their intention to refurbish and decorate the building and develop the grounds. When this is completed it would be their intention to make the building available to other groups so that it is used on a regular basis. This would mean that the maintenance of the building and grounds would be more viable when shared amongst several groups.

They have spoken with a few other groups including the Aoraki Plunket Toy Library and are keen to work with them if possible.

Since the letters have been received the President of Alzheimers South Canterbury has viewed the building and grounds.

If this proposal is accepted then Alzheimers South Canterbury will look to upgrade the building before moving in. They would wish to negotiate a rent holiday initially to allow the upgrading to take place and to pay a rental when the building is usable by them.

Identification of relevant legislation, Council policy and plans

- The Timaru Botanic Gardens is classified as a Recreation Reserve pursuant to the Reserves Act 1977. This means that the site must be used primarily for recreation purposes.
- Council has adopted a recreation charges policy which addresses tenure and charges for Council recreation land.

Assessment of Significance

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

Consultation

Consultation has taken place with both groups that registered an interest in the site.

Other Considerations

There are no other considerations relevant to this matter.

Funding Implications

If Alzheimers South Canterbury are able to further develop their proposal to the stage that it is feasible, then there will be minimal costs for Council, with them accepting the responsibility for the operation and maintenance of the building and grounds.

If the Aoraki Plunket Toy Library proposal was accepted Council would incur initial upgrade and ongoing maintenance costs.

Conclusion

The proposal from Alzhiemers South Canterbury has considerable merit. Not only will several organisations have the ability to use the facility for the recreation purposes but they will look to develop a structure that will be financially sustainable without the need for Council to be heavily involved in maintenance.

Recommendation


That authority be granted to the Parks and Recreation Manager to negotiate with Alzheimers South Canterbury with a view to offering a lease of the former Park Bowling Club and grounds.

Club Rooms

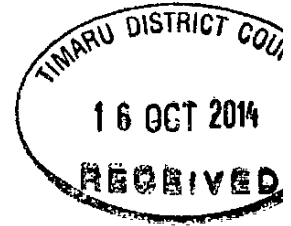




AORAKI PLUNKET TOY LIBRARY
45/56 GLENITI ROAD
TIMARU

Plunket
153047 

Aoraki Toy Library
Plunket Board Member - June Boulden
42 Macaulay Street
Timaru



Dear Sir/Madam,

I am writing to you on behalf of the Aoraki Plunket Toy Library a non for profit community group,

Re: An expression of interest in the Park Bowling Club Rooms.

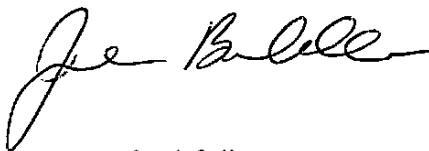
The Toy Library has been given notice to move from its current location at the Gleniti Baptist Church next year so we are looking for a suitable venue that is affordable, big enough to house all our toys and is safe parking/access wise for our parents and children whilst coming and going from the library.

The Library is run by a small but dedicated committee who are constantly fundraising and working to make the Toy Library accessible to the families of our area. We currently have 62 families enrolled at the library which will increase as our financial year runs from June to June. (Last year we had 130 families enrolled.)

I believe the location would allow the families of the Kensington area access to our library who perhaps couldn't access before because of transport issues, which would be a great opportunity for those children and families.

I have been and looked at the Bowling Club Rooms and if our application was accepted the lounge area would be ideal for our needs.

Thank you in anticipation.



Yours faithfully,
June Boulden
Aoraki Plunket Toy Library
Plunket Board Member



Alzheimers *New Zealand*

South Canterbury

Timaru District Council

Attention Bill Steins

P O Box 522

Timaru 7940



152796

Dear Mr Steins

REGISTRATION OF INTEREST

On behalf of our agency I would like to register our interest in the Park Bowling Club and grounds as a community hub for recreational and socialisation purposes.

Should our agency be considered for this undertaking we would require a period of time to complete a feasibility study. To complete this study we would require the following:-

- For our agency to view the building.
- Consider what upgrades would be required for community purposes.
- Where we may procure funding for the upgrades.
- Obtain quotes for refurbishment and funding for same.
- To assess community interest ensuring that the building would be fully utilised.

The costs from the council will play vital role in facilitating this venture.

We would anticipate after all of our enquiries are completed that we would return to the council with our business plan for approval.

We look forward to your reply at your earliest convenience.

Yours faithfully

Diane Nutsford

President

To whom it may concern

Thank you for this opportunity to present our proposal to the Timaru District Council (TDC) for what we believe is the best possible use of the current Park Bowling Club building and surrounding fenced greens areas.

Our president has made contact with Mr Steans and our committee has provided a written formal expression of interest. This covering letter is to support our expression of interest and give additional information to Council on how seriously we consider the proposal.

Since our initial expression of interest, we have been approached by other organisations, which provide recreational and social services within the community who may be interested in using the building for a day per week/month. Our committee saw this as an opportunity to work together for the whole community and for as many as possible to benefit from the building and enclosed grounds. Our main focus would be on organisations involved with the elderly.

We have not been able to enter the bowling club to make a full assessment of the state of the building; however we are aware that the current owners have stripped the fittings meaning that the building is not able to be used in it's present state.

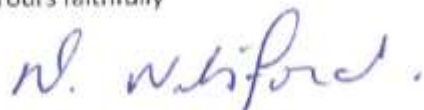
From our assessment of the building we note the outside needs painting, the spouting needs repaired and ground maintenance needs to be undertaken. The inside would need painting, carpeting and a heating system installed. It is our understanding that the kitchen has been stripped so a new kitchen would need to be installed. There are no furnishings. This also would be required.

In order to take on this responsibility our committee would set up a steering group to undertake a feasibility study to check out the availability of funds and oversee the project of bringing this building up to a high standard for community use. We would not be able to commit any Alzheimers SC money for this project as our funding has been donated for provision of our own services and upgrading this building for use of the community is a separate issue. To rent the building in it's present condition would not be viable. Therefore no funds would be generated to pay for the lease or any ongoing maintenance.

We request your permission to undertake a feasibility study and report back to your February 2015 meeting on how we would proceed with this matter. We also request permission to undertake maintenance of the outside of the building and grounds so as not to waste the summer months, keeping Mr Steans fully informed of work prior to undertaking.

Please contact me if you wish to discuss any aspects of this proposal on 688 9524.

Yours faithfully



Diane Nutsford

President

Alzheimers South Canterbury - Room 11 Community House, 27 Strathalian St, 7910, PO Box 983, Timaru 7940
Ph 03 687 7583 **Fax** 03 688 9972 **Email** southcanterbury@alzheimers.org.nz **Web** www.alzheimers.org.nz
Charity registration CC22417

Making life better for all people affected by dementia | *Kia piki te ora mo ngā tāngata mate pōrewarewa*

**COMMUNITY DEVELOPMENT COMMITTEE
FOR THE MEETING OF 25 NOVEMBER 2014**

Report for Agenda Item No 9

Prepared by **Bill Steans**
 Parks and Recreation Manager

Future of Otipua Wetland (File P2/3)

Purpose of Report

This report is prepared to consider Council's involvement in the future management and operation of the Otipua Wetland.

Background

In 1994 a Working Party was established and in 1996 the restoration of the Otipua Wetland was adopted as a Year 2000 project.

A Charitable Trust was established to facilitate this. A synopsis of the history is attached, (Appendix A).

The Otipua Wetland Charitable Trust now wishes to gift the land to the Timaru District Council, but may still retain some interest perhaps as a Friends of Otipua Wetland.

The land has a conservation covenant registered on the title. This has an obligation to ensure that the conservation protections and enhancements continue in perpetuity. This is attached, (Appendix B).

When the original request to consider this proposal was received, the writer sought more information from the Trust. This correspondence is attached, (Appendix C).

There is approximately 20 hectares of land involved which includes 4 hectares of water and 3.5 kilometres of track.

Options

1. The Trust could continue to function and discharge its responsibilities relative to the Otipua Wetland.
2. Transfer the land and obligations to another entity. The Trust has approached Timaru District Council.

There are some synergies with Council's operation as the shared tracks link to the Saltwater Creek and coastal tracks. We also maintain plantings on the coast and along Saltwater Creek.

Identification of Relevant Legislation, Council Policy and Plans

Council's Control of Dogs Bylaw applies to the Wetland.

Assessment of Significance

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

Consultation

The consultation to date with the Trust is outlined in the attached correspondence.

Other Considerations

There are no other considerations relevant to this matter.

Funding Implications

If the land is gifted to Council, the cost of maintenance would then rest with Council. An estimate of this cost is \$20,000 per annum.

Conclusion

While there are some synergies with our current operation, the gifting of the wetland to Council would incur obligations and costs.

Recommendation

That consideration be given to whether or not the Committee feels that it wishes to pursue becoming responsible for the Otipua Wetland by entering into further negotiations with the Otipua Wetland Charitable Trust.

OTIPUA WETLAND CHARITABLE TRUST

The Project So Far

Set up in 1994 by Ecan (Canterbury Regional Council) the Working Party, (now replaced by Friends of the Otipua Wetland) adopted, in 1996, a year 2000 project to restore about 12ha of coastal wetland. When the Lucas and Associates concept plan was presented, 1 year later, it suggested a huge undertaking including the purchase of an additional 16ha of adjacent farmland and the creation of a 4ha lake. Some 600,000 native plants were proposed.

In order to provide an appropriate structure the Working Party created a charitable trust to own the land, raise the funds and control the tax free expenditure as proposed by the working party. The trust now owns about 19ha and has rights to occupy and develop the original 12ha.

Around \$300,000 has been raised. Major sponsors are the Lottery Grants Board, the Pacific Development and Conservation Trust, the Mid South Canterbury Community Trust, Ecan, the Timaru District Council and many trustee and private donations including one of \$10,000 from the Wing family, of Timaru. In addition Ecan has supported the work of a facilitator.

Nearly 3 km of new tracks are now completed. The 4ha lake has been constructed and the birds have taken up residence. A bridge and a new boundary fence have been erected. The purchased and gifted land are now surveyed. Five visitor information signs are on site and pedestrian bars have been placed at both entrances. Most of the assets needed to complete the work are already gifted or purchased leaving future plant stock and associated planting and release costs yet to be funded. A recently supplied irrigation system is now in constant use on the higher parts of the site where young plants need water during the drier months.

Some 95% of Canterbury historic coastal wetlands have been lost. This project on the southern boundary of Timaru city is contributing to a reawakening in the community of the need to experience the values contained within the various ecosystems depicted in this wetland. In these early years the more hardy species are being established. Flax, cabbage trees, tussocks, ribbonwoods, manuka, coprosma and a range of swampland plants will serve to provide shelter for later more frost tender plants.

Disappointing results in our first year led us to conclude that individual sites needed to be prepared for each plant. The resulting improvement in our strike rate has confirmed that decision. The extensive use of carpet, as a mulch at planting, is providing some drought proofing and is also reducing the need for chemical release. In addition we are now growing some plants for a 2nd year in a contract nursery. The bigger stock stand a better chance of survival in competition from the adjacent grass. Fertilizer is also applied to many parts of the site.

Our plants are costing us from \$.90 to \$1.30ea and the cost of growing on, for about 35% of our purchases, is an additional \$1.30 ea. These prices compare very favorably with local nursery single plant prices in the \$7-\$9 range.

The project enjoys wide support among the people and organisations of South Canterbury. Many schools have been to visit, most times to plant trees, shrubs and grasses. It's location on the outskirts of the city make it extremely accessible to visitors and we are seeing an increasing stream of walkers making their way around the track system. The recent installation of visitor information signs has ensured that visitors have a good understanding of the project.

This attempt to represent the type of wetland found along the Canterbury coastline 200 years ago will succeed because it is a community project enjoying the support not only of the organisations listed to the left of this page, but the wider community as well.

Appendix B

RSM LAW

ESTD. 1883

17 July 2014

Ken Linscott
31D Wai-iti Road
TIMARU 7910

Dear Ken

OTIPUA WETLAND CHARITABLE TRUST

Further to our recent discussions I **enclose** a photocopy of:

- Certificate of Title CB47D/1030 which is registered in the name of "*Otipua Wetland Charitable Trust*".
- The Conservation Covenant which is registered on the Title (Registered No: 6317320.1) - in favour of the Minister of Conservation/DOC.

You will see that the land is subject to the terms, conditions and restrictions of the Conservation Covenant under the Reserves Act 1977. In particular, I refer you to the following provisions of the Covenant:

1. Restrictions on certain uses being carried out on the property: Clause 3.1.
2. The property owners' obligations: Clause 3.2.
3. The Minister's contribution to certain costs incurred: Clause 3.4 and 3.5.
4. Joint obligations: Clause 5.
5. Duration of Covenant: Clause 6.1 - you will see it is to be registered "*in perpetuity*".
6. The "*Reserve Values*" to be protected - page 10, Schedule 1.

If the Trustees agree to gift the land to the Timaru District Council and if the TDC accepts, the provisions of Clause 7 will apply; namely - TDC needs to assume the obligations of the Covenant condition to ensure that the Conservation and enhancement provisions and protections for the site are continued in perpetuity.

Perhaps copies of these documents and this letter can be tabled at the next meeting of the Trustees.

Kindly advise if anything needs further clarification.

Yours faithfully

RSM LAW



K McKenzie
Director

Email: mckenziek@rsm.co.nz

cc (with copies of attachments)
Bruce McCully, 31 St Leonards Road, TEMUKA

KFM-012153-1-5-V1:CB



**COMPUTER FREEHOLD REGISTER
UNDER LAND TRANSFER ACT 1952**

Search Copy

COPY



R. W. Mair
Registrar-General
of Land

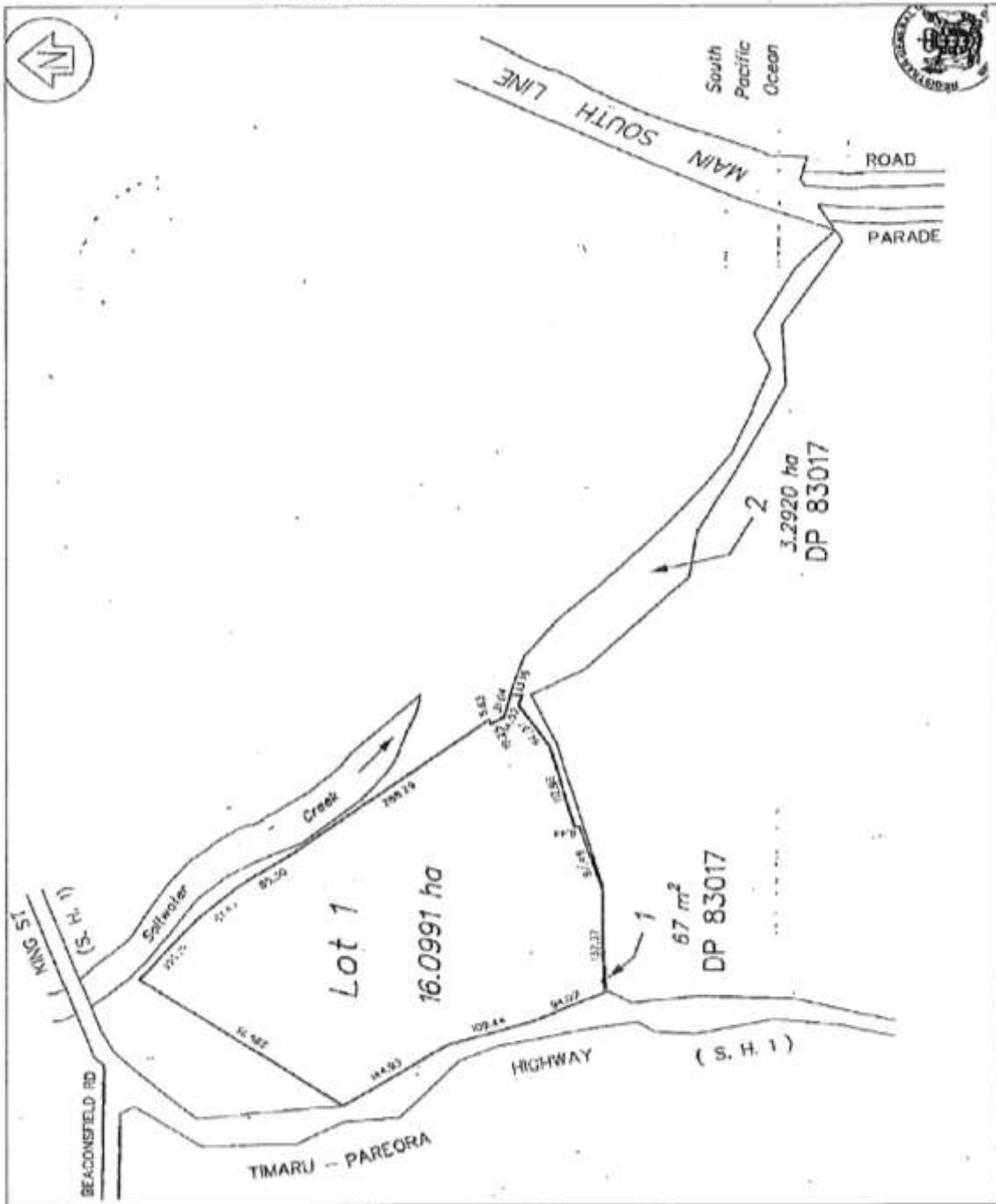
Identifier CB47D/1030
Land Registration District Canterbury
Date Issued 07 November 2000

Prior References
CB42D/788 CB533/6

Estate Fee Simple
Area 19.3978 hectares more or less
Legal Description Lot 1-2 Deposited Plan 83017 and Lot 1
Deposited Plan 83160

Proprietors
Otipus Wetland Charitable Trust

Interests
Subject to Section 241(2) Resource Management Act 1991 (affects DP 83017)
225595.1 Gazette Notice declaring part of State Highway No. 1 (Awanui-Bluff) a limited access road - 9.5.1979 at
11.06 am
6317320.1 Conservation Covenant pursuant to Section 77 Reserves Act 1977 - 18.2.2005 at 9:00 am



CONSERVATION COVENANT

(Section 77 Reserves Act 1977)

COV 6317320.1 Covenan

Copy - 01/01, Pgs - 014, 07/03/05, 14:40



DocID: 211048020

THIS DEED of COVENANT is made this 10 day of February 2005

BETWEEN OTIPIUA WETLAND CHARITABLE TRUST (the Owner)

AND MINISTER OF CONSERVATION (the Minister)

BACKGROUND

- A. The Owner is the registered proprietor of the Land.
- B. The Land contains Reserve Values.
- C. The parties agree that:
 - (i) the Land should be managed so as to enhance and preserve the Reserve Values; and
 - (ii) such purpose can be achieved without the Minister acquiring a fee simple or leasehold interest in the Land.
- D. The Owner has agreed to grant the Minister a Covenant over the Land to enhance and preserve the Reserve Values.

OPERATIVE PARTS

In accordance with section 77 of the Reserves Act 1977, and with the intent that the Covenant run with the Land and bind all subsequent owners of the Land, the Owner and the Minister agree as follows:

1 INTERPRETATION

1.1 In this Covenant unless the context otherwise requires:

- "Act" means the Reserves Act 1977.
- "Covenant" means this Deed of Covenant made under section 77 of the Act.
- "Director-General" means the Director-General of Conservation.
- "Fence" includes a gate.

Handwritten signatures and initials

“Fire Authority”	means a fire authority as defined in the Forest and Rural Fires Act 1977.
“Land”	means the land described in Schedule 1.
“Minerals”	means any mineral that is not a Crown-owned mineral under section 2 of the Crown Minerals Act 1991.
“Minister”	means the Minister of Conservation.
“Natural Water”	includes water contained in streams the banks of which have, from time to time, been re-aligned.
“Owner”	means the person or persons who, from time to time, is or are registered as the proprietor(s) of the Land.
“Reserve Values”	means any or all of the Land’s natural environment, landscape amenity, wildlife, freshwater life, marine life habitat, or historic values as specified in Schedule 1.
“Working Days”	means the period between any one midnight and the next excluding Saturdays, Sundays, and statutory holidays in the place where the Land is located.

1.2 For avoidance of doubt:

- 1.2.1 the reference to any statute in this Covenant extends to and includes any amendment to or substitution of that statute;
- 1.2.2 references to clauses are references to clauses in this Covenant;
- 1.2.3 references to parties are references to the Owner and the Minister;
- 1.2.4 words importing the singular number include the plural and vice versa;
- 1.2.5 expressions defined in clause 1.1 bear the defined meaning in the whole of this Covenant including the Background. Where the parties disagree over the interpretation of anything contained in this Covenant and seek to determine the issue, the parties must have regard to the matters contained in the Background;
- 1.2.6 any obligation not to do anything must be treated to include an obligation not to suffer, permit or cause the thing to be done;
- 1.2.7 words importing one gender include the other gender;
- 1.2.8 the agreements contained in this Covenant bind and benefit the parties and their administrators and executors, successors and assigns in perpetuity;

- 1.2.9 where clauses in this Covenant require further agreement between the parties such agreement must not be unreasonably withheld.

2 OBJECTIVE OF THE COVENANT

- 2.1 The Land must be managed so as to enhance and preserve the Reserve Values.

3 IMPLEMENTATION OF OBJECTIVE

- 3.1 Unless agreed in writing by the parties, the Owner must not carry out or permit on or in relation to the Land:

- 3.1.1 grazing of the Land by livestock;
- 3.1.2 subject to clauses 3.2.1 and 3.2.3, felling, removal or damage of any tree, shrub or other plant;
- 3.1.3 the planting of any species of tree, shrub or other plant;
- 3.1.4 the erection of any Fence, building, structure or other improvement for any purpose;
- 3.1.5 any burning, top dressing, sowing of seed or use of chemicals (whether for spraying or otherwise) except where the use of chemicals is reasonably necessary to control weeds or pests;
- 3.1.6 any cultivation, earth works or other soil disturbances;
- 3.1.7 any archaeological or other scientific research involving disturbance of the soil;
- 3.1.8 the damming, diverting or taking of Natural Water;
- 3.1.9 any action which will cause deterioration in the natural flow, supply, quantity, or quality of water of any stream, river, lake, pond, marsh, or any other water resource affecting the Land;
- 3.1.10 any other activity which might have an adverse effect on the Reserve Values;
- 3.1.11 any prospecting or mining for minerals, coal or other deposit or moving or removal of rock of any kind on or under the Land;
- 3.1.12 the erection of utility transmission lines across the Land.

- 3.2 The Owner must:

- 3.2.1 eradicate or control all weeds and pests on the Land to the extent required by any statute; and in particular comply with the provisions of, and any notices given under, the Biosecurity Act 1993;

- 3.2.2 if it is safe to do so, assist the Fire Authority to extinguish any wildfire upon or threatening the Land;
 - 3.2.3 keep the Land free from exotic tree species;
 - 3.2.4 keep the Land free from rubbish or other unsightly or offensive material arising from the Owner's use of the Land;
 - 3.2.5 subject to consultation between the Owner and the Minister and observance of any reasonable conditions imposed by the Owner, grant to the Minister or authorised agent of the Minister or any employee of the Director-General, a right of access onto the Land, with or without motor vehicles, machinery, and implements of any kind, to examine and record the condition of the Land, or to carry out protection or maintenance work on the Land, or to ascertain whether the provisions of this Covenant are being observed;
 - 3.2.6 keep all Fences on the boundary of the Land in good order and condition and, notwithstanding clause 3.1.4, must rebuild or replace all such Fences when reasonably required except as provided in clause 4.2;
 - 3.2.7 comply with all requisite statutes, regulations and bylaws in relation to the Land.
- 3.3 The Owner acknowledges that:
- 3.3.1 this Covenant does not affect the Minister's exercise of the Minister's powers under the Wild Animal Control Act 1977;
 - 3.3.2 the Minister has statutory powers, obligations and duties with which the Minister must comply.
- 3.4 Notwithstanding clauses 3.2.1, 3.2.3, and 3.2.6, the Minister will pay the Owner a proportionate share of:
- (a) the repair or maintenance of fences on the Land if the work has first been approved by the Minister (which approval must not be withheld unreasonably);
 - (b) the eradication or control of all animal and plant pests, and the removal of exotic tree species if:
 - (i) they impose a substantial burden in excess of the legal obligations that would have applied in the absence of this Covenant; and
 - (ii) the Minister has first approved the work (which approval is not to be withheld unreasonably).
- 3.5 The proportionate share payable by the Minister under clause 4.1 is to be calculated having regard to the purpose of any expenditure with the intent that:
- (a) expenditure essentially for conservation purposes only will be borne by the Minister;

- (b) expenditure essentially for farming purposes only will be borne by the Owner;
- (c) where the expenditure is partly for conservation purposes and partly for farming purposes then the expenditure will be borne by the parties equally or in such other proportion as they may agree and failing agreement as may be determined by the process set out in clause 12.

4 THE MINISTER'S OBLIGATIONS AND OTHER MATTERS

4.1 The Minister must:

- 4.1.1 have regard to the objective specified in clause 2.1 when considering any requests for approval under this Covenant.
- 4.1.2 repair and replace to its former condition any Fence or other improvement on the Land or on its boundary which may have been damaged in the course of the Minister, the Director-General's employees or contractors or any person referred to in clause 3.2.5 exercising any of the rights conferred by this Covenant.

4.2 The Minister may:

- 4.2.1 provide to the Owner technical advice or assistance as may be necessary or desirable to assist in meeting the objectives specified in clause 2.1 subject to any financial, statutory or other constraints which may apply to the Minister from time to time;
- 4.2.2 prepare, in consultation with the Owner, a joint plan for the management of the Land to implement the objectives specified in clause 2.1.

5 JOINT OBLIGATIONS

- 5.1 The Owner or the Minister may, by mutual agreement, carry out any work or activity or improvement or take any action either jointly or individually better to achieve the objective set out in clause 2.

6 DURATION OF COVENANT

- 6.1 This Covenant binds the parties in perpetuity to the rights and obligations contained in it.

7 OBLIGATIONS ON SALE OF LAND

- 7.1 If the Owner sells, leases, or parts with possession of the Land, the Owner must ensure that the Owner obtains the agreement of the purchaser, lessee, or assignee to comply with the terms of this Covenant.
- 7.2 Such agreement must also include an agreement by the purchaser, lessee, or assignee to ensure that on a subsequent sale, lease, or assignment, the subsequent purchaser, lessee, or assignee will comply with the terms of this Covenant including this clause.

- 7.3 If, for any reason, this Covenant remains unregistered and the Owner fails to obtain the agreement of a purchaser, lessee, or assignee to comply with the terms of this Covenant, the Owner will continue to be liable in damages to the Minister for any breach of the Covenant committed after the Owner has parted with all interest in the Land in respect of which a breach occurs.

8 CONSENTS

- 8.1 The Owner must obtain the consent of any mortgagees of the Land to this Covenant.

9 MISCELLANEOUS MATTERS

9.1 Rights

- 9.1.1 The rights granted by this Covenant are expressly declared to be in the nature of a covenant.

9.2 Trespass Act:

- 9.2.1 Except as provided in this Covenant, the Covenant does not diminish or affect the rights of the Owner to exercise the Owner's rights under the Trespass Act 1980 or any other statute or generally at law or otherwise;
- 9.2.2 For avoidance of doubt these rights may be exercised by the Owner if the Owner reasonably considers that any person has breached the rights and/or restrictions of access conferred by this Covenant.

9.3 Reserves Act

- 9.3.1 In accordance with section 77(3) of the Reserves Act 1977 but subject to the terms and conditions set out in this Covenant, sections 93 to 105 of the Reserves Act 1977, as far as they are applicable and with the necessary modifications, apply to the Land as if the Land were a reserve.

9.4 Title

- 9.4.1 This Covenant must be signed by both parties and registered against the Certificate of Title to the Land.

9.5 Acceptance of Covenant

- 9.5.1 The parties agree to be bound by the provisions of this Covenant including during the period prior to the Covenant's registration.

9.6 Fire

- 9.6.1 The Owner must notify, as soon as practicable, the appropriate Fire Authority (as defined in the Forest and Rural Fires Act 1977) and the Minister in the event of wildfire upon or threatening the Land.
- 9.6.2 If the Minister is not the appropriate Fire Authority for the Land, the Minister will render assistance to the Fire Authority in suppressing the fire if:

8.6.2.1 requested to do so; or

8.6.2.2 if there is in place between the Minister and the Fire Authority a formalised fire agreement under section 14 of the Forest and Rural Fires Act 1977.

9.6.3 This assistance will be at no cost to the Owner unless the Owner is responsible for the wildfire through wilful action or negligence (which includes the case where the wildfire is caused by the escape of a permitted fire due to non-adherence to the conditions of the permit).

10 DEFAULT

10.1 Where either the Owner or the Minister breaches any of the terms and conditions contained in this Covenant the other party:

10.1.1 may take such action as may be necessary to remedy the breach or prevent any further damage occurring as a result of the breach; and

10.1.2 will also be entitled to recover from the party responsible for the breach as a debt due all reasonable costs (including solicitor/client costs) incurred by the other party as a result of remedying the breach or preventing the damage.

10.2 Should either the Owner or the Minister become of the reasonable view that the other party (the defaulting party) has defaulted in performance of or observance of its obligations under this Covenant then that party (notifying party) may, by written notice:

10.3 Advise the defaulting party of the default.

10.3.1 state the action reasonably required of the defaulting party to perform or observe in accordance with this Covenant; and

10.3.2 state a reasonable period within which the defaulting party must take action to remedy the default.

11 DISPUTE RESOLUTION PROCESSES

11.1 If any dispute arises between the Owner and the Minister in connection with this Covenant, the parties must, without prejudice to any other rights they may have under this Covenant, attempt to resolve the dispute by negotiation or other informal dispute resolution technique agreed between the parties.

11.2 Mediation

11.2.1 if the dispute is not capable of resolution by agreement within 14 days of written notice by one party to the other (or such further period as the parties may agree to in writing) either party may refer the dispute to mediation with a mediator agreed between the parties;

11.2.2 if the parties do not agree on a mediator, the President of the District Law Society in the region in which the Land is situated is to appoint the mediator.

11.3 Failure of Mediation

- 11.3.1 in the event that the matter is not resolved by mediation within 2 months of the date of referral to mediation the parties agree that the provisions in the Arbitration Act 1996 will apply;
- 11.3.2 notwithstanding anything to the contrary in the Arbitration Act 1996, if the parties do not agree on the person to be appointed as arbitrator, the appointment is to be made by the President for the time being of the District Law Society in the region in which the Land is situated;
- 11.3.3 the parties further agree that the results of arbitration are to be binding upon the parties.

12 NOTICES

- 12.1 A notice to be given under this Covenant by one party to the other is to be in writing and sent by personal delivery, by pre-paid post, or by facsimile addressed to the receiving party at the address or facsimile number set out in Schedule 2
- 12.2 A notice given in accordance with clause 12.1 will be deemed to have been received:
- (a) in the case of personal delivery, on the date of delivery;
 - (b) in the case of pre-paid post, on the third working day after posting;
 - (c) in the case of facsimile, on the day on which it is dispatched or, if dispatched after 5.00pm, on the next day after the date of dispatch.
- 12.3 The Owner must notify the Minister of any change of ownership or control of all or part of the Land and must supply the Minister with the name and address of the new owner or person in control.

13 SPECIAL CONDITIONS

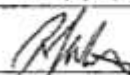
- 13.1 Special conditions relating to this Covenant are set out in Schedule 3.
- 13.2 The standard conditions contained in this Covenant must be read subject to any special conditions.

Executed as a Deed

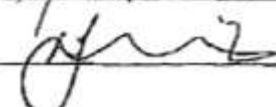
Signed for and with the authority of the Oūpua
Wetlands Charitable Trust



(Chairman)



(Secretary)



(Trust Member)

SCHEDULE 1

Description of Land:

19.3978 hectares being Lots 1 and 2 Deposited Plan 83017 and Lot 1 Deposited Plan 83160. Held in CFR CB47D/1030.

Reserve Values of Land to be Protected Include:

Significant wetland bird habitat
Development of indigenous forest/swamp vegetation
Conservation education site
Potential site for indigenous fish and invertebrates
Lizard habitat
Significant linkage to other Canterbury coastal wetlands

SCHEDULE 2¹

Address for Service

The address for service of the Owner is:

C/- Martin Wakefield & Co
26 Canon Street
Timaru

The address for service of the Minister is:

Canterbury Conservancy
Department of Conservation
133 Victoria Street
Christchurch
Fax (03) 365 1388

SCHEDULE 3

Special Conditions

Clauses 3.1.2 to 3.1.6 inclusive are waived in circumstances where any of these actions are being taken at the direction of the Owner or the Minister in order to enhance or protect the reserve values.

GRANT of

Certified correct for the purposes
the Land Transfer Act 1952



Solicitor for the Minister of
Conservation

CONSERVATION COVENANT

Under Section 77 of the
Reserves Act 1977

OTIPUA WETLAND CHARITABLE TRUST

to

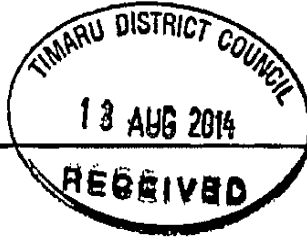
MINISTER OF CONSERVATION

Legal Services
Department of Conservation
Private Bag
Christchurch

OTIPUA WETLAND CHARITABLE TRUST

TRUSTEES:

Ken Linscott, (Chairman)
S Seymour
B McCully
M Webb
A Cogle
D Eddington
David Bosomworth



Trust Secretary:

David Bosomworth
C/o Martin Wakefield
Box 58 TIMARU

Mr Bill Steans,
Timaru District Council,
Parks and Recreation Manager,

Dear Mr Steans,

Following initial discussion, the Trustees of The Otupua Wetlands Charitable Trust wish to make application to Council to explore an appropriate future ownership / management structure with you for the wetlands property within your Three Year Management Plan currently being developed.

It is our belief that our community developed Otupua Wetland is a significant and valuable asset in the South Canterbury region which has an important role to play in both recreational and educational biodiversity activities.

Its continued management and further development warrants careful consideration to ensure its capacity is enhanced and protected appropriately and we believe the Council could have a significant role in this regard.

Yours sincerely,

A handwritten signature in black ink that reads "Ken Linscott".

Ken Linscott,
Trust Chairman.
14 / 08 / 14



19 August 2014

Ken Linscott
Chairman
Otipua Wetland Charitable Trust
31D Wai-iti Road
Timaru 7910

Dear Mr Linscott

Otipua Wetlands Future

Thank you for your letter received on 13 August regarding the future of the Otipua Wetlands. I discussed the matter with Council management and as a consequence have been asked to request more information from the Trust.

Specifically we would like to know as much of the following as you can supply:

1. What sort of management role would the Trust envisage Timaru District Council playing? I know that the idea of Council taking over the management has been suggested but so too has a volunteer involvement.
2. What are the implications of the Conservation Covenant, particularly if Council has a role in the future management of the wetlands?
3. What is required to be done that may not be obvious from a cursory view of the site? In other words, are there any commitments or proposals that will come into effect in the future?
4. Are there any issues that need to be dealt with to ensure the sustainability and proper functioning of the wetlands site?
5. Does the Trust have any or need any consents for the site?
6. Are there any paid employees of the Trust or volunteers contributing to the wetlands?
7. If so, an indication of numbers and cost would be helpful.
8. A copy of financial accounts would be helpful in giving Councillors an overview of the operation.
9. For the benefit of Councillors, it would be helpful to elaborate on the recreational, education and biodiversity benefits accruing from the site and the Trust activities.
10. While you have suggested a timeframe of within the next three years, it would be helpful if you have a more specific timeline to allow a structured change.

This information, together with anything else relevant you may wish to supply, will be forwarded to Council, with an accompanying report for its consideration. If any of the information supplied is confidential, please advise so that it doesn't become available in the public arena.

Should you have any questions, please don't hesitate to contact me.

Yours sincerely



Bill Steans
Parks and Recreation Manager

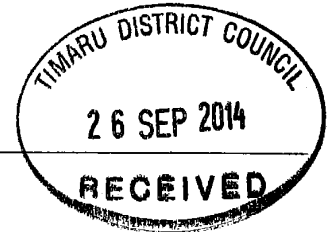
OTIPUA WETLAND CHARITABLE TRUST

TRUSTEES:

*Sue Seymour, Bruce McCully
Mark Webb, Adrian Cogle
Debbie Eddington, David Bosomworth,
Ken Linscott (chairman)*

Trust Secretary:

*David Bosomworth
C/o Martin Wakefield
Box 58 TIMARU*



Bill Steans,
Parks and Recreation Manager,
Timaru District Council.

Dear Mr Steans,

Otipua Wetlands Future

With reference to your letter of 19th August our Trust members have considered the questions raised by the Council management and attach our response for their consideration.

We would be available to meet and discuss these further if they wish or to make an opportunity for them to visit and view the Wetlands with Trust members.

We look forward to your response.

Yours sincerely,

A handwritten signature in black ink that reads "Ken Linscott".

Ken Linscott
(Chairman)
25 September 2014.
Ph. 688 4317
027 4472854

Responses to 18th August letter:

1. TDC ROLE:

That the total Trust lands be gifted to Council. (Trust also leases small Crown lands from LINZ at zero charge)

However, developing a management agreement could still see a role for the Trust functioning as a "friends of" Otipua Wetlands.

All forms of management are open to discussion at this juncture.

2. The DOC Conservation Covenant:

The agreement with the Minister of Conservation is registered under the Reserves Act 1977 and is binding on all successive land owners (see attached). The covenant details the values to be protected and enhanced and the roles of the parties.

3. ANY PENDING PROPOSALS:

There are no immediate development proposals. The Trust has responsibility for routine day to day functioning. As with the nature of the site, other proposals may be put forward from time to time to further enhance the site but these would need prior discussion and agreement. Tentative exploration of a long standing issue of access and parking is under action with the Transport Authority.

4. THREATS TO SUSTAINABILITY AND FUNCTIONING OF THE WETLAND:

Fire is an every present but manageable risk.

Water flows is subject to run of the weather but is mitigated somewhat by the operation of the weir on Saltwater Creek. In the much longer term the wetlands could expect to be impacted to an unknown extent by climate change.

The presence of animal and plant pests are considered minor threats.

Uncontrolled dogs do pose a threat, particularly to ground nesting birds during breeding periods.

The planting of non-local sourced plants is a lower order biodiversity risk that can be mitigated by the following a degree of rigour around implementing best practice.

Water pollution is possible but is considered a minor threat.

Stock trespass is possible but is also considered a minor threat.

5. TRUST CONSENTS:

There is a rated water supply to the site (Council). The Trust has an interest in the consent around the functioning of the weir (Council owned). There would be approvals required from DOC if any transfers of protected species were to be contemplated.

Land use consents were issued approving the works associated with digging out the ponded area but these may have since expired.

There is flap valve on two drains leaving the wetland but control and management of these may not be a Trust responsibility.

6. ANY PAID EMPLOYEES OR ANY VOLUNTEERS:

No paid employees, but currently 2 volunteers providing approx. 8 hours per week.

7. ANY ASSOCIATED EMPLOYEE OR VOLUNTERER COST:

Cost of weed spray material and petrol / maintenance for quad bike and insurance.

8. TRUST FINANCIAL STATEMENT:

Copy attached

9. BIODIVERSITY EDUCATIONAL COMMUNITY INTEREST:

The site has been used to celebrate World Wetland Day and ECAN undertakes collaboration with schools in providing "hands on" related educational activities such as planting.

Community groups have assisted in the past with planting and other associated activities.

Some sites have been developed by interested members of the community as lizard habitats

The site has the potential when fully developed to become a representative approximation of how the area might have looked in the past and in this context is aligned with the Travis Road Wetland of Christchurch. The site is referenced in the latest edition of the "Natural History Of Canterbury."

The Polytechnic and Community College assist occasionally with track maintenance.

There are an increasing number of people, including cyclists, who use the wetlands tracks as a contiguous experience along with the Councils track ways system.

The whole site supports many strands of the NZ Biodiversity Strategy.

10 DETAILED TIME FRAME:

As this is still at a scoping stage only, a committed timeframe does not seem to be appropriate.

GENERAL NOTE:

As this is still a scoping exercise everything is still on the table!

The Wetlands Trust is willing to enter discussions with TDC and related parties to develop projects which, completed within this consultation time, may enhance the Wetland development.

Otipua Wetland Charitable Trust
Statement of Financial Performance
For the Year Ended 31 March 2013

	2013	2012
	\$	\$
REVENUE		
Trust Aoraki Grant	1,000	-
Interest Received	7	33
Miscellaneous Donations	3,000	4,876
Lottery Board	-	315
Total Income	<u>4,007</u>	<u>5,224</u>
LESS EXPENSES		
Accountancy Fees (Donated)	2,000	2,000
Audit Fees (Donated)	1,000	1,000
Bank Charges	15	-
Consents & Monitoring	55	228
General Expenses	-	67
Insurance	-	257
Lion Foudation Chemicals, Rates, Toilet	22	-
Machinery Hire	-	50
Motor Vehicle Expenses	245	249
Plants	-	278
Rates	341	336
Repairs & Maintenance	352	452
Total Expenses	<u>4,030</u>	<u>4,917</u>
Net Surplus Before Depreciation	(23)	307
LESS DEPRECIATION ADJUSTMENTS		
Depreciation as per Schedule	307	476
NET SURPLUS/(DEFICIT)	<u><u>(\$330)</u></u>	<u><u>(\$169)</u></u>

Otipua Wetland Charitable Trust
Statement of Movements in Trustees Funds
For the Year Ended 31 March 2013

	2013	2012
	\$	\$
EQUITY AT START OF PERIOD	53,494	53,663
SURPLUS & REVALUATIONS		
Net Profit After Tax	(330)	(169)
Non-Deductible Expenditure	-	-
Movements in Realised Capital Gains	-	-
Movements in Revaluation Reserves	-	-
Total recognised revenues & expenses	<u>(330)</u>	<u>(169)</u>
OTHER MOVEMENTS		
Funds Settled	-	-
Gifts to Trust	-	-
Capital Distributions to Beneficiaries	-	-
EQUITY AT END OF PERIOD	<u><u>\$53,164</u></u>	<u><u>\$53,494</u></u>

Otipua Wetland Charitable Trust
Statement of Financial Position
As at 31 March 2013

	2013 \$	2012 \$
CURRENT ASSETS		
National Bank	871	888
Martin Wakefield Trust Account	172	172
GST Refund Due	29	35
Total Current Assets	<u>1,072</u>	<u>1,095</u>
NON-CURRENT ASSETS		
Fixed Assets as per Schedule	<u>52,093</u>	<u>52,400</u>
TOTAL ASSETS	<u>53,164</u>	<u>53,494</u>
CURRENT LIABILITIES		
Beneficiaries' Current Accounts	-	-
TOTAL LIABILITIES	<u>-</u>	<u>-</u>
NET ASSETS	<u>\$53,164</u>	<u>\$53,494</u>
Represented by:		
TRUSTEES FUNDS		
Funds Settled	-	-
Reserves	-	-
Trustees Income	<u>53,164</u>	<u>53,494</u>
TOTAL TRUSTEES FUNDS	<u>\$53,164</u>	<u>\$53,494</u>

Otipua Wetland Charitable Trust

Schedule of Fixed Assets and Depreciation For the Year Ended 31 March 2013

Asset	Cost Price	Book Value 01/04/2012	Additions Disposals	Gain/Loss on Disposal	Capital Profit	--- Depreciation --- Mth Rate \$	Account Deprec 31/03/2013	Book Value 31/03/2013
LAND								
Land - State Highway 1	51,200	51,200				12.00% DV	0	51,200
Sub-Total	51,200	51,200					0	51,200
MOTOR VEHICLES								
Yamaha YFM350 Motocbike	2,667	262				12.26.0% DV	73	2,458
Trailer	1,070	158				12.26.4% DV	42	953
Sub-Total	3,737	441					115	3,411
PLANT & EQUIPMENT								
Weed Eater	1,244					50.0% CP	0	1,244
Petrol Pump	822	253				12.12.0% DV	30	502
Picnic Table	450	88				12.18.0% DV	16	387
Sign	366	149				12.11.4% DV	17	236
Mower	4,001	269				12.48.0% DV	129	4,401
Sub-Total	7,484	759					192	6,927
TOTAL	62,431	52,400					307	52,093

Given the preference for support to remain at current levels and the cost of preparing a professional events strategy, it was felt a more prudent approach would be to look at the Council's Grants and Loans Policies which the current guidelines for events support, Appendix B.

Preliminary discussions with staff and councillors resulted in the proposed Donations and Loans Policy which is attached, (Appendix C).

Should the policy be adopted the proposed implementation date would be 1 July 2015 allowing time to form the Donations and Loans Subcommittee, advertise the new policy and develop an application form.

Grants and Loans Policies may be reviewed and amended by the Community Development Committee at any meeting. The proposed change in name from Grants and Loans Policies to Donations and Loans Policy is due to tax implications for the Council.

Options

The Committee may:

- Confirm the Grants and Loans Policies
- Amend the Grants and Loans Policies
- Adopt the proposed Donations and Loans Policies
- Amend and adopt the proposed Donations and Loans Policies

Identification of Relevant Legislation, Council Policy and Plans

Not Applicable.

Assessment of Significance

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

Consultation

The community has been consulted through the 2015 LTP Community Pre-Consultation Survey

Funding Implications

There are no funding implications

Conclusion

Given the preference of the community and Councillors for support to remain at current levels, a prudent approach would be to amend the current Grants and Loans Policies to reflect current conditions. Preliminary discussions have resulted in the proposed Donations and Loans Policy which is attached for consideration and decision. Should the policy be adopted the proposed implementation date would be 1 July 2015 allowing time to and form the Donations and Loans Subcommittee, advertise the new policy and develop an application form.

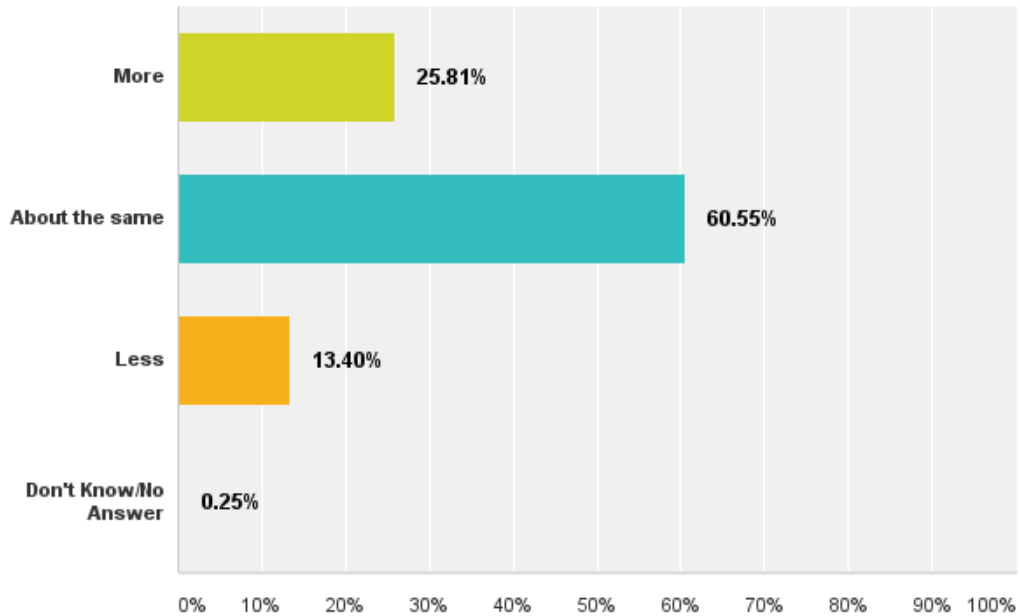
Recommendation

That the proposed Donations and Loans Policy, be adopted with an implementation date of 1 July 2015.

APPENDIX A

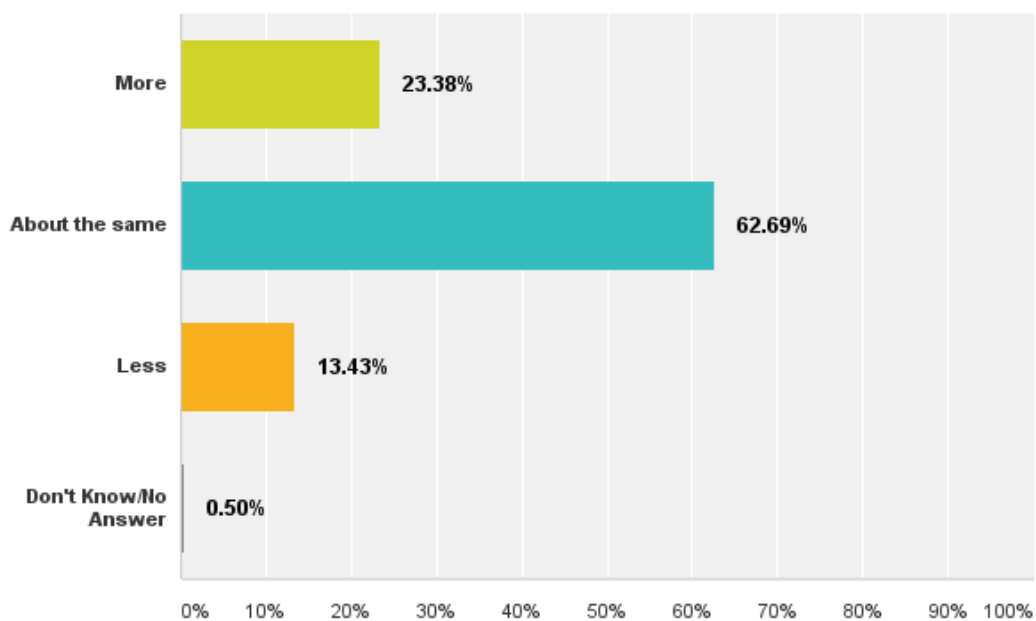
Q2 Should the Council spend more grants money directly on events, about the same or less?

Answered: 403 Skipped: 1



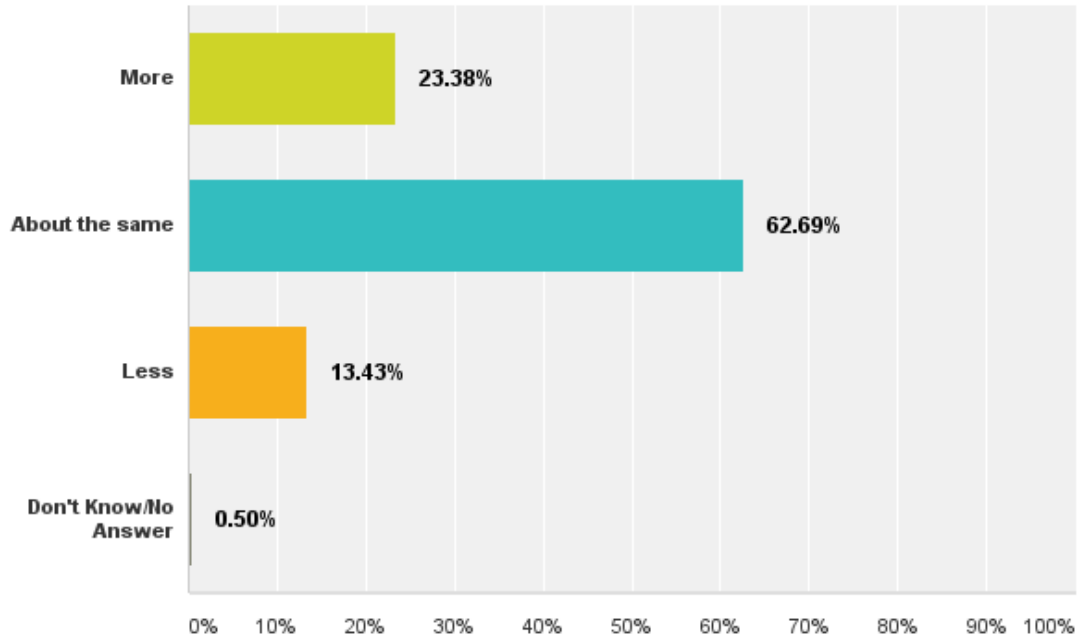
Q3 Should the Council spend more grants money directly on community organisation and facilities, about the same or less?

Answered: 402 Skipped: 2



Q3 Should the Council spend more grants money directly on community organisation and facilities, about the same or less?

Answered: 402 Skipped: 2



GRANTS AND LOANS POLICIES

The Council cannot meet all the needs of all the voluntary clubs and organisations in the district and has therefore concentrated its grants on projects that contribute to the following strategic priorities in the Long Term Plan:

- Investing in Community
- Promote integrated, highly liveable communities
- Support areas of economic and district strength

With that in mind the Council has decided to concentrate its general grants funding on increased participation in local events with substantial grants or loans for improved or new facilities. Annual grants are focused on organisations providing ongoing free community service, established events and museums.

1 Categories

Applications in the following categories are eligible for consideration

- a) NZ Representative
 - 1 Residents from the District.
 - 2 Nationally selected to represent New Zealand at international level.
 - 3 Approved jointly by the Chairman and the appropriate officer under delegated authority.
 - 4 All decisions to be reported to the Community Development Committee.
- b) Minimal Grants (Grants of up to \$300)
 - 1 Projects must have a benefit to the general community
 - 2 Considered and decided jointly by the Chairman and the appropriate officer under delegated authority.
 - 3 All decisions to be reported to the Community Development Committee
- c) General Grants (Grants of less than \$10,000)
 - 1 Events –
This funding is for the establishment of events which the public at large can attend, and are listed on the ADBT Events Calendar. Applicants are to be community based organisations / clubs and the events can be “one off”, new or ongoing. Events requiring “seeding” money have a higher priority and it would be expected that after three consecutive events they would become self funding. If an event has been funded three times in succession, the Community Development Committee may recommend to the budget process that it be treated as an annual grant.
 - 2 Community Facilities –
This funding is for maintenance / improvements to the District’s rural community halls which are available for public use. Applications are restricted to hall committees / societies and they need to demonstrate that the level of hall and community use warrants the expenditure.

3 Salaries and wages will not be funded unless there are exceptional circumstances.

d) Substantial Grants (Grants of \$10,000 or more)

- 1 Applicants must be non-profit community-based organisations or clubs
- 2 Eligible projects must improve or develop new or existing facilities
- 3 Eligible projects must reflect credit to or significantly benefit Timaru District residents
- 4 There must be strong financial support from the community
- 5 A client agreement of grant terms and conditions must be completed by successful applicants prior to funds being advanced.

e) Annual Grants

New applications will only be considered from community-based, non-profit organisations or clubs which provide an ongoing, free community service or an established event previously funded by general grants or a public museum.

The Community Development Committee has identified the following organisations for annual grants:

Alpine Energy Timaru Brass, Caroline Bay Association, Aoraki Development Business & Tourism (Christmas Parade), Aoraki Secondary Schools Sport, Citizens Advice Bureau South Canterbury, Community Arts Councils (Geraldine, Temuka and Timaru), Community House Trust, Fraser Park Trust, Geraldine Historical Society, Geraldine Vintage Car & Machinery Museum, Go Geraldine (Christmas Parade), InHarmony Choir, Pleasant Point Procession Committee (Christmas Parade), Pleasant Point Gymkhana, Pleasant Point Railway & Historical Museum, Rowallan Scout Group, South Canterbury Aviation Heritage Trust, South Canterbury Children's Day Committee, South Canterbury International Festival Inc., South Canterbury Traction Engine & Vintage Steam Club, Temuka & Districts Historical Society, South Island Masters Games Timaru (biennially), Temuka Promotions Association (Christmas Parade), Timaru Budget Advisory Trust, Timaru Festival of Roses Trust, Timaru Senior Citizens Association, and the Timaru Yacht & Power Boat Club.

- 1 Applications are requested annually (usually November) from the above organisations in time for recommendations to be included in Council's budget process.
- 2 Annual Grants are contestable and applicants must demonstrate the need for a grant and for the amount requested.
- 3 Grants are not made to organisations with large amounts of uncommitted funds available.
- 4 An Annual Report is required to show the level of activity of the organisation and the number of people who benefited from or attended the activity.

f) Community Development Loans

The purpose of the Community Development Loans Fund is to make major loans to non-profit community based organisations and clubs for improving or developing, new or existing facilities which reflect credit or provide benefit to Timaru District residents. The Annual Interest Rate is to be set at half of the 90 day bank bill bid rate, at the time of offering the loan.

Note: For Loan Conditions see Clause 3

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

Note: For Loan Conditions see Clause 3

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

2 Application Requirements

- 1 All Grant and Loan applications (except Youth Initiative Fund and Creative New Zealand applications) are to be considered by the Community Development Committee. Applications which exceed the Committee's funding, will be forwarded with recommendations, to the Policy and Development Committee which will then coordinate a recommendation to Council.
- 2 Application Forms: All applications must be made using the appropriate application form.
- 3 Retrospective Applications: For an application to be eligible for consideration it must be lodged prior to completion and/or final payment of the project/event.
- 4 Publicity: Public acknowledgement is required for all Council Grants and Loans.
- 5 Annual audited accounts and/or budget for the most recent financial year is to be supplied with all applications, where appropriate.
- 6 Dates: There will be four funding rounds per annum and closing dates for applications, and the meetings to consider them, will be advertised.
- 7 Interviews: The Chairman of the Community Development Committee and the appropriate officer will determine which applicants are to be interviewed in support of applications.
- 8 Resource and Building Consents: Approval of funding does not constitute approval for building work and is conditional on the applicant obtaining all necessary Resource and Building Consents.
- 9 No funds will be advanced until any Council lease/consent (if applicable) associated with the project has been signed / granted.
- 10 Accountability: Accountability reports are required following the completion of a funded project, and a further application will not be considered if there are outstanding issues. Not normally required for minimal or NZ representative grants.
- 11 When applying for \$2,000 or more, a verified copy of the resolution to apply to the Timaru District Council for funding is required.
- 12 All grants and loans are exclusive of GST.

3 Loan Conditions

- 1 Repayments are to be calculated on a table mortgage basis, with six monthly fixed payments and the interest calculated on the reducing balance.
- 2 All loans require security in the form of a mortgage on the property, a security interest, registered with the Personal Properties Security Register

- or several personal guarantees where appropriate.
- 3 Loans must be repaid within 5 years unless the Committee resolves to make a specific exception.
 - 4 A term loan agreement is required for all loans.
 - 5 Organisations with a current loan from the Timaru District Council, shall not be eligible for any further loans or guarantees whilst the existing loan or guarantee is in existence.
 - 6 All applications for loan funds will be considered on the ability of the organisation to complete the project, and repay the loan.
 - 7 Loans must be uplifted within twelve months of the date of the decision to offer the loan.
- 4 Underwriting Activities (Guarantee against loss)**
The Community Development Committee may underwrite an event, i.e., approve a Guarantee Against Loss which must be uplifted within three months of the conclusion of the event.
- 5 Carried Forward Balances**
Credit balances in the Grants Fund at the end of the financial year are carried forward and added to the following year's allocation.
- 6 Review Of Policies**
The Grants and Loans Policies may be reviewed at any Community Development Committee meeting.



APPENDIX C

DONATIONS AND LOANS POLICY

The Timaru District community supports expenditure on donations / events remaining within current budgeted levels. Those levels are unable to meet all the needs of all the voluntary clubs and organisations in the district. The Council will focus available funding on projects that contribute to the following community outcomes in the Long Term Plan:

- Smart economic success supported and enabled
- Communities that are safe, vibrant and growing
- People enjoying a high quality of life
- A strong identity forged and promoted
- A valued, healthy and accessible environment

With that in mind the Council will concentrate its general donations funding on local events, rural community halls, museums and community services and on substantial donations or loans for improved or new facilities.

1 Categories

Applications in the following categories are eligible for consideration

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

Donations may be approved for a maximum of 3 times in succession, after which a 1 year stand down will apply before the applicant may apply again. Any subsequent application must include details of improvements to the event which may require short term funding before becoming self sustaining.

- 2 Rural Community Halls –
This funding is for maintenance / improvements to the District's rural community halls which are available for public use. Applications are restricted to hall committees / societies and they need to demonstrate that the level of hall and community use warrants the expenditure.
- 3 Community Services -
This funding is for not for profit community based organisations which provide an ongoing, free community service. The latest Annual Report must accompany an application to show the level of activity of the organisation and the number of people to benefit.
- 4 Heritage/Historic
Administration costs for not for profit community based organisations which have a focus on preserving the history of South Canterbury and making it available to the public at little or no charge.
- 5 Salaries and wages will not be funded unless there are exceptional circumstances.
- d) Substantial Donations (Donations of \$10,000 or more from the Community Development Interest Fund)**
- 1 Applicants must be not for profit community-based organisations
 - 2 Eligible projects must develop new or improve existing facilities
 - 3 Eligible projects must significantly benefit Timaru District residents
 - 4 There must be strong financial support from the community
- e) Community Development Loans**
The purpose of the Community Development Loans Fund is to make major loans to not for profit community based organisations to develop new or improve existing facilities, which reflect credit or provide benefit to Timaru District residents. The Annual Interest Rate is to be set at half of the 90 day bank bill rate, at the time of offering the loan.
- Note: For Loan Conditions see Clause 3
- f) Sport and Recreation Loans**
The Sport and Recreation Loan Scheme funds facilities and/or major plant items. The Annual Interest Rate for five year loans is 3.54% and for ten year loans is 3.61%.
- Note: For Loan Conditions see Clause 3
- g) Youth Entertainment Funding**
Projects should be activity based, public and benefit a group of youth aged 12 to 25 years rather than an individual and have an emphasis on entertainment. Applications are considered by a subcommittee of the Community Development Committee two or three times a year. Unspent funds are not carried forward at the end of the year.

2 Application Requirements

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

3 Loan Conditions

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

- 4 Underwriting Activities** (Guarantee against loss)
The Donations and Loans subcommittee may recommend that an event be underwritten, i.e., recommend a Guarantee Against Loss which must be uplifted within two months of the conclusion of the event.
- 5 Carried Forward Balances**
Credit balances in the Grants Fund at the end of the financial year are carried forward and added to the following year's allocation.
- 6 Review Of Policies**
The Donations and Loans Policies may be reviewed at any Community Development Committee meeting.