

STANDING COMMITTEES

THURSDAY 4 FEBRUARY 2021

commencing at 1.30 pm

at the Council Chambers

1 Rosebank Terrace

BALCLUTHA

CLUTHA DISTRICT COUNCIL

Notice is hereby given that a Meeting of the Corporate & Property Committee will be held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday 4 February 2021, commencing at 1.30pm.

Steve Hill
CHIEF EXECUTIVE OFFICER

Committee Members

Councillor Ken Payne (Chairperson)
Councillor Dane Catherwood
Councillor Wayne Felts
Councillor Mel Foster
Councillor John Herbert
Councillor Carol Sutherland
Councillor Bruce Vollweiler

Mayor Bryan Cadogan
Councillor Stewart Cowie
Councillor Gaynor Finch
Councillor Bruce Graham
Councillor Alison Ludemann
Councillor Jo-Anne Thomson
Councillor Selwyn Wilkinson

CORPORATE & PROPERTY COMMITTEE

4 FEBRUARY 2021

APOLOGIES

None at the time of the agenda going to print.

DECLARATION OF INTEREST

URGENT BUSINESS

PUBLIC FORUM

None at the time of printing this agenda.

Item	Page #	Title
1.	7	Management Accounts Report <i>(For the Committee's Information)</i> The Management Accounts report for the period July 2020 to September 2020.
2.	10	Investment Portfolio Report <i>(For the Committee's Information)</i> The report outlines Council's investment portfolio from April to October 2020.
3.	14	Libraries/Service Centre Report <i>(For the Committee's Information)</i> The report covers activities of the district libraries and service centres in the past period including statistics and activities.
4.	31	Corporate Services Report <i>(For the Committee's Information)</i> The report covers activities of the Corporate Services Department in the past period, including funding schemes.
5.	35	Creative Communities Assessment Committee Minutes <i>(For the Committee's Information)</i> Minutes of the meeting held 9 December 2020 for noting.
6.	40	Sport NZ Rural Travel Fund Assessment Committee Minutes <i>(For the Committee's Information)</i> Minutes of the meeting held 11 December 2020 for noting.
7.	44	Corporate Properties Update Report <i>(For the Committee's Information)</i> This report provides an update on Council Properties.

Item	Page #	Title
8.	47	<p>Development Properties Update Report <i>(For the Committee's Information)</i> The report contains an update on development properties throughout the district since the last meeting.</p>
9.	51	<p>Corporate & Property Committee Work Programme Report <i>(For the Committee's Information)</i> The report outlines the Corporate Services Committee work programme.</p>

Corporate and Property Committee - Delegations

Reporting To	Council
Constitution	All members of Council
Meeting Frequency	Six weekly or as required
Objective	To develop; ensure the implementation of; and monitor performance and policy and in relation to the activities and services set out below. To manage and develop the Council property and investments portfolio to the best commercial advantage, whilst encouraging economic and community development within the District.
Quorum	8 members

Areas of responsibility

1. To ensure the maintenance and development of all corporate services necessary to an effective and efficient organisation, including regular reviews.
 - a. To monitor the overall financial performance of the Council and report accordingly.
 - b. To monitor levels of service and performance of the activities and services under the Committee's areas of responsibility. Those areas are as follows:
 - i. administration
 - ii. information systems and technology
 - iii. investments, including forestry and property
 - iv. libraries/Service Centres
 - v. long Term Plan, Annual Plan and Annual Report
 - vi. treasury (including rating and financial forecasts).
 - c. To confirm work programmes and priorities (within Council approved budgets) for activities and services under the Committee's areas of responsibility.
 - d. Categorising Council land in accordance with Policy.
 - e. Monitor and review compliance with Council's direction and parameters for the property portfolio to provide best benefits to Council and the community.
 - f. Advising and determining when a variance to the market rate is required for leases and rentals on Council property.

Financial Delegations

2. Financial delegations are identified in Appendix C – Financial Delegations.

Power to resolve

3. To write off debts owed to Council (where value of the debt exceeds cost of collection).
4. To lodge submissions to external bodies on policies and legislation relevant to the delegated areas of responsibility.
5. To evaluate and grant or decline applications for reimbursement of fees and charges greater than \$750. (The Mayor is delegated to decide on those up to \$750)
6. Those powers identified in Appendix D – Delegations Register
7. Authority to allow lease and rental agreements for Council-owned land/property that vary from the market rate.
8. Plan and review silviculture activities in Council-owned forestry blocks.

9. Authority to categorise land in accordance with Policy.
10. Authority to monitor and review compliance with Council's direction and parameters for the lease, sale, purchase or development of all Council land.

Power to recommend to Council

11. Relevant parts of the Council's Long-Term Plan, Annual Plan, and Annual Report.
12. Changes to policy and/or levels of service to the activities and services under the Committee's areas of responsibility.
13. Level of fees and charges for activities and services under the Committee's areas of responsibility
14. To evaluate, investigate and consult with the public over rating systems and make subsequent recommendations to Council.
15. To recommend policies on rating, loans, and funding of capital works.
16. Sale or purchase relating to property ~~and forestry~~.
17. For uplifting or designation of reserves.
18. Council policy relating to property.
19. Actions proposed arising from monitoring and review responsibilities being fulfilled.
20. Any other matter within the areas of responsibility above.

Corporate & Property Committee

Item for INFORMATION

Report	Management Accounts Report
Meeting Date	4 February 2021
Item Number	1
Prepared By	Sharon Jenkinson – Finance Manager
File Reference	507434

REPORT SUMMARY

The Management Accounts report for the period 1 July 2020 to 31 December 2020 are provided below.

Explanations are provided for major variances.

RECOMMENDATIONS

- 1. That the Corporate & Property Committee receives the Management Accounts Report**

Clutha District Council - Statement of Comprehensive Revenue and Expenditure July 2020 to December 2020.											
	YTD 2021 Actual	YTD 2021 Budget	YTD 2021 Variance	Jul	Aug	Sep	Oct	Nov	Dec	Audited 2019/20	
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	Comments
INCOME	-26,933	-27,640	707	-8,339	-966	-1,464	-7,974	-5,979	-2,210	-40,614	
Rates	-13,792	-13,687	-105	-6,893	-38	9	-6,830	-39	0	-26,696	
Stimulus Funding	-3,200	-6,400	3,200	0	0	0	0	0	0	0	This is paid in 2 tranches
Grants & Subsidies	-4,309	-5,088	779	-20	-27	-1,127	-583	-4,551	-1,200	-8,731	NZTA work program vs claims timing.
Fees & User Charges	-598	-403	-195	-239	-159	-64	-40	-58	-37	-797	Dog Registrations are \$83k under budget, Sewer Connections, Financial contributions and Resource consents income was ahead of budget by \$40, \$42K & \$17k
Permits & Licenses	-431	-378	-53	-67	-52	-60	-80	-103	-70	-631	
Other Fees	-783	-607	-177	-185	-92	-129	-158	-112	-107	-1,563	Mt Cooee well ahead of budget
Rental Revenue	-500	-474	-26	-85	-58	-99	-57	-118	-83	-1,074	
Interest Revenue	-3,076	-389	-2,687	-818	-515	28	-191	-971	-609	-452	Loss on portfolio in Sept 2020, otherwise steady gains
Other Revenue	-244	-215	-30	-33	-27	-21	-34	-27	-103	-670	
Other Gains	0	0	0	0	0	0	0	0	0	0	
EXPENDITURE	23,417	20,650	2,768	3,977	4,622	3,845	3,698	3,986	3,290	40,994	
Grants Contributions & Sponsorship	399	277	122	278	9	58	1	22	32	670	Some grants paid in full at the beginning of the year.
Other Operating Expenditure	8,875	6,682	2,192	1,959	1,422	1,432	1,312	1,509	1,241	14,737	Consulting support in Policy \$95k, Transportation Manager role \$212k, AMP work & 3 waters reval \$242k, Mt Cooee operation \$294k over budget due to high Wasteco costs, Water costs \$1,375k over budget, includes O & M, non routine & sampling
Roading Repairs & Maintenance	3,754	2,976	778	76	1,201	617	615	906	339	6,517	\$673k emergency reinstatement, ongoing flood repairs
Personnel Costs	3,669	3,824	-155	551	883	630	591	443	571	6,040	
Depreciation & Amortisation	6,641	6,607	35	1,107	1,107	1,107	1,107	1,107	1,107	12,927	
Finance Costs	79	284	-205	6	0	0	73	0	0	93	Internal interest eliminated on reporting.
Operating Lease Payments	0	0	0	0	0	0	0	0	0	10	
Surplus for the year	-3,516	-6,990	3,474	-4,362	3,655	2,380	-4,276	-1,993	1,080	380	

Clutha District Council - Management Accounts as at Month Indicated								
Statement of Financial Position								
	Jun 2020 Audited \$000	Jul 2020 Act \$000	Aug 2020 Act \$000	Sep 2020 Act \$000	Oct 2020 Act \$000	Nov 2020 Act \$000	Dec 2020 Act \$000	Comments
Assets	1,135,240	1,140,460	1,135,671	1,134,281	1,144,043	1,147,237	1,142,203	
Current Assets	39,911	44,666	39,616	37,295	45,628	46,964	41,811	
Cash and cash equivalents	1,763	2,703	3,952	1,515	3,328	8,294	3,769	
Receivables and prepayments	5,309	8,306	1,492	1,711	8,040	3,440	2,244	Rates Invoicing Timing
Other financial assets	28,984	29,802	30,317	30,214	30,405	31,375	31,943	Nikko portfolio loss in September has recovered
Development Property	3,855	3,855	3,855	3,855	3,855	3,855	3,855	
Non-current assets held for sale	0	0	0	0	0	0	0	
Non-current assets	1,095,329	1,095,794	1,096,055	1,096,986	1,098,415	1,100,273	1,100,392	
Other financial assets	144	144	144	144	244	244	244	
Work in Progress	5,175	6,664	7,999	9,974	12,400	15,244	16,424	Assets built but not capitalised
Property, plant and equipment	1,089,241	1,088,217	1,087,143	1,086,099	1,085,002	1,084,016	1,082,955	
Intangible assets	769	769	769	769	769	769	769	
Liabilities	-16,149	-16,834	-15,525	-16,338	-21,699	-22,779	-18,822	
Current Liabilities	-10,292	-10,977	-9,670	-10,483	-15,844	-16,932	-12,976	
Payables and deferred revenue	-5,535	-6,219	-4,844	-5,651	-7,112	-8,199	-4,243	
Borrowings and other financial liabilities	-4,000	-4,000	-4,000	-4,000	-8,000	-8,000	-8,000	LGFA - \$4m in October borrowed
Derivative Financial Instruments	-32	-32	-32	-32	-32	-32	-32	
Employee entitlements	-725	-726	-794	-800	-700	-701	-701	
Non-current liabilities	-5,857	-5,857	-5,855	-5,855	-5,855	-5,847	-5,846	
Borrowings and other financial liabilities	-5,020	-5,020	-5,020	-5,020	-5,020	-5,020	-5,020	LGFA Loan Long Term Portion unchanged
Other Liabilities	-55	-55	-55	-55	-55	-55	-55	
Provisions	-782	-782	-780	-780	-780	-772	-771	
Equity	-1,119,091	-1,123,626	-1,120,146	-1,117,943	-1,122,344	-1,124,458	-1,123,381	
Equity	-1,119,091	-1,123,626	-1,120,146	-1,117,943	-1,122,344	-1,124,458	-1,123,381	
Equity	-218,178	-218,178	-218,178	-218,178	-218,178	-218,178	-218,177	
Accumulated funds	-4,819	-8,972	-5,109	-2,523	-6,541	-8,272	-6,813	
Reserves	-58,302	-58,685	-59,068	-59,451	-59,834	-60,217	-60,600	
Revaluation Reserves	-837,792	-837,791	-837,791	-837,791	-837,791	-837,791	-837,791	
Balance Check	0	0	0	0	0	0	0	

Corporate & Property Committee

Item for INFORMATION

Report	Investment Portfolio Update Report
Meeting Date	4 February 2021
Item Number	2
Prepared By	Greg Bowie – Management Accountant
File Reference	507435

REPORT SUMMARY

This report shows the movement in our Investment portfolio for the months of April to December 2020.

The fund had a surplus of \$523k for the month of December and the year to date cumulative return is 21.89%.

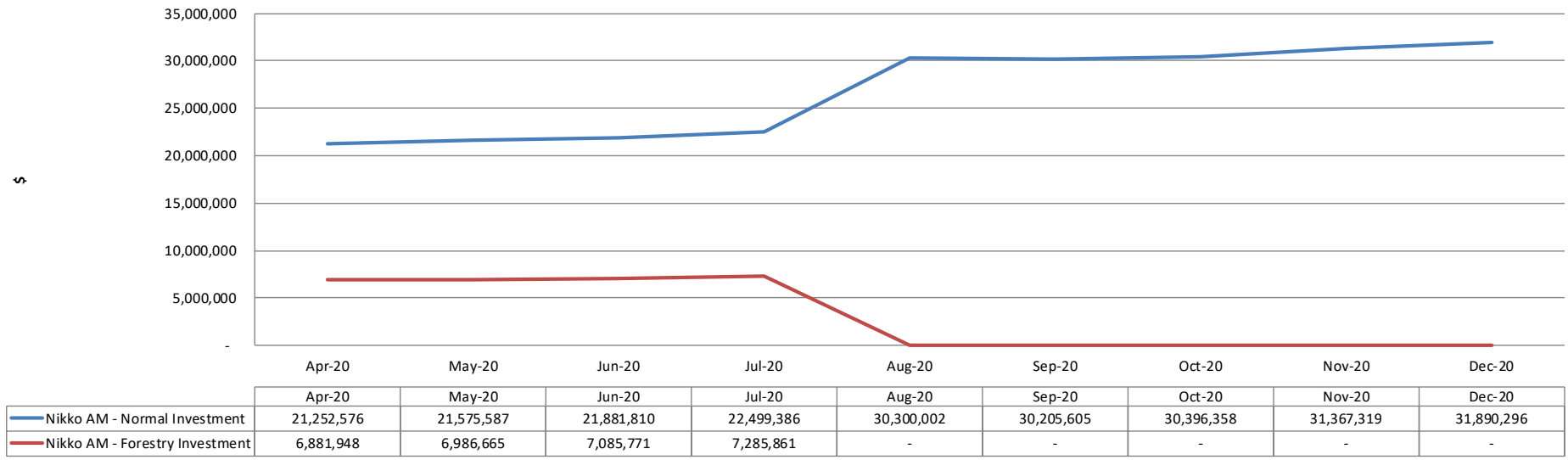
RECOMMENDATIONS

- 1. That the Corporate & Property Committee receives the Investment Portfolio Update report.**

1 Combined Nikko Investment Portfolio

	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Nikko AM - Normal Investment	20,124,783	21,252,576	21,575,587	21,881,810	22,499,386	30,300,002	30,205,605	30,396,358	31,367,319	31,890,296			
Nikko AM - Forestry Investment	6,516,748	6,881,948	6,986,665	7,085,771	7,285,861	-	-	-	-	-			
Total	26,641,530	28,134,524	28,562,253	28,967,581	29,785,247	30,300,002	30,205,605	30,396,358	31,367,319	31,890,296			
Change each month	- 2,009,946	1,492,994	427,728	405,329	817,665	514,755	- 94,397	190,753	970,961	522,977			
Year to date change	510,668	1,492,994	1,920,722	2,326,051	3,143,717	3,658,472	3,564,075	3,754,828	4,725,789	5,248,766			

Nikko Asset Management - Balance Summary



These balances are net of capital withdrawals.

2. Consolidated Nikko Investment Portfolio - The Return on Investment excludes the impact of capital withdrawals.

Clutha District Council - Nikko Asset Management Normal Fund Investment - Yearly Summary											
Financial Information as per Nikko AM reporting (at Exit Price):											
	Mar-20 YTD	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	YTD
Assets											
TW0605 - Nikko AM Wholesale NZ Bond Fund	2,700,573	2,785,956	2,830,999	2,829,512	2,855,307	3,838,937	3,866,543	3,871,478	3,808,318	3,797,463	3,797,463
TW0606 - Nikko AM Wholesale NZ Cash Fund	995,610	972,732	975,226	976,799	950,576	1,259,871	1,261,541	1,223,439	1,224,364	1,225,523	1,225,523
TW0607 - Nikko AM Wholesale Core Equity Fund	1,901,948	2,061,221	2,112,832	2,220,416	2,297,070	3,080,986	3,014,338	3,102,503	3,271,733	3,362,168	3,362,168
TW0610 - Nikko AM Wholesale Global Bond Fund	6,649,526	6,860,792	6,942,792	7,047,041	7,171,147	9,455,949	9,491,126	9,511,211	9,642,242	9,680,641	9,680,641
TW0617 - Nikko AM Wholesale Multi-Strategy Fund	1,594,895	1,594,895	712,627	1,002,355	1,126,417	1,666,123	1,748,764	1,786,308	1,906,225	1,975,886	1,975,886
750617C - Nikko AM W/S Multi-Strategy Fund-MAR20			815,424	550,177	444,327	440,714	361,016	314,305	262,941	253,027	253,027
TW0618 - Nikko AM Wholesale Global Equity Unhedged Fund	3,656,810	4,039,584	4,123,134	4,109,935	4,283,239	5,877,143	5,845,520	5,869,281	6,125,409	6,256,268	6,256,268
TW0619 - Nikko AM Wholesale Global Equity Hedged Fund	1,778,033	2,046,098	2,136,846	2,205,564	2,360,447	3,296,202	3,194,785	3,220,741	3,621,951	3,778,404	3,778,404
TW0622 - Nikko AM Wholesale Property Fund	847,388	891,298	925,707	940,012	1,010,855	1,384,076	1,421,972	1,497,093	1,504,135	1,560,918	1,560,918
Total Assets	20,124,783	21,252,576	21,575,587	21,881,810	22,499,386	30,300,002	30,205,605	30,396,358	31,367,319	31,890,296	31,890,296
Represented by:											
Opening Capital	19,737,364	20,124,783	21,252,576	21,575,587	21,881,810	22,499,386	30,300,002	30,205,605	30,396,358	31,367,319	20,124,783
Distributions (Reinvested)	313,929	-	-	57,162	-	-	66,688	-	-	85,721	209,571
Fee Invoice/Fee Rebate	- 111,192	- 27,684	-	-	- 27,407	-	-	- 39,166	-	-	- 94,257
Capital Contributions	-	-	-	-	-	-	-	-	-	-	-
Capital Withdrawals	-	-	-	-	-	-	-	-	-	-	-
Switches/Transfers - In	2,200,000	-	815,424	289,575	111,993	7,522,764	81,102	48,566	55,044	12,594	8,937,062
Switches/Transfers - Out	- 2,200,000	-	- 815,424	- 289,575	- 111,993	- 161,833	- 81,102	- 48,566	- 55,044	- 12,594	- 1,576,131
Investment Income - Interest	-	-	-	-	-	-	-	-	-	-	-
Realised Investment Gains/ (Losses) - Cash & Fixed Interest	-	-	-	-	-	-	-	-	-	-	-
Unrealised Investment Gains/ (Losses) - Cash & Fixed Interest	184,682	1,155,478	323,011	249,061	644,983	439,685	- 161,085	229,919	970,961	437,256	4,289,269
Net Surplus/ (Deficit) on Investment	387,419	1,127,794	323,011	306,223	617,576	7,800,616	- 94,397	190,753	970,961	522,977	11,765,513
Net Interest	73,490	1,127,794	323,011	249,061	617,576	439,685	- 161,085	190,753	970,961	437,256	4,195,012
Total Fund Value	20,124,783	21,252,576	21,575,587	21,881,810	22,499,386	30,300,002	30,205,605	30,396,358	31,367,319	31,890,296	31,890,296
Return on Investment	1.96%	5.60%	1.61%	1.52%	3.07%	2.18%	-0.47%	0.95%	4.82%	2.60%	21.89%
Actual Accumulative Return on Investment		5.60%	7.21%	8.73%	11.80%	13.98%	13.52%	14.46%	19.29%	21.89%	
Budgeted Accumulative Return on Investment		0.42%	0.83%	1.25%	1.67%	2.08%	2.50%	2.92%	3.33%	3.75%	

Corporate & Property Committee

Item for INFORMATION

Report	Libraries & Service Centre Report
Meeting Date	4 February 2021
Item Number	3
Prepared By	Debbie Duncan - Library Service Centre Manager
File Reference	507436

REPORT SUMMARY

The report covers activities of the District Libraries/Service and Information Centres in the past period, including statistics and activities.

RECOMMENDATIONS

1. That the Corporate & Property Committee receives the Libraries/Service Centres report.

1 DISTRICT LIBRAIRIES REPORT

The November/December period has been a busy one, with an emphasis on increasing the Libraries' engagement with our communities. This has largely been through the early initiatives by our two New Zealand Libraries Partnership Programme funded staff, the beginning of this years' Summer Reading Challenge together with increased use of social media to promote our programmes and services.



Early signs of success with this focus on community connectivity are appearing to show in our usage data, particularly in the use of digital content and visitor numbers. Further details of these activities are outlined later in this report.

1.1 Usage statistics

November Library Visitor Statistics										
		Nov	Nov	+/-	%		FYTD	FYTD	+/-	%
		2019	2020		Variation		2019	2020		Variation
Balclutha		3001	3360	359	12%		20021	19013	-1008	-5%
Lawrence		271	470	199	73%		1788	1972	184	10%
Milton		667	986	319	48%		3326	3968	642	19%
Owaka		121	131	10	8%		896	765	-131	-15%
Tapanui		747	979	232	31%		3804	4916	1112	29%
Total		4807	5926	1119	23%		29835	30634	799	3%

ISSUES									
	Nov	Nov	+/-	%					
	2019	2020		Variation	FYTD	FYTD	+/-	%	
					2019	2020		Variation	
e-audio & e-books	526	804	278	53%	2,823	4,091	1,268	45%	
Balclutha	5,236	5,360	124	2%	29,239	27,216	-2,023	-7%	
Lawrence	595	624	29	5%	3,796	3,346	-450	-12%	
Milton	1,707	1,456	-251	-15%	8,680	8,211	-469	-5%	
Owaka	305	364	59	19%	1,763	1,766	3	0%	
Tapanui	1,567	1,376	-191	-12%	8,263	6,667	-1,596	-19%	
Total	9,936	9,984	48	0%	54,564	51,297	-3,267	-6%	

INTERNET SESSIONS									
	Nov	Nov	+/-	%			+/-	%	
	2019	2020		Variation	FYTD	FYTD		Variation	
					2019	2020			
Balclutha	1,166	1,372	206	18%	5,542	5,363	-179	-3%	
Lawrence	148	238	90	61%	839	920	81	10%	
Milton	935	882	-53	-6%	4,181	3,802	-379	-9%	
Owaka	661	393	-268	-41%	1,994	1,461	-533	-27%	
Tapanui	331	349	18	5%	1,456	1,572	116	8%	
Total	3,241	3,234	-7	0%	14,012	13,118	-894	-6%	

December Library Visitor Statistics									
	Dec	Dec	+/-	%			+/-	%	
	2019	2020		Variation	FYTD	FYTD		Variation	
					2019	2020			
Balclutha	2620	3138	518	20%	22641	22151	-490	-2%	
Lawrence	310	470	160	52%	2098	2442	344	16%	
Milton	637	1037	400	63%	3963	5005	1042	26%	
Owaka	105	79	-26	-25%	1001	844	-157	-16%	
Tapanui	871	983	112	13%	4675	5899	1224	26%	
Total	4543	5707	1164	26%	34378	36341	1963	6%	

ISSUES									
	Dec	Dec	+/-	%			+/-	%	
	2019	2020		Variation	FYTD	FYTD		Variation	
					2019	2020			
e-audio & e-books	493	803	310	63%	3,316	4,894	1,578	48%	
Balclutha	5,359	5,536	177	3%	34,598	32,752	-1,846	-5%	
Lawrence	777	608	-169	-22%	4,573	3,954	-619	-14%	
Milton	1,669	1,696	27	2%	10,349	9,907	-442	-4%	
Owaka	344	425	81	24%	2,107	2,191	84	4%	
Tapanui	1,586	1,422	-164	-10%	9,849	8,089	-1,760	-18%	
Total	10,228	10,490	262	3%	64,792	61,787	-3,005	-5%	

Please note that internet statistics for December have not been provided as our supplier the Aotearoa Peoples Network Kaharoa (APNK) have been unable to provide member libraries with these figures.

1.2 Community Engagement

1.2.1 New Zealand Libraries Partnership Programme

I'm thrilled to advise that National Library/DIA has approved another two additional fixed term positions until 30 June 2022, to develop and deliver initiatives that support the programmes required outcomes:

- Digital inclusion, supporting and assisting job seekers and learners – including digital literacy for children and young people.
- Library workforce development, supporting an increasingly diverse workforce – including retention and development of Māori and Pasifika staff, leadership development, trainee recruitment and career progression development.
- Community engagement, supporting community recovery – including capability building, co-design skills, programming, and outreach and by targeting non-users.
- Reading for pleasure, supporting wellbeing – including local programming, partnerships and support for young people, whanau, and communities.
- Te Reo and mātauranga Māori, supporting local iwi – including staff skills development.
- Content creation and curation of online New Zealand resources, with a focus on local resources.

Our two new positions will be:

- An additional **Digital Programmes Coordinator** to provide more capacity to better meet the challenges posed by our very large geographic district, minimal staffing levels in our branches and community demand for digital learning programmes.
- A **Community Heritage Coordinator** to have a focus on the establishment of a digital repository to connect and celebrate our heritage across the district. The funding for this position also includes software and equipment costs.

Our vision is to support Council's desire to celebrate our heritage by facilitating community content creation, by encouraging and supporting active participation by locals. Thereby touching all community wellbeing initiatives and celebrating the joy of living in the Clutha District through community-generated digital heritage content.

The Community Heritage position will work with iwi, communities, and other interested stakeholders, across the district to facilitate the development and curation of a Clutha District digital community content repository ("*Clutha Content*").

For this to be successful there is a need for equipment, and training, to capture these stories, and the documentary heritage that exists in families and across the communities - and to upload this content to our own controlled online environment which we would create from a proven and available product in use in other Councils (Recollect). Once this material is in Recollect – to be named *Clutha Content* - collaboration can occur, such as:

- People in photos can be tagged
- Recollections: stories and anecdotes and descriptions can be added to any image or record
- Photos and digital objects can be geo-tagged

- Text documents, books, newsletters and articles can be automatically OCR'd and made searchable.
- Videos and oral histories can be captioned and tagged
- The stories of our District can be shared easily
- Participants can be upskilled in their local/community history and knowledge (and empowered with new digital skills)

Significant digital content already exists, for example, the Owaka Historical Society/Museum is one of a number of groups who have commissioned significant heritage digitisation projects over the past decade. The development of *Clutha Content* wouldn't attempt to replicate this but would work with organisations to facilitate and enhance community access to resources.

Clutha has a rich heritage from its pre-European days through to the present; however, artefacts, images and other documentary resources are gathered and typically maintained in varying ways throughout the district, often without any mutual awareness of others who may also have similar interests. Within Council there is also a lack of overall recognition of what heritage-related Council activities are in process at any given point, and the potential risks of deteriorating physical resources over time.

A lack of coordination of this kind creates inefficiencies – an example would be the duplication of effort involved in researching information already possessed by others. It likewise fails to take advantage of the combined effect that could be achieved through bringing various pieces of knowledge from different perspectives together, creating new insights and renewed energies around a particular historical topic. For anyone needing access to local heritage material there is currently no central means of identifying how to access resources.

With our current population of around 18,000, 20 towns, 6 museums, 35 community halls, and a wealth of sporting and social clubs, societies and organisations across 6,363.86 kms, there are many stories to tell; many photographs to capture, many videos to digitise, many maps, diaries, books and newsletters to digitise and preserve for today and the future.

Today's stories are tomorrow's heritage. We want to collect today's community content, e.g. Covid-19 ephemera, community events and new developments, as well as stories from the past; and be able to curate them into meaningful stories and exhibitions for our future.

1.2.2 Digital Services

Ancestry Library Edition – home access



Purpose: In recognition of the situation that libraries are facing because of the coronavirus, Ancestry and ProQuest have offered for Libraries to give library patrons access to Ancestry Library Edition from home.

What the community gains: “Ancestry is a comprehensive source of information for conducting genealogical and local history research with more than 1.5 billion names from over 4,000 collections. These collections include the following records from around the world including New Zealand:

- Births, Deaths and Marriage Records
- Burials and Obituaries Listings
- Census and Electoral Rolls
- Military Records
- Immigration and Travel Lists

Previously this resource could only be accessed while in the library (connected to the APNK wi-fi), but now the same resource can be accessed from home by library members after logging in with their library card and password.

Feedback: The response to this offer has been very positive, the original FB post saw very high reach and engagements compared to other posts; and was shared quite widely around. Posters and flyers were emailed out to potential interested parties (museums, historical societies, etc.) as well as being printed at posted in each library. This resulted in December having a 180% increase in searches compared to November (276 up from 14).

Device Drop-In Sessions

Purpose: Device drop-ins are 2-hour sessions, where people are encouraged to bring their devices into the library branch, for help with anything they are struggling with or would like to learn. We are also focused on encouraging them to install Antenna, for council updates, and the various library apps for access to useful digital resources.

What the community gains: These provide a great opportunity for people in the community to learn more about the technology that they are using. It is very common for older people to be encouraged to buy a phone or tablet and then walk away without having any knowledge on how to use it. These sessions also provide a chance for questions to be asked in a judgement free environment with tech “experts”.

Feedback: These sessions are proving to be very popular with requests ranging from help to understand a mobile phone bill, setting up the COVID-19 tracer app, increasing phone screen size, fix keyboard settings, and getting setup with the many library apps we have on offer.

We have seen a steady increase in usage of our Device Drop-ins with several users returning for a second session with more advanced questions. During these sessions we have looked at (among other things): enlarged displays, app configuration and phone display layouts, using system trays and Wi-Fi /mobile data/ airplane modes, corrected names on Facebook accounts, updated information, looked at computer security and informed about free Windows 7/ Windows 10 upgrades. We have even looked at pairing devices, Bluetooth sharing and hot spotting!



A number of other new digital learning initiatives will be underway from January and these will be reported on in more details in our next report.

Clutha Valley School Visit

On the 7 December the Clutha District Libraries presented an hour-long Technology session at the Clutha Valley School to 44 students.

With the Bee Bots (programmable floor robot) the story 'Wildboy: the boy who walked around New Zealand' by Brando Yelavich was read to the students. The children then drew what they would take on their journey and programmed the Bee Bots to move around the mat to 'collect' these items.

Students utilised their listening skills and worked collaboratively to create their journey items. Through this programming the Bee Bots students used positional and directional language and created programme sequences developing their analytical thinking and problem-solving skills.

With 'Let's Go Code' students used coding cards to move their robot (a student) around a maze without with aid of a device. This team-based, non-digital activity not only gave students the opportunity to learn about programming concepts but was a collaborative activity that got minds and bodies moving as they stepped, hopped, and turned to reach their goal.

CluthaCorps

CluthaCorps held another successful session at the Balclutha Library on the 7 November with 20 children aged 8-12 attending the first session and 10 attending the youth session. The library was alive with excited gamers competing against each other, helping each other out and thoroughly engaged throughout the sessions. It was wonderful to see participants entering the library talking excitedly with their parents and siblings about the programme.

The last Clutha Corps gaming event for 2020 was held on Saturday 12 December 2020 with 20 participants at the first session and 18 at the second session. It was a great success, and we are looking forward to hosting these events again in 2021.

1.3 Community Engagement

AMP Shows

Purpose: Library team members attended each of the districts AMP shows with information about library digital services and programmes, sale of ex-library books, and demonstrations of children's resources which promote an understanding of foundational coding concepts, including bee-bots and Edison robots.

What the community gains: The opportunity to see what the libraries offer to support life-long learning, creativity, and social/digital inclusion.

Feedback: Book sales were strong, and we were able to generate a lot of interest in our various Library programmes over the summer months.





Death Café

Clutha Budget Advisory/Family Works facilitate the monthly Death Café at the Balclutha Library which is open to all members of the community. Death Café is an international movement with the objective of increasing awareness of death with a view to helping people make the most of their (finite) lives. It is an opportunity for people to talk about a topic that others around them may not want to discuss in a safe and confidential setting, while giving them access to information and knowledge that they are seeking.

Topics have been varied from learning about various burial options through to having professionals coming in to talk about wills, power of attorneys and Advance Care Plans.

The last session for the year was held on Tuesday 24 November 2020 at 7.00pm with each person creating their own Bucket List and sharing this with the group followed by an exercise on how to create 'My Life Story.'

Preschool Storytime Sessions

The Balclutha Library visited the following centres with Christmas themed storytime sessions. 'Mrs Claus' shared Christmas stories, rhymes, and songs. All participants enthusiastically joined in and requested more stories and songs before the session ended – The Reindeer Pokey dance was extremely popular.

- BestStart Childcare Centre
- Wild Things Home Based Childcare
- Balclutha Kindergarten
- Big River Educare
- Rosebank Kindergarten

The Rosebank Kindergarten session finished with bubbles which was received with squeals of delight, with one child shouting 'best day ever.' Bubbles help to develop hand-eye and foot-eye coordination, visual tracking skills, body, and spatial awareness.

The Balclutha Parents Centre came along to the Balclutha Library on the 5th November where stories and activities were shared that aligned with their term focus of 'Belonging.' At the end of the session it was wonderful to see parents and children enjoying the conversation pit and reading stories to their children.

Storytimes promote brain development and early literacy skills, help to develop a children's imagination, and foster a love of stories and reading. For parents/caregivers it is an opportunity to learn about early literacy skills and the ways they can teach and support their children, as well an opportunity to meet new people.

20/21 Clutha District Summer Reading Challenge

The theme for this year's Summer Reading Challenge is 'Discover-Explore-Create' with fun activities planned for over January reflecting the theme. Participants receive rewards as they read, book prizes when they finish their challenge as well as an entry into the district wide draw for a hamper of locally sourced products. The programme runs from the 1 December 2020 to 31 January 2021, caters for ages 0-100+ and is open to everyone in the Clutha District.

The Libraries are pleased to publicly acknowledge and thank 20/21 the Inner Wheel of Balclutha and the Rotary Club of Balclutha for their kind sponsorships. The Inner Wheel's donated has funded a portion of the book prizes for children 0-12 years of age and a grant from the Rotary Club of Balclutha is going towards the \$20.00 book vouchers for the teens and adults.

The purpose of the programme is to promote, encourage and develop literacy and life-long enjoyment of reading. It supports parents/caregivers with their child's reading, helps to reduce the Summer Slide (decline in reading levels) for school children over the long school holidays and encourages teens and adults to read for pleasure and wellbeing as it is well documented that reading relieves stress, improves sleep, enhances social skills and for adults slows cognitive decline.

Enrolled	Balclutha	Lawrence	Milton	Owaka	Tapanui	Total
Under 5	31	10	4	4	6	55
5-12	117	15	35	7	31	205
Teens/Adults	55	3	13	12	9	92
	203	28	52	23	46	352

352 people have registered to the Clutha District Libraries Summer Reading Challenge, with one child commenting that this year his aim is to finish three cards. Library staff love to hear about the books that participants have read, and about the activities that the children have completed. This not only helps to develop a child's verbal skills but also informs library staff of what is popular and what our customers are interested in, as well helping to build relationships with our customers and so increasing their comfort level and confidence when using the library. One child chose the activity of writing a poem and could not wait to recite this to a staff member. All the activities in the children's reading challenge have a literacy focus.

The purpose of the programme is to promote, encourage and develop literacy and life-long enjoyment of reading. It supports parents/caregivers with their child's reading, helps to reduce the Summer Slide (decline in reading levels) for school children over the long school holidays and encourages teens and adults to read for pleasure and wellbeing as it is well documented that reading relieves stress, improves sleep, enhances social skills and for adults slows cognitive decline.



Brick Club

Brick Club continues to be very popular with at least 15 children participating in the weekly challenges. These can range from building ziplines and making parachutes for their LEGO creations to see if they could land on the X. The new LEGO books are shared amongst the groups and are available for loan.

As the last session was held on the 16 December, and most of the schools had closed this was an opportunity for children who had not attended previous sessions to join in.

The Brick Club Christmas decorations that were made for the Christmas Tree Extravaganza were returned to the library and displayed over December, which were enjoyed by children, parents, and the community. Brick Club will return in 2021.

Clutha District Libraries Christmas Activities

Following on from the very successful activity booklet that was created for the Term 3 school holidays, a Christmas Booklet was created for children to complete in the library or to take home. This included activities such as writing a story, word searches, colouring-in and more. There were also outlines of iconic images from around the Clutha District to decorate and hang on their tree.

At the Balclutha Library there were templates of Christmas lights for children to decorate and hang in the children's area, and in keeping with the Clutha District Libraries Facebook competition 'Where is Elfie Today?' there were numerous Elf Joke Cards available for children to share with each other.

Wriggle & Rhyme

The Clutha District Libraries Wriggle & Rhyme sessions had 19 children and 16 adults participating in its last programme of 2020. This term there were a few new parents/children to the group so after each session parents took the opportunity to stay on meet and talk with other parents and share information.

Wriggle & Rhyme is a programme that promotes active movement and brain development for babies and toddlers aged two years and under.

The November sessions focused on the following Active Movement Principles:

- Catching, Throwing & Kicking, Hands & Fingers, Upper Body Development, Songs, Rhymes & Finger Plays, Developing Language and Self-Esteem, Balance, Using the Environment, Massage & Touch, and Eye Development

Book Groups

Several libraries have regular book groups, that not only celebrate the joy of reading for pleasure, but also provide opportunities for people to connect with others in a safe and welcoming environment. For some participants, these groups address the issue of social isolation – an issue becoming more prevalent in these times of uncertainty.

This image of the Owaka book group enjoying a shared Christmas afternoon tea captures the camaraderie experienced within these groups. This is a diverse group of library borrowers meet every second Thursday of each month at 2pm to talk about what they've read, followed by a share afternoon tea at 3pm. Each book is discussed and provides a great way for everyone to learn about new authors, genres and

topics. Book group is not just about reading and books, as you can see there is food and laughter too!



2 INFORMATION CENTRES REPORT

2.1 Visitor Statistics

Despite ongoing border limitations and the resulting loss of many overseas tourists, domestic visitors are certainly making the most of New Zealand's stunning attractions, with the Catlins continuing to be a jewel amongst our districts many attractions!

November Visitor Statistics										
	Origin	Nov 2019	Nov 2020	+/-	% Variation		FYTD 2019	FYTD 2020	+/-	% Variation
Balclutha	Domestic	882	719	-163	-18%		3,732	4,001	269	7%
	International	867	13	-854	-99%		2,275	115	-2,160	-95%
Lawrence IC	Domestic	410	642	232	57%		1,512	2,282	770	51%
	International	218	4	-214	-98%		703	15	-688	-98%
Milton IC	Domestic	171	127	-44	-26%		856	683	-173	-20%
	International	75	2	-73	-97%		205	11	-194	-95%
Owaka	Domestic	760	1,212	452	59%		3,194	5,173	1,979	62%
	International	673	43	-630	-94%		1,522	207	-1,315	-86%
Tapanui	Domestic	13	5	-8	-62%		45	57	12	27%
	International	3	0	-3	-100%		9	1	-8	-89%
Total	Domestic	2,236	2,707	471	21%		9,339	12,198	2,859	31%
	International	1,836	62	-1,774	-97%		4,714	349	-4,365	-93%

December Visitor Statistics									
	Origin	Dec 2019	Dec 2020	+/-	% Variation	FYTD 2019	FYTD 2020	+/-	% Variation
Balclutha	<i>Domestic</i>	757	871	114	15%	4,489	4,872	383	9%
	<i>International</i>	895	12	-883	-99%	3,170	127	-3,043	-96%
Lawrence IC	<i>Domestic</i>	523	451	-72	-14%	2,035	2,733	698	34%
	<i>International</i>	244	10	-234	-96%	947	25	-922	-97%
Milton IC	<i>Domestic</i>	183	156	-27	-15%	1,039	839	-200	-19%
	<i>International</i>	76	0	-76	-100%	281	11	-270	-96%
Owaka	<i>Domestic</i>	966	1,111	145	15%	4,160	6,284	2,124	51%
	<i>International</i>	841	50	-791	-94%	2,363	257	-2,106	-89%
Tapanui	<i>Domestic</i>	12	16	4	33%	57	73	16	28%
	<i>International</i>	3	0	-3	-100%	12	1	-11	-92%
Total	<i>Domestic</i>	2,441	2,610	169	7%	11,780	14,808	3,028	26%
	<i>International</i>	2,059	72	-1,987	-97%	6,773	421	-6,352	-94%

2.2 Clutha i-SITE Temporary Relocation



The November/December period has been both an exciting and challenging time for our i-SITE team with the recent move to our new temporary premises at 1 John St, Balclutha, whilst successfully continuing to maintain our services throughout the entire process.

To ensure that the relocation continued to support Council's strategic direction, the move needed to be planned with clear outcomes and principles in mind:

- Careful selection of the site. It not only needed to have the spatial requirements for our services, but also prominence and accessibility for locals and visitors alike.
- The property needed to be easily adapted to provide a fit for purpose space that is appropriate for the delivery of our many services.
- Layout and décor would be welcoming for visitors and reflect the colours and attractions of the whole district.
- Costs would be minimised by recycling fixtures and fittings where possible. We were very aware of keeping costs down, and recycled wherever possible i.e. the counter, and kitchen from the former site at 4 Clyde Street, Balclutha. Brochure and retail stands were sourced from the recently closed Alexandra & Cromwell i-SITES.

- Use of local contractors wherever possible.

A number of properties were assessed, with the John/Clyde St site standing out as the most feasible to meet our criteria, with its' prime location, visibility (both internally and externally) and large customer/retail space.

Unfortunately, although perfect for pedestrian and car visitors, the site does have the drawback of poor accessibility for campervans and buses. However aside from this issue, we are pleased to advise that all other criteria were met.



Final costs are as follows for the project:

Type of Work	Cost
Building Alterations	\$42,826.18
IT & Associated Electrical	\$13,958.31
Relocation Costs	\$8,410.65
Total	\$65,195.14

Although every effort was taken to minimise costs, as outlined earlier, the property required a little more work than we had hoped was needed. As the site had largely been used solely for retail in recent years, digital and associated infrastructure required significant upgrading; and office space needed to be incorporated. This would have been a major issue with all of the available sites we considered.

Otherwise, the outcome of the project has exceeded all expectations, with overwhelmingly positive feedback from locals, visitors, and surrounding retailers. Which will only increase once the new destination toilets are completed!

2.2.1 Information Centre Tourism Sales (Clutha i-SITE / Catlins Visitor Information Centre)

The ongoing reduction in bookings is a reflection of New Zealand's closed borders. Although unlikely to reach previous levels without our many international visitors, it is anticipated that there will be some increase as the new Destination Marketing campaign rolls out. The Clutha NZ website, run by Development Clutha, has just launched a booking page, with requests now being sent directly our i-SITE.

2.2.2 Total Value of Commissionable Bookings (Clutha i-SITE / Catlins Visitor Information Centre)

The commissionable sales represent nationwide bookings made on behalf of visitors for accommodation/transport and activities throughout NZ.

Total Value of Commissionable Bookings (Clutha i-SITE / Catlins Visitor Information Centre)									
	Ticket Value		+/-	%		FYTD	FYTD	+/-	%
	2019	2020		Variation		2019	2020		Variation
Nov	\$ 14,893	\$ 6,297	-\$ 8,596	-58%		\$ 41,031	\$ 37,568	-\$ 3,463	-8%
Dec	\$ 12,139	\$ 6,965	-\$ 5,174	-43%		\$ 53,169	\$ 44,533	-\$ 8,637	-16%
	Commission		+/-	%		FYTD	FYTD	+/-	%
	2019	2020		Variation		2019	2020		Variation
Nov	\$ 1,383	\$ 519	-\$ 864	-62%		\$ 3,529	\$ 2,683	-\$ 846	-24%
Dec	\$ 985	\$ 419	-\$ 566	-57%		\$ 4,514	\$ 3,102	-\$ 1,412	-31%

2.2.3 Total Value of Non-Commission Referrals (Clutha i-SITE / Catlins Visitor Information Centre)

Non-commission referrals are those bookings that are made to Clutha District tourism operators, who pay an annual fee to display their brochures at both the Clutha i-SITE and Owaka Information Centre.

Total Value of Non-Commission Referrals (Clutha i-SITE / Catlins Visitor Information Centre)									
	Referrals (non-commission - GST inc)		+/-	%		FYTD	FYTD	+/-	%
	2019	2020		Variation		2019	2020		Variation
Nov	\$ 525	\$ 540	\$ 15	3%		\$ 2,290	\$ 1,670	-\$ 620	-27%
Dec	\$ 760	\$ 140	-\$ 620	-82%		\$ 3,050	\$ 1,810	-\$ 1,240	-41%

2.2.4 Clutha i-SITE Merchandise Sales (excluding GST)

The i-SITE supports local producers and vendors by displaying and selling local products of interest to the region's visitors.

Clutha i-SITE Merchandise Sales (GST ex)									
	Total Value of Sales		+/-	%		FYTD	FYTD	+/-	%
	2019	2020		Variation		2019	2020		Variation
Nov	\$ 2,991	\$ 1,583.1	-\$ 1,408.0	-47%		\$ 9,061	\$ 7,293	-\$ 1,768	-20%
Dec	\$ 3,810	\$ 5,336.0	\$ 1,525.5	40%		\$ 12,872	\$ 12,629	-\$ 243	-2%
	Gross Profit		+/-	%		FYTD	FYTD	+/-	%
	2019	2020		Variation		2019	2020		Variation
Nov	\$ 1,146	\$ 638	-\$ 508	-44%		\$ 3,687	\$ 2,891	-\$ 796	-22%
Dec	\$ 1,439	\$ 1,980	\$ 542	38%		\$ 5,126	\$ 4,872	-\$ 254	-5%

The large increase in the December sales can be directly attributed to the i-SITES new location, with its more appealing retail layout and displays than the old i-SITE.

Corporate & Property Committee

Item for INFORMATION

Report	Corporate Services Report
Meeting Date	4 February 2021
Item Number	4
Prepared By	Karen Piercy – Corporate Services Administrator
File Reference	507445

REPORT SUMMARY

The report covers funding scheme payments and rate rebates since the last meeting.

RECOMMENDATION

That the Corporate & Property Committee receives the Corporate Services Report.

REPORT

1 Funding Schemes

1.1 Creative Communities New Zealand Funding Scheme

At the conclusion of round one, there was still \$12,267.00 available for the first half of 2020/2021, therefore an additional funding round closing 20 November 2020 was held. Five applications were received.

An application from Tuapeka Goldfields Museum was declined because it did not deliver strongly to the CCS funding criteria. Funding to the other projects was allocated as follows:

NAME	PROJECT	FUNDING CRITERIA	AMOUNT REQUESTED \$	AMOUNT APPROVED \$
Caninspire Charitable Trust	Creative therapy workshops	Access & Participation	905.00	905.00
Robyn O'Malley	Oamaru stone carving classes.	Access & Participation	1,918.80	1,800.00
Lawrence Art Festival	Celebrating our land print and book binding class.	Diversity	1,707.00	1,707.00
Terewai Cookson	Creative workshops	Access & Participation	1,900.00	1,750.00
Total				6,162.00

Creative New Zealand has allocated an additional \$5,850.12 to Clutha District Council as part of a COVID-19 Response Plan of \$1.8 million, under Government's Arts and Culture COVID Recover Programme announced in Budget 2020. This, in addition to the second half year allocation of \$12,810.00 and a balance of \$4,435.99 left after rounds one and two, leaves a total of \$23,096.11 to be allocated before 30 June 2021.

The Corporate Services Administrator and Committee is working to spread the word and encourage applications from throughout the district.

The third funding round will close 1 March 2021.

1.2 Sport New Zealand Rural Travel Fund

The Sport NZ Rural travel Fund Assessment Committee met on 11 December 2020 and allocated the following funding for the 2021 year:

<i>Balclutha Junior Football Club</i>	<i>\$500.00</i>
<i>Blue Mountain College</i>	<i>\$1,400.00</i>
<i>Blue Mountain College Netball club</i>	<i>\$700.00</i>
<i>Clutha District Hockey Committee</i>	<i>\$1,200.00</i>
<i>Clutha United Swimming Club</i>	<i>\$700.00</i>
<i>Clutha Valley Primary School</i>	<i>\$1,300.00</i>
<i>Kaitangata Primary School</i>	<i>\$800.00</i>
<i>Lawrence Area School</i>	<i>\$1,000.00</i>

<i>South Otago High School</i>	<i>\$4,800.00</i>
<i>Tapanui Primary School</i>	<i>\$1,000.00</i>
<i>The Catlins Area School</i>	<i>\$1,400.00</i>
<i>Tokomairiro High School</i>	<i>\$2,700.00</i>
<i>Waiwera South Primary School</i>	<i>\$700.00</i>
<i>West Otago Secondary School Rugby</i>	<i>\$1,000.00</i>
	<i>\$19,200.00</i>

The funding is comprised of \$9,500.00 from Sport New Zealand, \$9,500.00 council LTP grant and \$200.00 from a grant returned in 2020.

1.3 Tuapeka Bursary

The 2021 Tuapeka Bursary fund is now being advertised. The closing date is 31 January 2021. The Trustees will meet on 3 March 2021 to decide the recipients.

In 2020 a total of \$2,000.00 was awarded to two recipients.

2 General Grant Allocation

Council provides general grants to assist organisations providing projects/activities which benefit the residents of communities within the Clutha District. General grants are limited to the following categories:

Reimbursement of Council fees and charges.

Reimbursement of rents for properties leased from Council.

Reimbursement of hire charges for community centres and community halls.

2.1 Reimbursement of Fees and Charges

Since the last meeting, the following reimbursement has been made for Council fees and charges:

Organisation	Reimbursement of Council fees and charges for:	Amount \$
Balclutha Rotary Club	Hire of the Balclutha War Memorial Hall for the 2020 Rotary book sale	933.75
Tapanui School	West Otago Community Centre hire charges for the school production.	362.00
Tokomairiro High School Ball Committee	Hire of the Milton Coronation Hall for the Tokomairiro High School Ball held 24 August 2020	400.00
St Mary's School	Hire of the Milton Coronation Hall for the school production held 11 December 2020.	840.00

The balance of the 2020-21 fund is \$11,314.25.

2.2 Reimbursement of Rent or Lease

No rent reimbursements have been made since the last meeting.

2.3 District Swimming Pools

The annual swimming pool questionnaires were paid as soon as they were returned. Ten of the twelve district pools have returned the questionnaires and received their funding.

3. Rates Rebate Scheme

Listed below are details of applications received for the rates rebate scheme for the period 1 July 2020 to 14 January 2021 with comparative figures for a similar period last year.

Rate Rebates	This Year	Last Year
Applications Received	434	466
Total amount of Rebates paid	\$243,463.80	\$245,518.08
Average amount of Rebate	\$560.98	\$526.86

Corporate & Property Committee

Item for INFORMATION

Report	Creative Communities Assessment Committee Minutes
Meeting Date	4 February 2021
Item Number	5
Prepared By	Karen Piercy – Corporate Services Administrator
File Reference	507437

REPORT SUMMARY

Attached are the unconfirmed minutes of the meeting of the Creative Communities Assessment Committee held on 9 December 2020 for noting.

RECOMMENDATION

- 1. That the unconfirmed minutes of the meeting of the Creative Communities Assessment committee held on 9 December 2020 be noted.**

Creative Communities Scheme Assessment Committee

Minutes of the meeting of Creative Communities Scheme Assessment Committee held in the Council Chambers on Wednesday 9 December 2020, commencing at 5.32 pm.

Present Councillor Ken Payne (Chairperson), Councillor Mel Foster. Sheila Bishop, Lindy Chinnery, Russell Johnston, Sarah Van Asperen (joined via Zoom 5.51pm) Jo-Anne Taylor (from 5.56pm).

In Attendance Karen Piercy (Corporate Services Administrator).

Apologies Jenny O’Connell, Julie-Anne Mallon, Sarah Van Asperen

Moved Councillor Payne/Foster and Resolved:

“That the apologies be sustained.”

URGENT BUSINESS

There was no urgent business.

Councillor Foster declared a conflict with Robyn O’Malley and the Lawrence Arts Festival projects.

PUBLIC FORUM

Public Forum was held during the meeting, after the minutes were confirmed. The following spoke via Zoom about their applications and answered questions from the Committee:

1. Robyn O’Malley

Robyn spoke about her Oamaru stone carving project. She acknowledged that she would need help with promotion as she struggled to get the message out for her last workshop. She has already purchased the stone as it was cheaper to buy in bulk, but this still is to be paid for.

2. Rachael Allan – The CanInspire Charitable Trust

Rachael spoke about the CanInspire application. There is a new tutor based in Milton. CanInspire works with agencies with clients suffering any illness, trauma, or loss.

The 1/5 share is for two workshops in the Otago Region for the year.

Jo-Anne Taylor joined the meeting at 5.56pm.

The workshops are being held in Balclutha but will be open to any clients in the Clutha District. The host agency (Cancer Society Balclutha and Budget Advice) refers clients in the Clutha Area.

3. Maureen Cummings – Lawrence Summer Arts Festival

Maureen spoke about the Lawrence Summer Arts Festival. The workshop is limited to a maximum of 10-12 people as the project is quite technical. The final articles could be displayed in the library later if people are comfortable with this. The workshop will take place the last weekend in February.

1 CONFIRMATION OF MINUTES

The minutes of the Creative Communities Assessment Committee meeting held 22 June 2020 were presented for the Committee's confirmation.

Moved: Councillor Payne/L Chinnery and Resolved:

“That the Creative Communities Assessment Committee confirms as a true and correct record the minutes of the meeting held on 22 June 2020.”

2 PROMOTION OF THE SCHEME

The Corporate Services Administrator presented a report outlining advertising placed to promote the scheme. The scheme was extensively advertised throughout the district.

Moved Jo-Anne Taylor/S Bishop and Resolved:

“That the Creative Communities Scheme Assessment Committee receives the Promotion of the Scheme report.”

3 FINANCE REPORT

The Corporate Services Administrator presented a financial summary for the funding scheme for the period 1 July 2020 to 1 September 2020. A summary of previous grant recipients was tabled.

The amount available for distribution for round two is \$10,597.00. This does not include the Creative Communities second funding payment of \$12,810.00 or the additional \$5,000.00 Covid funding.

Moved L Chinnery/R Johnston and Resolved:

“That the Creative Communities Scheme Assessment Committee receives the Finance report.”

4 APPLICATIONS

The Corporate Services Administrator presented the five applications submitted for consideration in this funding round.

Moved Councillor Foster/R Johnston and resolved:

“That the Creative Communities Scheme Assessment Committee receives the Applications Report.”

Moved Councillor Payne/S Bishop and resolved:

“That the Creative Communities Scheme Assessment Committee declines the application from Tuapeka Goldfields Museum History of the Past through the Camera Lens project as this project does not deliver strongly to the CCS funding criteria in the Clutha Region.”

Moved S Van Asperen/Councillor Foster and resolved:

“That the Creative Communities Scheme Assessment Committee approves \$905.00 for the CanInspire Charitable Trust for The Creative Therapy workshops”.

Moved L Chinnery/R Johnstone and resolved:

“That the Creative Communities Scheme Assessment Committee approves \$1,800.00 to Robyn O’Malley for the beginners Oamaru stone carving classes and does not include food conditional on this grant only being used for participants from the Clutha District.”

Moved Councillor Payne/S Bishop and resolved:

“That the Creative Communities Scheme Assessment Committee approves \$1,707.00 to the Lawrence Art Festival for the Celebrating our land print and book binding workshop.”

Moved L Chinnery/Councillor Foster and resolved:

“That the Creative Communities Scheme Assessment Committee approves \$1,750.00 (not including food) to Terewai Cookson for Creative Workshops.”

5 PROJECT REPORT FORMS RECEIVED REPORT

The Corporate Services Administrator presented the following Project Completion Reports:

- South Otago Theatrical Society (Goldilocks and the Vampires).
- Robyn O’Malley (Creative body adornment workshop and exhibition).

Jo-Anne Taylor left the meeting at 7.12pm and returned at 7.13pm.

Moved L Chinnery/S Van Asperen and Resolved:

“That the Creative Communities Scheme Assessment Committee receives the Project Report Forms report.”

6 CORRESPONDENCE

The Corporate Services Administrator presented copies of correspondence since the last meeting.

There was discussion around how to further promote the scheme throughout the district.

Moved: S Bishop/L Chinnery and resolved:

“That the Creative NZ Scheme Assessment Committee receives notification of correspondence in and out.”

S Van Asperen left the meeting at 7.43.

The meeting closed at 7.45 pm.

Confirmed

Ken Payne
CHAIRPERSON

Corporate & Property Committee

Item for INFORMATION

Report	Sport NZ Rural Travel Fund Assessment Committee Minutes
Meeting Date	4 February 2021
Item Number	6
Prepared By	Karen Piercy – Corporate Services Administrator
File Reference	507438

REPORT SUMMARY

Attached are the unconfirmed minutes of the meeting of the Sport New Zealand Rural Travel Fund Assessment Committee held on 11 December 2020 for noting.

RECOMMENDATION

- 1. That the unconfirmed minutes of the meeting of the Sport New Zealand Rural Travel Fund Assessment committee held on 11 December 2020 be noted.**

Sport NZ Rural Travel Fund Assessment Committee

Minutes of the meeting of Sport NZ Rural Travel Fund Assessment Committee held in Committee Room 1 on Friday 11 December 2020, commencing at 12.04 pm.

Present	Councillor John Herbert (Chairperson), Councillor Wayne Felts, Sheila Bishop, Sharlene Conder, Simon Cullen, Graeme Edgar (from 12.18pm), Kerry Seymour and Craig Gordon (Sport Clutha).
In Attendance	Karen Piercy (Corporate Services Administrator)
Apologies	There were no apologies.

URGENT BUSINESS

There was no urgent business.

PUBLIC FORUM

There was no public forum.

1. CONFIRMATION OF MINUTES

Minutes of a meeting of the Sport NZ Rural Travel Fund Assessment Committee held on 20 January 2020 were submitted for confirmation.

Moved C Gordon/Councillor Felts and Resolved:

“That the minutes of the meeting of the Sport NZ Rural Travel Fund Assessment Committee held on 20 January 2020 be adopted as a true and correct record subject to amending No 3 Accountability Forms for 2017 to Accountability Forms for 2018.”

2. FINANCIAL REPORT

The Corporate Services Administrator submitted a report on the funds available for allocation from the Sport NZ Rural Travel Fund and advised that \$19,275.65 is available for distribution for the 2021 financial year. This includes a grant from Sport New Zealand of \$9,500.00 and a further \$9,500.00 Council Annual Plan grant for the 2020/21 financial year.

Moved K Seymour/S Bishop and Resolved:

“That the Sport NZ Rural Travel Fund Assessment Committee receives the Financial Report.”

3. 2020 ACCOUNTABILITY FORMS REPORT

The Corporate Services Administrator submitted a report containing the accountability reports received for the 2020 Sport NZ Rural Travel Fund.

Tokomairiro High School have submitted their report, and this was tabled.

It was noted that Lawrence had accounted for area sports which are not funded and have not supplied receipts.

Blue Mountain College have supplied receipts for \$920 but have not given a breakdown of who this grant was given to.

Moved S Cullen/W Edgar and Resolved:

“That the Sport NZ Rural Travel Fund Assessment Committee receives the 2020 Accountability Forms report.”

4. APPLICATIONS FOR SPORT NZ RURAL TRAVEL FUND

The Corporate Services Administrator submitted a report advising that 14 applications had been received seeking funding from the Sport NZ Rural Travel Fund.

It was noted that Lawrence Area School can apply for a higher amount of funding next year.

The Assessment Committee discussed the applications and how the funding to be allocated.

4.1 Conflict

Graeme Edgar declared a conflict with the West Otago Secondary School Rugby application (club volunteer).

Moved S Bishop/S Conder and Resolved:

“That the Sport NZ Rural Travel Fund Assessment Committee considers the applications received for funding.”

Moved G Edgar/Councillor Felts and Resolved:

“That the Sport NZ Rural Travel Fund Assessment Committee allocates the funding as follows:”

Balclutha Junior Football Club	\$500.00
Blue Mountain College	\$1,400.00
Blue Mountain College Netball club	\$700.00
Clutha District Hockey Committee	\$1,200.00
Clutha United Swimming Club	\$700.00
Clutha Valley Primary School	\$1,300.00
Kaitangata Primary School	\$800.00
Lawrence Area School	\$1,000.00
South Otago High School	\$4,800.00
Tapanui Primary School	\$1,000.00
The Catlins Area School	\$1,400.00
Tokomairiro High School	\$2,700.00
Waiwera South Primary School	\$700.00
West Otago Secondary School Rugby	\$1,000.00

The meeting closed at 1.45 pm.

Confirmed

John Herbert
CHAIRPERSON

Corporate & Property Committee

Item for INFORMATION

Report	Corporate Properties Update Report
Meeting Date	4 February 2021
Item Number	7
Prepared By	John Scott – Group Manager Corporate Services
File Reference	507461

REPORT SUMMARY

This report provides an update on Corporate Properties.

RECOMMENDATIONS

- 1. That the Corporate & Property Committee receives the Corporate Properties Update Report.**

1 Other Property Update

Clutha District Council - Other Property Update 25 January 2021	
Revenue to date	
Monthly Rental - 64-66 Union Street	200
Farmland Rental - Port Molyneux Road	400
Sale of property - Kaitangata Highway	2
Total Revenue	602

Clutha District Council - Other Property Update 25 January 2021				
	2021	2020	2019	2018
	\$	\$	\$	\$
Income				
Revenue to date	602	37,535	46,002	4,037
Total Income	602	37,535	46,002	4,037
Expenditure	5,046	32,443	17,672	9,713
Valuation - Port Molyneux Road	-	-	-	1,000
Rates - Balclutha Properties	-	8,774	5,591	7,101
Rates (ORC) - Hillend SD-Quarry Reserve	-	-	-	1,613
Rates (ORC) - Aitchison Runs Road Tuapeka	1,475	1,391	1,433	-
Rates on Sale of Maryport Street, Lawrence	-	-	-259	-
Rates on Sale of Main Road, Clinton - Cani Enterprises	-	-	1,785	-
Rates on Sale of Side Street, Clinton - Grace	-	-512	-	-
Rates on Sale of property - Kaitangata Highway	-220	-	-	-
Rates - VTR Payment closed road sections	-	-35	-	-
Commission on Sale of Side Street, Clinton - Grace	-	5,000	-	-
Rental Valuation Fees for Kaitangata Golf Club	-	-	1,055	-
Valuation - Union Street Walkway	-	-	640	-
Valuation - Freeholding Value Skerry Street, Clinton	-	2,750	-	-
Valuation - Pounawea Motor Camp - Market & Rental Valuations	-	3,500	-	-
Valuation - 2-4 Elizabeth Street - Existing Building	-	1,195	-	-
Legal Fees	-	1,709	1,850	-
Legal - Renewal of Lease - Tuapeka Mouth Domain	-	200	-	-
Service of Trespass Notice - Exe Street Kaitangata	-	-	153	-
Transfer of Extraordinary Water Costs - Crown Street Balclutha	-	-	1,064	-
Consultancy	-	-	338	-
42 Sussex St Tapanui - find and repair water leak	-	-	806	-
Repairs/Maintenance at the Toko Training Center	337	605	-	-
Repair blocked downpipe on building at 128 Union Street, Milton	-	204	-	-
Clean out rubbish - Council yard	-	-	673	-
Electrical Inspection & Power Connection - Crown Street Balclutha	-	-	822	-
Purchase of Land - Union Street, Milton	-	-	1,722	-
Fencing Materials - Capital Works at the Old Plantation Site	-	850	-	-
Boyd Street Stirling - Preliminary Engineering	-	6,659	-	-
Insect Spray	-	31	-	-
McDonough Contracting - spray ex forestry Balclutha Golf Course	2,057	-	-	-
Linda May - Power Reimbursement	-	124	-	-
1/2 Share of Boundary Fence - 333 Union Street	1,120	-	-	-
Advertising - Council Land for Lease	277	-	-	-
Total Expenditure	5,046	32,443	17,672	9,713
Net Income/(Loss)	-4,444	5,092	28,329	-5,676

2 Cribs, Endowment Land and Other

<u>Clutha District Council - Cribs, Endowment Land and Other Update 25 January 2021 YTD</u>				
	2021	2020	2019	2018
	\$	\$	\$	\$
Income				
Rentals	4,871	8,288	11,178	12,597
Rental - Crib Sites	35,804	108,982	101,891	95,970
Lease - Endowment	58,208	94,665	94,065	92,824
Lease - Other	25,770	50,397	49,999	51,348
Miscellaneous Income - Tautuku Cribsite	-	292	292	292
Total Income	124,653	262,625	257,425	253,031
Expenditure				
Rates - ORC	5,625	7,129	6,947	5,909
Rates - CDC	-	110,623	106,842	75,738
General Expenses	1,615	-	2,285	-
Insurance	3,639	3,538	2,409	1,621
Legal Expenses	700	-	2,250	-
Valuation Expenses	6,430	13,365	675	4,790
Consultancy	-	915	-	-
Electricity	-	127	-	-
Building Repairs	383	1,283	1,402	1,644
Building Repairs - Hair Works Building	-	-	3,191	1,344
Non Routine Maintenance	-	53	-	-
Internal - Others (Overheads)	15,659	29,552	29,374	19,599
Total Expenditure	34,050	166,584	155,375	110,644
Net Income/(Loss)	90,603	96,041	102,050	142,387
UAGC Rates Offset - CDC	105,431	207,879	203,402	213,176
Net Income/(Loss) after UAGC Rates Offset	-14,828	-111,838	-101,352	-70,790

Corporate & Property Committee

Item for INFORMATION

Report	Development Properties Update Report
Meeting Date	4 February 2021
Item Number	8
Prepared By	John Scott – Group Manager Corporate Services Steve Hill – Chief Executive
File Reference	507462

REPORT SUMMARY

The report contains an update on our Development Properties since the last meeting:

- Plantation Heights – sales steady – no impairment required.
- Rosebank Industrial – no sales banked yet – no further impairment required over and above 30 June 2020.
- Kaitangata – some losses incurred to date – impairment of \$35k as of 30 June 2020.

RECOMMENDATIONS

1. That the Corporate & Property Committee receives the Development Properties Update Report.

REPORT

1 Plantation Heights

- Risks and Mitigations:
 - The financial risk to CDC is not selling all the sections. To date 47 of 66 lots have settled, 2 are under offer and one Lot is being temporarily held. 9 Lots are also being held for intensification.
 - CDC can become more active in marketing to increase sales and turn lifestyle blocks into smaller sections to increase sales.
- No impairment is anticipated as our forecast sale proceeds exceed our held cost.
- 8 sales have been made this year with an estimated gain of \$43k.
- The intensification development at Monterey Place has been approved with significant interest being shown already. Construction has commenced.

Development Property - Other Gains and Losses	Total	2021 \$000	2020 \$000	2019 \$000	2018 \$000	2017 \$000	2016 \$000
Plantation Heights							
Proceeds from Sales	3,897	779	871	1,002	1,245	0	0
Cost of Sales	3,565	736	823	956	1,050	0	0
Gain Plantation Heights	332	43	48	46	195	0	0

Fair Value Assessment at 25 January 2021	
Remaining Sales Estimate	1,882
Book Value of WIP	1,778
Surplus Remaining - No impairment Required	104

2 Rosebank Industrial

- Risks and Mitigations:
 - Risk of arsenic contamination after disturbing the ground during the development. Negotiations with ORC have allowed us to progress the development and we have a position statement from them. We have quantified the likely cost of remediation which is within budget and are in negotiations with the landowner of the contaminated receiving environment with a view to final resolution of the matter.
 - The latest rounds of annual sampling have shown the sample locations to be clear.

- ORC is requiring us to get approval from the landowner before we can get a consent issued and this was holding up titles and the cash flow from the sold lots. We are working with the landowner and the ORC to move this along. An alternative was progressed where purchasers agreed to notes being placed on titles regarding the consent not having been issued and that has been completed and titles can be issued. This option has not generally been accepted by purchaser's legal representatives.
- Titles have now been issued however we also did a variation at the request of purchasers to allow additional Lots to be purchased and amalgamated. In effect therefore, currently only two Lots can settle with the rest impacted by the variation.
- In 2019 Council impaired the asset by \$353k as the likely sales income was lower than the cost in or books at year end. This loss included an estimated cost of \$200k for the side lane off State Highway 1. For the year ended 30 June 2020, \$153k of this impairment was reversed in order to increase closing book value to agree with the fair value assessment of \$1,206k as per the annual report.
- The sales revenue will be reflected in the 2021 year when titles have been registered. An invoice is being created for one party who has been able to build on the land for the recovery of interest of the value of the land sold but which has not transferred due to the lack of titles.
- At this stage we do not consider there is a need to impair the asset further.

Development Property - Rosebank Industrial - Update 25 January 2021				2021	2020	2019	2018	2017	2016
				\$000	\$000	\$000	\$000	\$000	\$000
Opening Balance				1,206	824	25	999	732	0
Additions in current year				121	229	1,152	602	547	732
Less Amounts expensed due to sale				0	0	0	-1,576	-280	0
Less Amounts expensed due to anticipated loss				-121	153	-353	0	0	0
Closing Balance				1,206	1,206	824	25	999	732
Fair Value Assessment	0			1,206	1,206				

3 Kaitangata Subdivision

- Risks and Mitigations:
 - The financial risk to CDC is not recovering all the costs on the sale of each house and land package.
 - CDC can become more active in marketing or down spec the build to suit market conditions.
- We recognised a \$36k impairment in 2020 based on an estimated fair value of \$344k as of 30 June 2020. With Council approval to proceed with additional house builds, we are considering Kaitangata development as a total, and any impairment will be recovered through subsequent sales.
- The House in Wyre Street can now settle as the titles have been issued. A contract has been let for the second house on the second Lot scheduled for a February 2021 construction start, a deposit of \$26k has now been paid on this.
- In January, an amount of \$70k has been paid for the purchase of 26 & 28 Needles Street, as well as a deposit of \$6.5k for 84 & 86 Eddystone Street.

Development Property		2021	2020	2019
		\$000	\$000	\$000
Kaitangata House & Land Packages				
Opening Balance		344	58	0
Plus: Additions in current year		114	342	58
Less: Amounts expensed due to sale		0	-20	0
Less: Impairment Loss		0	-36	0
Closing Balance		459	344	58
Development Property - Other Gains and Losses				
	Total	2021	2020	2019
		\$000	\$000	\$000
Development Property				
Proceeds from Sales	20	0	20	0
Cost of Sales	20	0	20	0
Gain Kaitangata House & Land Packages	0	0	0	0

Corporate & Property Committee

Item for DECISION

Report	Corporate & Property Committee Work Programme Report
Meeting Date	4 February 2021
Item Number	9
Prepared By	John Scott – Group Manager Corporate Services
File Reference	507463

REPORT SUMMARY

The Corporate & Property Committee has certain responsibilities reflected in its Terms of Reference.

To discharge these responsibilities a work programme has been devised.

As this is the first meeting of the calendar year, we need the committee to provide inputs as to the scope of the work programme.

In future 'green' highlights will reflect the work completed since the last committee meeting.

RECOMMENDATIONS

- 1. That the Corporate & Property Committee receives the Corporate & Property Committee Work Programme Report.**
- 2. That the Corporate & Property Committee agrees to the scope of the work programme.**

Clutha District Council										
Corporates and Property Committee Work Programme - January to December 2021										
Meeting Dates 2020	Approach	Action	4-Feb-21	18-Mar-21	29-Apr-21	9-Jun-21	22-Jul-21	2-Sep-21	13-Oct-21	25-Nov-21
Areas of Responsibility										
To ensure the maintenance and development of all corporate services necessary to an effective and										
To monitor the overall financial performance of Council and report accordingly.										
	Critically interrogate Statement of Financial Position	Produce Statement of Financial Position with narrative explaining material variances to budget.	See agenda item on Management Accounts	See agenda item on Management Accounts	See agenda item on Management Accounts	See agenda item on Management Accounts	See agenda item on Management Accounts	See agenda item on Management Accounts	See agenda item on Management Accounts	See agenda item on Management Accounts
	Critically interrogate Statement of Comprehensive Revenue and Expenditure	Produce Statement of Comprehensive Revenue and Expenditure with narrative explaining material variances to budget.	See agenda item on Management Accounts	See agenda item on Management Accounts	See agenda item on Management Accounts	See agenda item on Management Accounts	See agenda item on Management Accounts	See agenda item on Management Accounts	See agenda item on Management Accounts	See agenda item on Management Accounts
To monitor levels of service and performance activities and services under the Committees areas of responsibility . Those areas are as follows:	Receive Report.	Produce Organisational Performance Report on Service Request contact and responsiveness.	Please note the Organisational Performance Report is now split up into the Regulatory & Policy and Service Delivery Agendas where questions can be answered by the team members.	Please note the Organisational Performance Report is now split up into the Regulatory & Policy and Service Delivery Agendas where questions can be answered by the team members.	Please note the Organisational Performance Report is now split up into the Regulatory & Policy and Service Delivery Agendas where questions can be answered by the team members.	Please note the Organisational Performance Report is now split up into the Regulatory & Policy and Service Delivery Agendas where questions can be answered by the team members.	Please note the Organisational Performance Report is now split up into the Regulatory & Policy and Service Delivery Agendas where questions can be answered by the team members.	Please note the Organisational Performance Report is now split up into the Regulatory & Policy and Service Delivery Agendas where questions can be answered by the team members.	Please note the Organisational Performance Report is now split up into the Regulatory & Policy and Service Delivery Agendas where questions can be answered by the team members.	Please note the Organisational Performance Report is now split up into the Regulatory & Policy and Service Delivery Agendas where questions can be answered by the team members.
- Administration	Receive Report.	As and when required.								
- Information systems and technology	Receive Report.	As and when required.								
- Investments, including forestry and property	Receive Report.	Prepare Investment Portfolio and Development Property Update Reports	See agenda item on Nikko Portfolio and Development Properties	See agenda item on Nikko Portfolio and Development Properties	See agenda item on Nikko Portfolio and Development Properties	See agenda item on Nikko Portfolio and Development Properties	See agenda item on Nikko Portfolio and Development Properties	See agenda item on Nikko Portfolio and Development Properties	See agenda item on Nikko Portfolio and Development Properties	See agenda item on Nikko Portfolio and Development Properties
- Libraries / Service Centres	Receive Report.	Produce Libraries / Service Centre Report	See agenda item - Library Service Centres Report	See agenda item - Library Service Centres Report	See agenda item - Library Service Centres Report	See agenda item - Library Service Centres Report	See agenda item - Library Service Centres Report	See agenda item - Library Service Centres Report	See agenda item - Library Service Centres Report	See agenda item - Library Service Centres Report
- Long Term Plan, Annual Plan and Annual Report	Receive Report.	As and when required.								
- Treasury (including financial forecasts)	Receive Report.	As and when required.								
To confirm work programmes and priorities (within Council approved budgets) for activities and services under the Committee's areas of responsibility.	Approve Work Plan.	Produce and Update this document.								
Categorising Council's land in accordance with Policy	Receive Report.	As and when required.								
Monitor and review compliance with Council's direction and parameters for the property portfolio to provide best benefits to Council and the community.	Receive Report.	As and when required.								
Advising and determining when a variance to the market rate is required for leases and rentals on Council property.	Receive Report.	As and when required.								
Power to Resolve										
To write off debts owed to Council (where value of the debt exceed cost of collection).	Approve write off.	As and when required.								
To lodge submissions to external bodies on policies and legislation relevant to the delegated areas of responsibility.	Provide inputs to prepared submission.	As and when required.								
To evaluate and grant or decline applications for reimbursement of fees and charges greater than \$750. The Mayor is delegated to decide on those up to \$750.	Approve reimbursement.	As and when required.								
Authority to allow lease and rental agreements for Council owned land / property that vary from the market rate.	Approve rental variance.	As and when required.								
Plan and review silviculture activities in Council owned forestry blocks.	Receive Report	As and when required.								
Authority to categorise land in accordance with Policy.	Already been done. Handle any change requests as they arise.	As and when required.								
Authority to monitor and review compliance with Council's direction and parameters for the lease, sale, purchase or development of all Council land.	Receive Report	As and when required.								
Power to Recommend										
Relevant parts of the Council's Long Term Plan, Annual Plan and Annual Report	Recommend to Council.	As and when required.								
Changes to policy and levels of service to the activities and services under the Committee's area of responsibility.	Recommend to Council.	As and when required.								
Level of fees and charges for activities and services under the Committee's areas of responsibility.	Recommend to Council.	As and when required.								
To evaluate, investigate and consult with the public over rating systems and make subsequent recommendations to Council.	Recommend to Council.	As and when required.								
To recommend policies on rating, loans and funding of capital works.	Recommend to Council.	As and when required.								
Sale or purchase relating to property	Recommend to Council.	As and when required.								
For uplifting or designation of reserves.	Recommend to Council.	As and when required.								
Council policy relating to property.	Recommend to Council.	As and when required.								
Actions proposed arising from monitoring and review responsibilities being fulfilled.	Recommend to Council.	As and when required.								
Any other matter within the areas of responsibility above.	Recommend to Council.	As and when required.								
Meeting Dates 2020	Approach	Action	4-Feb-21	18-Mar-21	29-Apr-21	9-Jun-21	22-Jul-21	2-Sep-21	13-Oct-21	25-Nov-21