

CLUTHA DISTRICT COUNCIL

Notice is hereby given that a Meeting of the Corporate & Property Committee will be held in the Tyrone McElrea Room, Cross Recreation Centre, 18 Glasgow Street, Balclutha on Thursday 22 July 2021, commencing at the conclusion of the Regulatory & Policy meeting.

Steve Hill

CHIEF EXECUTIVE OFFICER

Committee Members

Councillor Ken Payne (Chairperson)
Councillor Dane Catherwood
Councillor Wayne Felts
Councillor Mel Foster
Councillor John Herbert
Councillor Lloyd McCall
Councillor Jo-Anne Thomson
Councillor Selwyn Wilkinson

Mayor Bryan Cadogan
Councillor Stewart Cowie
Councillor Gaynor Finch
Councillor Bruce Graham
Councillor Alison Ludemann
Councillor Carol Sutherland
Councillor Bruce Vollweiler

CORPORATE & PROPERTY COMMITTEE

22 July 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.	6	Clutha Development Quarterly Report <i>(For the Committee's Information)</i> This report presents Clutha Development's report for the period 1 July 2020 to 30 June 2021.
2.	18	LTCB Recommendations 7 July 2021 <i>(For the Committee's Decision)</i> Recommendations made by the Lawrence/Tuapeka Community Board at a meeting held on 7 July 2021. "Recategorisation of Council Land"
3.	24	Management Accounts Report <i>(For the Committee's Information)</i> The Management Accounts report for the period July 2020 to May 2021.
4.	27	Investment Portfolio Report <i>(For the Committee's Information)</i> The report outlines Council's investment portfolio from April to June 2021.
5.	30	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.
6.	40	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.

Item	Page #	Title
7.	43	Corporate Properties Update Report <i>(For the Committee's Information)</i> This report provides an update on Council Properties.
8.	47	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.
9.	52	Corporate & Property Committee Work Programme Report <i>(For the Committee's Information)</i> The report outlines the Corporate Services Committee work programme.

Corporate and Property Committee - Delegations

Reporting To	Council
Constitution	All members of Council
Meeting Frequency	Six weekly or as required
Objective	<p>To develop; ensure the implementation of; and monitor performance and policy and in relation to the activities and services set out below.</p> <p>To manage and develop the Council property and investments portfolio to the best commercial advantage, whilst encouraging economic and community development within the District.</p>
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	Clutha Development Quarterly Report
Meeting Date	22 July 2021
Item Number	1
Prepared By	Linda Moore – CE Clutha Development
File Reference	520076

REPORT SUMMARY

This report presents Clutha Development's report for the period 1 April 2021 to 30 June 2021.

A Clutha Development representative will be in attendance to answer questions.

RECOMMENDATIONS

- 1. That the Corporate & Property Committee receives the Clutha Development Quarterly report.**

Clutha Development Quarterly Report to Clutha District Council: 1 April to 30 June 2021

Work Plan - Activity Progress Update Guide:

-  Current Activity-on track
  Activity Underway
  Activity not started/activity delayed
  Council support when requested

Clutha District Council Specifications:

Economic Goal: Business Development – to aspire to achieve business excellence (develop an environment that leads to business success)

Principle 1: Encourage investment in our district to create businesses and jobs - A CDC Priority

Specification

- Develop and promote the business investment value proposition to encourage investment in our District and create businesses and jobs.
 - An investment value proposition that is dynamic and evolutionary in that it will continue to add more value over time
 - An investment value proposition that identifies areas where value is missing and proposes or provides actions.

Performance Measures

The investment value proposition is created and promoted effectively, continuing to add increasing value to the proposition
 (There may be additional specific targets identified over time)

1. Attract external funding to support initiatives:

- MBIE (Support – Recovery – Re-Set): Clutha Development has submitted an investment plan for additional funding of \$400,000 for 2021/2022; Our existing funding agreement will be varied to include any changes discussed between us as the RTO and MBIE (this process should be completed by the end of July 2021); priorities for this investment plan are destination management and planning, industry capability and product development, and, domestic and international marketing

2. Economic data:

- Clutha Development have an annual subscription to Infometrics that is shared with Clutha District Council users:
 - Infometrics: Join monthly webinars
 - Infometrics: Quarterly report to 31 March 2021

Principle 2: Retain and sustain our existing businesses

Specification

- Facilitation and support to retain and sustain our existing businesses
 - Facilitate business networks
 - Facilitate business support services including one on one support, mentoring services, professional development and referrals
 - Support a business expansion and retention programme in order to identify what helps and hinders business activities in the District.

Performance Measures

The development of business networks is prioritised and then developed in accordance with that priority

Business support services are developed and effective

A business expansion and retention programme is developed and implemented

<p>1. Business Support Services:</p> <ul style="list-style-type: none"> • Business visits: 65 (April-June) – Waihola, Milton, Lawrence, Balclutha, Kaka Point, Owaka, Kaitangata, Clinton • Business Start-up Support: 4 (Digital marketing, beauty and hair; composting); change of business owners (3) • Business Support: 406 April-June (Examples: Google My Business listings and verification codes; immigration changes; job listings; marketing and promotion; local product sources for new business, training workshops); presentation to Women in Business group (May) • Tourism NZ Business Listing: Working with accommodation and experience providers to get their free business listing on Tourism NZ website (they will then be advised of any marketing campaigns) 	
<p>2. Business Capability Development (Workshops held):</p> <ul style="list-style-type: none"> • Free Digital Boost (April) – Giving small businesses skills to launch their business into the digital world: 20 businesses attended (13 businesses were not aware of this free online tool) • Facebook (May) – The importance of developing a social media strategy – understanding how Facebook works and how to increase content: 14 attendees • Awesome Customer Service (June) Providing awesome customer service to both internal and external customers: 16 attendees • Attendees complete a workshop evaluation form 	
<p>3. Otago Regional Business Partner Network (ORBPN):</p> <ul style="list-style-type: none"> • Hosted a Reconnecting Business Event in May with Guest Speaker Tara Duce, Business Growth Manager for ORBPN; also included 2 local businesses who had used the services talk about the support they received • Planning for the Business Advisors to visit Balclutha regularly to meet with businesses 	
<p>4. Otago Regional Economic Development Working Group (ORED) - ED managers from Enterprise Dunedin, Queenstown Lakes, Waitaki, Central Otago, Clutha and Otago Regional Council:</p> <ul style="list-style-type: none"> • Fortnightly zoom meetings and meet face to face every six weeks (Clutha hosting the July meeting) • Attended Maori engagement hui – 15 April (Dunedin) • Development of Stakeholder engagement plan completed – Stakeholder forum planned for August 2021 • Kānoa - Regional Economic Development and Investment Unit (join the six-weekly meetings via zoom)– Regional Strategic Partnership Fund is open (discussion on regional projects for Otago) 	
<p>5. Whaiao – Education for Sustainability Otago – Tourism Workstream: Working towards achieving the United Nations Sustainable Development Goals</p> <ul style="list-style-type: none"> • CD is a member of the tourism focus group – meeting via zoom held on 23 April: Discussion on data gathering; and development of Certificate in Applied Sustainable Practice (Tikanga Maori, Measuring and Managing Industry Carbon Use, Ecological Restoration) 	

Principle 3: Enhance the economic performance of the primary sector (Provide priority support to the primary sector)

Specification

- Enhancing primary sector economic performance
 - Develop sector funded tailored development programmes that build strength and capacity in areas including health and safety, water management and employment/recruitment practices.
 - Identify and improve support organisation linkages for the sector
 - Develop a sector/membership funded advocacy role for policy matters that affect the primary sector in terms of the impact on economic performance including environmental factors having a bearing on economic performance such as migrant support

Performance

Tailored development programmes are created and implemented

Identified support organisation links are improved

A sector/membership funded advocacy role is created and implemented

1. Clutha Development through its charitable arm Clutha Community Trust will continue to support activities that promote sustainable management of natural resources, education on natural resources and other charitable activities that benefit communities within the Clutha District:	
2. Clutha Development continued support for the food, fibre and forestry sector (FFF): <ul style="list-style-type: none"> • Future Farming Opportunities: Programme of speakers confirmed for the forum to be held on Friday 23 July (Speakers include: Craig Adams-First Light Farms – Peter Brown-Miscanthus NZ Ltd – Susan Goodfellow-Leftfield Innovation Ltd – Josh Hurring-Mike Hurring Logging and Contracting) • Updating FFF contact database 	

Economic Goal: Living and Working – create a place where people want to come and work (support infrastructure and initiatives that enhance the District as a great place to live, work, play and invest).

Principle 1: Enable urban and rural planning that allows for potential growth of the District

Specification

- Support and advise Council where requested
 - Information received through business/industry support and investment activities is provided to Council
 - Business and Industry networks are made available to Council for development planning purposes

Performance Measures

Information is provided regularly and is current

Support and advise council where requested – situational analysis reports that will inform business case development	
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Principle 2: Foster the development of events, tourism activities and enterprises that will attract people to the District

Specification

- Development of a Clutha Destination Plan that would align destination promotion with the provision of infrastructure and identify priority projects
 - Destination management infrastructure priorities plan feasibility study completed

- Establish the terms of reference and develop the Clutha Destination Plan
- Review Visitor Strategy 2014-2017 for consideration of inclusion in the destination plan
- Review draft Events and Marketing strategies 2017 for consideration of inclusion in the destination plan in aligned with council directives from the long term plan workshops
- Develop and implement training and development programme for tourism industry operators 2018/2019
- Facilitate an annual I-Site and Information Centre familiarisation tour of the district 2018/2019
- Development of imagery and branding in key locations to promote Clutha
- Engagement with tourism operators and development of trade-ready product
- Contribution to investment in existing or future alliances

Performance Measures

Destination management infrastructure priorities plan feasibility study completed
 Clutha Destination Plan is developed and approved
 Training and development programme for tourism industry operators delivered
 Annual i-SITE and information centre familiarisation tour facilitated
 Imagery and branding in key locations to promote Clutha
 Investment in existing or future alliances initiated
 Group and community initiatives progressed or completed

Clutha Destination Strategy 2020 – 2030 (approved by Council 6 August 2020):

Strategic Focus Areas: Destination and Experience Management – Tourism Infrastructure – Industry Capability and Capacity Development – Sustainability and Regenerative Tourism – Destination Marketing

The MBIE-STAPP and the additional MBIE Support-Recovery-Re-Set funding has provided an opportunity for Clutha Development to advance the activities of the Clutha Destination Strategy Implementation Plan across the areas of Destination Management and Planning, Industry Capability Building and Product Development and Domestic Marketing 2020/2022.

1. Destination Management and Planning:

- Development of concept plans for projects identified: Continued discussions with stakeholders on Gabriel's Gully and The Nuggets
- Scoping document completed for contracted services to update the Catlins Coast Walking Trail Feasibility Study completed in 2002 (joint project with Great South)
- CDI/Great South funding partnership: Review of the Catlins Community Tourism strategy for Catlins Coast (contracted Rob McIntyre, Destination Planning to complete this review); consultation visit in May and next visit in July

2. Industry Capability and Product Development:

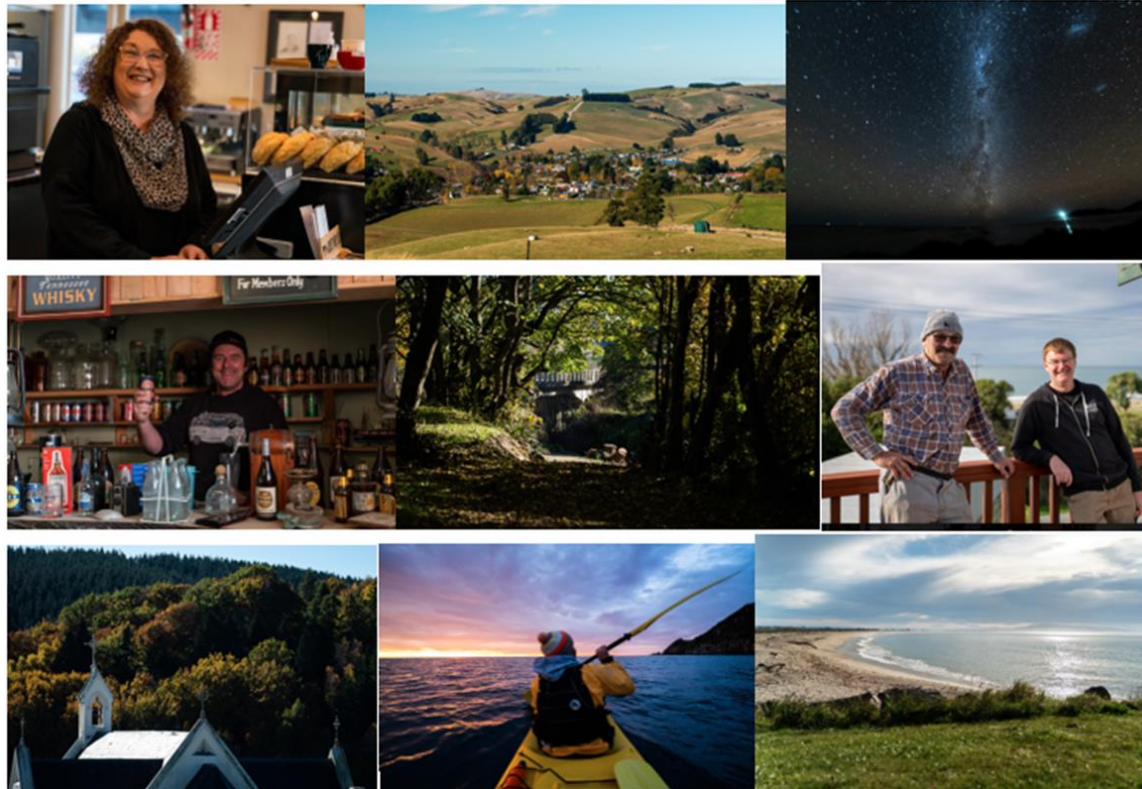
- Qualmark: Currently have 6 qualmarked businesses (accommodation/activities) in the Clutha District and working with key operators to increase this number (annual registration is free for 2021/2021)
- RTNZ: Monthly webinars and updates; attended meetings (Wellington 29 April)
- Tourism NZ: Monthly zoom meetings
- MBIE: Monthly zoom meetings – developing tourism insights data platform

- 45 SouthNZ (Collaboration with southern RTO's on touring routes): Meeting in Gore to discuss continued investment from the 8 RTO's for 2021/2022; an investment logic mapping workshop to be held in Alexandra in July
- Otago Cycle Trail Collaborative: Attended meeting in Lawrence with Clutha Gold Trail and the collaborative meeting in Alexandra (June); CDI have increased investment in this collaborative for 2021/2022 for operator support and education; developing the Clutha Gold story and marketing of the extension launch; trail data collection and insights
- Southern Scenic Route: Strategic planning session held in Queenstown in June (to link in with 45SouthNZ discussions)
- TIA (Tourism Industry Aotearoa): Attended TRENZ Hui – Christchurch in May (team development alongside Great South); attended workshops on 'Ready for the next stage of tourism', 'Know your neighbour', 'Know yourself-know your customer'; also met with Harvey Cameron (our marketing agency) while we were in Christchurch



3. Domestic Marketing (supporting Tourism NZ):

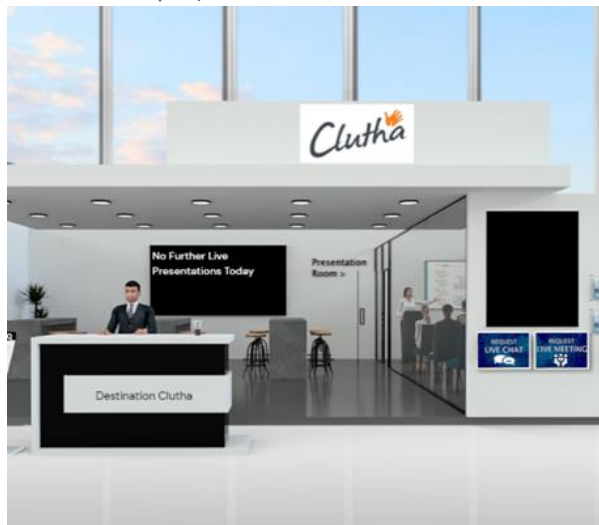
- Clutha 'Stay a While' Domestic Campaign:
 - Report on campaign (December 2020 to March 2021)
 - Review of brief for planning of spring/summer campaign
 - Additional Autumn shoot and people and places for social posts over the winter months:



- Tourism NZ Campaigns:
 - TNZ-Australian Escape (images/video – The Catlins and the Clutha Gold Trail)
 - Australian Webinar Series: Filming in The Catlins (3-4 July) – release date August to the Australian market



- Australia Go to Market campaign (16 June, 1 – 5 pm):
Virtual Travel Expo (Reconnect, re-educate, resell to trade in Australia)



- Ritchie and Gemma McCaw 'Must Do' List – [Episode 2 Fiordland/The Catlins](#)



4. Clutha Regional Event Fund (2021 – 2023) – New or grow existing events that will attract people from outside the region:

- Updated the Destination Clutha Events Strategy
- Promoted the event fund through the My Little Local Clutha app
- Have had interest from a couple of groups around support for events; and looking at capability around building events

Principle 3: Ensure that the District's towns have the social infrastructure to support and encourage growth (including medical and education facilities and housing)
– A CDC Priority

Specification

- Support and advise Council where requested
 - Information received through business/industry support and investment activities is provided to Council
 - Business and Industry networks are made available to Council for social infrastructure planning purposes

Performance Measures

Information is provided regularly and is current

1. Clutha Housing:

- Kaitangata Housing Trust (KHT) – KaiBuild:
 - Meeting (14 April) with Tim Blake Kainga Ora: Interested in proposal for Kainga Ora to build houses in Kaitangata (KHT to identify sections, builders and home buyers who meet the criteria of a first home buyer)
 - Cashflow and budget completed for KaiBuild (10 houses)
 - Proposal for loan approved by Tindall Foundation to build first 2 houses in the KaiBuild project
 - Waiting list of potential home buyers

2. Heartland Services (Clutha Development contract with MSD):

- Statistics: 1 April 2020 to 30 June 2021: 297 enquires (meeting room facilities used by groups 31 times)
- Social /Support Services: Counselling services – there is now 2 agencies visiting 3 times per week and one monthly
- Community Law visit Balclutha and Milton monthly: Bookings continue to be fully allocated in Balclutha
- Administration support to Clutha District Emergency Services Trust
- Increase in enquiries for digital support with the increase of services going online and the loss of banking services in Balclutha
- Clutha Development gained Social Sector Standards – Level 4 accreditation in May
- Infrastructure grant received – purchased a Smart Board interactive display unit

Principle 4: Growing a pool of talented people that will lead the District – encouraging community leadership

Specification

- Support a young professional's network

Performance Measures

A young professional's network is effective

1. Introductory governance leadership workshop planned for later in the year
2. Institute of Directors (in partnership with Otago Community Trust) are hosting a governance forum in September this year

Economic Goal: Workforce Skills – create a vibrant and diverse workforce with the skills to meet the changing needs of the District (aging workforce, youth leaving the district, cultural diversity)

Principle 1: Build an environment that attracts and retains skilled and talented people in the District - A CDC Priority

Specification

- Understand the district labour market, support the development of job and training opportunities, and support employers to fill job vacancies (Live and Work in Clutha)
- Clutha Development to provide a recruitment programme that will support job matching opportunities between businesses and people looking for work in the Clutha District:
 - Identify skill gaps in the labour market and monitor market trends
 - Provide any agreed support to Mayors Taskforce for Jobs, and Clutha Country Training and Development Awards
 - Identify and support other job and training/development opportunities
 - Facilitate and coordinate the attraction and retention of employees into the district
 - Facilitate and manage job listings on the website (employers and job seekers)
- Liaise with stakeholders (eg Immigration New Zealand) to identify solutions to industry workforce skill shortages

Performance Measures

Information and trends are current and comprehensive

Agreed support is provided

Other job and training/development opportunities are created without detracting from existing programmes

Significant reduction in the gap between jobs available (there is a surplus) and jobs filled

Increased migration into the district arising from job vacancies filled

1. Employers (April – June):

- Number of businesses with new job listings: April – 36, May – 23, June – 52
- Total number of jobs advertised: 148 (this includes adverts listed in previous months still running)
- Jobs advertised – cluthanz.com and Clutha Live and Work facebook page
- Clutha District Farm Jobs NZ (facebook page): Set up and users approved by CDI but mainly self-managed by the users (employers and job seekers)
- Reviewing Facebook page structures
- Recruitment support for employers: 'Apply Now' button for job seekers (applications managed by Clutha Development) – 3 businesses trialled

<p>2. Job Seekers (April – June):</p> <ul style="list-style-type: none"> • Job seeker registrations through the job portal: 17 (eligible to work in NZ) • Working with 38 from the Clutha District (weekly newsletters, job referrals, CV's (new and updates), completing job applications and cover letters, interview skills, referrals to other support, follow-up) • CV development: 21 (new and updated) • Number of job seekers supported into employment: 14 <p>Jobbortunities:</p> <ul style="list-style-type: none"> • Monthly meetings with Ruth • Clutha District Job Seeker Skill Building Group: Meeting 6-weekly (May) to collaborate and coordinate provision of education and support to job seekers (Malcam Trust, Jobbortunities, Clutha District Library, Clutha Development and Work and Income) • Discussion on provision of pastoral care and CV services for job seekers 	
<p>3. Stakeholder Relationships:</p> <ul style="list-style-type: none"> • NZ Careers Expo – Dunedin (June): Attended expo and met with team at 'Go Tourism' who support those 'looking for career path opportunities the World of Tourism has to offer' • Connected.govt.nz: Met with Sarah Rose who is the Employment Liaison Advisor for Connected – connects people with a wide range of employment, education and training support and advice available through government agencies (joint initiative coordinated by MSD) • Telford-SIT: Attended Telford Advisory Group meeting 23 June 	

Principle 2: Foster strong mutually beneficial relationships between the business and education sector

Specification

- Maintain and foster a network with the education sector from an economic development perspective

Performance Measures

A network with the education sector is maintained

<p>1. Southland + Otago Regional Engineering Collective (SOREC) – future proofing our trade:</p> <ul style="list-style-type: none"> • Meeting with Advisor Ceri MacLeod to discuss progress and the official launch of the SOREC Engineering Academy being piloted in South Otago 	
<p>2. Southern Group Training Trust and 4 Trades Training Trust:</p> <ul style="list-style-type: none"> • Working with both Trust facilitators to help put people into apprenticeships 	
<p>3. Cluthanz Connect (Develop a relationship with businesses and schools to promote and facilitate career pathway opportunities in the district):</p> <ul style="list-style-type: none"> • Wool in Schools: Trying to coordinate "The Wool Shed" programme to visit primary schools in the district; mobile container of exhibits and information about wool and the importance of fibre to the New Zealand economy – aims to help students understand wool's place in the economy and the community, and how and why it is part of the country's future • SIT-Telford: Stirling School attended a successful field trip to Telford as part of an initial trial that will be extended to other schools in the district later in 2021 	



Principle 3: Ensure our businesses understand the impacts and opportunities of a diverse (including ageing workforce)

Specification

- Understand the state of businesses relative to the risks and opportunities of an aging workforce and facilitate business development (training/mentoring) and business opportunities in this area
- Promote a business development and business opportunities facilitation service for the impacts and opportunities arising from an aging workforce

Performance Measures

A business development and business opportunities service is developed and promoted

1. With our communities changing, it is about promoting an inclusive culture that acknowledges diversity (cultural background and ethnicity, age, skills and life experiences and working together to welcome people into our communities) – inclusive communities
 - To identify workplace diversity opportunities (existing and new)

Economic Goal: Infrastructure – To promote infrastructure and policy that encourages economic growth and development (user-friendly regulatory process and infrastructure that drives economic activity)

Principle 1: Ensure that the best possible technology services are available in the Clutha District

Specification

- Establish relationships with network providers, encourage and facilitate provider investment.

Performance Measures

Relationships with network providers established
Evidence of provider investment arising from the established relationship

1. Respond to enquiries and provide situational analysis reports that inform business case development to Council	
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Economic Goal: Natural Resources – To maximise the sustainable productive use of our natural resources (explore the opportunity to add value from our existing and future resources)

Principle 1: Ensure that land is available for potential investment opportunities

Specification

- Receive investment enquiries and coordinate with Council over land supply barriers
 - Information received through business/industry support and investment activities is provided to Council
 - Investment enquiries and opportunities are communicated to Council

Performance Measures

Land supply barriers are identified early to Council

1. Respond to enquiries and provide situational analysis reports that inform business case development to Council:	
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Principle 2: Maximise the potential of natural resources (water, air, land, minerals)

Specification

- Facilitate group and community initiatives to utilise and capitalise on natural resources such as cycle trails and ecotourism

Performance Measures

Group and community initiatives progressed or completed

1. Provide support to community initiatives as required	
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Corporate & Property Committee

Item for DECISION

Report	Lawrence/Tuapeka Community Board Recommendations
Meeting Date	22 July 2021
Item Number	2
Prepared By	Julie Gardner – Service Delivery Administrator
File Reference	528129

REPORT SUMMARY

Recommendations made by the Lawrence/Tuapeka Community Board at a meeting held on 7 July 2021 regarding future Council land use in the Lawrence area.

RECOMMENDATIONS

1. That the Corporate & Property Committee receive the Lawrence/Tuapeka Community Board Recommendations report.
2. That the Corporate & Property Committee resolve that 11 Ross Place – Parts Secs 5 Blk III, Lawrence Town be recategorised from ‘not categorised’ to ‘strategic asset’ for potential future community use.
3. That the Corporate & Property Committee confirm that consultation with the Lawrence/Tuapeka Community Board will be undertaken by Council staff prior to the reclassification or sale of land in the Lawrence/Tuapeka area.

REPORT

1. Background

At previous meeting of the Lawrence/Tuapeka Community Board (LTCB) meeting a number of Council land sales had been discussed and the Community Board had expressed concerns that they didn't know about land sales in their area.

The previous land categorization process undertaken by Council and the delegation arrangements that ‘not categorised’ land can be sold at market value by the Chief Executive was explained.

Council staff provided maps and information regarding the classification of land around the Lawrence township to the LTCB so they could look at the categorisation and consider changes at a community Board meeting.

As such, at the meeting of the Lawrence/Tuapeka Community Board on 7 July 2021 an agenda item was presented to consider any recommendations to the categorisation of

land around the Lawrence township. The report that was presented to the LTCB is attached for the Committee's information.

After considerable discussion the LTCB chose to change the proposed resolutions to better match their preference for more consultation rather than recategorisation of land. This was because they indicated that they do want some of the land to be sold for other purposes, but they want to be involved in the discussions as to what the land will be used for and how the land may be subdivided to best meet the needs of the Lawrence Community.

The recategorisation of 11 Ross Place has been requested to reflect that the building was given to the Lawrence Community for a dollar and may be a useful central location for future community use. The LTCB also indicated that they had been approached by community groups regarding use of the building and that it should not be considered for sale in the immediate future which further confirmed their request for reclassification.

The recommendations resolved at the Lawrence/Tuapeka Community Board meeting on 7 July 2021 are shown below:

Moved G McCorkindale/T Dickey and Resolved:

"That the Lawrence/Tuapeka Community Board receives the 'Recategorisation of Council Land' report.

That the Lawrence/Tuapeka Community Board recommends to the Corporate and Property Committee that:

11 Ross Place – Part Secs 5 Blk III Lawrence Town be recategorised from 'not categorised' to 'strategic asset' for potential future community use.

That the Lawrence/Tuapeka Community Board recommends to the Corporate and Property Committee that there is consultation with the LTCB prior to any reclassification or sale of land in the Lawrence/Tuapeka area."

These recommendations have been revised and included at the beginning of this report for the Committee to consider.

Lawrence/Tuapeka Community Board

Item for RECOMMENDATION

Report	Recategorisation of Council Land
Meeting Date	7 July 2021
Item Number	1
Prepared By	Jules Witt – Group Manager Service Delivery
File Reference	521524

REPORT

The Lawrence/Tuapeka Community Board have requested that pockets of Council owned land are identified and recategorised for a range of different purposes.

RECOMMENDATIONS

- 1 That the Lawrence/Tuapeka Community Board receives the ‘Recategorisation of Council Land’ report.**
- 2 That the Lawrence/Tuapeka Community Board recommends to the Corporate and Property Committee that:**
 - a) 11 Ross Place – Part Secs 5 Blk III Lawrence Town be recategorised from ‘not categorised’ to ‘strategic asset’ for potential future community use.**
 - b) Harrington Street – Secs 1/20 Blk XVI Pt Simpson Park Recreation Reserve be retained as a reserve and noted as a potential future dog park.**
 - c) Waipori Road – Secs 208-209 Blk XIX Tuapeka East SD be recategorised from ‘not categorised’ to ‘strategic asset’ for a potential future development area.**
 - d) Solway Street – Part Blk 46 Lawrence Town be retained as a reserve and noted as a potential future development area.**

1. Background

The Lawrence/Tuapeka Community Board (LTCB) has requested information regarding all Council owned land in the Lawrence and surrounding area. This was provided in both list and map format and is attached.

The Community Board has reviewed these sites and is now considering recommendations to the Corporate & Property Committee of Council to reclassify some of this land so it can be retained or repurposed in the future. Land that is ‘not

categorised' can be sold by the Chief Executive at market value under the current Council delegations.

The specific land that is being recommended for reclassification or confirmation of the current classification is listed below.

Any recommendations will be considered by the Corporate & Property Committee and as such reasons for retention and/or reclassification of the land will assist in the decision-making process.

a) 11 Ross Place – Old Credit Union Building and public car park



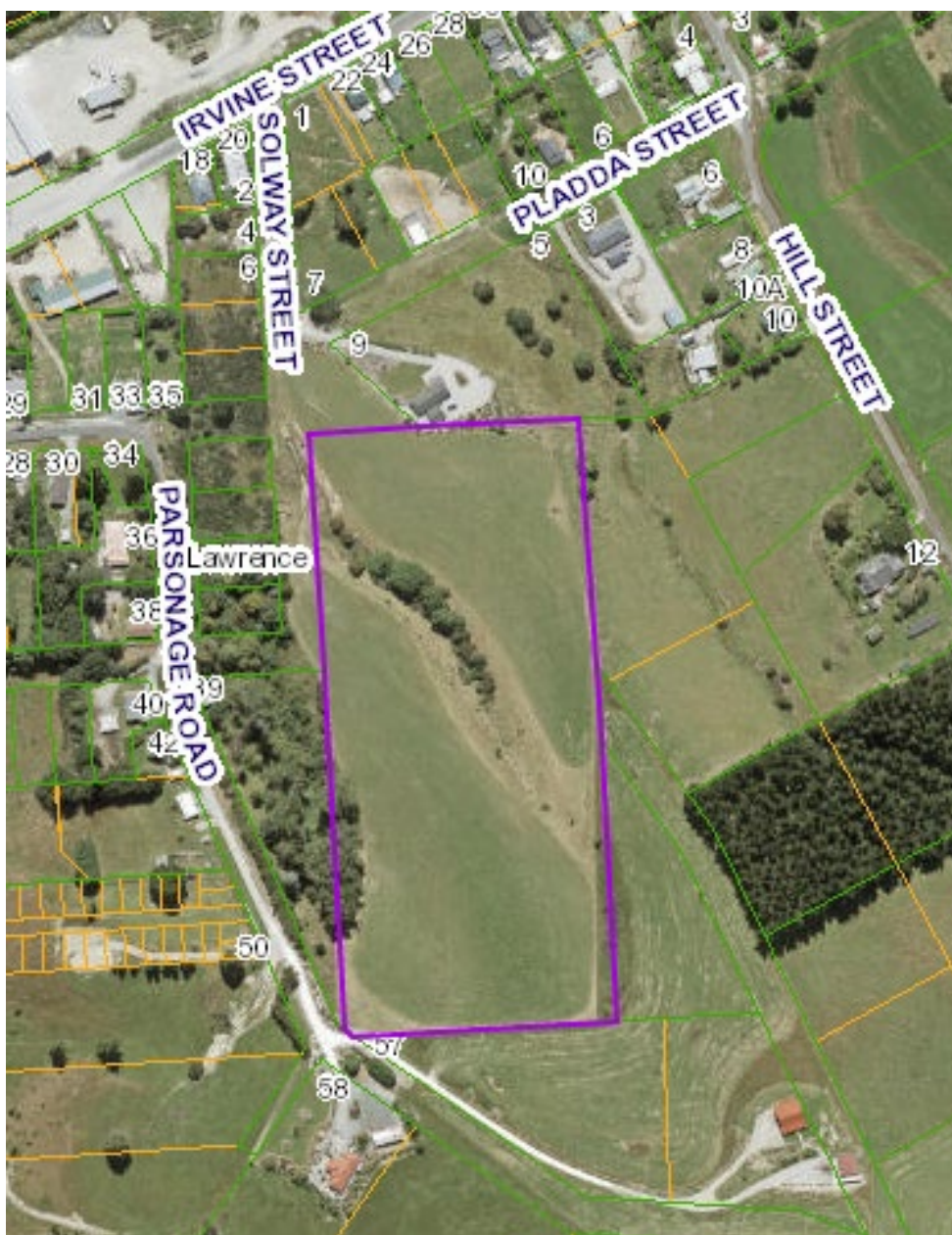
b) Harrington St – Area adjacent to Wastewater Treatment Site



c) Waipori Road – Area opposite golf course, near old transfer station site



d) Solway Street – Access from Parsonage Road



2. Attachments

List of Council owned properties in and around Lawrence

Maps of Council Owned Properties in and around Lawrence

Corporate & Property Committee

Item for INFORMATION

Report	Management Accounts Report
Meeting Date	22 July 2021
Item Number	3
Prepared By	Sharon Jenkinson – Finance Manager
File Reference	527307

REPORT SUMMARY

The Management Accounts report for the period 1 July 2020 to 31 May 2021 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 May 2021.																	
	YTD 2020/21 \$000	Budget \$000	Variance \$000	Jul \$000	Aug \$000	Sep \$000	Oct \$000	Nov \$000	Dec \$000	Jan \$000	Feb \$000	Mar \$000	Apr \$000	May \$000	2019/20 \$000		
INCOME	-52,097	-48,821	-3,276	-8,513	-1,146	-1,576	-8,137	-6,102	-2,128	-9,728	-927	-2,479	-9,249	-2,111	-40,614	Comments	
Rates	-27,534	-27,374	-160	-6,893	-38	9	-6,830	-39	0	-6,851	-36	0	-6,829	-26	-26,696		
Stimulus Funding	-3,200	-6,400	3,200	0	0	0	0	-3,200	0	0	0	0	0	0	0		
Grants & Subsidies	-10,845	-9,327	-1,518	-20	-27	-1,127	-583	-1,351	-1,200	-2,359	-13	-1,188	-1,211	-1,765	-8,731	NZTA work program vs claims timing. Includes \$375 PGF funding, NZLPP \$140k.	
Fees & User Charges	-856	-822	-33	-239	-159	-64	-40	-58	-37	-54	-64	-28	-73	-39	-797		
Permits & Licenses	-807	-693	-114	-67	-52	-60	-80	-103	-70	-56	-93	-70	-65	-92	-631	Building Permit Income \$92k ahead of budget	
Other Fees	-1,427	-1,112	-315	-185	-92	-129	-158	-112	-107	-164	-75	-132	-187	-86	-1,563	Mt Cooee well ahead of budget by \$390k.	
Rental Revenue	-1,074	-869	-205	-85	-58	-99	-57	-118	-83	-102	-92	-102	-170	-107	-1,074		
Nikko Surplus	-4,378	-713	-3,665	-818	-515	94	-230	-971	-523	-55	-448	-402	-621	110	-452	Per Nikko Reports	
Other Revenue	-503	-393	-110	-33	-27	-21	-34	-27	-103	-87	-29	-91	-24	-28	-670	Unbudgeted i-Site retail sales of \$25k	
Other Gains	-1,473	-1,117	-356	-173	-180	-178	-123	-123	-4	0	-78	-466	-69	-78	0		
EXPENDITURE	41,942	37,906	4,035	3,979	4,627	3,849	3,675	3,978	3,380	3,572	3,538	3,517	3,703	4,124	40,994		
Grants Contributions & Sponsorship	441	507	-66	278	8	58	1	22	32	2	30	6	1	3	670		
Other Operating Expenditure	16,094	12,251	3,843	1,959	1,424	1,435	1,312	1,509	1,346	1,279	1,395	1,176	1,448	1,812	14,737	Consulting support over budget in Policy \$202k, Building Control \$126k, Transportation Manager role \$272, AMP work & 3 waters reval \$362k, Mt Cooee operation \$796k over budget due to high Wasteco costs & ETS liability, Water costs \$2m over budget, includes Chemicals, O & M , monitoring, non routine & sampling	
Roading Repairs & Maintenance	6,244	5,456	788	76	1,201	617	592	896	323	328	425	637	475	675	6,517	\$784k emergency reinstatement, ongoing flood repairs	
Personnel Costs	6,891	7,060	-169	551	883	630	591	443	571	844	580	592	595	610	6,040	Vacant Positions	
Depreciation & Amortisation	12,087	12,112	-25	1,107	1,107	1,107	1,107	1,107	1,107	1,107	1,106	1,106	1,106	1,021	12,927		
Finance Costs	166	521	-354	6	0	0	73	0	0	11	0	0	74	2	93	Internal interest eliminated on reporting.	
Operating Lease Payments	17	0	17	2	4	2	0	2	1	1	1	1	3	1	10		
Surplus for the year	-10,155	-10,915	760	-4,534	3,481	2,273	-4,462	-2,124	1,251	-6,156	2,611	1,039	-5,546	2,013	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	Jan 2021 Act \$000	Feb 2021 Act \$000	May 2021 Act \$000	Apr 2021 Act \$000	May 2021 Act \$000	Comments	
Assets	1,135,240	1,140,496	1,135,707	1,134,251	1,144,075	1,147,328	1,142,261	1,150,619	1,147,830	1,145,468	1,153,636	1,154,033		
Current Assets	39,911	44,702	39,652	37,264	45,636	46,973	41,729	48,950	44,508	39,681	46,480	45,244		
Cash and cash equivalents	1,763	2,703	3,952	1,515	3,328	8,294	3,769	2,424	8,500	4,084	1,319	6,996		
Receivables and prepayments	5,309	8,306	1,492	1,711	8,040	3,440	2,239	10,750	1,833	1,060	10,004	3,201		
Other financial assets	28,984	29,838	30,353	30,183	30,413	31,384	31,866	31,921	30,320	30,682	31,302	31,192		
Development Property	3,855	3,855	3,855	3,855	3,855	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	0	0	0	0	0		
Non-current assets	1,095,329	1,095,794	1,096,055	1,096,987	1,098,439	1,100,355	1,100,532	1,101,669	1,103,322	1,105,787	1,107,156	1,108,789		
Other financial assets	144	144	144	144	244	244	244	244	244	244	211	336		
Work in Progress	5,175	6,664	7,999	9,975	12,424	15,326	16,564	18,710	21,448	24,914	27,380	29,844	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	1,081,946	1,080,861	1,079,860	1,078,796	1,077,840		
Intangible assets	769	769	769	769	769	769	769	769	769	769	769	769		
Liabilities	-16,149	-16,834	-15,526	-16,342	-21,703	-22,831	-19,017	-21,218	-22,065	-20,741	-23,363	-25,774		
Current Liabilities	-10,292	-10,977	-9,671	-10,487	-15,848	-16,984	-13,171	-15,371	-16,224	-14,900	-17,572	-16,989		
Payables and deferred revenue	-5,535	-6,219	-4,845	-5,655	-7,116	-8,251	-4,438	-6,554	-7,408	-6,169	-6,746	-6,255		
Borrowings and other financial liabilities	-4,000	-4,000	-4,000	-4,000	-8,000	-8,000	-8,000	-8,000	-8,000	-8,000	-10,000	-10,000	LGFA	
Derivative Financial Instruments	-32	-32	-32	-32	-32	-32	-32	-32	-32	-32	-32	-32		
Employee entitlements	-725	-726	-794	-800	-700	-701	-701	-785	-784	-699	-794	-702		
Non-current liabilities	-5,857	-5,857	-5,855	-5,855	-5,855	-5,847	-5,846	-5,847	-5,841	-5,841	-5,791	-8,785		
Borrowings and other financial liabilities	-5,020	-5,020	-5,020	-5,020	-5,020	-5,020	-5,020	-5,021	-5,016	-5,016	-4,966	-7,966	LGFA Loan	
Other Liabilities	-55	-55	-55	-55	-55	-55	-55	-55	-55	-55	-55	-55		
Provisions	-782	-782	-780	-780	-780	-772	-771	-771	-770	-770	-770	-764		
Equity	-1,119,091	-1,123,662	-1,120,181	-1,117,909	-1,122,372	-1,124,497	-1,123,244	-1,129,401	-1,125,765	-1,124,727	-1,130,273	-1,128,259		
Equity	-1,119,091	-1,123,662	-1,120,181	-1,117,909	-1,122,372	-1,124,497	-1,123,244	-1,129,401	-1,125,765	-1,124,727	-1,130,273	-1,128,259		
Equity	-218,178	-218,178	-218,178	-218,178	-218,178	-218,178	-218,177	-218,177	-218,177	-218,178	-218,178	-218,178		
Accumulated funds	-4,819	-9,008	-5,144	-2,489	-6,569	-8,311	-6,676	-12,450	-8,430	-7,008	-12,171	-9,774		
Reserves	-58,302	-58,685	-59,068	-59,451	-59,834	-60,217	-60,600	-60,983	-61,367	-61,750	-62,133	-62,516		
Revaluation Reserves	-837,792	-837,791	-837,791	-837,791	-837,791	-837,791	-837,791	-837,791	-837,791	-837,791	-837,791	-837,791		
Balance Check	0	0	0	0	0	0	0	0	0	0	0	0		

Corporate & Property Committee

Item for INFORMATION

Report	Investment Portfolio Update Report
Meeting Date	22 July 2021
Item Number	4
Prepared By	Greg Bowie – Management Accountant
File Reference	527308

REPORT SUMMARY

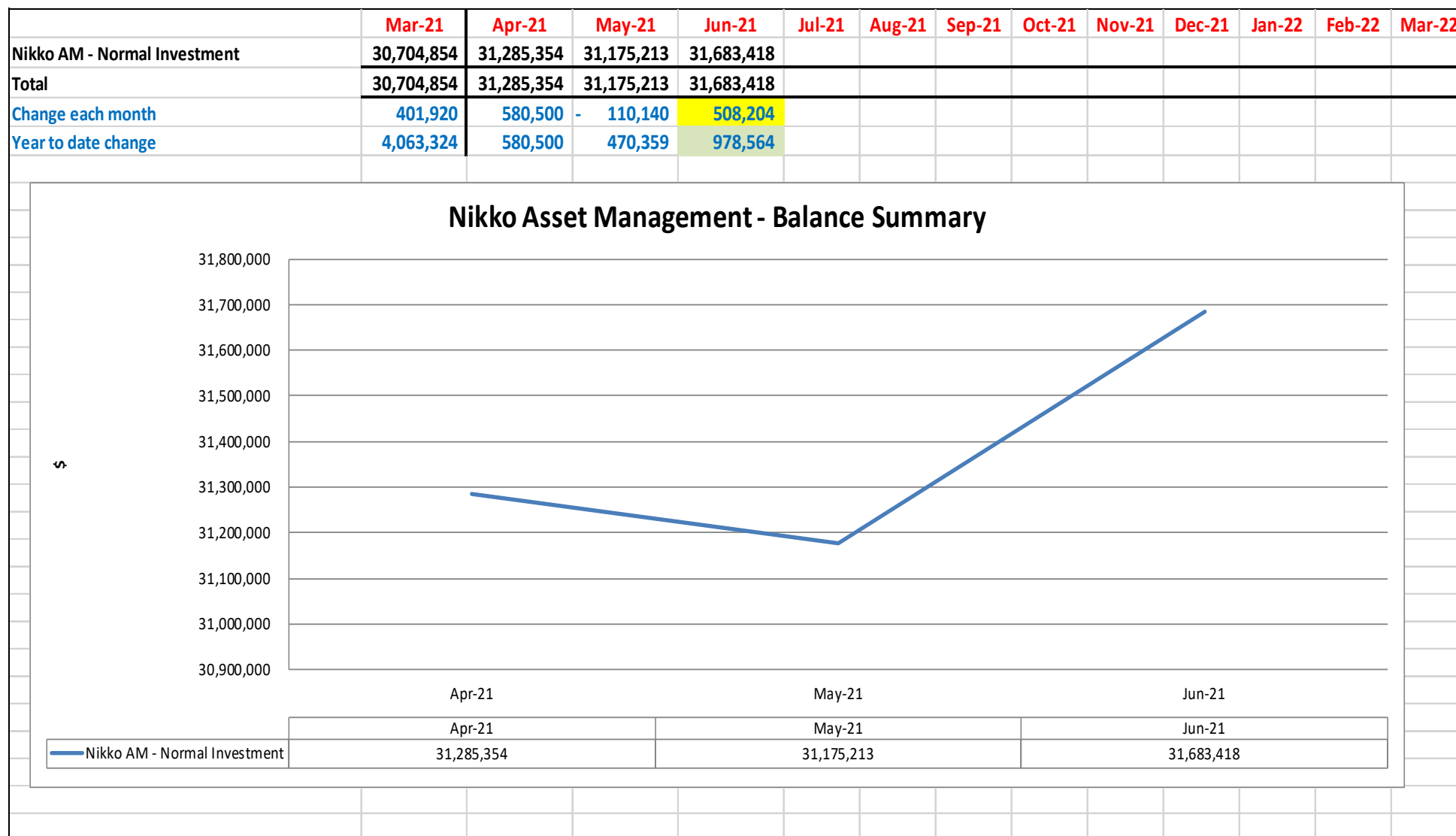
This report shows the movement in our investment portfolio for the months of April to June 2021.

The fund had a gain of \$428k and interest received of \$81k for the month of June, and the year-to-date cumulative return is 3.21%.

RECOMMENDATION

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

1 Combined Nikko Investment Portfolio



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-21 YTD	Apr-21	May-21	Jun-21	YTD
Assets					
TW0605 - Nikko AM Wholesale NZ Bond Fund	3,874,349	3,899,124	3,874,698	3,883,411	3,883,411
TW0606 - Nikko AM Wholesale NZ Cash Fund	1,498,260	1,459,143	1,460,247	1,461,353	1,461,353
TW0607 - Nikko AM Wholesale Core Equity Fund	2,920,433	2,972,247	2,902,707	2,996,748	2,996,748
TW0610 - Nikko AM Wholesale Global Bond Fund	9,649,193	9,704,536	9,735,947	9,784,858	9,784,858
TW0617 - Nikko AM Wholesale Multi-Strategy Fund	2,136,916	2,164,940	2,220,580	2,224,132	2,224,132
750617C - Nikko AM W/S Multi-Strategy Fund-MAR20	209,398	272,843	196,159	193,732	193,732
TW0618 - Nikko AM Wholesale Global Equity Unhedged Fund	5,782,886	5,946,975	5,923,318	6,223,771	6,223,771
TW0619 - Nikko AM Wholesale Global Equity Hedged Fund	3,113,715	3,325,431	3,314,116	3,342,826	3,342,826
TW0622 - Nikko AM Wholesale Property Fund	1,519,705	1,540,115	1,547,440	1,572,587	1,572,587
Total Assets	30,704,854	31,285,354	31,175,213	31,683,418	31,683,418
Represented by:					
Opening Capital	20,124,783	30,704,853	31,285,353	31,175,213	30,704,853
Distributions (Reinvested)	292,322	-	-	80,643	80,643
Fee Invoice/Fee Rebate	- 135,039	- 40,103	-	-	- 40,103
Capital Contributions	-	-	7,479	-	7,479
Capital Withdrawals	- 1,024,464	-	- 7,479	-	- 7,479
Switches/Transfers - In	10,550,000	-	85,533	-	85,533
Switches/Transfers - Out	- 3,189,069	-	- 85,533	-	- 85,533
Investment Income - Interest	-	-	-	-	-
Realised Investment Gains/ (Losses) - Cash & Fixed Interest	-	-	-	-	-
Unrealised Investment Gains/ (Losses) - Cash & Fixed Interest	4,086,321	620,603	- 110,140	427,562	938,024
Net Surplus/ (Deficit) on Investment	10,580,071	580,500	- 117,619	508,204	971,085
Net Interest	3,951,282	580,500	- 110,140	427,562	897,921
Total Fund Value	30,704,853	31,285,353	31,175,213	31,683,417	31,683,417
Return on Investment	21.09%	1.89%	-0.33%	1.66%	3.21%
Actual Accumulative Return on Investment		1.89%	1.56%	3.21%	
Budgeted Accumulative Return on Investment		0.42%	0.83%	1.25%	

Corporate & Property Committee

Item for INFORMATION

Report	Libraries & Service Centre Report
Meeting Date	22 July 2021
Item Number	5
Prepared By	Debbie Duncan - Library Service Centre Manager
File Reference	527310

REPORT SUMMARY

The report covers activities of the District Libraries/Service and Information Centres during May and June 2021.

RECOMMENDATION

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

1 DISTRICT LIBRARIES REPORT

1.1 Community Engagement

1.1.1 Digital Inclusion, Lifelong Learning and Social Connectivity

Digital Programmes

A total of 126 people visited the DORA online banking bus when it visited the Clutha District. 23 sessions were held from 27 April -7 May 2021, at Clutha District Libraries and various Community Centres. This programme was then offered for a fortnight following the bus tour, with additional Online Banking classes at all Clutha District Libraries, allowing for additional practice sessions and to help those who missed the first visit.



Further support for assistance will continue to be provided in the libraries as part of the ongoing digital literacy programmes. These include the very popular Device Drop-Ins at every branch, now with 20 minute time slots that can be reserved for individual help.

Complimenting this, each library branch has “Better Digital Futures for Seniors” programmes scheduled. These are 2 hour structured group discussions held fortnightly in all our libraries to explain and explore modern technologies, through gentle upskilling with practical activities and overcoming stressors through open discussion. Participants learn how to navigate devices, Apps, and things online, in a setting that make them feel they are not alone in this journey. All skill levels are welcomed, and it is hoped people will grow to help one another.



At the time of writing this report 15 seniors have attended these sessions, covering topics including finding the right device, pursuing hobbies, communicating with family, and reducing dependence on others.

The very popular Device Drop-IN sessions have continued, with 18 sessions and 41 attendees throughout the district. Requests seen to included downloading photos from various devices onto tablets or laptops, completing MyIR registrations and updates, correcting

phone and app settings, downloading NZ COVID Tracer, enabling two-factor authentication, website cookies and many more.

Feedback from participants has been overwhelmingly positive. Recent feedback after a session in Lawrence had numerous people reporting that the elderly community are really impressed and thankful for the work we are doing. Jerry, a course participant said, “it has been like opening pandora’s box”.

Tapanui School Visits

The Library has had recent visits from Kidzway (day-care centre), Blue Mountain College and Tapanui Primary School. Kidzway were looking for autumn-related resources (books about seeds, leaves, trees). Melissa did a short presentation to the BMC class about Library services and resulted in 3 students asking for their membership numbers to locate e-books. Raewyn talked to several of the primary school students about BorrowBox and locating books on the shelves.

Milton World Knitting Day

Milton Library’s resident Knit & Knatter group got together to celebrate World Knitting in June - the international “celebrate better living through stitching together” event. These programmes are a fabulous way for people to learn, share and laugh in a safe and welcoming space.



Wriggle and Rhyme

Wriggle and Rhyme movement and early literacy programmes are facilitated each week by our Children's & Teens Librarian Katrina Pudney, in collaboration with Parents Centre. These provide an opportunity for young pre-schoolers (and their parents/caregivers) to use movement, rhyme and music to support their child's motor skills development – a key prerequisite for early literacy learning.



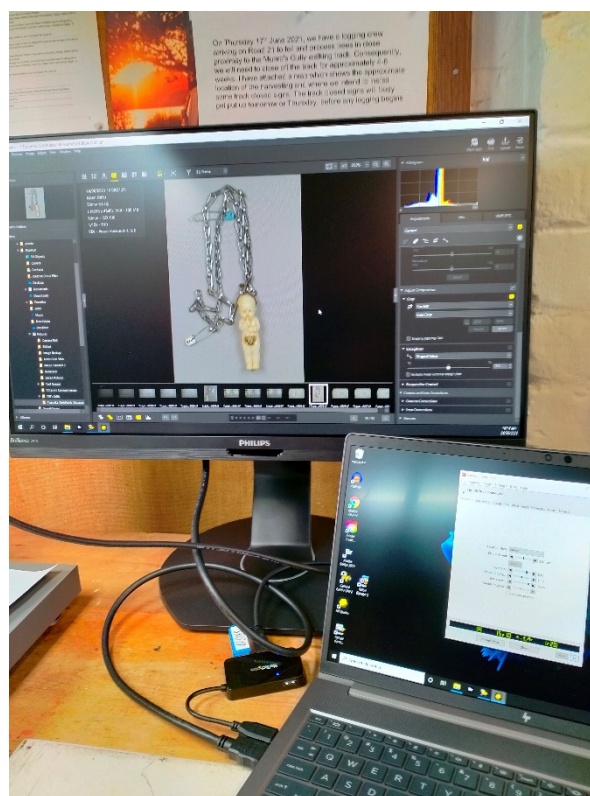
1.1.2 Heritage

Over the last two months Tiffany Jenks, our Heritage Coordinator has been working to develop relationships in our communities – particularly in Lawrence where she is based until August 20th. Tiffany has also been speaking to community groups and individuals throughout the district who have expressed an interest in being part of the digitisation project.

Groups involved to date include the Tuapeka Goldfields Museum, Lawrence Lions, and the Lawrence Volunteer Fire Brigade. Members of the Rugby Club have also visited and are planning on getting some of their life members together to work with Tiffany. Other groups who have expressed an interest include the Lawrence Gymkhana Club, Athenaeum, and the folk restoring the Waitahuna Railway Station.

Tiffany has also been doing some publicity work to increase the community awareness and engagement with the project including an article in the ODT/Leader, an article in the Tuapeka Times, and social media content.

It is still early days in terms of content development on the Clutha Heritage site. However, community connections and engagement are beginning to increase and with this will come the stories of our people and places.



A full visual presentation of the site will be included in the Libraries September report to the Corporate Services Committee. In the meantime, progress can be viewed at <https://heritage.cluthadc.govt.nz/>.

1.2 Libraries use data

Once again, comparisons cannot be made between 2020 and 2021 due to the impact of COVID restrictions on services last year. However, when averaged across the 5 libraries, visitor numbers in June were approx. 500 per day, which shows how important these facilities are for so many people throughout the Clutha District.

Visitors

May Library Visitor Statistics									
	May 2020	May 2021	+/-	% Variation		FYTD 2020	FYTD 2021	+/-	% Variation
Balclutha	807	4,859	4,052	502%		30,762	40,132	9,370	30%
Lawrence	131	759	628	479%		3,181	5,743	2,562	81%
Milton	223	1,251	1,028	461%		5,797	9,804	4,007	69%
Owaka	30	1,259	1,229	4097%		1,435	10,590	9,155	638%
Tapanui	337	1,093	756	224%		7,355	10,505	3,150	43%
Total	1,528	9,221	7,693	503%		48,530	76,774	28,244	58%

June Library Visitor Statistics									
	Jun 2020	Jun 2021	+/-	% Variation		FYTD 2020	FYTD 2021	+/-	% Variation
Balclutha	3,123	5,570	2,447	78%		33,885	45,702	11,817	35%
Lawrence	284	765	481	169%		3,465	6,508	3,043	88%
Milton	634	1,338	704	111%		6,431	11,142	4,711	73%
Owaka	93	1,313	1,220	1312%		1,528	11,903	10,375	679%
Tapanui	583	1,139	556	95%		7,938	11,644	3,706	47%
Total	4,717	10,125	5,408	115%		53,247	86,899	33,652	63%

Issues

ISSUES									
	May 2020	May 2021	+/-	% Variation		FYTD 2019	FYTD 2020	+/-	% Variation
e-audio & e-books	1,012	865	-147	-15%		7,209	8,989	1,780	25%
Balclutha	2,663	5,450	2,787	105%		54,008	61,282	7,274	13%
Lawrence	394	676	282	72%		7,191	7,242	51	1%
Milton	847	1,322	475	56%		16,425	17,250	825	5%
Owaka	197	374	177	90%		3,338	4,107	769	23%
Tapanui	809	1,670	861	106%		15,399	15,309	-90	-1%
Total	5,922	10,357	4,435	75%		103,570	114,179	10,609	10%

ISSUES									
	Jun 2020	Jun 2021	+/-	% Variation		FYTD 2019	FYTD 2020	+/-	% Variation
e-audio & e-books	899	785	-114	-13%		8,108	9,774	1,666	21%
Balclutha	5,041	5,218	177	4%		59,049	66,500	7,451	13%
Lawrence	657	654	-3	0%		7,848	7,896	48	1%
Milton	1,525	1,509	-16	-1%		17,950	18,759	809	5%
Owaka	360	378	18	5%		3,698	4,485	787	21%
Tapanui	1,130	1,536	406	36%		16,529	16,845	316	2%
Total	9,612	10,080	468	5%		113,182	124,259	11,077	10%

2 INFORMATION CENTRES REPORT

2.1 Visitor Statistics

As with the Libraries, comparisons with May/June 2020 can't be made due to the impact of the COVID response at that time.

It is with sadness that we note the passing of Helen Griffiths in early June. Helen was a long-time volunteer at the Milton Information Centre beginning in late 1998. She was described as a dedicated, thoughtful, knowledgeable, and kind lady who assisted many travellers during her years at the Info Centre, and her passion was running the annual Museum Book Sale in Milton.

It's often the relatively small things that make a difference for our customers. In late May the i-SITE team were visited by a hearing-impaired man, Colin who worked in a Fonterra Factory in the Upper North Island.

Colin was an avid road magnet collector and had been corresponding with the i-SITE team for several weeks prior to his visit, seeking information on what town name magnets were in stock. This resulted in him purchasing some 80 magnets (2 of each) of towns around the Clutha District and Lower South Island. Our team reported that "it was wonderful to meet Colin and see him gain so much pleasure from meeting our staff face to face, and he left a very happy man, with many difficult to source magnets!"

May Visitor Statistics										
	Origin	May 2020	May 2021	+/-	% Variation		FYTD 2020	FYTD 2021	+/-	% Variation
Balclutha	Domestic	197	802	605	307%		7,694	10,271	2,577	33%
	International	19	17	-2	-11%		6,084	233	-5,851	-96%
Lawrence IC	Domestic	45	519	474	1053%		3,738	6,241	2,503	67%
	International	0	10	10	100%		1,779	89	-1,690	-95%
Lawrence SC	Domestic	n/a	1	n/a	n/a		n/a	23	n/a	n/a
	International	n/a	0	n/a	n/a		n/a	0	n/a	n/a
Milton IC	Domestic	0	115	115	100%		1,385	1,654	269	19%
	International	0	3	3	100%		427	23	-404	-95%
Milton SC	Domestic	n/a	0	n/a	n/a		n/a	12	n/a	n/a
	International	n/a	0	n/a	n/a		n/a	0	n/a	n/a
Owaka	Domestic	151	1,253	1,102	730%		7,629	15,950	8,321	109%
	International	57	6	-51	-89%		5,383	406	-4,977	-92%
Tapanui	Domestic	0	8	8	100%		136	138	2	1%
	International	2	0	-2	-100%		69	3	-66	-96%
Total	Domestic	393	2,698	2,305	587%		20,582	34,289	13,707	67%
	International	78	36	-42	-54%		13,742	754	-12,988	-95%

June Visitor Statistics										
	Origin	Jun 2020	Jun 2021	+/-	% Variation		FYTD 2020	FYTD 2021	+/-	% Variation
Balclutha	Domestic	658	505	-153	-23%		8,352	10,776	2,424	29%
	International	46	3	-43	-93%		6,130	236	-5,894	-96%
Lawrence IC	Domestic	187	204	17	9%		3,925	6,445	2,520	64%
	International	4	2	-2	-50%		1,783	91	-1,692	-95%
Lawrence SC	Domestic	0	5	5	0%		0	28	28	0%
	International	0	2	2	0%		0	2	2	0%
Milton IC	Domestic	117	0	-117	-100%		1,502	1,654	152	10%
	International	4	0	-4	-100%		431	23	-408	-95%
Milton SC	Domestic	0	7	7	0%		0	19	19	0%
	International	0	3	3	0%		0	3	3	0%
Owaka	Domestic	593	2,024	1,431	241%		8,222	17,974	9,752	119%
	Domestic	97	8	-89	-92%		5,480	414	-5,066	-92%
Tapanui	Domestic	0	14	14	100%		136	152	16	12%
	International	0	0	0	0%		69	3	-66	-96%
Total	Domestic	1,555	2,759	1,204	77%		22,137	37,048	14,911	67%
	International	151	18	-133	-88%		13,893	772	-13,121	-94%

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

June was a steady month with a constant influx of domestic visitors including families travelling for the school holidays, and of course the continued good weather.

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

Total Value of Commissionable Bookings (Clutha i-SITE / Catlins Visitor Information Centre)									
	Ticket Value		+/-	%		FYTD	FYTD	+/-	%
	2020	2021		Variation		2020	2021		Variation
May	\$ 3,027	\$ 5,005	\$ 1,978	65%		\$ 103,141	\$ 76,421	-\$ 26,720	-26%
Full Year	\$ 107,080	\$ 76,421							
	Commission		+/-	%		FYTD	FYTD	+/-	%
	2020	2021		Variation		2020	2021		Variation
May	\$ 201	\$ 482	\$ 281	139%		\$ 9,378	\$ 6,197	-\$ 3,181	-34%
Full Year	\$ 9,779	\$ 6,197							

Total Value of Commissionable Bookings (Clutha i-SITE / Catlins Visitor Information Centre)										GST INC
	Ticket Value		+/-	%		FYTD	FYTD	+/-	%	
	2020	2021		Variation		2020	2021		Variation	
Jun	\$ 3,939	\$ 2,604	-\$ 1,335	-34%		\$ 107,080	\$ 79,025	-\$ 28,055	-26%	
Full Y	\$ 107,080	\$ 79,025								
	Commission		+/-	%		FYTD	FYTD	+/-	%	
	2020	2021		Variation		2020	2021		Variation	
Jun	\$ 401	\$ 204	-\$ 197	-49%		\$ 9,779	\$ 6,401	-\$ 3,378	-35%	
Full Y	\$ 9,779	\$ 6,401								

2.1.3 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)		+/-	% Variation		FYTD 2020	FYTD 2021	+/-	% Variation
	2020	2021							
May	\$ -	\$ 1,365	\$ 1,365	100%		\$ 8,333	\$ 11,990	\$ 3,657	44%
Full Year	\$ 8,333	\$ 11,990							

Total Value of Non-Commission Referrals (Clutha i-SITE / Catlins Visitor Information Centre)									
	Referrals (non-commission - GST inc)		+/-	% Variation		FYTD 2020	FYTD 2021	+/-	% Variation
	2020	2021							
Jun	\$ -	\$ 520	\$ 520	100%		\$ 8,333	\$ 12,510	\$ 4,177	50%
Full Y	\$ 8,333	\$ 12,510							

2.1.4 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									
	Total Value of Sales		+/-	% Variation		FYTD 2020	FYTD 2021	+/-	% Variation
	2020	2021							
May	\$ 429	\$ 4,006.6	\$ 3,577.8	834%		\$ 19,243	\$ 25,465	\$ 6,221	32%
Full Year	\$ 20,683	\$ 25,465							
	Gross Profit		+/-	% Variation		FYTD 2020	FYTD 2021	+/-	% Variation
	2020	2021							
May	\$ 159	\$ 1,494	\$ 1,336	841%		\$ 7,670	\$ 10,103	\$ 2,433	32%
Full Year	\$ 8,194	\$ 10,103							

Clutha i-SITE Merchandise Sales								
	Total Value of Sales		+/-	%				
	2020	2021		Variation	FYTD 2020	FYTD 2021	+/-	% Variation
Jun	\$ 1,439	\$ 5,281.9	\$ 3,842.9	267%	\$ 20,683	\$ 30,747	\$ 10,064	49%
Full Year	\$ 20,683	\$ 30,747						
	Gross Profit		+/-	%				
	2020	2021		Variation	FYTD 2020	FYTD 2021	+/-	% Variation
Jun	\$ 524	\$ 1,515	\$ 990	189%	\$ 8,194	\$ 11,618	\$ 3,424	42%
Full Year	\$ 8,194	\$ 11,618						

Retail sales continue to rise, as people enjoy the greater offering and retail experience in the new space.

With winter upon us the i-SITES possum/merino accessories and the recent addition of possum/merino garments are proving popular with locals and visitors alike. The central location and the opportunity to have window displays is drawing people in through greater visibility – and is making the products much easier to sell.



Corporate & Property Committee

Item for INFORMATION

Report	Corporate Services Report
Meeting Date	22 July 2021
Item Number	6
Prepared By	Karen Piercy – Corporate Services Administrator
File Reference	527314

REPORT SUMMARY

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

RECOMMENDATION

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

REPORT

1 Clutha District Community Service Awards

Nominations and entries for the 2021 Clutha District Community Service Awards have now closed. Five youth spirit, two individual and five group nominations have been received. Invitations will be sent to all group and youth spirit nominees with the awards ceremony taking place on 5 August 2021.

2 West Otago Health Trust and Mercer Trust Vacancies

The West Otago Community Board met on 7 July 2021 to decide the West Otago Health Trust and Mercer Trust nominations. Three nominations were received for two positions on West Otago Health Trust and one nomination for one position has been received for the Mercer Trust.

Due to confusion around which members were required to step down by rotation, it has been decided to readvertise and call for additional nominations. The Community Board will decide the trustees at a public excluded meeting to be held on 18 August.

3 Funding Schemes

3.1 Creative Communities New Zealand Funding Scheme

The next funding round of the Creative Communities scheme closes on 1 September 2021. Information and application forms are available on the website.

3.2 Telford Bursary

Applications for the Telford Bursary closed on 31 May 2021. Four applications have been received. The Telford Bursary panel will meet on 29 July 2021 to interview the applicants.

3.3 Youth Council Youth Development Fund

The Youth Council Youth Development Fund Panel met on 14 June and awarded funding to the following applicants:

Beth Anderson, (South Otago) \$250.00 to attend the NZ Aspiring Leaders' Forum in Wellington from 1-4 July 2021.

Sydney Robertson, (West Otago), \$795.00 to attend the NZ Aspiring Leaders' Forum in Wellington from 1-4 July 2021

A third application was for retrospective funding, which is not covered by the fund, so this was turned down.

The fund will be advertised again in early 2022.

4 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.

4.1 Reimbursement of Fees and Charges

Since the last meeting, the following reimbursements have been made for Council fees and charges:

Organisation	Reimbursement of Council fees and charges for:	Amount \$
Art South Otago	Reimbursement of hire fees for the billboard display sign to advertise the annual exhibition Dec 2020	125.00
Milton Information Centre	Hire of the Milton Coronation Hall for a book sale held 28 February 2021	200.00
Tapanui Playcentre	Reimbursement of building consent fee for sewerage connection.	375.00
Tapanui Golf Course	Hire of the West Otago Community Centre for the 100th anniversary dine, and dance held 24 April 2021	300.00

The balance of the 2020-21 fund is \$8,791.25.

4.2 Reimbursement of Rent or Lease

The following rent reimbursements have been made since the last meeting and applications have been sent to organisations who qualify.

Organisation	Reimbursement of Rent for:	Amount \$
Red Cross Balclutha	Reimbursement of 75% of annual rent of \$1,725.00.	1,293.75
Balclutha Playcentre	Reimbursement of 75% of the annual lease of \$2,213.76.	1,660.32
Vintage Car Club of South Otago	Reimbursement of 75% of the annual lease of \$1,311.00.	983.25
Waiholo Looking Forward	Reimbursement of 75% of the annual lease of \$150.00.	112.50

4.3 Rates Rebate Scheme

Listed below are details of applications received for the rates rebate scheme for the period 1 July 2020 to 30 June 2021 with comparative figures for a similar period last year.

Rate Rebates	This Year	Last Year
Applications Received	590	584
Total amount of Rebates paid	\$322,278.83	\$319,011.31
Average amount of Rebate	\$546.24	\$546.25

Corporate & Property Committee

Item for INFORMATION

Report	Corporate Properties Update Report
Meeting Date	22 July 2021
Item Number	7
Prepared By	John Scott – Group Manager Corporate Services
File Reference	527315

REPORT SUMMARY

This report provides an update on Corporate Properties.

Please note that although these summaries are dated 30 June 2021, they will not yet be the final year-end figures until our June payment run is processed around the 20th of July.

RECOMMENDATION

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

1 Other Property Update

Clutha District Council - Other Property Update 30 June 2021		
Revenue to date		
Monthly Rental - 64-66 Union Street	200	
Farmland Rental - Port Molyneux Road	800	
Sale of property - Kaitangata Highway	2	
Southroads Limited - Rental of Crown Street Yard	6,952	
Sale of Lawrence CHU Land	4,348	
Lease Land - Road Reserve Gormack Street	2	
Sale of property - 8 North Street, Clinton	6,957	
Land Lease - 13 Burns Street, Owaka	4	
Total Revenue	19,264	

Clutha District Council - Other Property Update 30 June 2021					
	2021	2020	2019	2018	
	\$	\$	\$	\$	
Income					
Revenue to date	19,264	37,535	46,002	4,037	
Total Income	19,264	37,535	46,002	4,037	
Expenditure	6,535	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 on Sale of property - 8 North Street, Clinton	-222				
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 - Pounaweia Motor Camp - Market & Rental Valuations	-	3,500	-	-	
Valuation - 2-4 Elizabeth Street - Existing Building	-	1,195	-	-	
Valuation - Rental review - Matariki Forests	400	-	-	-	
Legal Fees	-	1,709	1,850	-	
Legal - Renewal of Lease - Tuapeka Mouth Domain	-	200	-	-	
Legal - Sale of property - 8 North Street, Clinton	854				
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	-	-	
Building Repairs	179				
Replace internal downpipe at 51 Ajax St, Milton	278				
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	6,535	32,443	17,672	9,713	
Net Income/(Loss)	12,730	5,092	28,329	-5,676	

Cribs, Endowment Land and Other

<u>Clutha District Council - Cribs, Endowment Land and Other Update 30 June 2021 YTD</u>					
	2021	2020	2019	2018	
	\$	\$	\$	\$	
Income					
Rentals	8,359	8,288	11,178	12,597	
Rental - Crib Sites	110,851	108,982	101,891	95,970	
Lease - Endowment	100,780	94,665	94,065	92,824	
Lease - Other	50,818	50,397	49,999	51,348	
Miscellaneous Income - Tautuku Cribsite	292	292	292	292	
Total Income	271,101	262,625	257,425	253,031	
Expenditure					
Rates - ORC	5,625	7,129	6,947	5,909	
Rates - CDC	111,014	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	675	1,283	1,402	1,644	
Building Repairs - Hair Works Building	-	-	3,191	1,344	
Non Routine Maintenance	-	53	-	-	
Internal - Others (Overheads)	31,317	29,552	29,374	19,599	
Total Expenditure	161,015	166,584	155,375	110,644	
Net Income/(Loss)	110,086	96,041	102,050	142,387	
UAGC Rates Offset - CDC	210,862	207,879	203,402	213,176	
Net Income/(Loss) after UAGC Rates Offset	-100,776	-111,838	-101,352	-70,790	

Corporate & Property Committee

Item for INFORMATION

Report	Development Properties Update Report
Meeting Date	22 July 2021
Item Number	8
Prepared By	John Scott – Group Manager Corporate Services Steve Hill – Chief Executive
File Reference	527317

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.
- New - Rosebank Terrace Subdivision – work has commenced with total costs of \$20k to date.
- Please note that although these summaries are dated 30 June 2021, they will not yet be the final year-end figures until our June payment run is processed around the 20th of July.

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. All 71 Lots either have sale and purchase agreements or have settled, so the risk is now minimal.
- No impairment is anticipated as our forecast sale proceeds exceed our held cost.
- 12 sales have been made this year with an estimated gain of \$12k.

Development Property - Other Gains and Losses	Total	2021 \$000	2020 \$000	2019 \$000	2018 \$000	2017 \$000	2016 \$000
Plantation Heights							
Proceeds from Sales	4,272	1,153	871	1,002	1,245	0	0
Cost of Sales	3,941	1,142	793	956	1,050	0	0
Gain Plantation Heights	331	12	78	46	195	0	0

Fair Value Assessment at 30 June 2021			
Remaining Sales Estimate	1,519		
Book Value of WIP	1,503		
Surplus Remaining - No impairment Required	15		

2 Rosebank Industrial

- Risks and Mitigations:
 - Risk of arsenic contamination after disturbing the ground during the development. Whilst the risk remains the latest testing show no breaches. That has meant the ORC no longer require any action or remediation from CDC.
 - The resource consent for the new discharge consents are being combined with an additional remediation plan for the closed landfill that has been disturbed by the current landowner. The ORC has agreed to hold off the resource consent to make it a comprehensive application, including some minor stormwater improvements, which will be completed by the end of the year. We are working with existing purchasers to settle now rather than wait.
- 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.

- At this stage we do not consider there is a need to impair the asset further.

Development Property - Rosebank Industrial - Update 30 June 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			113	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			-113	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 has now sold with proceeds of \$309k. 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 as well as \$56k for the roof construction, \$75k for high ceiling to kitchen/dining polished concrete floor upgrade and \$56k progress payment for gib linings fixed to ceiling and walls.
- For the year to date, amounts of \$147k have been paid for the purchase of Needles Street, \$65k for 84 & 86 Eddystone Street, \$74k for 24 St Catherine Street, \$70k for 8 Dartmouth Street and \$35k for 34 St Catherine Street, as well as the associated legal and rates costs, and a \$4k deposit on the purchase of Wangaloa Road.

Development Property		2021	2020	2019
		\$000	\$000	\$000
Kaitangata House & Land Packages				
Opening Balance		345	58	0
Plus: Additions in current year		632	342	58
Less: Amounts expensed due to sale		-274	-20	0
Less: Impairment Loss		0	-36	0
Closing Balance		704	345	58
Development Property - Other Gains and Losses	Total	2021	2020	2019
		\$000	\$000	\$000
Development Property				
Proceeds from Sales	328	309	20	0
Cost of Sales	293	274	20	0
Gain Kaitangata House & Land Packages	35	35	0	0

4 Rosebank Terrace Subdivision

- Work has commenced on investigating this new subdivision, with a total \$20k of invoices/purchase orders to date.

Clutha District Council - Rosebank Terrace Subdivision Update 30 June 2021				
		2021		
		\$000		
	Income			
	Total Income	-		
	Expenditure			
	Total Expenditure	-		
	Net Income/(Loss)	-		
	Capital Expenditure			
	Contract Payments & Professional Services	20		
	Total Capital Expenditure	20		
	Outstanding balance to be recovered	- 20		

Corporate & Property Committee

Item for DECISION

Report	Corporate & Property Committee Work Programme Report
Meeting Date	22 July 2021
Item Number	9
Prepared By	John Scott – Group Manager Corporate Services
File Reference	527319

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.

The 'green' highlights reflect the work completed for each meeting.

RECOMMENDATION

1. That the Corporate & Property Committee receives the Corporate & Property Committee Work Programme Report.

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