

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, 1 September 2022, following the Regulatory & Policy Committee meeting.

Steve Hill
CHIEF EXECUTIVE

Committee Members

Councillor Ken Payne (Chairman)
Councillor Dane Catherwood
Councillor Stewart Cowie
Councillor Wayne Felts
Councillor Gaynor Finch
Councillor Mel Foster
Councillor John Herbert
Councillor Lloyd McCall

Mayor Bryan Cadogan
Councillor Alison Ludemann
Councillor Bruce Graham
Councillor Carol Sutherland
Councillor Jo-anne Thomson
Councillor Bruce Vollweiler
Councillor Selwyn Wilkinson

CORPORATE & PROPERTY COMMITTEE

1 September 2022

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	Datascape IT Awards <i>(For the Committee's Information)</i> Schalk showing presentation for ALGIM awards
2.	19	Investment Portfolio Report <i>(For the Committee's Information)</i> The report outlines Council's investment portfolio
3.	22	Community Libraries Report <i>(For the Committee's Information)</i> The report covers activities of the Community Libraries during July 2022
4.	31	Corporate Services Report <i>(For the Committee's Information)</i> The report covers activities of the Corporate Services Administrator in the past period, including funding schemes.
5.	34	Corporate Properties Update Report <i>(For the Committee's Information)</i> This report provides an update on Council Properties.
6.	38	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.
7.	42	Corporate & Property Committee Work Programme Report <i>(For the Committee's Information)</i> The report outlines the Corporate Services Committee work programme.

Item	Page #	Title
8.	44	Tuapeka Vintage Club Council Reimbursement Report <i>(For the Committee's Decision)</i> Fees Reimbursement application for decision.

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	Datascape and IT Awards Report
Meeting Date	1 September 2022
Item Number	1
Prepared By	John Scott – Group Manager Corporate Services
File Reference	748996

REPORT SUMMARY

Schalk Breytenbach will go through the presentation he made on CDC's IT Projects for the ALGIM awards.

RECOMMENDATIONS

1. **That the Corporate & Property Committee receives the Datascape and IT Awards Report**



Our digital (Datascap) journey

Who am I



Schalk Breytenbach

ICT Manager

15 years' private sector
(SA,AU,NZ)

6 years in local government

Our agenda today

- Our digital transformation journey
- How Datascape fits in the plan
- Stories from the trenches
- Takeaways



About Clutha



NZ, South Otago,
Size 6,362.86 km²

Population
19k

Main industry is
farming

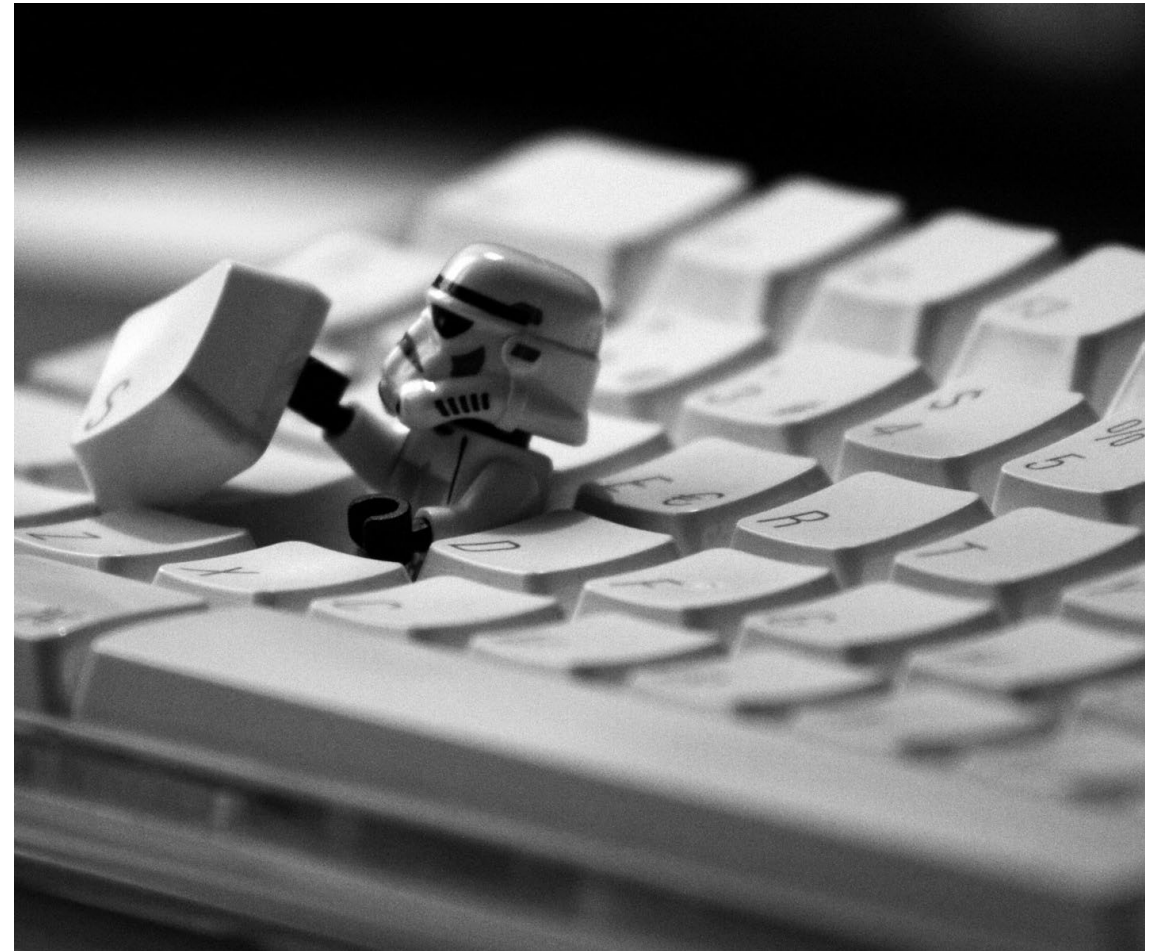
Around 160 staff

Small IT team (4)

One of the largest road
and water assets in NZ

Our digital journey

- Clutha DC has historically **underinvested** in IM & ICT
- This underinvestment had a **large impact** on the staff and community
- A change in leadership started our journey with the **1st IT employee** in December 2015
- The question: What would you do if you could **do it all over again?**
- Employed “**positive psychology**” tactics to break down resistance and fear



Building our digital landscape



- We could start from a **Tabula Rasa**
- Big focus on understanding **what are we trying to achieve**
- Biggest challenge: Making it **efficient, practical and lightweight**
- Need to **partner** with the right vendors that **share our vision**
- Need to **compromise** where necessary

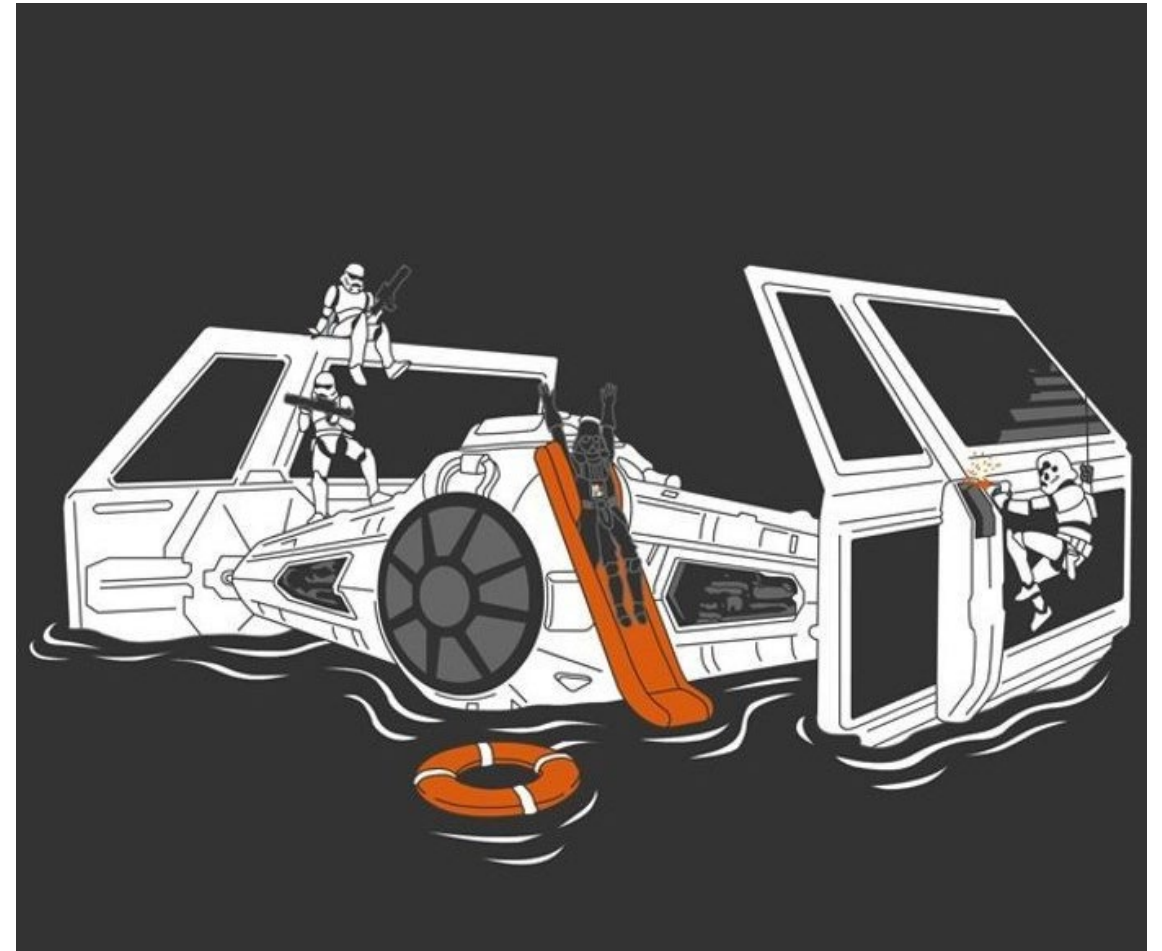
Datacom leading us on the journey

- Partnership with Datacom is a **cornerstone** of our systems
- **Products:** Mobility, Antenno, Website, Online forms, Intranet, ERP, Datapay, CRM
- Shared the **same vision** for Datascape since our Ozone implementation - 2017
- **Upgrade** from Ozone to Datascape started with CRM – Go Live May 2022
- **Financials** upgrade kick-off planned for October 2022



Why Datascape is our saviour

- Complete **mobile** and **SaaS** solution
- **Integrated** systems and solutions
- Visible and clear **workflows**
- Better **customer engagement**
- Visible and **live data**
- Platform to **deliver the Utopia** of “One account”
- Great **support and commitment** from Datacom team



Stories from the trenches

- Making an impact through data and **pain**
- Integrations is **bloody difficult** but so important
- Gaining **trust** through delivery
- Transformation is **a state** not an end goal
- Empowering and skilling up **people**





Takeaways

- Hard journey but we can bring **balance** to the force together
- **Never give up** – no alternative – be the example
- **Pride and ownership** across org makes an impact – supporting people supporting people
- Logic and a good plan does not survive engagement with the enemy – **budget** for it
- Limited resources and growing expectations needs **smart solutions**



Thank you

Meeting chat

18



MW

+136



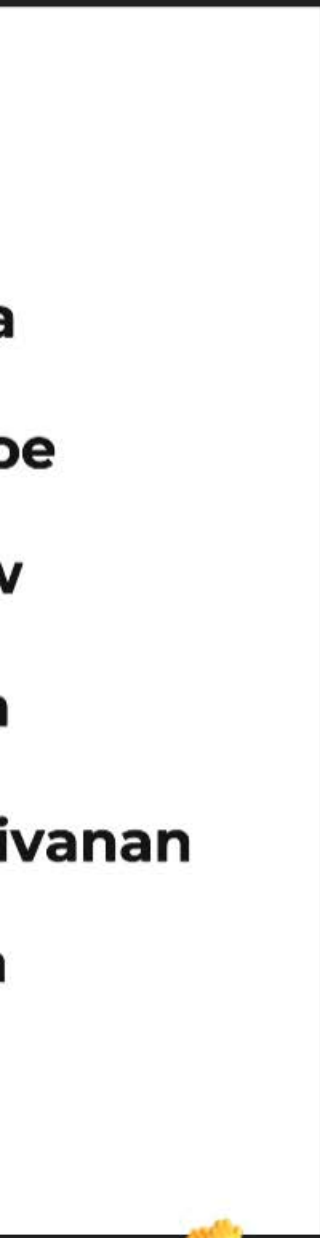
RK Richard Kenyon (External) 4:19 pm Edited 8
So good to hear about how important the vision is to our customers success and planning. Datascape has always had the right vision.

VM Vaidhy Mohan (External) 4:27 pm 4 4
This! We probably don't need any bigger inspiration/motivation than this.

GJ Georgiana Johnson (External) 4:30 pm 4 @
thanks so much for your time mate ! **Schalk Breytenbach**

JT Jason Thompson (External) 4:31 pm 4 6
Thank you Schalk! A fantastic presentation, so rare to get such an insight and feedback from the customer perspective. And made even better with the star wars theme!!

SG Steven Gaskell (External) 4:32 pm 3 @
It's awesome to have seen and been a part of the move from Infor to Ozone, the website, the adoption of Digital Services and Antenno and Mobile Capture and now ERP **Schalk Breytenbach**!.



Corporate & Property Committee

Item for INFORMATION

Report	Investment Portfolio Update Report
Meeting Date	1 September 2022
Item Number	2
Prepared By	Greg Bowie – Management Accountant
File Reference	703800

REPORT SUMMARY

This report shows the movement in our investment portfolio from the months of April to July 2022.

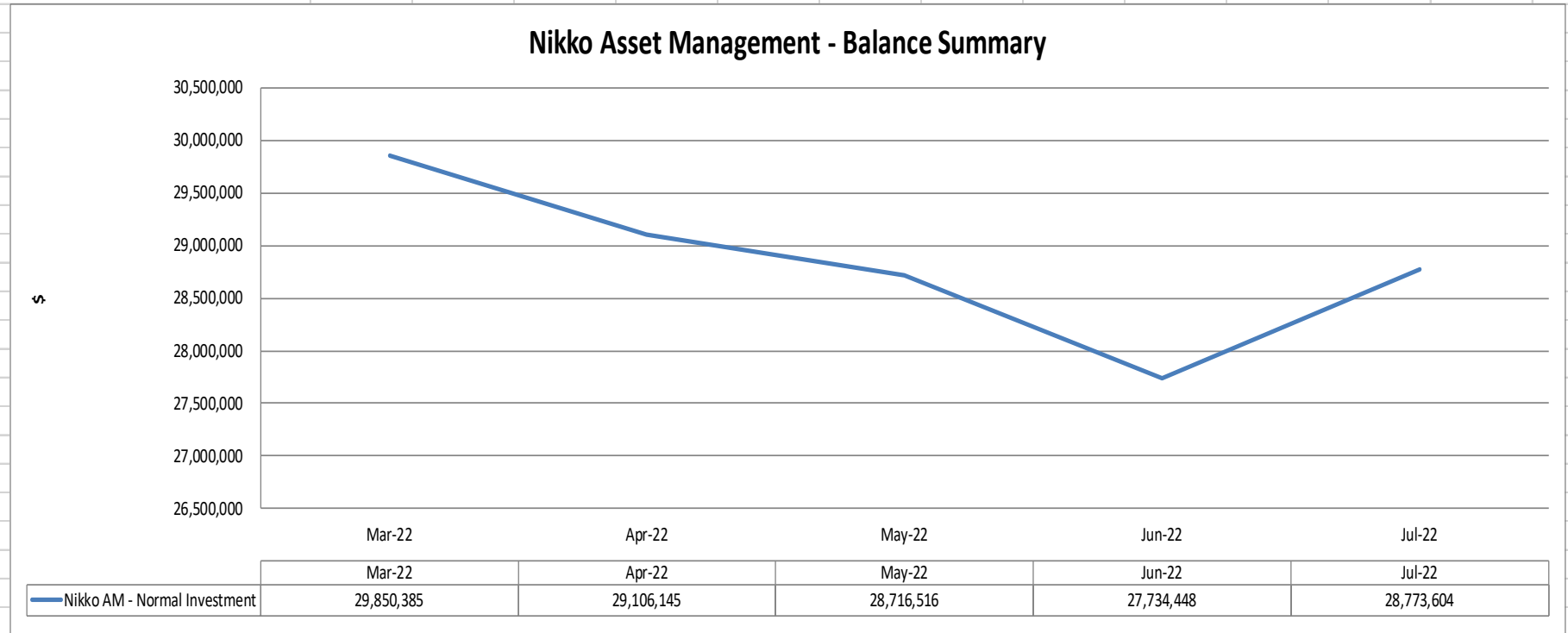
The fund had an unrealised gain of \$1.076m for the month of July, resulting in a year-to-date cumulative return of -3.61% including the losses from the 3 prior months. We also had portfolio management fees of \$37k deducted.

RECOMMENDATION

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

1 Combined Nikko Investment Portfolio

	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23
Nikko AM - Normal Investment	29,850,385	29,106,145	28,716,516	27,734,448	28,773,604								
Total	29,850,385	29,106,145	28,716,516	27,734,448	28,773,604								
Change each month	- 975,264	- 744,240	- 389,629	- 982,068	1,039,156								
Year to date change	- 854,469	- 744,240	- 1,133,869	- 2,115,937	- 1,076,781								



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-22 YTD	Apr-22	May-22	Jun-22	Jul-22	YTD
Assets						
TW0605 - Nikko AM Wholesale NZ Bond Fund	3,654,110	3,579,064	3,586,178	3,568,844	3,672,314	3,672,314
TW0606 - Nikko AM Wholesale NZ Cash Fund	1,347,029	1,308,648	1,310,880	1,313,734	1,280,084	1,280,084
TW0607 - Nikko AM Wholesale Core Equity Fund	2,939,504	2,886,338	2,752,939	2,652,204	2,802,247	2,802,247
TW0610 - Nikko AM Wholesale Global Bond Fund	9,171,745	8,932,469	8,931,465	8,613,651	8,918,889	8,918,889
TW0617 - Nikko AM Wholesale Multi-Strategy Fund	2,241,992	2,200,483	2,184,373	2,147,892	2,137,301	2,137,301
750617C - Nikko AM W/S Multi-Strategy Fund-MAR20	3,391	3,391	3,632	3,632	3,641	3,641
TW0618 - Nikko AM Wholesale Global Equity Unhedged Fund	5,725,619	5,743,075	5,628,797	5,441,698	5,710,892	5,710,892
TW0619 - Nikko AM Wholesale Global Equity Hedged Fund	3,269,656	3,001,217	2,966,295	2,682,661	2,858,466	2,858,466
TW0622 - Nikko AM Wholesale Property Fund	1,497,340	1,451,460	1,351,957	1,310,133	1,389,769	1,389,769
Total Assets	29,850,385	29,106,145	28,716,516	27,734,448	28,773,604	28,773,604
Represented by:						
Opening Capital	30,704,853	29,850,384	29,106,144	28,716,515	27,734,447	29,850,384
Distributions (Reinvested)	349,411	-	-	81,273	-	81,273
Fee Invoice/Fee Rebate	- 164,412	- 39,635	-	-	- 36,841	- 76,476
Capital Contributions	16,719	-	-	-	-	-
Capital Withdrawals	- 906,779	-	-	-	-	-
Switches/Transfers - In	126,232	-	-	-	-	-
Switches/Transfers - Out	- 126,232	-	-	-	-	-
Investment Income - Interest	-	-	-	-	-	-
Realised Investment Gains/ (Losses) - Cash & Fixed Interest	-	-	-	-	-	-
Unrealised Investment Gains/ (Losses) - Cash & Fixed Interest	- 149,409	- 704,605	- 389,629	- 1,063,341	1,075,997	- 1,081,578
Net Surplus/ (Deficit) on Investment	- 871,188	- 744,240	- 389,629	- 982,068	1,039,156	- 1,076,781
Net Interest	- 313,821	- 744,240	- 389,629	- 1,063,341	1,039,156	- 1,158,054
Total Fund Value	29,850,384	29,106,144	28,716,515	27,734,447	28,773,604	28,773,604
Return on Investment	0.17%	-2.49%	-1.31%	-3.29%	3.48%	-3.61%
Actual Accumulative Return on Investment		-2.49%	-3.80%	-7.09%	-3.61%	
Budgeted Accumulative Return on Investment		0.28%	0.57%	0.85%	1.13%	

Corporate & Property Committee

Item for INFORMATION

Report	Community Libraries Report
Meeting Date	1 September 2022
Item Number	3
Prepared By	Debbie Duncan - Library Service Centre Manager
File Reference	703802

REPORT SUMMARY

The report covers activities of the Community Libraries during July 2022.

RECOMMENDATION

- 1. That the Corporate & Property Committee receives the Community Libraries Report.**

1 VISITORS – LIBRARIES AND i-SITE

The decline in visitor numbers in July 2022 compared to July last year can be summed up in three brief points that have prevented many people from venturing out:

- The continued high level of COVID-19 community transmission
- Flu and other seasonal ailments
- The dreadful weather

None of these were so prevalent during the same period last year, so it's anticipated it will likely be another 4 – 5 months before we're able to compare "apples with apples"!

JULY VISITORS									
	July 2021	July 2022	+/-	%		FYTD 2021	FYTD 2022	+/-	%
			Variation						Variation
Balclutha	6,203	3,403	-2,800	-45%		6,203	3,403	-2,800	-45%
iSite	1,860	1,503	-357	-19%		1,860	1,503	-357	-19%
Lawrence	1,063	733	-330	-31%		1,063	733	-330	-31%
Milton	1,656	1,369	-287	-17%		1,656	1,369	-287	-17%
Owaka	1,077	841	-236	-22%		1,077	841	-236	-22%
Tapanui	1,334	1,068	-266	-20%		1,334	1,068	-266	-20%
Total	13,193	8,917	-4,276	-32%		13,193	8,917	-4,276	-32%

2 LIBRARIES

For the teams across all of the community libraries, July was very much about trying to maintain services, including school holiday activities for children, while staff dealt personally with the same challenges as those being experienced by the wider community.

Balclutha Community Library School Holiday Programme

Over the school holiday period the Balclutha Community Library offered a variety of activities to children and families:

- The new LEGO table and activity station were very popular places where children and adults could play together and ignite their imagination, with space available for their creations to be put up for display for others to enjoy.
- An in-library 'Did You Know ...?' Winter Competition was available with 53 children entering this.
- A member of the Balclutha Library team designed a Winter Activity Booklet that children could complete in-library or take home.
- Winter themed Take & Make bags were available for children, these were filled with craft activities and activity sheets.
- A total of 13 in-library sessions were run with 228 children and adults attending the below events:
 - Five movies were shown in the library utilising the new library e-resource Beamafilm. This is also available for library members to access from home.
 - Three arts & craft sessions were held with activities ranging from making 3D animals through to discovering your inner sculptor using different mediums, including air-dry clay.
 - Two tech days where children could experiment with the various library technology on offer which included another new library e-resource BusyThings.

- Two hands-on building sessions were held where participants could let their imagination go wild and build whatever they envisaged using the resources available.
- Finally, a Dress-Up Afternoon where children were encouraged to come to the library in their costumes and staff joined in on the festivities and wore costumes as well. There was face painting, which was a hit, along with a range of activities and games for children and parents to enjoy.

The Balclutha staff have received very favourable comments about the programmes from



those attending and it was fantastic to see the adults joining in on the activities. At one session a father worked alongside his children to make the most amazing figurines, you could see the joy on his face as he worked.

The 'busyness' didn't end there, as each week OSCAR and St Joseph School Kids Club visited the library and utilised the library resources.

Basic Photo Editing Classes

Professional photographers Franky Malone and Janice Brockett from Clutha Camera Club held two classes in July at the Balclutha Library, with another two sessions to be held in August. 20 participants seized the opportunity to learn how to download photos from a camera, set up a folder to receive them and basic layers editing (including dodge and burn, cropping, levels, and curves) and how to resize, export and rename. These classes were open to the public and held free of charge.

By working with the Clutha Camera Club and having them utilise the library space has meant that the members of the public have had an opportunity to build their knowledge and gain confidence while learning from experts in the field of photography.

Digital Assistance

With the closing of the local SPARK shop the Balclutha Community Library took the initiative and worked with SPARK staff to ascertain how library staff could help the community when they closed.

Of the 37-device assistance enquiries at the Balclutha Library over July, 27 of these were customers who had gone to the SPARK shop and found it closed. A sample of what the library staff have dealt with are: set up new phones, helped to load top ups, deleted numerous malicious apps from phones, have helped customers navigate SPARK whether its accessing information online, using SPARK chat or by phone and much more.

Customers are very grateful for the assistance they receive and are amazed that it is free and there is no waiting in a queue. A senior gentleman who lived in a rural area had driven 40 minutes to come to Balclutha to specifically visit SPARK, saw the sign on the old SPARK shop and came round to the library. He had no Internet access, no landline, his cellphone was not working, and this was his only form of communication. After a phone call to SPARK his phone and account were fixed within 15 minutes.

As another business leaves the Clutha District, the community libraries continue to fill the void, ensuring the community has access to these essential digital services.

Lawrence Community Library

Families travelling through Lawrence enjoyed time in the cosy surroundings of the library, making the most of the reading and activities on offer. Local families enjoyed the winter activity booklets that they could access from the Lawrence Community Library. Some children reported their enjoyment in finding different events and books at branches they visited elsewhere in the Clutha district. A Chinese lantern making session produced wonderful artwork. The computers, printing and scanning services have regular usage by the community and visitors. Membership continues to grow with the arrival of new residents to the town. A lot of these people own dogs, so they were also part of the steady reregistration process throughout July.



Owaka Community Library

Although relatively quiet with fewer visitors, the Owaka team provided some great events and activities that were extremely well received by those attending.

Friday 1st July QEII National Trust started their first ever collaboration exhibition with the Owaka Community Library and Catlins Information Centre and received the following overview from the attending QEII National Trust representatives Neil Cullen (Covenantor and Trust), Cathy Rufaut (Coastal Otago Rep), Jesse Bythell (Southland Rep):

The purpose of the exhibition was to: 1) increase awareness of the QEII National Trust's work to the Catlin's community; 2) increase community awareness of local QEII covenants; 3) facilitate discussions and networking among people who own, work, or partake in recreational activities associated with covenants; 4) provide information to local people thinking about initiating a QEII covenant on their land.

All four objectives were achieved via the gallery exposure time, which reflected the good collaboration between Clutha District Council and QEII. Specifically, information sheets and magazines provided by QEII had good uptake by visitors to the Centre over the two-week period. QEII supplied images of covenants that the Centre ran as rolling photography on their AV screen. Forest and Bird supplied labelled native nursery trees for the gallery space and the Centre sourced relevant books and supporting resources to add to the display.



Ten landowners gave permission to have a poster displayed about their QEII covenants. It was the first time ever that there had been a coordinated display in South Otago of QEII covenants.

The Otago Regional Council had representatives that attended both information sessions. A staff member from Clutha District Council also joined in on the mid-week session. Their presence allowed a good conversation with the QEII community about wider land management issues and

provided several avenues for further collaboration. The ORC and QEII are committed to working more closely together for the benefit of farmers in Otago, so the connections made during this gallery time made a significant contribution to relationship rebuilding between these organisations.

Saturday 16th July Clutha Camera Club (CCC) created an exhibition of photos and delivered two talks including, “how best to use your cell phone for images” and “how to best use your camera for photography”.

The first week of the **school holidays** was all about tech, from spheros to VR headsets.

The second week of the holidays was all about **no tech**, or perhaps that should be low tech ... board games were available for those wanting to spend some time playing with some good old-fashioned fun.



Sensory boxes received great responses from both children and adults - with good faces and some loud ‘oh what’s that’ comments! The boxes contained a variety of items including squidgy gooey plastic things, puzzle pieces and recyclable lids of different shapes.

Tapanui Community Library

The July school holidays saw a range of activities in the library from a permanent art and craft station, 3D pens and movie sessions in the library using the new platform Beamafilm.



The Take & Make busy bee packs were also popular with 25 handed out to families.

We had two visits from the local childcare centre Kidzway, the children had stories read to them and they enjoyed exploring the library.

Digital Drop-in sessions continue to be popular with a range of

issues being addressed, from email attachments, new apps and downloading photos from the phone. One lady wanted to be able to live stream a funeral the next day, so she was shown how and given step by step instructions on how to access at home. After the funeral she phoned us to say she managed to log on, view the funeral and “it was just wonderful” as unable to attend in person.

Brick Club continues to be held on Mondays, board games are available for adults during the day and children after school.

Milton Community Library

Programming

Staff were careful not to interrupt regular programming at Milton Community Library through the school holidays as the groups had only just resumed after a long break due to COVID. Embracing Manākitanga, the Cosy Yarns group welcomed the idea of helping any school children to learn to knit or crochet and the Scrabble ladies were happy to have younger companions for a wider ‘Board Games’ morning.

School Holiday Programme

With COVID still active in the community and flu season in full swing, a blended offering of in-library activities and Take & Make bags worked well at Milton Community Library.

Although no children took up the offer to learn to knit or crochet, 3 girls played board games the first week and 3 boys tried Scrabble in the second week. LEGO was out on the table each afternoon, and several children, some without the means to put their Take & Make bags



together at home, crafted Puppy Puppets at the Library. Thirty-nine Take & Make “Puppy Puppets” were given out through the 2 weeks. A couple of movies were shown using the new Beamafilm database and bowls of buttery popcorn were consumed by the children, while it rained outside.

Council Services

Layered over two weeks of the library's school holiday activities, July was dog registration month and hundreds of dogs were processed through Milton Community Library, making for a very busy front counter. Then the floods came. A perfect storm of service requests and desperate phone calls for assistance. Good humour and good task management made up for reduced lunchtimes.

Other Assistance

A customer was helped to set up a Real Me account as well as an email address in preparation for this. As a long time borrower, she was impressed with this new way her library could help her.



Early in July another customer called in to borrow the sewing machine at Milton Library. This lady too, had learned of these new resources at her local library and was eager to use them and very grateful of the service.

Book Issues

In common with visitor numbers, the July trend for books continues to reflect the challenges of COVID-19.

CONTENT									
	July 2021	July 2022	+/-	% Variation		FYTD 2021	FYTD 2022	+/-	% Variation
eBook & eAudiobook	774	943	169	22%		774	943	169	22%
Balclutha	5,345	4,881	-464	-9%		5,345	4,881	-464	-9%
Lawrence	850	904	54	6%		850	904	54	6%
Milton	1,784	1,514	-270	-15%		1,784	1,514	-270	-15%
Owaka	409	304	-105	-26%		409	304	-105	-26%
Tapanui	1,669	1,331	-338	-20%		1,669	1,331	-338	-20%
Total	10,831	9,877	-954	-9%		10,831	9,877	-954	-9%



3 INFORMATION CENTRES REPORT

Visitor Information

i-SITE

Visitors passing through during July were few, as the weather was mostly wet and wild, and included flooding in our neighbouring districts.

July Visitor Statistics										
	Origin	July 2021	July 2022	+/-	% Variation		FYTD 2021	FYTD 2022	+/-	% Variation
Balclutha	Domestic	479	553	74	15%		479	553	74	15%
	International	3	9	6	200%		3	9	6	200%
Lawrence	Domestic	447	276	-171	-38%		447	276	-171	-38%
	International	1	10	9	900%		1	10	9	900%
Law SC	Domestic	9	11	2	22%		9	11	2	22%
	International	1	0	-1	-100%		1	0	-1	-100%
Milton	Domestic	67	56	-11	-16%		67	56	-11	-16%
	International	0	1	1	100%		0	1	1	100%
Milton SC	Domestic	13	0	-13	-100%		13	0	-13	-100%
	International	5	0	-5	-100%		5	0	-5	-100%
Owaka	Domestic	642	579	-63	-10%		642	579	-63	-10%
	International	7	20	13	186%		7	20	13	186%
Tapanui	Domestic	11	3	-8	-73%		11	3	-8	-73%
	International	0	0	0	0%		0	0	0	0%
Total	Domestic	1,668	1,478	-190	-11%		1,668	1,478	-190	-11%
	International	17	40	23	135%		17	40	23	135%

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

The reduction in bookings continues to reflect the decrease in July visitor numbers. Anecdotally it also appears that many travellers are independently booking attractions and accommodation.

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		+/-	% Variation		FYTD 2021/2022	FYTD 2022/2023	+/-	% Variation
	2021/2022	2022/2023							
Jul	\$ 2,839	\$ 1,828	-\$ 1,011	-36%		\$ 2,839	\$ 1,828	-\$ 1,011	-36%
Full Year	\$ 46,738	\$ 1,828		GST Incl					
	Commission		+/-	% Variation		FYTD 2021/2022	FYTD 2022/2023	+/-	% Variation
	2021/2022	2022/2023							
Jul	\$ 328	\$ 195	-\$ 133	-41%		\$ 328	\$ 195	-\$ 133	-41%
Full Year	\$ 2,960	\$ 195							

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 2021/2022	FYTD 2022/2023	+/-	% Variation	
	2021/2022	2022/2023							
Jul	\$ -	\$ 370	\$ 370	100%	\$ -	\$ 370	\$ 370	100%	
Full Year	\$ 4,003	\$ 370							

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.

Local retail offering and possum/merino knitwear sales continue to be popular with locals and visitors but has been fairly quiet after the cold wintery spell we've had.

	Total Value of Sales		+/-	% Variation	FYTD 2021/2022	FYTD 2022/2023	+/-	% Variation	
	2021/2022	2022/2023							
Jul	\$ 8,697.0	\$ 5,126.0	-\$ 3,571.0	-41%	\$ 8,697	\$ 5,126	-\$ 3,571	-41%	
Full Year	\$ 47,600	\$ 5,126							
	Gross Profit		+/-	% Variation	FYTD 2021/2022	FYTD 2022/2023	+/-	% Variation	
	2021/2022	2022/2023							
Jul	\$ 2,253	\$ 1,340	-\$ 913	-41%	\$ 2,253	\$ 1,340	-\$ 913	-41%	
Full Year	\$ 13,121	\$ 1,340							

Corporate & Property Committee

Item for INFORMATION

Report	Corporate Services Report
Meeting Date	1 September 2022
Item Number	4
Prepared By	Lilly Paterson – Corporate Services Administrator
File Reference	703803

REPORT SUMMARY

The report covers activities that the Corporate Services Administrator looks after along with funding scheme payments and rate rebates since the last meeting.

RECOMMENDATION

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

REPORT

1 Funding Schemes

1.1 Creative Communities New Zealand Funding Scheme

The next funding round for Creative Communities closes on the 9 September 2022. Advertising is well under way, please encourage any local groups or individuals that you know to apply.

Do you have a Creative arts project in mind?

You could be eligible for funding between \$200 - \$5,000!

The Clutha District Creative Communities Scheme first funding round for 2022/23 is closing soon!
Find out more and get an application form from:
www.cluthadc.govt.nz/creative-communities

To qualify projects must:

- Be in the Clutha District
- Be started and completed within 12 months of funding approval
- Any group, organisation or individual can apply.

For more information visit our website or contact, Lilly Paterson, on 03 4190251 or lilly.paterson@cluthadc.govt.nz

Applications close: 5pm,
9 September 2022

Clutha District Council

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 hall

2.1 Fees Reimbursement Scheme

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

Organization	Reimbursement of Council fees and charges for:	Amount \$
Tapanui West Otago Promotions	Hire of West Otago Community Centre for a get together for residents over 80 years.	\$110.00
Milton Information Centre	Hire of Milton Coronation Hall for a book sale	\$300.00

2.2 Property Rent Reimbursement

No rent reimbursements have been paid since the last meeting

2.3 Rates Rebate Scheme

Listed below are details of applications received for the rates rebate scheme for the period 1 July 2021 to 30th June 2022.

Rate Rebates	This Year	Last Year
Applications Received	633	590
Total amount of Rebates paid	\$368,898.48	\$322,278.83
Average amount of Rebate	\$582.78	\$546.24

Corporate & Property Committee

Item for INFORMATION

Report	Corporate Properties Update Report
Meeting Date	1 September 2022
Item Number	5
Prepared By	Greg Bowie – Management Accountant
File Reference	703804

REPORT SUMMARY

This report provides an update on Corporate Properties to 30 June 2022.

RECOMMENDATION

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

1 Other Property Update

Clutha District Council - Other Property Update 30 June 2022		
Revenue to date		
Farmland Rental - Port Molyneux Road	800	
Southroads Limited - Rental of Crown Street Yard	1,144	
ATM Rebate - Money Machine Lawence	687	
Sale of property - 89 Main Road, Clinton	13,043	
Lease Land - Road Reserve Gormack Street	2	
Interest on Sale of 333 Union Street, Milton	20	
Sale of property - 333 Union Street, Milton	104,348	
Total Revenue	120,044	

Clutha District Council - Other Property Update 30 June 2022		
	2022	2021
	\$	\$
Income		
Revenue to date	120,044	19,264
Total Income	120,044	19,264
Expenditure	28,568	6,535
Rates (ORC) - Various Properties	1,037	1,475
Rates (CDC) - Various Properties	9,886	-
Rates on Sale of property - Kaitangata Highway	-	-220
Valuation - 2-4 Elizabeth Street - Existing Building		-
Rates on Sale of property - 89 Main Road, Clinton	-484	-
Rates on Sale of property - 333 Union Street, Milton	-177	-
Legal - Renewal of Lease - Tuapeka Mouth Domain		-
Valuation - 747 Roberts Road, Waitahuna	3,065	-
42 Sussex St Tapanui - find and repair water leak		-
Legal - Sale of property - 89 Main Road, Clinton	904	-
Legal - Sale of property - 333 Union Street, Milton	905	-
Repair blocked downpipe on building at 128 Union Street, Milton		-
Building Repairs	1,867	179
Replace internal downpipe at 51 Ajax St, Milton	-	278
Skip Hire - Elizabeth St yard cleanup	372	-
1/2 Share of Boundary Fence - 333 Union Street	-	1,120
Spraying - Lowestoft Street	550	-
Historic Owner Search Fee - Lawrence	561	-
Cherry Lane - New Sewer Lateral & Boundary Location - Property to be sold to Souness	6,183	-
Cost of Sales - 33 Union Street, Milton - cost value as per asset register	3,898	-
Advertising - Council Land for Lease	-	277
Total Expenditure	28,568	6,535
Net Income/(Loss)	91,476	12,730

Cribs, Endowment Land and Other

<u>Clutha District Council - Cribs, Endowment Land and Other Update 30 June 2022 YTD</u>			
	2022	2021	
	\$	\$	
Income			
Rentals	8,443	8,359	
Rental - Crib Sites	111,439	110,851	
Lease - Endowment	99,965	100,780	
Lease - Other	49,562	50,818	
Miscellaneous Income - Tautuku Cribsite	292	292	
Total Income	269,700	271,101	
Expenditure			
Rates - ORC	8,542	5,572	
Rates - CDC	110,590	108,687	
General Expenses	-	1,615	
Insurance	3,701	3,639	
Legal Expenses	3,674	700	
Valuation Expenses	2,040	6,430	
Building Repairs	293	833	
Internal - Others (Overheads)	34,209	31,317	
Total Expenditure	163,048	158,792	
Net Income/(Loss)	106,652	112,308	
UAGC Rates Offset - CDC	34,151	210,862	
Net Income/(Loss) after UAGC Rates Offset	\$ 72,501	\$ (98,554)	

Corporate & Property Committee

Item for INFORMATION

Report	Development Properties Update Report
Meeting Date	1 September 2022
Item Number	6
Prepared By	Greg Bowie – Management Accountant Steve Hill – Chief Executive
File Reference	703806

REPORT SUMMARY

The report contains an update on our Development Properties as of 30 June 2022:

- Rosebank Industrial – sale of Lots 11, 20, 21 and 25 – banked \$632k sale proceeds.
- Kaitangata – 6 sections sold in 2022 – no further impairment required.
- Stirling – subdivision at early stage, work has commenced with total costs of \$107k to date – no impairment required.
- New - Rosebank Terrace Subdivision – work has commenced with total costs of \$46k to date – no impairment required.

Note at the request of the Committee Plantation Heights reporting has been removed as the project is largely complete.

RECOMMENDATIONS

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

REPORT

1 Rosebank Industrial

- Risks and Mitigations:
 - Risk of arsenic contamination after disturbing the ground during the development. Whilst the risk remains the latest testing (including the most recent results received in August) 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 is being combined with an additional remediation plan for the closed landfill that has been disturbed by the current landowner. The application has been submitted and accepted by the ORC which is now processing it.
- 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.
- We have impaired the asset by a further \$113k as of 30 June 2021, after completing another fair value assessment at this date, and concluding that the likely sales income will be lower than the cost of WIP in our books at year end, by this amount.
- In this financial year we have received total proceeds of \$632k for the sale of lots 11, 20, 21 and 25 and are not reflecting a provisional loss at this stage.

Development Property - Rosebank Industrial - Update 30 June 2022				2022	2021	2020	2019	2018	2017	2016
				\$000	\$000	\$000	\$000	\$000	\$000	\$000
Opening Balance				1,206	1,206	824	25	999	732	0
Additions in current year				90	113	229	1,152	602	547	732
Less Amounts expensed due to sale				-1,296	0	0	0	-1,576	-280	0
Less Amounts expensed due to anticipated loss				0	-113	153	-353	0	0	0
Closing Balance				0	1,206	1,206	824	25	999	732
Fair Value Assessment	0				1,206	1,206				

2 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.

- 6 sections have been sold during the financial year so far (8 Dartmouth St, 18 Exmouth St, 10 Wangaloa Road, 84 Eddystone St, 36 Wyre Street and 24 St Catherine Street) with total sale proceeds of \$791k.
- For the year to date, amounts totalling \$447k have been paid for contract payments and professional services (\$60k 36 Wyre Street, \$8k 34 St Catherine Street, \$263k 24 St Catherine St, \$85k 28-32 St Catherine St, and \$31k Wangaloa Road) for house builds.
- At this stage no impairment is considered necessary.

Development Property			2022 \$000	2021 \$000	2020 \$000	2019 \$000
Kaitangata House & Land Packages						
Opening Balance			618	345	58	0
Plus: Additions in current year			474	630	342	58
Less: Amounts expensed due to sale			-787	-357	-20	0
Less: Impairment Loss			0	0	-36	0
Closing Balance			305	618	345	58
Development Property - Other Gains and Losses		Total	2022 \$000	2021 \$000	2020 \$000	2019 \$000
Development Property						
Proceeds from Sales		1,120	792	309	20	0
Cost of Sales		1,163	787	357	20	0
(Loss) / Gain Kaitangata House & Land Packages		-43	5	-48	0	0

3 Stirling

- Council is completing an initial subdivision and deposits of \$82k have now been paid towards the capital development costs.
- There are total costs of \$107k to date including consultancy and legal fees.

Clutha District Council - Stirling Boyd Street Update 30 June 2022			
	2022	2021	
	\$000	\$000	
Income			
Total Income	-	-	
Expenditure			
Consultancy	17	3	
Legal	3		
Valuation Expenses	-	3	
Total Expenditure	19	6	
Net Income/(Loss)	- 19	- 6	
Capital Expenditure			
Contract Payments & Professional Services	82	-	
Total Capital Expenditure	82	-	
Outstanding balance to be recovered	- 101	- 6	

4 Rosebank Terrace Subdivision

- Work has commenced on investigating this new subdivision, with a total \$46k of invoices/purchase orders to date.
- A subdivision application has been submitted to Council for independent Commissioner assessment.

Clutha District Council - Rosebank Terrace Subdivision Update 30 June 2022			
	2022	2021	
	\$000	\$000	
Income			
Total Income	-	-	
Expenditure			
Total Expenditure	-	-	
Net Income/(Loss)	-	-	
Capital Expenditure			
Contract Payments & Professional Services	26	20	
Total Capital Expenditure	26	20	
Outstanding balance to be recovered	- 26	- 20	

Corporate & Property Committee

Item for DECISION

Report	Corporate & Property Committee Work Programme Report
Meeting Date	1 September 2022
Item Number	7
Prepared By	John Scott – Group Manager Corporate Services
File Reference	703807

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 2022										
Meeting Dates 2020	Approach	Action	3-Feb-22	17-Mar-22	28-Apr-22	9-Jun-22	20-Jul-22	1-Sep-22	Elections	??
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	3-Feb-22	17-Mar-22	28-Apr-22	9-Jun-22	20-Jul-22	1-Sep-22	Elections	??

Corporate & Property Committee

Item for DECISION

Report	Tuapeka Vintage Club Reimbursement Report
Meeting Date	1 September 2022
Item Number	8
Prepared By	Lilly Paterson – Corporate Services Administrator
File Reference	748648

REPORT SUMMARY

Tuapeka Vintage Club has applied for a Reimbursement of Council fees and charges for their building warrant of fitness fees.

It is unclear whether this reimbursement fits within the Policy on Reimbursement of Charges, Hire Fees, and Rents, therefore is referred to the Corporate & Property Committee for decision.

RECOMMENDATIONS

- 1. That the Corporate & Property Committee receives the Tuapeka Vintage Club Council Reimbursement report.**
- 2. That the Corporate & Property Committee approves a reimbursement of \$150.00 for the Tuapeka vintage Clubs Building Warrant of Fitness fees and notes that this is not strictly in accordance with policy.**

OR

- 3. That the Corporate & Property Committee does not approve a reimbursement of \$150.00 to Tuapeka Vintage Club for the Building Warrant of Fitness Fees.**

REPORT

1 Background

Tuapeka Vintage Club has applied for a Reimbursement of Council fees and charges for their building warrant of fitness fees of \$150.00.

It is unclear if this reimbursement fits within the Policy on Reimbursement of Charges, Hire Fees and Rents, as the reimbursement is for building warrant of fitness fees, which has never been applied for before. The matter therefore is referred to the Corporate & Property Committee for decision.

The application is attached.

2 Assessment of Options

The options available to the committee are:

- refuse the application in line with policy.
- approve the application and note that this is not in accordance with policy.

3 Policy Consideration and References

The policy on reimbursement of Charges, Hire Fees and Rents adopted by Council on 23 June 2022 is attached.



POLICY ON REIMBURSEMENT OF CHARGES, HIRE FEES, AND RENTS		ACTIVITY GROUP:	ECONOMIC & COMMUNITY DEVELOPMENT
Policy Type:	Council		
Approved by:	Council		
Department:	Community Development		
Date Approved:	23 June 2022	Next Review Date:	23 June 2024
Relevant Legislation:	Local Government Act 2002		
Clutha District Council Documents referenced:	Application for Council Reimbursement Form		

CONTEXT

To ensure that Clutha District Council, as a territorial authority, complies appropriately with its obligations to rate payers and the public as defined under the Local Government Act 2002.

Council recognises that the hire or rental of Council property needs to be completed in a manner that is consistent with the principles of the legislation and the behaviours expected to prudently manage public property.

Council will generally charge market rates for the hire or rental of Council owned and managed property. Council also charges for a range of permits and licenses, as specified in its Schedule of Fees and Charges.

PURPOSE

The purpose of this policy is to provide eligibility guidelines for the reimbursement of charges, and hire fees or rentals for Council property.

This policy is intended to support eligible organisations by reducing the cost of undertaking projects, and hiring or renting Council property (including, but not limited to the halls and community centres listed in Appendix A).

SCOPE

This policy applies to eligible organisations wishing to undertake projects, or who hire or rent Council property.

The policy provides a Council standard that can only be exceeded in limited / exceptional circumstances and only with the prior approval of the Chief Executive.

The policy does not apply to:

- Reimbursement of alcohol licensing fees.

- General funding assistance from Council for organisations. Other requests for funding should be made as a submission to the Long-Term Plan / Annual Plan.
- Reimbursement of costs for regular (e.g. weekly or monthly) use of property.
- Fees and charges that must be passed on to another agency e.g. BRANZ.

DEFINITIONS

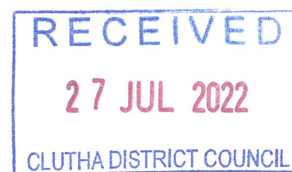
Non-profit organisation is defined as a group organised for purposes other than generating profit and in which no part of the organisation's income is distributed to its members, directors, or officers.

POLICY

1. Council will consider applications for assistance from within the Clutha District, providing the following criteria are met:
 - a. The application is made by an organisation (not an individual or individuals).
 - b. The organisation making the application is a non-profit organisation.
 - c. The organisation provides a service to, or is undertaking a project that benefits residents of Clutha District.
2. Assistance from Council may include:
 - a. Reimbursement of fees and charges for one-off projects (i.e. not more than once in a financial year).
 - b. Reimbursement of hire charges for community centres and halls, including events which may last several days (e.g. a theatrical production).
 - c. Reimbursement of rent for periodic or fixed-term tenancies of Council property.
3. The reimbursement of rent shall be payable at 75% of the market rent.
4. The level of assistance to any organisation shall be limited to a maximum of \$2,000 in any given financial year.
5. Council will only consider applications made on the [application form](#).
6. Council will only consider applications which are received within six months of the activity.

DELEGATIONS

7. Applications for reimbursement of charges, hire fees and rentals are to be authorised by the Corporate Services Administrator.
8. Applications for reimbursement should be referred to the Mayor or the Corporate and Property Committee in instances where it is unclear whether the application meets the policy criteria listed above, especially if granting it would set a precedent.



Tuapeka Vintage Club Incorporated
c/o Peter Shepherd
1087 Mitchell's Flat Road
RD 3
Waitahuna
Lawrence 9593

18 July 2022

Kass Saimoni
Rates Department
CDC
PO Box 25
Balclutha 9240

Dear Kass
Re ; Reimbursement of Council Charges

Please find attached application for reimbursement of Clutha District Council charges for water supply and WOF for building for Tuapeka Vintage Club

Thank you for your consideration of these

Yours faithfully

A handwritten signature in blue ink that reads "P.G. Shepherd".

Peter Shepherd

Application for Reimbursement of Charges, Hire Fees and Rents

Clutha
District Council



RECEIVED

27 JUL 2022

CLUTHA DISTRICT COUNCIL

Council will consider assistance providing the following criteria are met:

- The organisation making the application is a non-profit organisation.
- The organisation provides a service to, or is undertaking a project that benefits residents of the Clutha District.

1. Type of Council Reimbursement being sought:

Tick one

- Reimbursement of Council charges, hire fees and rents** (including reimbursement of hire charges for community centres and community halls).

- Aims to support organisations by helping reduce the costs of one-off projects or events.
- Is capped at a maximum of \$2,000 per organisation in any given financial year.
- Excludes reimbursement of liquor licensing fees.
- Please note Community Centre or Hall Hire reimbursement does not include reimbursement of costs for regular use, e.g. weekly, monthly or quarterly.

- Reimbursement of rents for properties leased from Council**

- Aims to help reduce costs for organisations leasing Council property.
- Up to 75% market rental to a maximum of \$2,000 per organisation, per annum, is available.

Any other requests for funding assistance from the Council need to be made as a submission to the Long Term/Annual Plan.

2. Applicant Details

Name of Organisation:	TUAPIKA VINTAGE CLUB
Contact person:	PETER SHEPHERD
Postal Address:	1087 MITCHELL'S FLAT ROAD
	R93 WATAHUNA
	LAWRENCE
Post Code:	9593
Phone:	03 4859 452
Email:	peter.shepherd@xtra.co.nz

Clutha District Council, 1 Rosebank Terrace, PO Box 25, Balclutha 9240
P: 03 419 0200; F: 03 418 3185; E: help.desk@cluthadc.govt.nz
www.cluthadc.govt.nz

3. Description of Project/activity (or organisation for a Rent Reimbursement):	
COC Water supply rate	\$ 650-70
Building warrant of fitness	\$ 150-00
	<u>TOTAL 800-70</u>
Date of project:	

4. Total cost of project/activity (annual income for Rent Reimbursement)	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total cost	\$

5. Total Income received for the project (annual outgoings for Rent Reimbursement)	
	\$
	\$
	\$
	\$
	\$
	\$
Total income:	\$
Total value of Council reimbursement being sought: (max \$2,000)	\$

Bank Account Number: _____

Note: Please provide a bank deposit slip.

- If grant is for reimbursement of charges or hire fees, attach a copy of the receipt.
- Please complete all sections, including the financial sections.

6. Consent Under Privacy Act 1993

I Peter Shepherd (name) consent to Clutha District Council

collecting the personal contact details provided above, retaining and using those details for mailing and contact lists and disclosing them to any agencies for the purpose of reviewing the Council's funding schemes. I undertake that I have obtained the consent of the other contact person to provide these details. I acknowledge my right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name: Peter Gregory Shepherd

Signature: P.G. Shepherd Date: 18-7-22



CLUTHA
DISTRICT COUNCIL



PO BOX 25, Balclutha 9240
1 Rosebank Terrace, Balclutha
Phone 03 419 0200

CLUTHA DISTRICT COUNCIL

RATES INVOICE/ASSESSMENT

Tax Invoice/Credit Note G.S.T. No. 51-994-353
Instalment 4 of 4

TUAPEKA VINTAGE CLUB INCORPORATED
C/O BRUCE YOUNG
22 HARRINGTON STREET
LAWRENCE 9532

Email Address:

Valuation No: 28561 320 00
Invoice No: 2022/133113
Invoice Date: 22 APR 2022
Location: 11 GABRIELS GULLY ROAD
Land Area (ha): 0.1663
Capital Value: 285,000
Land Value: 50,000
Legal Description: Lot 1 DP 393828

Total rates assessed 2021/2022

Description	Factor Value	Factor	Rate	Remission	Annual Amount
FOOTPATH RATE - LAWRENCE	1	TARGET	11.82608696	11.83	0.00
UNIFORM ANNUAL GENERAL CHARGE - DISTRICT	1	UNIFORM	485.13043478	485.13	0.00
LOCAL ROADING RATE - LAWRENCE	50,000	LAND	0.00118035	59.02	0.00
LOCAL ROADING RATE FIXED	1	TARGET	52.60000000	52.60	0.00
COMMUNITY SERVICES RATE - LAWRENCE TUAPEKA	1	TARGET	107.30434783	107.30	0.00
PLANNING/REGULATORY - DISTRICT	285,000	CAPITAL	0.00009660	27.53	0.00
SEWERAGE UPGRADE SUPP - DISTRICT	285,000	CAPITAL	0.00001390	3.96	0.00
DISTRICT ROADING - DISTRICT	285,000	CAPITAL	0.00031342	89.32	0.00
DISTRICT ASSETS - TOILETS	285,000	CAPITAL	0.00003323	9.47	0.00
STORMWATER - LAWRENCE - SERVICED	1	TARGET	154.52173913	154.52	0.00
LAW/TPKA COMMUNITY BOARD - LS	1	TARGET	105.73913043	105.74	0.00
WATER SUPPLY - LAWRENCE - CONNECTED	1	SERVICES	565.82608696	0.00	565.83

TOTAL RATES (01 JUL 2021 to 30 JUN 2022) **plus GST of \$84.87** **\$650.70**

Statement

Opening balance 1 July (prior year)	0.00
Previous instalments this year	488.03
Payment received this year	488.03 CR
Penalties incurred this year	0.00
Adjustments this year	0.00
This Instalment	162.67

Total now due by 27 May 2022 \$162.67

Current instalment total includes GST of \$21.22.

Payments received and processed to date are included in the total now due.

A penalty of 10% will be applied to any unpaid portion of this instalment at the close of business on 27 May 2022

NO PAYMENT REQUIRED DIRECT DEBIT CUSTOMER

The following payment methods are available to you:

- Cash or EFTPOS at any of the Council offices.
Please note that Council does not accept credit card payments.
- Direct Debit – This is a system which enables direct payments to be made from your bank account to Council's bank account either monthly, quarterly, weekly or fortnightly.
- Automatic payments and telephone banking can be arranged by contacting your bank.
- INTERNET BANKING** - Please use your valuation number **28561 320 00** and **RATES** is shown as the references on your payment

Council's bank account number is **03 1734 0061851 02**. Please ensure your valuation number is shown as a reference.

A penalty of 10% may be applied to any unpaid balance

Valuation Reference 28561 320 00
Location 11 GABRIELS GULLY ROAD
Invoice Number 2022/133113
Ratepayer TUAPEKA VINTAGE CLUB INCORPORATED
Due Date 27 May 2022

NO PAYMENT REQUIRED DIRECT DEBIT CUSTOMER



CLUTHA DISTRICT COUNCIL

TAX INVOICE/STATEMENT

RECEIVED

27 JUL 2022

CLUTHA DISTRICT COUNCIL

GST Reg. No. 51-994-353

TUAPEKA VINTAGE CLUB INCORPORATED
C/O BRUCE YOUNG
22 HARRINGTON STREET
LAWRENCE 9532

Invoice No: 83317
Date: 04 Mar 2022
Customer No: 36468
Your Reference: 251

For further enquiries please contact the Debtors Controller – Louise Christie
Email: louise.christie@cluthadc.govt.nz

DETAILS

Compliance Schedule or Building Warrant of Fitness

DETAILS	QTY	UNIT	AMOUNT
BUILDING WARRANT OF FITNESS 11 GABRIELS GULLY ROAD	1.000	130.43	130.43

INVOICE TOTAL 130.43

G.S.T 19.57

Direct credit payments to Westpac – 03 1734 0061851 002

Please use your **Customer No and Invoice No** as your reference.

TOTAL NOW DUE (NZD) \$150.00



REMITTANCE ADVICE (Please return this slip with your payment)

Please make payment to:

Clutha District Council
PO Box 25
Balclutha 9240

INVOICE NO. 83317
CUSTOMER: 36468
TUAPEKA VINTAGE CLUB
INCORPORATED
REFERENCE: 251
TOTAL DUE: \$150.00

Mail: PO Box 25, Balclutha 9240
1 Rosebank Terrace, Balclutha, Telephone (03) 419 0200, or 0800 801 350
Email: help.desk@cluthadc.govt.nz, website: www.cluthadc.govt.nz