

CLUTHA DISTRICT COUNCIL

Notice is hereby given that a Meeting of the Corporate & Policy Committee will be held in the Council Chambers, 1 Rosebank Terrace, Balclutha on Thursday, 18 July 2024, following the Regulatory & Community Committee meeting.

Steve Hill
CHIEF EXECUTIVE

Committee Members

Councillor Alison Ludemann (Chair)
Councillor Dane Catherwood
Councillor Wayne Felts
Councillor Gaynor Finch
Councillor Bruce Graham
Councillor John Herbert
Councillor Michele Kennedy

Councillor Kevin Barron
Councillor Simon McAtamney
Councillor Dean McCrostie
Councillor Brent Mackie
Councillor Jock Martin
Councillor Ken Payne
Councillor Bruce Vollweiler

CORPORATE & POLICY COMMITTEE

18 JULY 2024

APOLOGIES

DECLARATION OF INTEREST

URGENT BUSINESS

PUBLIC FORUM

None at the time of printing this agenda.

Item	Page #	Title
1.	3	South Otago High School Council Reimbursement <i>(For the Committee's Decision)</i> South Otago High School has applied for two Reimbursements of Council fees and charges for hire of Te Pou O Mata-Au. It is not within six months of the events taking place.
2.	16	Policy Team Report <i>(For the Committee's Decision)</i> This report incorporates an update to Council's Local Government and Member Expenses, Allowance and Reimbursement Policy (2024/25) arising from a new determination being issued, effective from 1 July 2024 and information on various matters of interest in the Policy area.
3.	20	Management Accounts Report <i>(For the Committee's Information)</i> This report presents the Management Accounts for the period 1 July 2023 to 31 May 2024.
4.	23	Investment Portfolio Update Report <i>(For the Committee's Information)</i> This report shows the movement in our investment portfolio for the month of June 2024.
5.	26	Development Properties Update Report <i>(For the Committee's Information)</i> This report provides updates on matters of interests within the Corporate Finance Area.
6.	31	Finance Team Report <i>(For the Committee's Information)</i> This report provides updates on matters of interests within the Corporate Finance Area.

Corporate & Policy Committee

Item for DECISION

Report	South Otago High School Reimbursement Report
Meeting Date	18 July 2024
Item Number	1
Prepared By	Sonia Farquharson – Finance & Policy Administrator
File Reference	904003

REPORT SUMMARY

South Otago High School has applied for two Reimbursements of Council fees and charges for hire of Te Pou O Mata-Au.

These Reimbursements do not fit within the Policy on Reimbursement of Charges, Hire Fees, and Rents, as the reimbursement and is not within six months of the events taking place, so therefore is referred to the Corporate & Policy Committee for decision.

RECOMMENDATIONS

- 1. That the Corporate & Policy Committee receives the South Otago High School Council Reimbursement report.**
- 2. That the Corporate & Policy Committee approves a reimbursement of \$276.00 and \$112.13 for the hire of Te Pou O Mata-Au and notes that this is not strictly in accordance with policy.**

OR

- 3. That the Corporate & Policy Committee does not approve a reimbursement of \$276.00 and \$112.13 for the hire of Te Pou O Mata-Au.**

REPORT

1 Background

South Otago High School has applied for two Reimbursements of Council fees and charges for hire of the Te Pou O Mata-Au/Clutha District War Memorial & Community Centre for the following:

- Auditorium Hire 03 October 2003 – For Senior Prizegiving.
- Meeting Room Hire, 07 November 2023 – For a Senior Leadership Planning Meeting Goal Setting for 2024.

This Reimbursement does not fit within the Policy on Reimbursement of Charges, Hire Fees and Rents, as the reimbursement was not applied for until 06 June 2024 and is not within six months of the events taking place. The matter therefore is referred to the Corporate & Policy Committee for decision.

These two applications are attached.

2 Assessment of Options

The options available to the committee are:

- Do not approve the two applications in line with policy (the application is not received within six months of the event taking place)
- Approve the two applications and note that these are 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 2024 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.

APPENDIX A: LIST OF HALLS AND COMMUNITY CENTRES

Council Owned Halls / Community Centres	Other Halls / Community Centres
<p>Clutha Valley Community Centre</p> <p>Hillend Hall</p> <p>Kaka Point Hall</p> <p>Lovells Flat Hall</p> <p>Moneymore Community Centre</p> <p>Owaka Memorial Community Centre</p> <p>Paretai Hall</p> <p>Waihola Hall</p> <p>Waipahi Hall</p> <p>Waitahuna Hall</p> <p>Waiwera South Hall</p>	<p>Beaumont Hall</p> <p>Clinton Community Centre</p> <p>Crookston Community Centre</p> <p>Heriot & Districts Community Centre</p> <p>Kaitangata Community Centre</p> <p>Leitch Memorial Hall</p> <p>Milton Coronation Hall</p> <p>Matau Hall</p> <p>Popotunoa Hall</p> <p>Pukeawa Hall</p> <p>Purekiriki Hall</p> <p>Romahapa Community Hall</p> <p>Simpson Park Hall</p> <p>Stirling Athenaeum</p> <p>Tahakopa Hall</p> <p>Toko Mouth Hall</p> <p>Tuapeka Mouth Coronation Hall</p> <p>Tuapeka West Hall</p> <p>Waikoikoi Public Hall</p> <p>Waitapeka/Puerua Public Hall</p> <p>Warepa Hall</p> <p>West Otago Community Centre</p>

Application for Reimbursement of Charges, Hire Fees and Rents

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:	South Otago High School
Contact person:	Mike Beeby
Postal Address:	40 Frances Street Balclutha
Post Code:	9230
Phone:	03 418 0517 x264
Email:	mbeeby@sols.school.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):

Use to Te Pou for the 2023 school prizegiving: A community event to celebrate the success of our young people.

Date of project: 03/10/2023

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

	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total cost	\$ 8537 8537.85

5. Total Income received for the project (annual outgoings for Rent Reimbursement)

	\$
	\$
	\$
	\$
	\$
	\$
Total income:	\$ 0
Total value of Council reimbursement being sought: (max \$2,000)	\$ \$276
Bank Account Number:	020918 0160198 00

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 Michael Beeby (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:

Michael Beeby

Signature:



Date:

04/08/2024



TAX INVOICE

South Otago High School
Frances Street
Balclutha 9230

Invoice Date
14 Dec 2023

Invoice Number
INV-0096

Reference
TPLMA Room Hire

GST Number
127-779-392

Te Pou L Mata-Au |
Clutha District War
Memorial & Community
Centre
Facility owned by Clutha
Community Hub
Charitable Trust
info@tpoma.nz
Located: 6 Clyde Street,
Balclutha 9230

Description	Quantity	Unit Price	Amount NZD
Auditorium Hire for Senior Prizegiving, 3 October 2023	1.00	240.00	240.00
		Subtotal	240.00
		TOTAL GST 15%	36.00
		TOTAL NZD	276.00

Due Date: 28 Dec 2023

Payment terms – This invoice is due within 7 days.

Bank Deposit details

Bank Name: ANZ
Account Number: 06-0919-0174786-00
Account Name: Clutha Community Hub Charitable Trust
Reference: Please use your invoice number



[View and pay online now](#)

PAYMENT ADVICE

To: Te Pou L Mata-Au | Clutha District War Memorial &
Community Centre
Facility owned by Clutha Community Hub Charitable Trust
info@tpoma.nz
Located: 6 Clyde Street, Balclutha 9230

Customer	South Otago High School
Invoice Number	INV-0096
Amount Due	276.00
Due Date	28 Dec 2023
Amount Enclosed	

Enter the amount you are paying above



Balclutha

Deposit

Bank Of New Zealand

Bank Stamp

Paid in by (print name)

Paid in by (signature)

Date / /

Notes

Coin

Total Cash

Cheques
also reverse

\$

For credit of

FOR SOUTH OTAGO HIGH SCHOOL
BOARD OF TRUSTEES

⑈020918⑈ 0160198⑈00⑈

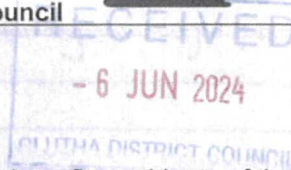
Application for Reimbursement of Charges, Hire Fees and Rents

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:	South Otago High School
Contact person:	Mike Beely
Postal Address:	40 Frances Street
	Balclutha
Post Code:	9230
Phone:	03 418 0517 x 264
Email:	mbeely@sohs.school.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):

Senior leadership planning meeting - goal setting to 2024.

Date of project: 07/11/2023

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)	\$ 112.13
Bank Account Number:	020918 0160198 00

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 Michael Beesby (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:

Michael Beesby

Signature:

[Signature]

Date:

04/06/2024

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



TAX INVOICE

South Otago High School
 Frances Street
 Balclutha 9230

Invoice Date
 13 Nov 2023

Invoice Number
 INV-0061

Reference
 TPOMA Room Hire

GST Number
 127-779-392

Te Pou Ō Mata-Au |
 Clutha District War
 Memorial & Community
 Centre
 Facility owned by
 Clutha Community Hub
 Charitable Trust
 info@tpoma.nz
 Located: 6 Clyde Street,
 Balclutha 9230

Description	Quantity	Unit Price	Amount NZD
Meeting Room Hire for Mike Wright on 7 November 2023, 8:30am - 3pm	6.50	15.00	97.50
		Subtotal	97.50
		TOTAL GST 15%	14.63
		TOTAL NZD	112.13

Due Date: 27 Nov 2023

Payment terms – This invoice is due within 7 days.

Bank Deposit details

Bank Name: ANZ
 Account Number: 06-0919-0174786-00
 Account Name: Clutha Community Hub Charitable Trust
 Reference: Please use your invoice number

PAYMENT ADVICE

To: Te Pou Ō Mata-Au | Clutha District War Memorial &
 Community Centre
 Facility owned by Clutha Community Hub Charitable Trust
 info@tpoma.nz
 Located: 6 Clyde Street, Balclutha 9230

Customer South Otago High School
Invoice Number INV-0061

Amount Due 112.13
Due Date 27 Nov 2023

Amount Enclosed

Enter the amount you are paying above



Balclutha

Deposit

Bank Of New Zealand

Bank Stamp

Paid in by (print name)

Paid in by (signature)

Date / /

Notes

Coin

Total Cash

Cheques
AS ON REVERSE

\$

For credit of

FOR SOUTH OTAGO HIGH SCHOOL
BOARD OF TRUSTEES

⑈020918⑈ 0160198⑈00⑈

Corporate & Policy Committee

Item for DECISION

Report	Policy Report
Meeting Date	18 July 2024
Item Number	2
Prepared By	Sharon Jenkinson – Chief financial Officer Peter Stafford, Strategic Planning Manager Natasha Munro – Policy Advisor
File Reference	902322

REPORT SUMMARY

This report incorporates an update to Council’s Local Government and Member Expenses, Allowance and Reimbursement Policy (2024/25) arising from a new determination being issued, effective from 1 July 2024 and information on various matters of interest in the Policy area.

RECOMMENDATIONS

1. That the Corporate & Policy Committee receives the report titled ‘Policy Report’ 18 July 2024.
2. That the Corporate & Policy Committee approve an updated *Local Government and Member Expenses, Allowance and Reimbursement Policy (2024/25) (Attachment A)* to take account of the recently published [Local Government Members \(2024/25\) Determination 2024](#).

REPORT

1. Long Term Plan 2024/34

The LTP 2024-34 work continues as the focus for the policy team.

The audit of the LTP is in the final stages at the time of writing this report and will then be submitted to the Office of the Auditor General for ‘hot review’. Council is scheduled to adopt the final LTP 2024/34 on Friday 26 July 2024.

2. Review of Representation Arrangements

The Representation Review workshop on 20 June focused on reviewing the results of the preliminary feedback, and for Councillors to determine their preferred arrangement that will be included in the initial proposal. The preferred arrangement

was option 7 – with 9 Councillors, rather than the current 14, across new ward boundaries, and to keep community boards the same.

The initial proposal is being developed and will be adopted at the Council meeting on 26 July. Following this a formal consultation period during August will formally consult on the proposed arrangements with the community.

The process is outlined in the table below:

	Process	Timeline	Statutory deadline	Status	LEA Ref
1	Agenda item for discussion and consideration	Council meeting: 7 Dec 2023		Completed	
2	Council Workshop 1 - elected members provide direction on proposed options and development of scenarios, consultation method and questions for the Preliminary Consultation process.	11 April 2024		Completed	
3	Preliminary consultation period	10 May – 2 June 2024		Completed	
4	Council Workshop 2 (Summary of preliminary consultation feedback and development of scenarios.	Workshop: Thursday 20 June 2024		Completed	
5	Council meeting to adopt the initial proposal	Council meeting: 26 July 2024 (LTP Approval)	31 July 2024	In progress	19H
6	Public notice of the initial proposal, submission period opens	TBC			19M
7	Submission period	Thursday 1 August 2024 - Monday 2 September 2024			19M
8	Submission Hearings – for submitters to present to elected members	TBC			
9	<i>If no submissions are received:</i> Initial proposal becomes basis of election, and public notice given				
10	<i>If submissions are received:</i> Council considers submissions and may amend the resolution	September TBC			
11	Council meeting to resolves final proposal following the submissions process (including any amendments)	Council meeting: 24 October 2024	3 Nov 2024		19N
12	Public notice of final proposal given; appeal/objection period opens	28 October 2024			19N
13	Appeal/objection period closes	28 November 2024			19O
14	<i>If no appeals/objections, give public notice of basis of election</i>				
15	<i>If appeals/objections received, proposal is referred to Local Government Commission</i>		20 Dec 2024		19Q
16	Local Government Commission issues a final determination	10 Apr 2025	10 Apr 2025		19R
17	Election day	11 Oct 2025			

3. Regional Collaboration Workstream – Climate Change

Council is represented on the Otago Region Climate Change Officers' Working Group collaborating on regional climate change adaption and mitigation initiatives and projects. As previously advised, work continues on a regional sequestration study,

emissions scenario modelling and a regional greenhouse gas emissions inventory that has been undertaken by PWC for ORC in consultation with Territorial Authorities (TAs). ORC is commencing the development of an ORC Regional Climate Change Strategy to compliment TA climate change strategies and action plans in consultation with TAs.

From 1 August 2024 Climate Change matters within Council are to be led by the Head of Infrastructure Strategy and Delivery.

4. Our Place Community Plans

The *Our Place - Taieri Mouth Community Plan* was adopted by Council on 20 June 2024. Mike Goldsmith, GHC Consulting Ltd, Project Manager - Community Plan Implementation is now working with key parties on the Community Plan implementation stage. Funding was approved through the Long Term Plan process for some of the initial stages and projects outlined in the plan.

5. Council Policies and By Laws

The policy team facilitates management, periodic review and development of policies and By-Laws. There are a number of policy updates that are required which will begin following the completion of the Long-Term Plan. Urgent policy updates and/or development will be undertaken if required.

Local Government and Member Expenses, Allowance and Reimbursement Policy (2024/25)

Council endorsed the Local Government and Member Expenses, Allowance and Reimbursement Policy (2024/25) on 20 June 2024 via approval of the Corporate and Policy Committee minutes and prior approval of the Policy on the 6 June 2024.

Since that time the [Local Government Members \(2024/25\) Determination 2024](#) has been published with effect from 1 July 2024. As provided for in the approved *Local Government and Member Expenses, Allowance and Reimbursement Policy (2024/25)* this will increase remuneration rates slightly.

An updated version of the Local Government and Member Expenses, Allowance and Reimbursement Policy (2024/25) reflecting the new rates is attached (Attachment A) with a recommendation for adoption of the updated policy.

6. Residents Survey

The Residents Survey field work has been completed by Research First. Both methods of engagement, the phone survey and separate online survey were successful. The online survey had a significant increase in respondents with n-42 respondents in 2023, and this year was n-164 responses. There was slight confusion in the community about how phone surveys work and the methodology for using a representative sample, especially when they are seeking a certain demographic of ages, wards etc to complete their sample quota.

The communications plan involved varying platforms to encourage participation in accepting the phone call, such as a radio advert encouraging people to participate in the phone survey or online, along with the link being available from the website, social media platforms, antenna, and within the Council newsletters in the newspaper and rates notice. A report will be produced at the end of July to deliver the information for the KPIs in the Annual Reporting process at the end of the financial year.

Corporate & Policy Committee

Item for INFORMATION

Report	Management Accounts Report
Meeting Date	18 July 2024
Item Number	3
Prepared By	Trey Willis-Croft – Financial Support Accountant
File Reference	902318

REPORT SUMMARY

The report presents the Management Accounts for the period 1 July 2023 to 31 May 2024.

RECOMMENDATIONS

1. That the Corporate & Policy Committee receives the Management Accounts Report, dated 18 July 2024.

STATEMENT OF COMPREHENSIVE REVENUE AND EXPENDITURE										
For the Period ended 31st May 2024										
		2024	2024	2024	2024	2024	2024	2023		
		\$000	\$000	\$000	\$000	\$000	\$000	\$000	Full Year	
REVENUE		Mar	Apr	May	YTD	YTD	Variance	Actual	Budget	
Rates		Actual	Actual	Actual	Actual	Budget		Actual	Budget	
		(2)	7,752	34	31,250	31,146	104	29,439	31,146	
Grants, Subsidies and Donations	A	1,907	1,882	0	13,214	12,562	652	11,889	13,704	Mostly NZTA subsidy. The roading program has seasonal timing which means costs and budget are not always aligned. \$1,043k of 3 waters BOF (The Hub) budgeted in 2023 was received in September. Contributions relating to the Milton to Waihola Pipeline have not yet been received. We have received \$87k against a year to date budget of \$547k, the full year budget is \$600k. Dog registration fees are \$11k behind the full year budget of \$409k.
Fees & User Charges	B	65	80	54	923	1,584	(661)	1,255	1,691	
Permits & Licences		58	66	104	742	925	(183)	1,133	1,009	
Other Fees	C	108	200	133	1,582	2,769	(1,187)	2,089	3,021	Solid Waste sales are \$1,210k behind budget year to date, this was an error in budgeting for the Annual Plan 2023/24.
Rental Revenue		111	221	104	1,269	1,167	102	1,292	1,273	
Interest Revenue	D	1,033	(187)	124	4,365	918	3,447	1,133	1,001	We received a gain of \$ 878k in March, a loss of \$578k in April and a gain of 116k in May
Other Revenue		214	32	26	744	829	(85)	714	904	
Other Gains		0	0	0	0	0	0	1,967	1,627	
Sales of corporate and development property	E	125	0	(125)	1,418	0	1,418	74	0	One property sold in March. However the sale was considered nul and void by mutual agreement so was reversed in May
Total Revenue		3,619	10,045	455	55,507	51,900	3,607	50,985	55,376	
EXPENDITURE										
Grants, Contributions & Sponsorship	F	6	9	6	2,487	650	1,837	3,863	709	Mostly payments to the Clutha Community Hub of \$1.3m from Better Off funding (budgeted last year and \$257k received last year) and \$544k from Balclutha Streetscape stage 2.
Other Operating Expenditure	G	1,767	1,875	1,907	21,962	17,064	4,899	20,627	18,615	Costs for consultants are over for the year by \$2,170k, this is mainly in the 3 waters \$1,637k and strategy and planning \$367k areas . IT costs are over by \$93k mainly due to additional support costs and licenses being paid at the start of the year. 3 Waters operational costs are over \$2,472k year to date and Parks and reserves \$289k.
Roading Repairs & Maintenance		944	1,218	1,269	9,468	7,717	1,750	8,255	8,419	
Employee Benefits	H	1,106	1,085	1,108	12,104	9,087	3,017	8,847	9,844	Three Waters employee costs of \$2.3M for the eleven months are unbudgeted, we are also filling more positions and have implemented a restructure.
Depreciation & Amortisation		1,377	1,376	1,376	15,159	13,854	1,306	16,019	15,113	
Finance Costs	I	16	1,402	507	5,133	1,747	3,386	2,509	1,906	LGFA Interest over budget due to increasing interest rates
Operating lease payments		7	6	0	35	0	35	19	0	
Cost of sales of corporate and development property		0	0	0	0	0	0	71	0	
Total Expenditure		5,223	6,970	6,173	66,349	50,119	16,231	60,210	54,606	
SURPLUS FOR THE YEAR		(1,605)	3,075	(5,718)	(10,842)	1,781	(12,623)	(9,225)	770	
Other Comprehensive Revenue and Expenditure										
Items that may be reclassified to surplus or deficit:										
Fair value on unlisted shares		0	0	0	0	0	0	(3)	0	
Items that will not be reclassified to surplus or deficit:										
Gain on property, plant and equipment revaluation		0	0	0	0	0	0	19,400	0	
Total Other Comprehensive Revenue and Expenditure		0	0	0	0	0	0	19,397	0	
Total Comprehensive Revenue and Expenditure for the year		(1,605)	3,075	(5,718)	(10,842)	1,781	(12,623)	10,172	770	

STATEMENT OF FINANCIAL POSITION						
As at 31st May 2024						
		2024	2024	2024	2023	2024
		\$000	\$000	\$000	\$000	Full Year
		Mar	Apr	May	Full Year	Budget
Assets						
CURRENT ASSETS						
Cash and Cash Equivalents		4,791	2,409	4,957	7,069	614
Receivables and prepayments		6,222	14,479	5,542	6,515	6,276
Other financial assets	J	32,325	25,970	26,085	29,850	29,628
Derivative financial instruments		0	0	0	1,887	0
Non-current assets held for resale		0	0	0	0	0
Development property		2,477	2,477	2,477	2,477	550
Total Current assets		45,815	45,335	39,062	47,798	37,068
NON-CURRENT ASSETS						
Property, Plant and equipment		1,398,040	1,400,880	1,403,265	1,371,639	1,395,807
Intangible assets		143	143	143	143	50
Other financial assets		4,346	4,346	4,346	1,634	440
Total non-current assets		1,402,528	1,405,368	1,407,754	1,373,416	1,396,297
TOTAL ASSETS		1,448,343	1,450,704	1,446,815	1,421,214	1,433,365
Liabilities						
CURRENT LIABILITIES						
Payables and accruals		9,676	10,989	8,985	12,836	7,529
Employee entitlements		739	712	684	1,096	756
Derivative financial instruments		0	0	0	-	-
Borrowings		15,500	15,500	15,500	14,216	4,000
Total current liabilities		25,915	27,201	25,169	28,148	12,285
NON-CURRENT LIABILITIES						
Provisions		1,232	1,232	1,194	1,232	790
Other liabilities - Mercer Trust		13	13	13	13	18
Borrowings		94,016	92,016	95,916	58,300	107,252
Total non-current liabilities		95,260	93,260	97,122	59,545	108,060
TOTAL LIABILITIES		121,176	120,461	122,291	87,693	120,345
NET ASSETS		1,327,167	1,330,243	1,324,524	1,333,521	1,313,020
EQUITY						
Reserves		1,115,832	1,116,057	1,116,283	1,111,913	1,092,169
Accumulated Funds		211,335	214,185	208,241	221,608	220,851
TOTAL EQUITY		1,327,167	1,330,243	1,324,524	1,333,521	1,313,020

6,776k was withdrawn from the Nikko Portfolio in April

Corporate & Policy Committee

Item for INFORMATION

Report	Investment Portfolio Update Report
Meeting Date	18 July 2024
Item Number	4
Prepared By	Greg Bowie – Financial Accounting Team Leader
File Reference	902319

REPORT SUMMARY

This report shows the movement in our investment portfolio for the month of April to June 2024.

Please note that the reporting year starts from 1 April 2024.

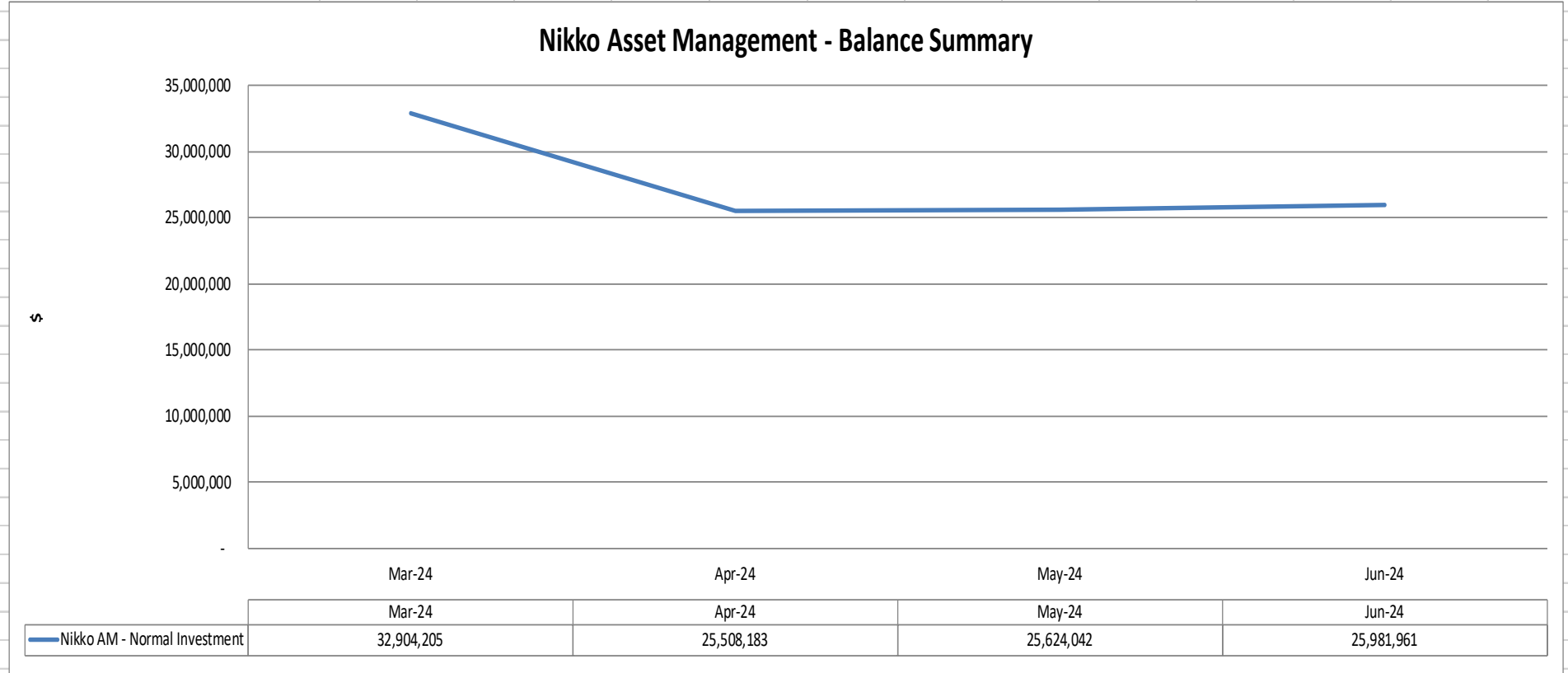
We had \$116k and \$194k unrealised gains in May and June respectively, as well as \$164k of distributions reinvested in June, resulting in a year-to-date cumulative return on investment of -0.44% including the loss from April.

RECOMMENDATION

That the Corporate & Policy Committee receives the Investment Portfolio Update Report.

1 Combined Nikko Investment Portfolio

	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Nikko AM - Normal Investment	32,904,205	25,508,183	25,624,042	25,981,961									
Total	32,904,205	25,508,183	25,624,042	25,981,961	-	-	-	-	-	-	-	-	-
Change each month	842,736	- 7,396,021	115,859	357,918									
Year to date change	4,131,924	- 7,396,021	- 7,280,162	- 6,922,244									



These balances are net of capital withdrawals.

2 Consolidated Nikko Investment Portfolio

The Return on Investment excludes the impact of capital withdrawals and contributions.

Clutha District Council - Nikko Asset Management Normal Fund Investment - Yearly Summary					
Financial Information as per Nikko AM reporting (at Exit Price):					
	Mar-24 YTD	Apr-24	May-24	Jun-24	YTD
Assets					
TW0605 - Nikko AM Wholesale NZ Bond Fund	3,838,568	3,322,909	3,360,870	3,404,452	3,404,452
TW0606 - Nikko AM Wholesale NZ Cash Fund	1,300,244	1,159,149	1,165,478	1,170,761	1,170,761
TW0607 - Nikko AM Wholesale Core Equity Fund	3,029,690	2,597,452	2,574,445	2,548,958	2,548,958
TW0610 - Nikko AM Wholesale Global Bond Fund	9,838,364	8,212,164	8,260,318	8,380,060	8,380,060
TW0617 - Nikko AM Wholesale Multi-Strategy Fund	2,329,640	1,982,435	1,981,543	1,973,178	1,973,178
750617C - Nikko AM W/S Multi-Strategy Fund-MAR20	4,306	6,395	6,404	6,422	6,422
TW0618 - Nikko AM Wholesale Global Equity Unhedged Fund	5,998,911	3,437,397	3,438,844	3,572,688	3,572,688
TW0619 - Nikko AM Wholesale Global Equity Hedged Fund	5,244,854	3,506,825	3,585,079	3,712,080	3,712,080
TW0622 - Nikko AM Wholesale Property Fund	1,319,626	1,283,457	1,251,062	1,213,362	1,213,362
Total Assets	32,904,205	25,508,183	25,624,042	25,981,961	25,981,961
Represented by:					
Opening Capital	28,772,280	32,904,204	25,508,183	25,624,042	32,904,204
Distributions (Reinvested)	684,328	-	-	164,251	164,251
Fee Invoice/Fee Rebate	- 152,427	- 41,130	-	-	- 41,130
Capital Contributions	1,035,000	-	-	-	-
Capital Withdrawals	- 1,035,000	- 6,776,077	-	-	- 6,776,077
Switches/Transfers - In	730,000	-	-	-	-
Switches/Transfers - Out	- 730,000	-	-	-	-
Investment Income - Interest	-	-	-	-	-
Realised Investment Gains/ (Losses) - Cash & Fixed Interest	-	-	-	-	-
Unrealised Investment Gains/ (Losses) - Cash & Fixed Interest	3,600,023	- 578,814	115,859	193,667	- 269,288
Net Surplus/ (Deficit) on Investment	3,096,924	- 7,396,021	115,859	357,918	- 6,922,244
Net Interest	3,447,596	- 619,944	115,859	193,667	- 310,418
Total Fund Value	32,904,204	25,508,183	25,624,042	25,981,960	25,981,960
Return on Investment	14.36%	-1.88%	0.35%	1.09%	-0.44%
Actual Accumulative Return on Investment		-1.88%	-1.53%	-0.44%	
Budgeted Accumulative Return on Investment		0.44%	0.88%	1.31%	

Corporate & Policy Committee

Item for INFORMATION

Report	Development Properties Update Report
Meeting Date	18 July 2024
Item Number	5
Prepared By	Greg Bowie – Financial Accounting Team Leader Steve Hill – Chief Executive
File Reference	902320

REPORT SUMMARY

The report contains an update on our Development Properties as of 23 May 2024:

- Rosebank Industrial – sale of Lots 11, 20, 21, 22 and 25 – banked \$632k sale proceeds in 2022, a further \$25k settlement proceeds received in 2024.
- Kaitangata – 2 sections sold in 2023 and 4 in 2024 – no further impairment required.
- Stirling – subdivision at early stage, work has commenced with total costs of \$509k to date – no impairment required.
- Rosebank Terrace Subdivision – work continues with total costs of \$1,944k to date – no impairment required.
- Keithmore Road Subdivision – waiting on the landowner to advise if they are selling.

RECOMMENDATIONS

1. That the Corporate & Policy 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 2022) 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 via a limited notification process.
- In the 2022 financial year we 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.
- \$25k amount withheld on settlement of sale of one section was received during October 2023.
- \$125k proceeds were received for sale of 23 Fyall Drive in March 2024. However, following the completion of the purchase, details came to light about the property requiring resource consents for any building. This put limitations on the purchaser's activity, as a result by mutual agreement the sale was considered null & void. The \$125k has therefore now been returned to the purchaser.
- There is currently 1 other section left – 28 Fyall Drive.

Development Property - Rosebank Industrial - Update 30 June 2024			2024	2023	2022	2021	2020	2019	2018	2017	2016
			\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Opening Balance			689	575	1,206	1,206	824	25	999	732	0
Additions in current year			157	114	90	113	229	1,152	602	547	732
Less Amounts expensed due to sale	-2,602		-25	0	-721	0	0	0	-1,576	-280	0
Less Amounts expensed due to anticipated loss	-313		0	0	0	-113	153	-353	0	0	0
Closing Balance			821	689	575	1,206	1,206	824	25	999	732
Fair Value Assessment	0		821	689	575	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.
- 2 sections were sold in the 2022/23 financial year (86 Eddystone Street and 28 Needles Street) with sale proceeds of \$37k and \$38k respectively.
- 4 sections have been sold so far in the 2023/24 financial year (26 Needles Street, 52 Needles Street, 32 St Catherine Street, and 34 St Catherine Street) with sale proceeds of \$39k, \$521k, \$407k and \$425k respectively.

- For the year to date, amounts totalling \$942k have been paid for contract payments and professional services (\$245k 50 Needles Street, \$173k 34 St Catherine Street, \$355k 28-32 St Catherine St, \$2k Wangaloa Road, \$83k Lots 5 & 6 St Catherine street and \$83k 52 Needles Street) for house builds.
- At this stage no impairment is considered necessary.

Development Property		2024	2023	2022	2021	2020	2019	
		\$000	\$000	\$000	\$000	\$000	\$000	
Kaitangata House & Land Packages								
Opening Balance		1,084	290	618	345	58	0	
Plus: Additions in current year		944	866	458	630	342	58	
Less: Amounts expensed due to sale		-1,364	-71	-787	-357	-20	0	
Less: Impairment Loss		0	0	0	0	-36	0	
Closing Balance		665	1,084	290	618	345	58	
Development Property - Other Gains and Losses		Total	2024	2023	2022	2021	2020	2019
			\$000	\$000	\$000	\$000	\$000	\$000
Development Property								
Proceeds from Sales	2,588	1,393	74	792	309	20	0	
Cost of Sales	2,598	1,364	71	787	357	20	0	
(Loss) / Gain Kaitangata House & Land Packages	-10	30	3	5	-48	0	0	

3 Stirling

- Council is completing an initial subdivision and purchase costs of \$470k have now been paid towards the capital development costs.
- There are total costs of \$509k to date including consultancy and legal fees.
- Title has now been received for the subdivision.
- There remains a decision to be made as to when to start the planning process for this subdivision.

Clutha District Council - Stirling Boyd Street Update 30 June 2024				
	2024	2023	2022	2021
	\$000	\$000	\$000	\$000
Income				
Total Income	-	-	-	-
Expenditure				
Consultancy	-	6	17	3
Legal	-	8	3	-
Rates	0	0	-	-
Valuation Expenses	-	-	-	3
Total Expenditure	0	13	19	6
Net Income/(Loss)	- 0 -	13 -	19 -	6
Capital Expenditure				
Contract Payments & Professional Services	-	423	47	-
Total Capital Expenditure	-	423	47	-
Outstanding balance to be recovered	- 0 -	436 -	66 -	6

4 Rosebank Terrace Subdivision

- Construction has now commenced on this new subdivision, with a total \$1,944k of contract payments/invoices/purchase orders to date.
- A subdivision application has been approved.
- Estimated total construction costs of \$2,549,263.24 have been approved for this development.
- There are to be 18 new sections as part of this development.

Clutha District Council - Rosebank Terrace Subdivision Update 30 June 2024				
	2024	2023	2022	2021
	\$000	\$000	\$000	\$000
Income				
Total Income	-	-	-	-
Expenditure				
Total Expenditure	-	-	-	-
Net Income/(Loss)	-	-	-	-
Capital Expenditure				
Contract Payments & Professional Services	1,745	153	26	20
Total Capital Expenditure	1,745	153	26	20
Outstanding balance to be recovered	- 1,745 -	153 -	26 -	20

5 Keithmore Road Subdivision

- Progressing with some preliminary concept plan and consulting fees paid, totalling \$2.6k.
- Purchase price – waiting on the landowner to decide.

Clutha District Council - Keithmore Road Subdivision Update 30 June 2024			
		2024	
		\$000	
Income			
Total Income		-	
Expenditure			
Total Expenditure		-	
Net Income/(Loss)		-	
Capital Expenditure			
Contract Payments & Professional Services		3	
Total Capital Expenditure		3	
Outstanding balance to be recovered		- 3	

Corporate & Policy Committee

Item for INFORMATION

Report	Corporate Finance Team Report
Meeting Date	18 July 2024
Item Number	6
Prepared By	Sharon Jenkinson – Chief Financial Officer
File Reference	902325

REPORT SUMMARY

This report provides updates on matters of interests within the Corporate Finance Team.

RECOMMENDATION

1. That the Corporate & Policy Committee receives the Corporate Finance Team Report.

REPORT

1) Activity

Activities and attendances for the team since the last report are set out below:

Date	Meetings Attended
12 June 2024	LTP Decisions Meeting
13 June 2024	LTP Decisions Meeting
14 June 2024	LTP Decisions Meeting
18 June 2024	Nikko meeting with Sam Belton
20 June 2024	PWC Tax Team
20 June 2024	Council Meeting
24 June 2024	Insurance Broker Alliance
2 July 2024	Deloitte Audit Meeting
4 July 2024	CE Review
9 July 2024	Deloitte Audit Meeting

2) Clutha Stars

We have finished our Clutha Stars training and are now using Clutha Stars language and behaviours in our everyday work lives. We have learnt skills to help each other when required and recognise and understand behaviours in others.

We are currently working through finalising our performance measures and will be looking to put these in place, then support each other in attaining and measuring these.

3) Long Term Plan 2024/34

The LTP has been drafted and is currently with audit at the time of writing this report. It will be going to hot review on the 10th July 2024. The final document will be brought to Council for adoption on the 26th July 2024.

Audit has indicated that there are areas relating to Three waters uncertainties and assumptions that will be heavily scrutinised this year and may result in a qualification.

4) Annual Report 2023/24

Audit was onsite for the week 27th -31st May conducting the interim audit for the Annual Report 2023/24. They have tentatively booked the final audit for 3 weeks beginning 2nd September.

We have received the audit fee proposal letter and the Debenture Trust engagement letter and will be bringing these to Council.

5) Datascape

The Datascape project (our new financial operating system) has been progressing over the last few months, with various requests for information, business processes and data. There was a period of intense training and data validation during May and part of June. The planned go-live date was 1 July 2024. However, we decided we did not have enough comfort to achieve this and are currently working on a new plan. Most efforts are currently on hold and Datacom is reviewing options for our implementation approach. We will then be having some brainstorming and negotiation sessions with them.

6) 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

Fees Reimbursement Scheme

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

Organisation	Reimbursement of Council fees and charges for:	Amount \$
South Otago Federation of Women's Institute	Reimbursement of hall hire fees at Te Pou triples indoor bowls competition.	657.80
Balclutha Primary School	Reimbursement of hall hire fees at Te Pou for a full school assembly to enable families to attend.	230.00
Catlins Historical Society	Reimbursement of hall hire fees at Owaka Community Centre for the Surat 150th Event.	230.00
Owaka Going Forward	Reimbursement of hall hire fees at Owaka Community Centre for the Owaka Going forward - meeting fees.	178.25
Balclutha Kindergarten, Whanau Manaaki	Reimbursement of hall hire fees at Te Pou for Balclutha Kindergarten Loopy Tunes performance for preschool / primary school children.	230.00
Balclutha Primary School PTA	Reimbursement of hall hire fees at Te Pou for Ethel & Bethel Bingo Babes.	770.50
South Otago Indoor Bowls Assn	Reimbursement of hall hire fees at Te Pou for Southern Region Women's 8 Indoor Bowls Competition.	1,150.00

Property Rent Reimbursement

No reimbursements since the last meeting

Rates Rebate Scheme

Listed below are details of applications received for the rates rebate scheme for the period 1 July 2023 to 30 June 2024.

Rate Rebates	This Year	Last Year
Applications Received	668	670
Total amount of Rebates paid	\$446,614.73	\$415,665.32
Average amount of Rebate	\$668.58	\$620.40