



NOTICE OF MEETING

**Notice is hereby given of a Meeting of the
Events Committee
to be held in the Committee Room,
First Floor, Civic Administration Building,
101 Esk Street, Invercargill on
Thursday 18 June 2015 at 9.00 am**

Cr Peter Kett (Chairperson)
His Worship the Mayor, Mr T Shadbolt
Cr D Ludlow

Richard King
CHIEF EXECUTIVE

A G E N D A

		PAGE
1.	APOLOGIES	
2.	MINUTES OF THE MEETING OF THE EVENTS COMMITTEE HELD ON 7 MAY 2015	5
3.	ACCOUNTABILITY REPORT FROM HERITAGE SOUTH	7
4.	REVIEW OF PROCEDURAL CONDUCT	27
5.	FINANCIAL UPDATE	31
6.	ACTION SHEET	
7.	PUBLIC EXCLUDED SESSION	

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; namely

- (a) *Funding Application – Southland Boxing Association Incorporated*
- (b) *Funding Application – Seniors Celebrate*
- (c) *Confirmation of Public Excluded Minutes of Events Committee Meeting held on 7 May 2015*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Funding Application – Southland Boxing Association Incorporated	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

(b) Funding Application – Seniors Celebrate

Section 7(2)(i)

To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

(c) Confirmation of Public Excluded Minutes of Events Committee Meeting held on 7 May 2015

Section 7(2)(i)

To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)



MINUTES OF THE MEETING OF THE EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL, ON THURSDAY 7 MAY 2015 AT 9.00 AM

PRESENT: Cr Peter Kett (Chairperson)
His Worship the Mayor, Mr Tim Shadbolt
Cr Darren Ludlow

IN ATTENDANCE: Liz Williams, Venture Southland
Michelle Chapman, Personal Assistant

1. APOLOGIES

Richard King.

Moved Cr Kett, seconded Cr Ludlow and **RESOLVED** that the apology be received.

2. MINUTES OF THE MEETING OF THE EVENTS COMMITTEE HELD ON 27 FEBRUARY 2015

Moved Cr Ludlow, seconded Cr Kett and **RESOLVED** that the Minutes be received as a true and correct record.

3. MATTERS ARISING

Nil.

4. ACTION SHEET

4.1 Costings for Events Signs

Cr Ludlow said Mr King was in discussions with Carla Forbes regarding the sites for signage. Cr Kett because of rules and regulations from Transit New Zealand, signs were not allowed to be at the entrance to the city. He suggested that perhaps there be signage at Queens Drive. Mr Shadbolt said a good site would be the site at the end of Don Street. Cr Ludlow said this was already a consented site for signage and he would follow this up. Queens Drive and Gala Street were the busiest streets but permission would be needed to be obtained from Parks and Reserves. The Transport Authority and Roading department would also need to have input for this area.

3. FINANCIAL UPDATE

The financial report had been circulated.

A phone call had been received from Repertory who wanted to know if they needed to provide an accountability report. At this stage the answer was no, but Cr Ludlow suggested that there needed to be a processes for accountability and an amendment to the Terms of Reference be made which stated everyone needed to provide accountability and if they full amount had not been spent then the remainder be returned. He would work with Liz Williams to draft the Terms of Reference to be ready for the next meeting. This also included those on the Iconic Events list.

Moved Cr Ludlow, seconded Cr Kett and **RESOLVED** that the financial update be received,

AND

That approval be given to investigate the change in the Terms of Reference request.

5. COMMITTEE IN PUBLIC EXCLUDED SESSION

His Worship the Mayor said it was important to have sound reasons to go into public excluded and the applications were seldom discussed in public. Cr Ludlow explained the reasons why it was in public excluded. His Worship the Mayor wanted this raised at the next meeting so the meeting did not go into public excluded automatically.

Moved Cr Ludlow, seconded Cr Kett and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

- (a) *Funding Application – Cycling Southland*
- (b) *Confirmation of Public Excluded Minutes of Events Committee Meeting held on 27 February 2015*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Funding Application	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
(b) Confirmation of Public Excluded Minutes of Events' Committee Meeting held on 27 February 2015	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)



HERITAGESOUTH

Safeguarding, Promoting and Celebrating Southland Heritage

Registered office:
Southland Museum and Art Gallery
Victoria Avenue
P.O. Box 1012
Invercargill 9840

19 May 2015

To whom it may concern

On behalf of Heritage South I would like to thank the Invercargill City Council Events Committee for its generous grant of \$4,000 towards the 2015 CBD Extravaganza as part of Heritage Month.

Heritage South hosted the CBD Extravaganza as part of Heritage Month. This event was a great success drawing a wide range of people into the Invercargill CBD on a Friday evening. It was exciting to see families with children and grandparents enjoying the activity provided. Lots of people dressed up, and comments from those who attended have been great. We surveyed people involved and attending the event and a summary of that survey is attached.

Feedback from this event both from the survey and verbal feedback from participants and retailers has signalled to us that developing this event further would be well supported. We would be interested in working with the ICC in the future to develop this event.

Because we did not receive all the funding we applied for to co-ordinate the CBD Extravaganza we had to make some changes to our budgets and were more reliant on volunteer assistance and donated time.

It should also be acknowledged that the Heritage South Trustees volunteered their time to contribute to making Heritage Month and the CBD Extravaganza a success – they were involved in all elements of the planning and assisting in hosting events and activities. Finally all of the heritage groups, organisations and retailers who were involved in the CBD Extravaganza did so as volunteers and gave very generously to make sure the event was a success. We are very grateful for the great work they all did.

Please find attached the budget for the event and copies of the receipts as applicable.

Thank you once again for your support of this event without which the CBD Extravaganza would not have been possible.

Yours sincerely
Rachael Egerton
Chair
Heritage South

CBD Extravaganza Survey Feedback Summary

29 Respondents – 8 Business/retailer; 4 organisation; 17 general public

Question – Overall what did you think about the CBD Extravaganza?

Overall comments were positive, for example: 'Fantastic and it can only get better,' 'it was a great event and those who attended were all really positive,' 'very good family event,' 'GREAT,' 'Wonderful! Loved how happy people were to share their memories,' and 'was a good start, hope it builds as an event from here.'

Some additional comments with suggestion were included: 'a bit too spread out,' 'a wee bit disappointing in terms of involvement from local businesses and ambience,' 'the Southland Times could have bought into it and got a lot of business and good will for minimal input,' and 'pity more retailers couldn't get involved.'

Question – Which form of advertising did you find most visible?

A wide range of advertising forms were mentioned by respondents – advertising in newspaper, community paper articles, Facebook, CUETV, emails, event websites, Heritage Month booklet, poster, newsletters, personal contact/word of mouth.

Some comments: 'the general public were smothered with publicity,' 'unfortunately some retailers say they were never given the information,' and 'next year there will be the informal advertising from those who went this year.'

Question – Event highlights?

Dress up, vintage cars, vibe around town, window displays, the way people got involved and had a go, horse ride, Daughter of Invercargill film, being in the thick of it, talking to the public, horse and cart, singing, the queen, and young people involvement.

Question – what could we do better?

Events more centralised
People commented there wasn't enough time to do everything
More shops involved
Southland Times coverage on Sat
Close Esk St
Bigger posters/signage
More activity
Treasure hunt difficult for young children

Question – Activities you would have liked to have seen but didn't?

Food, no tours, projector onto building, finish the event with a dance at the Scottish Hall, fashion parade, more for children, more kids involved (schools), not sure and keep building each time.

Question – Would you participate if we did it next year?

Majority said yes or definitely.
One said annual is too often and one said probably not.

Question – We would like to grow the event into a week-long heritage celebration in the CBD – what do you think?

The majority said yes and offered suggestions. 3 or 4 said maybe it is a step too far and we need to build up.

Co-ordinator comments on survey results and verbal feedback

Overall I believe the event was a success. I was pleased with the number of people who attended and they all seemed to be enjoying themselves and getting into the spirit of the event.

Advertising – I believe it is nearly impossible to make sure everyone knows about an event. This is the case with this event where some retailers said they hadn't heard anything about it. The initial notification about the event was in Oct 2014 in a council newsletter to all CBD retailers. Information was also hand delivered to nearly all retailers (one person claimed they had not received the information but then told me that I had given it to a staff member and it was then put in the mail pile and discarded without being read.) There was also information in the newspapers over about 6 months.

Since the event I have talked with retailers who have acknowledged that next time they could do more to ensure their fellow retailers know about it. Certainly if we get more retailers involved in the planning stage next time then this will be a huge advantage.

As for the general public, again it is difficult to ensure people hear about things. I do think more posters in town would have been good and a flyer also prior to the event. Budget constraints affect this though. I would also be keen to build a better relationship with the Times for next time – they were transitioning between editors during March which was a disadvantage.

Event highlights – Really pleased with the range of activity. There was a lack of activity on Tay St though which meant less foot traffic there. Interestingly most of the activity for people to participate in occurred on Dee St. I purposely didn't provide specific information on where activity was happening as I wanted people to wander around the CBD and discover what was happening and discourage people from driving from one place to another.

Do better and what could we do in future – I did not invite food sellers to participate as I believe the CBD contains a range of restaurants and cafes which can provide food for people. People commented that things were too spread out – I am not sure that is a bad thing and I didn't want to discourage anyone who wanted to be involved to be involved.

I believe that in future the event could be planned by a volunteer team comprised of retailers and others keen to be involved and this would help the event grow as people tap into their networks and groups.

Future – Certainly the majority of respondents are keen to see the event happen again and I agree. I also asked about growing the event into a week long one.

My thoughts on this are that we could provide a week of heritage focussed CBD activity including building tours, talks, outdoor movies and entertainment, special events like a high tea down Esk St, a dance or ball, more variety in children's activities ie range of treasure hunts etc, grandparent/grandkids event and end with the CBD Extravaganza.

I believe if we were to do this we should develop a committee to plan it including retailers and enthusiastic people. I would suggest the committee would be overseen by Heritage South and funding etc obtained by them.

I believe this would be a great way to value our heritage. It will also provide the Invercargill CBD with a regular event that could help with rejuvenation there. I believe it could be the catalyst for greater acknowledgement of heritage in general especially with the opening of Transport World later in the year.

The feedback from Heritage Month organisers favours Heritage Month being held every second year. Despite this I feel that the CBD Extravaganza could be held annually.

Heritage Month Budget - Actual

Income - granted	Heritage M	CBD Event	
ICC Event Fund		\$4,000.00	
CTOS	\$4,000.00		
Creative Communities Invercargill		\$1,000.00	(Arts Activities CBD only)
MLT	\$1,000.00		
SRHC	\$4,000.00		
ILT Foundation	\$2,000.00	\$2,000.00	
	\$11,000.00	\$7,000.00	
	Budget	Actual	Donated
Expenses			
Event co-ordinator	\$8,000.00	\$4,000.00	\$560.00
Marketing			
Event booklet		\$5,301.50	
Design	\$2,484.00		
Printing	\$2,817.50		
Posters	\$350.00	\$0.00	
Digital media	\$500.00	\$0.00	
Newspaper advert	\$0.00	\$1,437.50	\$598.00
Administration	\$300.00	\$171.00	\$100.00 PCing
Event support	\$1,000.00	\$90.00	
Total	\$15,451.50	\$11,000.00	\$1,258.00
CBD Idea			
Event co-ordinator	\$6,400.00	\$4,000.00	\$4,560.00
Administration	\$300.00	\$287.50	
Printing	\$1,000.00	\$1,111.54	
Social media	\$1,000.00	\$0.00	
Art Activities		\$805.57	
Activities	\$500.00	\$550.00	
Prizes	\$1,000.00	\$0.00	\$2,500.00
Total	\$10,200.00	\$6,754.61	\$7,060.00
	\$25,651.50	\$17,754.61	\$8,318.00
Total actual cost including donations and discounts		\$26,072.61	

Rebecca Amundsen, Task Ltd

161 Earn Street

Invercargill 9812

phil.becks@xtra.co.nz

Tax Invoice:

Invoice number: 1502

Date 20 April 2015

IRD No 113-257-911 (not registered for GST)

Dear Heritage South

Please find below an invoice for services as event co-ordinator for the CBD Extravaganza from September 2014 until April 2015. I have provided this service at a discounted rate of \$35 per hour (quoted rate was \$40 per hour). Discount value is \$560. In addition I have donated 100 hours towards this event valued at \$4,000.

Total Hours	Hourly Rate	Total Pay
114 hours	\$35	\$4000
100 hours		No charge

Payment can be made by direct credit to:

R Amundsen, Task Ltd, BNZ 02 0924 0119060 00 or by cheque payable to Task Ltd.

Thank you very much.

Regards

Rebecca Amundsen



INVERCARGILL REPERTORY SOCIETY

P.O.Box 43, Invercargill

COSTUME HIRE DEPARTMENT

30 March 2015

GST NO; 13-391-238

INVOICE (33118; 33119; 33132)

Heritage South
c/o Rebecca Amundsen
Southland Heritage Forum
Private Bag 90104
INVERCARGILL

CBD EXTRAVAGANZA PUBLICITY AND STREET PERFORMANCE

Charge for costumes and accessories selected
by performers and Town Crier, details shown on dockets
attached

Still to be returned are highlighted

SPECIAL DISCOUNTED PRICE FOR HERITAGE SOUTH

INVOICE	\$120.00
GST	<u>18.00</u>
TOTAL CHARGE	\$138.00

Direct Debit A/C 031750 0094143 01

Prompt settlement would be appreciated. PO BOX 43, INVERCARGILL

Rebecca Amundsen
Heritage South
P.O. Box 1012
Invercargill

Invoice No. 80741

Customer No. _____

DATE 17, 4, 15

PLEASE DETACH THIS TOP PORTION AND RETURN WITH YOUR PAYMENT

TAX INVOICE
DONALD BUCKLEY
Photographics

~~PO BOX 1001~~
87 DON STREET
INVERCARGILL
PHONE 03-218 9789
FAX 03-218 9774
~~36 DON STREET~~
~~INVERCARGILL~~
~~PHONE 03-214 4195~~
63 MAIN STREET
GORE
PHONE 03-208 0675

INVERCARGILL • GORE

Crappin Atlas 62953

96 photographs printed No charge	
Labour 4 hours \$20 per hour	\$80.00
G.S.T. REG NO 45-742-490	
80741	SUB TOTAL
PRICES SHOWN ARE GST INCLUSIVE	TOTAL \$ 80.00



The New Zealand Archive of Film,
Television and Sound
Nga Taonga Whitiāhua Me Nga
Taonga Korero

Tax Invoice 005839

Invercargill Heritage
Attention : Rebecca Amundsen

GST Reg No 44 832 801

Invoice Date: 16/04/15

Due Date: 20/05/15

Description	Amount
-------------	--------

MATERIAL ON LOAN - one chaptered DVD of these two titles + DVD of above titles for pianist

Loan Fee	52.17
Courier	8.70
F30409 - DAUGHTER OF INVERCARGILL (1928)	
F36021 - PERSONAL RECORD. MACDONALD, MM, ROYAL VISIT 1954	0.00
Screening Date : 27 March 2015	
Screening Venue : Old Embassy Theatre and Grand Hotel, Dee Street, Invercargill, pas part of Invercargill Heritage Week.	0.00

<p>Online payment preferred. Nga Taonga Sound & Vision Bank Deposit Details: 020500 0882142 00. Many Thanks. For Emailed Remittance Advice: accounts@ngataonga.org.nz. When paying by cheque please detach payment advice and post to the address provided.</p>	Subtotal:	60.87
	GST:	9.13
	Total Owed:	70.00

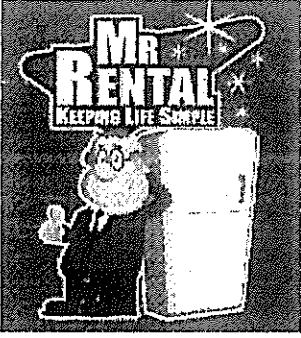
P O Box 11 449, Wellington 6142, NEW ZEALAND

Telephone 64-4-384 7647 - Facsimile 64-4-382 9595

<i>Please post to:</i>	Remittance Advice
<p>Nga Taonga Sound & Vision P O Box 11 449 Wellington 6142 NEW ZEALAND</p>	Client Code: INVHER
	Invoice N°: 005839
	Order N°:
	Invoice Amount: 70.00

Mr Rental Invercargill

TAX INVOICE



5 Yarrow Street
Invercargill
Phone (03) 218 9171 Fax (03) 218 9172

GST No: 87-983-822

DATE: 30th March 2015
INVOICE #10987

Bill To:
Herritage South
PO Box 1012
Invercargill

For:
Rental

DESCRIPTION	QTY	RATE	AMOUNT
42" TV weekend hire	1	100.00	\$ 86.96
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
SUBTOTAL			\$ 86.96
GST			15.00%
SALES TAX			13.04
OTHER			
TOTAL			\$ 100.00

Payment due within 30 days of invoice date

25/3/15
Paid 13/4/15
cheque 111148
Endorsed part of Heritage month budget
Ratified at meeting



TAX INVOICE

GST#75-661-517

GABRIELLE MACCLURE

DATE: 10th April 2015
DUE DATE: 30th April 2015

INVOICE REFERENCE: 0001

TRADING AS:
GABBI ROSE MUSIC
INVERCARGILL
9812

BILL TO:
Heritage South
PO Box 1012 Invercargill 9840

DESCRIPTION / JOB REF:	Duration	SUB-TOTAL
Live Entertainment	One Hour	80.00

SUBTOTAL:	69.57
GST:	10.43
TOTAL INCLUDING GST:	80.00

BANK ACCOUNT PAYMENT
06-0925- 0486989 -01

CHEQUE PAYMENT
2/373 Tweed St, Georgetown, Invercargill

Thank you for your business, it is much appreciated.

From: leelas Waipahi <leelas@hotmail.co..nz>
To: "Rebecca Amundsen in'gill council, horse and carr" <phil.becs@xtra.co.nz>
Sent: Thursday, 26 March 2015 9:36 PM
Subject: RE: photos

Heritage South
PO Box 1012,
Invercargill,
9840

Horse and Carriage rides for the 27th of March
Invercargill.
\$550

Christine Baird
west pac
03 1750038560200

295 Webb Road
Waipahi
RD 1
Gore
9771

Hi Rebecca, Hope this is ok? We're pleased you are pleased, what a job getting tomorrow all organized!
See you tomorrow, Chris.

Animals make the best friends !!



DOMINION POST
Manawatu Standard
The Tairāwhiti Herald
Cuisine

THE PRESS
Express
HOUSE
GARDEN

Waikato Times
DAILY NEWS
Southland Times
TV GUIDE

SUNDAY STAR/TIMES
SUNDAY NEWS
Nelson Mail
gardener

stuff.co.nz

Statement



THE BOOK STOP
161 EARN STREET
INVERCARGILL 9812

Your Account Number: 1000693140

Statement Date: 31 March 2015
Current Balance Due: 20 April 2015
Account Enquiries: 0800 324 005
accounts@fairfaxmedia.co.nz

Total balance by period

December 2014 & Prior	\$0.00
January 2015	\$0.00
February 2015	\$0.00
March 2015	\$287.50
Total Due	\$287.50

Transactions this period

Opening Balance	\$0.00
Payments Received	\$0.00
Prior Period Adjustments	\$0.00
Current Charges	\$287.50
Total Due	\$287.50

Welcome
to your new-look
invoice/statement.

*Based on feedback, this
has been redesigned for
greater ease of reading.*

Fairfax Media

myadvertising.co.nz
for frequently asked questions
and payment information.

How to pay

- Mail**
Please refer to details on the remittance slip below.
- New Zealand PostShop**
Please present your payment at any New Zealand PostShop with your payment slip.
Please note that a counter fee of \$1.50 will apply.
- Billpay/Direct Debit**
Company Name: Fairfax Media
Particulars: Your full contact number
Reference: 1000693140
Contact us on 0800 324 005 to arrange a direct debit.
- Direct Credit**
Account: 02-0500-0700089-12
Particulars: Your full contact number
Reference: 1000693140
Please ensure you quote the above reference when making a payment and email remit
to receivables@fairfaxmedia.co.nz

For all credit card payments, customers will be charged an additional credit card transaction fee of 2%
To make a payment via credit card, please call the Account Enquiries phone number, displayed at the top of your invoice.

For mail payments please detach this slip and post to the address below with your cheque:



FFXAC 515010006931405000028750



Fairfax Media
Private Bag 4906
Christchurch 8140

To pay by internet banking
please use the following details:
Bank A/C 02-0500-0700089-12
Reference code 1000693140

Account Number: 1000693140
Total Due: **\$287.50**
Due Date: 20 April 2015
Amount Paid: \$ _____

20012081199001 22666 /



Fairfax New Zealand Ltd
Private Bag 4906
Christchurch 8140
GST Number: 85-180-517

THE BOOK STOP
161 EARN STREET
INVERCARGILL 9812

Account Number: 1000693140
Statement Date: 31 March 2015
Page: 2 of 2

Tax Invoice

Customer Account Number: 1000693140

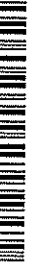
THE BOOK STOP

Opening Balance

\$0.00

Current Transactions

Date	Invoice	Source Ref	Description	Type	Page	Size	Booked by	Customer Ref	Net Amount \$	GST Amount \$	Total Amount \$
27/03/15	0948717029	6617547	Invercargill CBD	ROP		48CM	Rebecca		250.00	37.50	287.50
Total Southland Times									250.00	37.50	287.50
Total Current Charges									250.00	37.50	287.50
Total Amount Due									\$287.50		





printing.com @ back 9 design
 81 Dee Street
 Invercargill
 9810
 Tel: 03 214 2224
 Fax: 03 218 2973
 Email: info@invercargillprinting.com

ADDRESS

Rebecca Amundsen
 Heritage South
 PO Box 1012
 Invercargill
 New Zealand
 9840

DELIVERY ADDRESS(ES)

Phil Robinson, printing.com @ back 9 design Marketing, back 9 design ltd [P5_BACK9],
 81 Dee Street, Invercargill, New Zealand, 9812. 500

YOUR CONSOLIDATED TAX INVOICE - 736149

INVOICE DETAILS

Invoice Number	Customer Code	Date	Payment Terms
736149	D1HERI22	24/03/2015	7 Days

FINANCIAL DETAILS (Page 1)

Job Number	Order Date	Description	Item	Details	Quantity	Total
357714	19/03/15	Heritage South - Treasure Hunt	AAA	Design of handout + Treasure Hunt leaflet	2	\$180.00 1
Your Reference		Product Code: LERA50K	PR	Corporate Leaflets :: A5 :: 4x0	1000	\$159.00 1
Treasure Hunt		148 x 210mm 100gsm Uncoated paper Full colour one side Ordered by: Rebecca Amundsen				
357715	19/03/15	Heritage South - Handout	AAA	Artwork Amendments	1	\$45.00 1
Your Reference		Product Code: LERA44T	PR	Corporate Leaflets :: A4 :: 4x4	500	\$383.00 1
Handout		210 x 297mm 100gsm Uncoated paper Full colour both sides Ordered by: Rebecca Amundsen				

GST ANALYSIS

GST Rate	Net Amount	GST Amount
1 15.00%	\$767.00	\$115.05

TOTALS

Total Price Excluding GST	\$767.00
GST Total	\$115.05
Total Price Including GST	\$882.05
Payments received	\$0.00
BALANCE TO PAY	\$882.05

FULL TERMS & CONDITIONS ARE AVAILABLE ON REQUEST. Please make cheques payable to Back 9 Design Ltd.
 Credit our Kiwi Bank account 38-9008-0636936-00 (Back 9 Design Ltd) Or pay on pick up. We accept Eftpos, Visa and Mastercard or good old fashioned - Cold Hard Cash. Late accounts will incur penalty interest as per our standard terms and conditions.

Franchises are independently owned and operated under licence. back 9 design limited. Registered in New Zealand No. 2191953
 Registered Address: 81 Dee Street, Invercargill. GST Registration No.: 10 125 7495



printing.com @ back 9 design
 81 Dee Street
 Invercargill
 9810
 Tel: 03 214 2224
 Fax: 03 218 2973
 Email: info@invercargillprinting.com

ADDRESS

Rebecca Amundsen
 Heritage South
 PO Box 1012
 Invercargill
 New Zealand
 9840

DELIVERY ADDRESS(ES)

Phil Robinson, printing.com @ back 9 design Marketing, back 9 design ltd (PS_BACK9),
 81 Dee Street, Invercargill, New Zealand, 9812.

100

YOUR CONSOLIDATED TAX INVOICE - 731915**INVOICE DETAILS**

Invoice Number	Customer Code	Date	Payment Terms
731915	D1HERI22	09/03/2015	7 Days

FINANCIAL DETAILS (Page 1)

Job Number	Order Date	Description	Item Details	Quantity	Total
354519	27/02/15	Heritage South - Posters	AAA Design of posters	1	\$90.00 1
Your Reference		Product Code: DGLA30	D02 Discount - Price Match	1	-\$38.00 1
Posters		420 x 297mm 130gsm Gloss Paper - Digital Full colour one side Ordered by: Rebecca Amundsen	PR DIGITAL :: A3 :: Just-A-Few Gloss Leaflets ::	100	\$118.00 1

GST ANALYSIS

GST Rate	Net Amount	GST Amount
1 15.00%	\$170.00	\$25.50

TOTALS

Total Price Excluding GST	\$170.00
GST Total	\$25.50
Total Price Including GST	\$195.50
Payments received	\$0.00

BALANCE TO PAY \$195.50

FULL TERMS & CONDITIONS ARE AVAILABLE ON REQUEST. Please make cheques payable to Back 9 Design Ltd.

Credit our Kiwi Bank account 38-9008-0636936-00 (Back 9 Design Ltd) Or pay on pick up. We accept Eftpos, Visa and Mastercard or good old fashioned - Cold Hard Cash. Late accounts will incur penalty interest as per our standard terms and conditions.

Franchises are independently owned and operated under licence. back 9 design limited. Registered in New Zealand No. 2191953
 Registered Address: 81 Dee Street, Invercargill. GST Registration No.: 10 125 7495

Subject: Your Vistaprint Order Is Confirmed
From: Vistaprint (vistaprint@rtm.vistaprint.co.nz)
To: phil.becs@xtra.co.nz;
Date: Tuesday, 3 March 2015 5:05 PM

Your Vistaprint Order Confirmation



[Add Vistaprint to your address book](#)

My Account: 7122-1010-9507

Your Order Number: **6LT7D-83A77-7N5**

Hi, Rebecca.

Your order will be on its way soon. Look for the shipping confirmation email in your inbox.

Questions? Visit our [help page](#) or [contact us](#) directly.

To check the status of your order at any time, [click here](#).



Here are your order details:

Order Number: **6LT7D-83A77-7N5**

Order Date: **2/03/2015**

Delivery Option: **Priority**

You can expect to receive your order in 5 Business Days.

Preview:	Description:	Qty:	Price:
Documents			
	Premium Business Card Item #: B75-001 Share 	500	NZ \$19.99
Options			
	Blank Reverse Side Item #: 912-001	-	FREE
	Matte Item #: AX3-001	-	FREE
		Merchandise	NZ \$19.99
		Shipping Charges	NZ \$14.00
		Total:	NZ \$33.99

Shipping To:

Rebecca Amundsen
 161 Earn Street
 Invercargill 9812
 NZ

Billed To:

Rebecca Amundsen
 161 Earn Street

Invercargill Repertory Society

M Rural Heritage Date 5/3/15
Trust
Daytime Phone
Evening Phone

I.D. 33119

Lynley M.	Town Creeper Coat	
	White Tabot.	
	White Gloves	
	Grey Silk Vest	
	Black velvet pantaloons	
Leonita Hall	Pin stripe trousers	
2110801	Black Tails	
"WAXY D"	Bow tie + VEST	
	Access.	
	Black top Hat	
	White Skirt	
Shannon	Queen Elizabeth	11 ✓
	Blue 2 piece Suit ✓	
	Blue fascinator ✓	
	Blue Bag + glove ✓	
	Double Pearls ✓	
	Gold shoes ✓	

COSTUME HIRE SHOP OPENING HOURS

Monday to Saturday 12-2pm daily Late Night Wednesday 5-8pm

Hire is 7 DAYS and a late fee will be charged if not returned by

ANY REPAIRS, CLEANING, LOSS OR ADDITIONAL COSTS

DUE TO YOUR HIRE WILL BE CHARGED TO YOU - NO REFUNDS

Box 43
Phone 08-2186257

G.S.T. No. 13-391-238

9 Jed Street
INVERCARGILL



work study create connect

Invercargill Repertory Society

M Rural Heritage Trust Date 4/3/15

Southland Heritage Month

Daytime Phone

Evening Phone

I.D. Rebecca/Corinia 33118

Warehouse Stationery Ltd
70-100 LEVEN STREET
INVERCARGILL
PH: (03)2186052; FX: (03)2187357
GST NO. 68-458-811
Tax invoice / GST Inclusive

Tx: 391000311115 24/03/15
Op: STEVEN 13:52:28

PCP A4 REFLEX WHITE 80GSM 50PK		
1 43402	5.50	5.50
IMPACT B/P SPRINT GRIP 50PK ASSD COL		
1 90739	24.95	24.95
BLU-TACK 75G BOSTIK		
1 41590	4.00	4.00
IMPACT PRMNT MARKER BLT TIP 10PK BLK		
4 90745	11.45	45.80
CRAYOLA 48 WASHABLE SIDEWALK CHALK		
1 662195	19.99	19.99
IMPACT HB PENCILS W ERASER 20 PACK		
1 90746	7.45	7.45
LAMINATING POUCH H&O HOT A4 100PK 80MICR		
1 210162	39.95	39.95

Total 147.64
Items 10.00
GST Content 19.26
EFTPOS 147.64

	Was	Today	Saving
43402 1	\$8.50	\$5.50	\$3.00
Total Savings:			3.00

LET US KNOW WHAT YOU THINK

WSL INVERCARGILL
70-100 LEVEN STREET
INVERCARGILL

-----EFTPOS-----
TERMINAL 90101101 TRAN 013007
TIME 24MAR 13:52 ACCT CHEQUE
EFTPOS8079
AUTHORISATION
PURCHASE NZD147.54
TOTAL NZD147.54

ACCEPTED

CUSTOMER COPY

Black top Hat	✓	
" Bow tie	✓	
" Tail Coat	✓	
White Dress Shirt	✓	
Black Dress Trousers	✓	
2 Parasols, blue/white	✓	
Grey Jane Eyre Gown	✓	PHOTO PRINTING
Grey straw roses hat	✓	
Blue Bennett	✓	
Long White Petticoat	✓	
Blue Sprigged Dress	✓	
Green Cream Roses Dress	✓	
Cream straw Hat	✓	
Cream long gloves	✓	

COSTUME HIRE SHOP OPENING HOURS

Monday to Saturday 12-2pm daily Late Night Wednesday 5-8pm

hire is 7 DAYS and a late fee

will be charged if not returned by

ANY REPAIRS, CLEANING, LOSS OR ADDITIONAL COSTS

DUE TO YOUR HIRE WILL BE CHARGED TO YOU - NO REFUNDS

amoro 68343

Signature

Invercargill Repertory Society

M Rural Heritage Date 26/3/15
Trust
Daytime Phone _____
Evening Phone _____

I.D. _____ **33132**

<u>Sharon Sprunged Print Dress</u>		
<u>2182156 White Apron</u>		
<u>Map Cap</u>		
<u>Full Petticoat</u>		
<u>Nick RT. Duke Blazer Navy ✓</u>		
<u>21516332 Navy tie ✓</u>		
<u>Navy Cap ✓</u>		

COSTUME HIRE SHOP OPENING HOURS
Monday to Saturday 12-2pm daily Late Night Wednesday 5-8pm

Hire is 7 DAYS and a late fee
will be charged if not returned by _____
ANY REPAIRS, CLEANING, LOSS OR ADDITIONAL COSTS
DUE TO YOUR HIRE WILL BE CHARGED TO YOU - NO REFUNDS

Sycamore 68343 Signature _____

SPOTLIGHT INVERCARGILL

33 Leven Street
Invercargill 9810
Ph 03 211 1822
Fax 03 214 1020

Description	Total \$
EP CUT OUT SHAPES PEOPLE CHAIN, 15PK	
3 @ \$8.99	26.97*
CRAYOLA MARKERS SUPER TIPS 20PK	
3 @ \$14.99	44.97*
PAPIER MACHE TREASURE CHEST, 23X15X22CM	17.99*
YOU'VE JUST SAVED: \$7.00	
TOTAL (Inc GST)	\$89.93
7 Items	
Paid by EFTPOS	\$89.93*

SPOTLIGHT INVERCARGILL
33 LEVEN STREET
INVERCARGILL

-----EFTPOS-----
TERMINAL 46527506 TRAN 102152
TIME 26MAR 15:37 ACCT SAVING
EFTPOS8342
Visa Debit
RID: A000000003
PIX: 1010

PURCHASE NZ\$39.93
TOTAL NZ\$39.93
ACCEPTED

CUSTOMER COPY

Change Due \$0.00*
GST Amount \$11.73*

* Signifies item(s) with GST

TAX INVOICE

010305184925

Served by Karen on lane 5
26/03/2015 3:37:37 PM

GST NO. 65-610-043

Heritage South agrees to make a koha of \$100 to Julie Guise for playing the piano as part of the CBD Extravaganza for the silent film – Daughter of Invercargill.

Julie had to select appropriate music to play with the 30 min film and the film was shown 3 times during the event.

Julie Guise

132 Guise Rd

RD 1

Otautau 9689

Michelle Chapman

From: Tim Shadbolt
Sent: Wednesday, 27 May 2015 2:26 p.m.
To: 'Inkspressit'
Cc: Darren Ludlow; 'Cr Kett'
Subject: RE: Official Request for Review of ICC Events Committee Procedural Conduct

Follow Up Flag: Follow up
Flag Status: Completed

Dear Mr Tribe,

Thank you for your e-mail of 7 May 2015 regarding the Council Events Committee.

I have requested that the content of your e-mail be placed on the agenda for discussion at the next meeting of the Events Committee.

Yours sincerely

Tim Shadbolt
MAYOR OF INVERCARGILL

From: Inkspressit [mailto:inkspressit@gmail.com]
Sent: Thursday, 7 May 2015 10:37 p.m.
To: Tim Shadbolt; Graham Lewis; Graham Sycamore; Neil Boniface; esler@southnet.co.nz; Karen Arnold; Rebecca Amundsen; Darren Ludlow; Peter & Bernie Kett; Lindsay Abbott; attendance@issn.org.nz
Subject: Official Request for Review of ICC Events Committee Procedural Conduct

Good evening Councillors,

I am writing to you all to again raise concerns over the Procedural failings of the ICC Events committee.

Last year I raised with the events committee a matter relating to them passing a resolution in Dec2013 awarding \$15K to SMC Events when this item was not on the agenda for the meeting and the item not being added to the agenda in line with both ICC Standing orders and the Local Government Official information and meetings ACT. To date nothing has been done to ratify the decision or correct it.

In January of this year I again requested information from the events committee as it appeared an item not on the agenda had been passed, the original minutes of this meeting are attached below. From these minutes my email below was sent on the 24th February again raising concerns over the processes followed by the Events committee. At the Events Committee meeting on the 27th February an amendment to the minutes was requested by Cr Ludlow, attached within the PDF file below.

While this is quite a lengthy alteration to the minutes and one I find difficult to believe would have been missed in the actual taking of the minutes, I again wish to re-iterate that even this alteration does not meet the requirements of Sec 46A (7) of the LGOIMA.

These amended minutes were confirmed by the events committee this morning with no alterations.

As such I draw your attention to Mr Ludlows comments, he had "Signalled a late item" nowhere within the amendment to the minutes was there a "resolution" noted to accept the item under urgent business, which is one of the first aspects of being able to deal with an item, a resolution must state who moved and who seconded the motion, Mr Ludlows comment of "Signalled" and no further comment in regards to a passing of resolution is not compliant with either the ACT or Councils standing orders.

Further, Mr Ludlows re-collection of the item also moves away from both Standing Orders and the ACT as it is the Chair / Presiding member who must give the reasons why and also the reasons why it has to be held in Public exclusion.

As you can undoubtedly see, there are now 2 instances where the Events Committee have breached both Standing Orders and the ACT in terms of dealing with items not on an agenda, and in both instance have failed to remedy the breach.

I am raising this now as I was waiting for the previous minutes to be confirmed as if I had raised this prior I am of the honest belief that a further correction may have been made to appear to be in compliance.

As such I am asking Council to review its Events Committee in terms of procedural correctness and implement processes to ensure the Committee operates as per requirements, and in this vain I refer you to the first part (letter) from Mr King in the PDF file attached in response to me raising an issue with the ICC publicly notifying the April 2nd meeting as "Public Excluded", Mr Kings reply to this, while appreciated is totally inconsistent with both ICC standing orders, the LGOIM Act and all previous meetings. Primarily being that considering to go into Public Exclusion must be done in public, along with all the other std meeting procedures. As such, rather than the ICC admit a fault, a reply was generated to simply brush the matter aside.

46A

- (7) An item that is not on the agenda for a meeting may be dealt with at the meeting if—
 - (a) the local authority by resolution so decides; and
 - (b) the presiding member explains at the meeting at a time when it is open to the public,—
 - (i) the reason why the item is not on the agenda; and
 - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

I will let someone pass this onto Cr Dennis as he asked some time back to be taken off my mailing list.

Kind Regards
Rodney Tribe
Correspondence by email preferred

From: **Inkspressit** <inkspressit@gmail.com>
Date: Tue, Feb 24, 2015 at 9:14 PM
Subject: Fwd: Official information request - Events Committee Minutes
To: carol.smith@icc.govt.nz, Richard King <richard.king@icc.govt.nz>, Darren Ludlow <darren@radiosouthland.org.nz>, Peter & Bernie Kett <kite@xtra.co.nz>, [mayor@icc.govt.nz](mailto:maharg@southnet.co.nz), maharg@southnet.co.nz

Carol,

Many thanks for these, as i will be out of town when the Events committee next meets i have chosen to email the members, CE and Chair of the Audit and Risk Committee, to again raise my concerns about this committees inability to follow proper process as outlines in the LGOIMA

Sec46A (7) and (7A) are unambiguous and specific in how items not on an agenda can be discussed or dealt

with, a key component being that they must be added while the meeting is "Open" to the public, without this they technically can not be dealt with or discussed as the Local Authority has not followed the proper administrative process.

This is not the first time I have raised this matter with the committee and would like to ensure that this matter is dealt with appropriately as this is a committee dealing with public funds and not should not operate like a social club.

The purpose of copying the Chair of the Audit and Risk Committee into this is I feel that the slippage back into improper process needs reviewed and if necessary the committee structure overhauled to ensure sound governance is installed to follow due process.

Kind Regards
Rodney

On Mon, Feb 23, 2015 at 9:34 AM, Carol Smith <carol.smith@icc.govt.nz> wrote:

Dear Mr Tribe

In response to your e-mail of 27 January 2015, attached are the minutes from the Events Committee meeting held on 18 December 2014.

Kind regards



This e-mail message has been scanned for Viruses and Content, and cleared by **MailMarshal** at Invercargill City Council

INVERCARGILL CITY COUNCIL

EVENTS FUNDS

as at 15-Jun-2015

EVENTS FUND - Creation/Promotion

Year	2012/2013	2013/2014	2014/2015
Annual Budget Funding	100,000.00	100,000.00	100,000.00
Rounding differences			
Reserve Balance from prior year	182,435.90	124,516.01	125,516.01
2011/2012 Reserve moved to EVENTS-CIVIC	- 90,000.00		
Interest from reserves held (added to reserve)	4,272.63		
	<u>196,708.53</u>	<u>224,516.01</u>	<u>225,516.01</u>
Spend:			
Cycling Southland	30,000.00		
Christmas Variety Show	6,956.52		6,000.00
Netball Test	10,000.00		
Arts Festival	5,000.00		
Peter Arnett Film	20,236.00	- 15,000.00	
Southland Wild Foods Festival		30,000.00	
Civic Events Limited: 2014 Winery Tour (\$9000 paid Jan14, \$9000 Paid Feb14)		18,000.00	
2013 Stadium Southland Christmas show		8,000.00	
CUE Productions - 'Paul Potts'		18,000.00	
A2B Yacht Race		15,000.00	
2014 International Secondary Schools' Culinary Challenge		5,000.00	
Southern Filmmakers Trust - James Wilkinson		7,000.00	
Poppy Boys' film - Patrick Gillies		10,000.00	
National Brass Band Championships		3,000.00	
SBHS - Secondary Schools Culinary Challenge			5,000.00
Volleyball Southland - Beach Volleyball tournament			5,000.00
Venture Southland - Ride the Soldiers' Train			5,000.00
Southland Art Society - City Gallery			2,000.00
Invercargill Repertory - Once on Chunuk Bair			500.00
Highlanders Trust - Super Rugby fixture			8,000.00
Bluff Promotions			1,000.00
Heritage South			4,000.00
Stadium - Joseph Parker fight (to be paid)			50,000.00
Stadium - Ukelele GAL (to be paid)			795.74
Total spend	<u>72,192.52</u>	<u>99,000.00</u>	<u>87,295.74</u>
Balance remaining	<u>\$ 124,516.01</u>	<u>\$ 125,516.01</u>	<u>\$ 138,220.27</u>

EVENTS FUND - Iconic Events

Year	2012/2013	2013/2014	2014/2015
Annual Budget Funding	100,000.00	100,000.00	100,000.00
Reserve Balance from prior year	-	45,000.00	55,000.00
Interest from reserves held (added to reserve)			
	<u>100,000.00</u>	<u>145,000.00</u>	<u>155,000.00</u>
Spend:			
Buskers	25,000.00	25,000.00	
Burt Munro	30,000.00	30,000.00	30,000.00
Cycling Southland - Tour of Southland		20,000.00	30,000.00
Venture Southland 2014 'Southland Festival of the Arts'		10,000.00	
Kidzone		5,000.00	5,000.00
Murihiku Maori and Pasifika Trust - Polyfest			15,000.00
Bluff Oyster & Food Festival Committee			30,000.00
Southland Sports Car Club			15,000.00
Total spend	<u>55,000.00</u>	<u>90,000.00</u>	<u>125,000.00</u>
Balance remaining	<u>\$ 45,000.00</u>	<u>\$ 55,000.00</u>	<u>\$ 30,000.00</u>

