



22 April 2014

Record No: 1499159  
File Ref: D050-001-C01  
Ask For: Judith North

### **Notice of Committee Meeting – Wednesday 30 April 2014**

A meeting of the Community and Finance Committee will be held in the Council Chambers, District Council Administration Building, Seymour Street, Blenheim on **Wednesday 30 April 2014 commencing at 9.00 am.**

## **B U S I N E S S**

As per Agenda attached.

ANDREW BESLEY  
CHIEF EXECUTIVE

**NOTE: A tour of the Port Facilities hosted by Port Marlborough will follow this meeting.**

**Meeting of the  
COMMUNITY AND FINANCE COMMITTEE**  
to be held in the Council Chambers, District Administration Building, Seymour Street,  
Blenheim, on WEDNESDAY, 30 APRIL 2014, commencing at 9.00 am.

|                        |   |
|------------------------|---|
| <b>Committee</b>       | Clrs J C Leggett (Chairman)<br>J A Arbuckle (Deputy)<br>J L Andrews<br>J P Bagge<br>G S Barsanti<br>C J Brooks<br>B G Dawson<br>D D Oddie<br>L M Shenfield<br>T M Sloan<br>Mayor A T Sowman<br>Iwi representative |
| <b>Department Head</b> | Mr M F Fletcher (Manager, Corporate Finance Department) and<br>Mr D G Heiford (Manager, Support Services Department)  |
| <b>Staff</b>           | Judith North (Support Services Administrator)   |

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# 1. Marlborough Heritage Trust Update

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(Cllrs Andrews/Brooks) (Report prepared by D Heiford)

A200-002-10

## **Purpose**

1. To update Council on progress of the Marlborough Heritage Trust.

## **Background**

2. At the 1 May 2012 Community & Financial Planning Committee meeting, a presentation was made by Dale Webb, President of the Marlborough Historical Society (MHS) and Working Group Convenor along with MHS member, Paul Davidson on the progress the Working Group had made with the Trust concept and results of the consultation with the heritage community.
3. At the 24 July 2012 Community & Financial Planning Committee meeting, a further presentation was made by Dale Webb, President of the Marlborough Historical Society (MHS) and Working Group Convenor.
4. Council agreed in principle to being a member of the Marlborough Heritage Trust subject to the final Trust Deed being reviewed by the District Solicitor (Minute A.12/13.21). The Trust Deed was reviewed by the District Solicitor and approved. The Trust has been progressing through the registration process.

## **Presentation**

5. Francis Maher as the Chairman of the Heritage Trust along with the current Trustees will attend the meeting to give an update.

## **RECOMMENDED**

**That the information be received.**

## 2. Sport Tasman – Services

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(Cllr Leggett) (Report prepared by L Reeves)

R300-001-03

### Purpose

1. The purpose of this report is to provide some background to the presentation provided by Sport Tasman staff on the services provided locally.

### Background

2. Sport Tasman has historically provided sport and recreation programmes and activities in Marlborough. Previously they have also been the provider for Council's Recreation Services Contract, however at the last tender process a new provider was confirmed.
3. Sport New Zealand fund Sport Tasman as the Regional Sports Trust to deliver services and programmes to the Nelson, Tasman, Buller and Marlborough areas.
4. While Sport Tasman's major base is in Nelson, it has an office based in Blenheim which staff operate their programmes from.
5. The programmes are aimed at keeping "more people, more active, more often" and link to Council's Long Term Plan Community Outcomes:
  - Physical Activity – a community where people of all ages are physically active.
  - Fun and Recreation – a community that has fun.
6. Council has provided Sport Tasman with an operating grant for a number of years which is currently \$20,000 per annum. This covers not only operating expenses but also the Sports Hall of Fame and the Secondary Schools Sports Breakfast.

### Summary

7. Sport Tasman is a Regional Sports Trust that delivers sport and recreation programmes based locally.
8. Sport Tasman staff will be present at the meeting to provide information about the range of activities currently provided in Marlborough.

### RECOMMENDED

**That the information be received.**

### 3. Safer Communities Marlborough – Activity Update April 2014

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(The Mayor) (Report prepared by P Johnson)

C150-001-008

#### Purpose

1. The purpose of this report is to provide an update Council on activities performed by Safer Communities Marlborough to April 2014.

#### Background

2. Safer Communities Marlborough (SCM) is a community development/community safety section of the Marlborough District Council operating from 35 George Street, Blenheim.
3. Within the section are two community safety projects which are operated by Council in partnership with Ministry of Justice.
4. From time to time, Safer Communities Marlborough also undertakes one-off initiatives to enhance community well-being and security.
5. In January 2013 a restructure of SCM resulted in the transition of the following projects:
  - Truancy Service to Maataa Waka.
  - Youth Services to Marlborough Community College.
  - Neighbourhood Support to Emergency Management Operations Centre.
  - Supported Correspondence Study to Whanau Mission Services.
6. The Council does not provide any funding to SCM. Council supplies human resources, payroll, management and financial services to SCM.

#### Staff

7. Two paid staff on casual contracts, one part time contractor and two volunteers.

|   |  |   |
|---|--|---|
| Turnaround Marlborough                    | Manager/facilitator<br>Two casual facilitators | up to 20 hours per week<br>work hours as required |
| CPTED Street Intensive Programmes Manager |  | work hours as required<br>Two volunteers.         |

#### Individual Projects

8. A summary of the individual projects within the section follows:
  - Turnaround Marlborough**
9. Operated in partnership with the Ministry of Justice to provide Restorative Justice Conferencing services to the Blenheim and Kaikoura District Courts and for Adult Police Diversion for Marlborough and Kaikoura Police.
10. Restorative Justice is a process of undertaking a meeting between offenders and victims of crimes. The offender is held accountable for their actions and a plan is developed for them to undertake actions to repair to harm that their offending has caused.
11. Ministry of Justice national research has shown that offenders who complete Restorative Justice have lower reoffending rates and victims involved report very high levels of satisfaction with the process.

12. Turnaround Marlborough has been operational for 12 years.
13. In September 2013 as a result of a Ministry of Justice tender process Turnaround Marlborough came together with six other South Island based restorative justice providers to form the South Island RJ Consortium. This now means that the Council no longer has a contract for service directly with Ministry of Justice. The contract for service is with the South Island RJ consortium. The consortium holds the contract with the Ministry of Justice. Through this arrangement there has been no change to the service delivery in Marlborough and Kaikoura. The consortium has resulted in increased peer support, sharing of knowledge and increased training opportunities.
14. The present contract is through until 30 June 2015. The value of the contract is \$53,465.00 inclusive of GST up to 30 June 2014 and \$81,719.00 inclusive of GST up to 30 June 2015.
15. The contract measures are based on the number of conferences undertaken and participant satisfaction surveys. Reporting to Ministry of Justice is undertaken quarterly.
16. Turnaround Marlborough's performance was ranked as fourth out of the 21 national providers for the first quarter of this contract.

#### ***CPTED Street Intensive Projects***

17. Operated in partnership with the Ministry of Justice and Police to provide three CPTED street intensive programmes between 1 January 2014 to 30 June 2015.
18. Each programme focuses on a neighbourhood in Blenheim that has been identified as:
  - lower socio-economic
  - high levels of social dysfunction
  - increased crime.
19. The programme assists residents to:
  - improve their physical environment (provision of tools and resources to help them improve the physical environment)
  - introduction to social and health support agencies
  - development of relationships between residents, Council and Police
  - development of a sense of pride and proprietary in the neighbourhood.
20. The net value of this contract is \$75,900.00 excluding GST up to 30 June 2015.
21. The contract measures are based on six monthly reports to Ministry of Justice reporting on a set criteria of actions undertaken.
22. Between the 6<sup>th</sup> March 2014 and 12<sup>th</sup> March 2014 the first project for this contract period was undertaken in Churchill Street.

#### **RECOMMENDED**

**That the report be received.**

## 4. Marlborough District Libraries Activity Report – March 2014

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(Clrs Sloan/Brooks) (Report prepared by G Webster)

L270-01

### Purpose

1. The purpose of this report is to update Council on the operations of the Library services.

### Events/Happenings

2. The Friends of the Libraries hosted an evening at the District Library with retired prison librarian Margaret Conway on Wednesday 26 March. Margaret, whose family has deep roots in the Awatere, returned to Marlborough following her retirement. Margaret was responsible for library services at Tongariro / Rangipo prison for some 16 years. She described her day to day work with the prisoners where she was often their only source of outside contact. The 20+ people who attended the evening found the information about institutional library services very interesting.
3. The District Library installed GO-GO at the end of January to manage the day to day bookings of the 8 computers in the adult library. This is a self-service facility and as customers get used to registering themselves for their internet use, it is freeing up staff to undertake other duties.
4. During March, the children's staff visited Wairau Valley, Seddon and Havelock schools. At each school a fun and informative session was held with the children based around the story of Sir Edmund Hilary.
5. A fictionalised account of Sir Edmund growing up was read to the children leading to the story behind him following his dream to climb mountains. The children were encouraged to also think about their dreams and have the courage to follow them.
6. Following this story other related non-fiction books were discussed - what equipment was needed to climb mountains and some of the possible dangers Sir Edmund may have encountered on his epic climb. Excerpts from newspapers of the time announcing Sir Ed conquest of Everest were read.
7. It is intended that the theme of inspiring stories will continue on subsequent visits to these schools.

### Picton Library

8. The regular Library on Wheels school programme and little Library on Wheels preschool programmes have been operating this term; and planning for next term's programme has commenced.
9. Picton staff have been supporting the Reading Together programme at Waikawa Bay School and will be involved in next term's programme at Picton School.

### Systems Thinking

10. The membership process has been redesigned to eliminate the need for customers to fill out a paper enrolment form. The details of new members are entered directly on to the library management system.
11. Two valuable steps from the customer's point of view were identified as part of the membership review. This was getting their Library Card and finding out information about the services the library offers.
12. The process of joining new members has been refined and customers are now checking their details as they are entered. Staff now concentrate on talking to the customer about the library, the collections and the services that are provided.

## Late Opening on Wednesdays

13. As a result of adopting the Vanguard method of Systems Thinking and the need to systematically work towards evaluating, discussing and redesigning all library processes, a decision was made to open the District Library one hour later on Wednesdays to provide staff with the time and opportunity to work together on this process.

14. As from 14 April the District Library's hours are:

|                  |                    |
|------------------|--------------------|
| <b>Monday</b>    | 9.00 am – 6.00 pm  |
| <b>Tuesday</b>   | 9.00 am – 6.00 pm  |
| <b>Wednesday</b> | 10.00 am – 6.00 pm |
| <b>Thursday</b>  | 9.00 am – 6.00 pm  |
| <b>Friday</b>    | 9.00 am – 6.00 pm  |
| <b>Saturday</b>  | 10.00 am – 1.00 pm |
| <b>Sunday</b>    | 1.30 pm - 4.30 pm  |

## Stepping Up

15. REAP and the Marlborough District Library will commence running a pilot programme in early May to provide basic computer skills to the public. The sessions will run twice a week – Tuesday mornings from 9am -11am and Thursday evenings from 6.30-8.30pm. These classes are provided free and a tutor is provided. A library staff member will also assist. Six of the ten APNK computers will be reserved for this training.

16. The classes will cover computer basics, Word, email, Facebook, Trademe and employment (creating a CV and searching for jobs)

17. This is a pilot programme for Marlborough – the first library partnership in the South Island. Whangarei, Palmerston North, and Hutt City libraries have been running this programme for some time now and have found demand exceeds supply.

## Te Takere – Horowhenua Culture and Community Centre - a multi-purpose heart and hub for the community

18. The District Libraries Manager, along with other South Island Library Managers visited Te Takere in Levin prior to the Association of Public Library Manager's meeting in Wellington.

19. Te Takere is the Horowhenua Community's multi-purpose heart and hub. Many functions are delivered from this modern and well-resourced facility and it is believed that the successful and collaborative delivery of these will establish a strong foundation for the future of the Horowhenua District. It opened on Saturday 29 September 2012.

20. Te Takere is a safe, supervised and all-inclusive family/whanau destination. It is "the place to go" in the Horowhenua providing quality activities and opportunities to positively engage and extend everyone.





21. Te Takere has been designed to be a "third place":

- A community lounge
- A meeting point
- A learning environment
- A place to play;
- A place to do business;
- An entertaining and informative venue;
- A place to try out new things.

22. Te Takere - Culture and Community Centre is open seven days a week. It offers a wide range of services to both the community and to visitors to the Horowhenua District, including:

- Library materials and resources
- Free WiFi and access to the latest technology
- Libretto Café
- Visitor Information
- AA Vehicle licensing and driver testing
- Toilets and baby changing facilities
- Lounges to relax in and spaces for study
- Fully equipped meeting and function facilities
- Exhibitions, performances and a range of programmes to suit all ages
- Family and local history displays and resources
- A well-resourced children's area
- Business, Council and Community support services.
- A large youth space and a recording studio
- Self-contained and fully equipped education spaces
- A Chinese garden and outdoor play area
- Full New Zealand Travel Broker service





Further information  
can be found at  
[www.tetakere.org.nz](http://www.tetakere.org.nz)

## Usage Statistics

23. March 2014 Statistics

|                               | Issues        | eBook and<br>eAudio<br>Checkouts | Reference<br>Enquiries | Door Count<br>(Visits) | Holds<br>(Reserves)<br>Placed |
|-------------------------------|---------------|----------------------------------|------------------------|------------------------|-------------------------------|
| District Library,<br>Blenheim | 35,109        |                                  | 1,242                  | 34,567 visits          | 1,250 holds                   |
| Branch Library,<br>Picton     | 4,858         |                                  | 585                    | 10,177 visits          | 442 holds                     |
| <b>TOTAL</b>                  | <b>39,967</b> | <b>414</b>                       | <b>1,827</b>           | <b>45,625 visits</b>   | <b>1,692 holds</b>            |

## Issues

24. The checkout (issue) statistics recorded in March 2014 in the District Library were 512 more than those recorded in March 2013.
25. Picton Library and Service Centre recorded 264 more checkouts in March 2014, compared with 2013.
26. Variance - The total checkouts for the libraries - year to date, are 5% fewer than the same period last year. The Libraries were however closed for several days following the earthquake periods.

## Door Count

27. The District Library's door count (Visitor Numbers) recorded for March 2014 was up by 1,842 visits on March 2013. (Easter was celebrated in March 2013)
28. Picton Library and Service Centre recorded 748 fewer visits than the same period in 2013.

## Membership

29. The number of new members joining the libraries in March was:

|                            |            |
|----------------------------|------------|
| District Library, Blenheim | 159        |
| Branch Library, Picton     | 24         |
| <b>TOTAL</b>               | <b>183</b> |

## Website Site Hits - [www.marlboroughlibraries.govt.nz](http://www.marlboroughlibraries.govt.nz)

30. During the one month period (1 March – 31 March 2014) the libraries website recorded 19,311 unique visitors accessing the website, with 25,261 pages viewed.

## Internet Usage – Aotearoa People's Network Kaharoa (APNK)

31. The number of sessions recorded in March was –

|                            |              |
|----------------------------|--------------|
| District Library, Blenheim | 2,972        |
| Branch Library, Picton     | 1,311        |
| <b>Total</b>               | <b>4,283</b> |

*Wi-Fi Usage* – The total number of Wi-Fi user/device sessions in the last 30 days was:

|                            |              |
|----------------------------|--------------|
| District Library, Blenheim | 5,325        |
| Branch Library, Picton     | 2,342        |
| <b>Total</b>               | <b>7,667</b> |

## RECOMMENDED

That the report be received.

## 5. Housing for the Elderly Sub-Committee

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(Cllr Andrews)

D050-001-H01

1. The Minutes of the Sister City Sub-Committee meeting held on 6 March 2014 are **attached** for ratification by the Committee.

### **RECOMMENDED**

**That the Minutes of the Housing for the Elderly Sub-Committee meeting held on 6 March 2014 be ratified.**

**Report and Minutes of a Meeting of the  
HOUSING FOR THE ELDERLY SUB-COMMITTEE  
held in the Committee Room, District Administration Building, Seymour Street,  
Blenheim on THURSDAY, 6 MARCH 2014 commencing at 10.00 AM**

**Present**

Clrs J L Andrews (Chairperson), C J Brooks and Mr R Hopkins (Grey Power representative).

**In Attendance**

Mr D G Heiford (Manager, Support Services Department), Mr S R Folster and Mrs P E Troon (Property Managers, APL Property Blenheim Ltd) and Ms J R North (Support Services Administrator).

**Apologies**

**Mr Hopkins/Clr Andrews:**

**That the apology for absence from Clr T M Sloan be received and sustained.**

**Carried**

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**1. Housing for the Elderly – Rent Review H225-01**

Following a Housing for the Elderly Sub-Committee meeting on 15 May 2008, Council approved a recommendation that rents be reviewed annually taking into account the annual CPI movement to the December quarter (the CPI benchmark) and the annual National Superannuation movement to the following April (the NS benchmark) with rental being adjusted by the lower of the two benchmarks effective from each tenant's first rental payment in July of that calendar year.

Pauline Troon of APL Property advised that as the NZ Superannuation figure is not available until mid-March they were unable to supply the NZ Superannuation figure as comparison for the CPI movement. As soon as the figures are available APL Property will submit these to Council for the rents to be adjusted by the lower of the two benchmarks.

It was noted that the CPI movement as at the December quarter 2013 was 1.6%.

A list of some of the Housing for the Elderly expenditure, since March 2013, was reported on by APL Property.

During the financial year there has been on-going improvement to units both internally and externally. Some of the major expenses have been the exterior painting of Havelock Street/Uxbridge Street, Renwick complex, revamping and sealing of new driveway and car parks at George Street, refurbishment/renovation of 3 x units at Vevian Place and 2 x at Burden Street.

**Mr Hopkins/Clr Brooks:**

- 1. That rents be increased by CPI or GRI, the lower of the two, subject to the April 13 GRI figure.**
- 2. That any rentals increased at the first rent payment due in July 2014 be rounded to the nearest dollar.**

**Carried**

**2. Housing for the Elderly – Operations Report 2013-2014 D050-001-H01**

An operations report on Housing for the Elderly was presented by APL Property. The report included Occupancy Rate; Works Completed; Scheduled Maintenance Work; and Grounds Maintenance Contract which is being retendered before the beginning of the next financial year.

From APL Property's list of available units for tenanting, there are two units available at present. There is however a number of units unoccupied for varying reasons e.g. instability, awaiting redevelopment; two bedsit being converted into one bedroom units; etc.

The waiting list for Blenheim/Renwick/Picton units in the 65 plus years category is 35, and in the 55 years plus category, 40.

Discussion centred on owner/occupier units in Bryant Place, Picton and rental units in Buller Street, Picton. Currently Council owns three of the 10 units at Bryant Place. The Committee supported Council investigating the purchase of the units as they become vacant with the ultimate aim of converting all of them into rental units.

Two of the four rental units in Buller Street are vacant and will remain so awaiting the ultimate vacancy of the other two units. The units date back to the 1950's and are in a very run down state. The location is not ideal being very cold in winter due to loss of sun. The Committee supported the investigation of the disposal of these units when all vacated.

A report was presented by APL Property to the Housing for the Elderly Sub-Committee meeting on 18 March 2013 relating to the Andrew Place re-development project.

Council subsequently approved the Development Programme and the Brief/Scope and draft along with Tonkin & Taylor being engaged to provide a Geotechnical Investigation and Assessment Report for the re-development having tendered the best price.

Dean Heiford gave an update on this project and advised that it has been put on hold while a fresh approach is taken with the aim of gaining the most benefit to the housing portfolio.

It was brought to the Committee's attention that a vast number of tenants smoke in their units even though their tenancy agreement states otherwise. APL Property advised that they periodically contact tenants either by phone or in letter form but it remains an ongoing issue. They will correspond with the tenants to remind them of their obligations under their tenancy agreement, and subsequently monitor the situation more closely.

**Cllrs Brooks/Andrews:  
That the report be received.**

**Carried**

### **3. Housing for the Elderly – Financial Report 2014 H225-01**

The Manager of Support Services, Dean Heiford, provided a statement of account and outlined the budget and timing for future development of the portfolio in his report to the Committee.

He reported that an expected deficit in the current year is due to additional repairs and maintenance; ongoing conversions and upgrades, and reinstatement of the subsidy to the Trust. A deficit has also been budgeted for the 2013-14 year for the upgrade project; this will be funded by "overdrawing" the general reserve. Interest will be paid on this negative balance and the reserve will be repaid when the project is complete and surpluses are again generated.

Capital spending associated with the upgrade has been funded, like the operating element, by "overdrawing" the general reserve rather than raising specific loans as was previously proposed which gives more flexibility for early repayment from surpluses once the project is completed.

Previous meetings identified a number of projects that were programmed into the long term budgets for the portfolio.

The housing budget is managed to be self-funding so the implementation of these projects has to be managed within existing reserves and income streams. A review is underway to ensure that current projects and priorities are able to be met within current income streams.

This is seen as the best option for funding as this also allows some flexibility in future years should some projects be accelerated (or delayed) and smoothes the funding options. This flexibility also allows Council to take advantage of any future Government loans and grants.

The current programme has been included in the 2014/15 Draft Annual Plan.

**Mr Hopkins/Clr Andrews:**  
**That the information be received.**

**Carried**

The meeting closed at 10.45 am.

Record No:

## **6. Seddon Elderly Housing Property – Section 40 Public Works Act 1981**

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(Clr Andrews) (Report prepared by APL Property)

C600-001

### **Purpose**

1. To consider a Section 40 Public Works Act report for the Seddon Elderly Housing property.

### **Background**

2. The Housing for the Elderly Sub-Committee, at a meeting on 16 March 2011, recommended approval be given in principle to the sale of the Seddon Elderly Housing property subject to relevant Council disposal procedures. This was subsequently approved by Council under Minute A.10/11.407.
3. A Section 40 Public Works Act 1981 investigation has been carried out and a report assessing the offer back requirements under the Act has been prepared by a specialist in this field.
4. In summary, the Crown purchased the land from Maori in 1847 and subsequently sold it to the former Awatere County Council in 1956. At the same time the Awatere County Council purchased four other sections from the Crown principally for housing its staff. In 1957 four elderly housing units were built on the subject land.
5. Out of courtesy Council did indicate to Ngai Tahu the intention to consider disposal of the units and asked if Ngai Tahu had any interest in acquiring the property. Notwithstanding several prompts, there was no response received. The Section 40 report made it clear that no offer back was necessary and it is considered in order for Council to continue processing formalities under the Public Works Act.

### **Section 40 Public works Act 1981**

6. The Section 40 report determined that an offer back exemption exists pursuant to Section 40(2)(a) of the Public Works Act 1981 as it would be impracticable to require the land to be offered back.
7. As there has been significant change in the property, the Section 40 report states that an offer back exemption under Section 40(2)(b) of the Public works Act 1981 is also relevant.

### **RECOMMENDED**

**That pursuant to Section 40 of the Public Works Act 1981, Section 19 Block VIII Town of Seddon be exempt from offer back requirements.**



## 7. Parking Report - 1 July 2013 to 31 December 2013

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(Cllr Shenfield) (Report prepared by S Boyd, Marlborough Roads)

R800-002-03

### Purpose

1. The purpose for this report is to provide a report on parking covering the period July 2013 to December 2013.

### Enforcement Contract

2. ADT Armourguard (ADT) continues to manage the Parking Enforcement and Maintenance contract. ADT informed Marlborough Roads (MR) that Tycoint, the American company which owned them have recently sold ADT (the security and parking side of the business). ADT is now owned by a financial company by the name of Evergreen. MR has been advised that there will be no change to the contract other than the legal name.
3. ADT may be offered a two year right of renewal based on their satisfactory performance on 1 July 2014, when the contract is due to terminate. This will be reviewed nearer the time. Bi-monthly meetings continue to ensure that all obligations are being met.
4. ADT appointed a replacement head warden in September 2013. The nature of the occupation gives rise to a continuous turnover of parking wardens. As a Key Performance Indicator (KPI) parking wardens are required to complete and obtain the NQZA qualification in parking. This training will commence in February/March 2014.
5. Marlborough Roads (MR) is noticing improved customer relationship between the wardens and the public.
6. Additional patrols carried out in Picton over the last summer period were successful. ADT will be requested to continue the same for this summer season.

### Kerbside Meters

#### Operational

7. The Duncan Eagle Electronic kerbside meters continue to be reliable. All batteries were replaced in December 2013.

#### Occupancy results from surveys conducted

8. Weekly surveys of kerbside meters continue to be carried out each Thursday commencing at 11.00 am to obtain a snapshot of occupancy rate at peak times.
9. The occupancy average from those surveys is shown in the table below for July 2012 to December 2012 in comparison to July 2013 to December 2013. This is based on a 25 week survey.

| Street        | Market | Main | Scott | Kinross | Maxwell | Seymour | Queen | Alfred | Russell | Wynen | Symons |
|---------------|--------|------|-------|---------|---------|---------|-------|--------|---------|-------|--------|
| Spaces        | 22     | 14   | 39    | 35      | 29      | 11      | 42    | 15     | 14      | 15    | 7      |
| 2013 Occupied | 17     | 6    | 26    | 8       | 22      | 5       | 27    | 7      | 10      | 4     | 4      |
| 2012 Occupied | 19     | 10   | 29    | 12      | 23      | 10      | 36    | 11     | 11      | 5     | 5      |

10. This information is showing a downward trend in kerbside occupancy, most likely indicative of the ongoing economic climate. However, the advantage that the public took of the free Thursday parking in the Wynen off-street carpark for the four month period between 1 July 2013 to the end of October 2013 will have had an impact.

11. Weekly peak period surveys of the 22 high usage metered car parking spaces in Market Street between Wynen Street and Maxwell Road is undertaken to assess the level of meter activation.
12. Of those spaces occupied, it was observed that on average 29% of the meters were not activated compared to 21.1% for the period July 2012 to December 2012. The additional warden will also be able to assist with the increased non-compliance on the kerbside meters in the Blenheim CBD.

## Off-Street Metered Car Parks

### Operational

13. Daily inspections of all off-street meters are undertaken by the parking contractor before 8.00 am to ensure optimal availability during each day.
14. All bays have been repainted in the High Street, Blenheim carpark. Six new campervan parks have been created in the Coathanger carpark, Picton and cater for increasing demands.
15. Free Thursday parking in the Wynen Street carpark was implemented by the Council for the benefit of shoppers and retailers in Blenheim. This commenced 1 July 2013 and ceased on the 31 October 2013.

## Metered Pay and Display Machines

16. In June 2013 the nine metered pay and display machines were upgraded to meet the mandatory chip and pin credit card requirements. For several months following this installation there was a problem with the public placing coins into the credit card slot and damaging the card reader. At the present time this has ceased to be a problem. The metro machines are fully serviced on a six weekly cycle by ADT.

## Revenue

17. The table below shows comparative monthly revenue in the Wynen Street Car Park for the four months (July 2013 to end of October 2013) when free Thursday parking was offered.

|                  | 2012       | 2013       | %    |
|------------------|------------|------------|------|
| <b>July</b>      | \$4,314.70 | \$4,221.10 | 2.2  |
| <b>August</b>    | \$4,853.00 | \$3,696.10 | 23.9 |
| <b>September</b> | \$5,043.60 | \$3,420.20 | 32.2 |
| <b>October</b>   | \$5,008.20 | \$3,644.30 | 27.3 |
| <b>November</b>  | \$6,305.20 | \$5,400.20 | 14.4 |

18. The year to date actual revenue to December 2013 was \$1,026,504 for Blenheim. The year to date December 2013 budget was \$ 976,200, this was \$50,304.00 (5%) ahead of target. December 2013 YTD actual expenditure was at \$1,117,252, compared to December 2013 YTD Budget of \$1,135,211.

## Summary

19. ADT may be offered the two year right of renewal on 1 July 2014 when the contract comes up for review. This provision is provided in the contract and is based on the contractor meeting Key Performance Indicators.
20. The use of prescriptive scenarios coupled with the wearing of covert devices is proving to be a useful tool to modifying behaviour and investigating public complaints.
21. Marlborough Roads have requested that during the high season the parking wardens spend more time patrolling Picton in the week to keep the flow of traffic moving. ADT will put this into place at their own discretion using existing resources.

22. The reliability of off street meters is continuously monitored both by routine visits/electronic monitoring and regular maintenance cycles. The initial problem associated with the upgrade to the metro machine has ceased at this time.
23. Revenue was up by 5% in the December 2013 YTD actual budget, and there was a decrease of 10.3% in expenditure.
24. **Attached** is a report on the parking financials to 31 March 2014. This is also reported to the Assets & Services Committee.
25. There are some potential issues at year end. These are mainly due to fewer people paying for parking.
26. The upcoming Parking Strategy Review will look to address these financial issues.

## **RECOMMENDED**

**That the report be received.**

**Parking Financial Report for the Period Ended 31 March 2014 (75% year)**

|                      |                                      | YTD actual       | Annual budget    | YTD % of annual budget | Comments   |
|----------------------|--------------------------------------|------------------|------------------|------------------------|--|
| Blenheim Parking     | Total Revenue and Rates              | 1,307,784        | 1,688,746        | 77%                    | Favourable development contributions \$23,803, infringements \$18,972, legal fees recovered \$12,259 and parking leases \$21,408; offset by unfavourable parking collections \$43,256  |
|                      | Operating expenditures               | 1,535,691        | 2,011,954        | 76%                    | Favourable contracts \$23,410, rates payable \$13,742 and depreciation \$6,804; offset by unfavourable consumables \$5,013, leases \$16,716, levy payments \$10,385 and repairs & maintenance \$14,781   |
|                      | <b>Net Surplus (Deficit)</b>         | <b>(227,907)</b> | <b>(323,208)</b> |                        |  |
|                      | Net asset additions/disposals        | 274,979          | 103,000          | 267%                   | Budgeted car park additions \$70,000 (actual \$20,879), meters & ticketing machines \$15,000 (\$21,210) and sundry \$18,000<br><br>Actual also includes Kinross Street property purchase \$445,203; offset by accrual reversals (retentions etc) for Alfred St carpark building -\$212,313 |
| Picton Parking       | Total Revenue and Rates              | 80,548           | 93,648           | 86%                    | Favourable infringements \$2,555, parking collections \$3,417 and parking leases \$4,667   |
|                      | Operating expenditures               | 66,389           | 94,409           | 70%                    | Unfavourable contracts \$3,902 and rates payable \$4,238   |
|                      | <b>Net Surplus (Deficit)</b>         | <b>14,159</b>    | <b>(761)</b>     |                        |  |
|                      | Net asset additions/disposals        | 0                | 0                |                        |  |
| Other Parking        | Total Revenue and Rates              | 133,327          | 170,325          | 78%                    | Favourable property rental \$3,303 and disbursement recoveries \$2,278   |
|                      | Operating expenditures               | 18,011           | 22,560           | 80%                    | Favourable repairs & maintenance \$1,876   |
|                      | <b>Net Surplus (Deficit)</b>         | <b>115,316</b>   | <b>147,765</b>   |                        |  |
|                      | Net asset additions/disposals        | 0                | 0                |                        |  |
| <b>Total Parking</b> | <b>Total Revenue and Rates</b>       | <b>1,521,659</b> | <b>1,952,719</b> | <b>78%</b>             |  |
|                      | <b>Operating expenditures</b>        | <b>1,620,091</b> | <b>2,128,923</b> | <b>76%</b>             |  |
|                      | <b>Net Surplus (Deficit)</b>         | <b>(98,432)</b>  | <b>(176,204)</b> |                        |  |
|                      | <b>Net asset additions/disposals</b> | <b>274,979</b>   | <b>103,000</b>   | <b>267%</b>            |  |

## 8. Treasury Management Report for Period Ended 31 March 2014

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(Clr Dawson) (Report prepared by M J South)

T270-01

### Purpose

1. The purpose is to present the Treasury Management Report for the period ending 31 March 2014 to Council.

### Attachment

2. **Attached** are details of Council's Treasury Management Report for the quarter ended 31 March 2014. Comparative details for the quarter ended 31 December 2013 are shown in italics and shaded.

### Market Interest Rate Movements

3. The Reserve Bank of New Zealand lifted the Official Cash Rate "OCR" from 2.5% to 2.75% in the March Monetary Policy Statement.
4. Bancorp, Council's fund managers, advise that during the March quarter New Zealand short term interest rates increased but medium and long term interest rates declined in line with global bond yield movements. See 'Current Market Interest Rates' on table **attached**.

### Investments

5. Details of Council funds and investments are **attached**.
6. Council maintains an investment portfolio reported as securities in the Treasury Management Report:

|                          |                     |
|--------------------------|---------------------|
| Investments – short term | \$5,319,495         |
| Investments – long term  | \$5,382,835         |
| <b>Total Investments</b> | <b>\$10,702,330</b> |

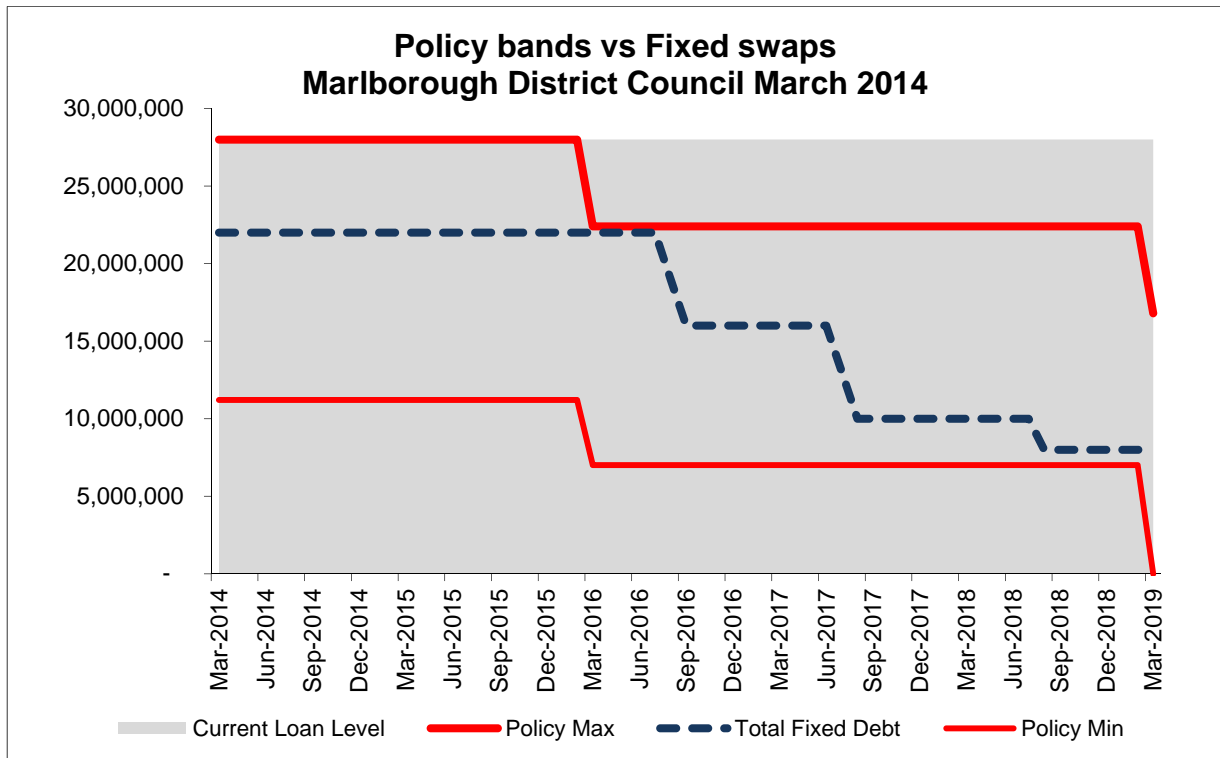
7. The total investments average interest earnings rate of 5.81% is the same as the December quarter.
8. During the March quarter no changes were made to the portfolio.
9. Council maintains the investment portfolio considering:
  - Compliance with Council's Treasury Management Policy investment parameters.
  - The level of investment required to maintain an adequate disaster recovery reserve, as reported in the 30 September 2010 report and the Infrastructure assets disaster damage and loss funding plan update 2011/12 (7 February 2012 meeting).
10. Bancorp provide advice on reinvestment of securities and report quarterly on Treasury Management Policy for compliance and investment returns.

### Compliance with Council Policy

11. Council's Treasury Management Policy sets criteria surrounding credit rating, maximum investment allowed with any one institution and the maximum allowed to be invested with any type of institution.
12. All criteria have been met for the 31 March quarter.

## External Borrowings

13. As at 31 March 2014 Council has \$28.555 M of external borrowings.
14. The following graph shows Council's current Westpac and Local Government Funding Authority "LGFA" borrowings and fixed rate hedging or borrowings (fixed swaps) measured against Council Treasury Management Policy and hedging parameters (policy bands).



15. Current borrowings and fixed swaps comply with the policy bands.
16. MDC Holdings Limited's borrowings as at 31 March 2014 were \$53.245 M.

## RECOMMENDED

**That the Treasury Management Report for the period ended 31 March 2014 be received.**

**MARLBOROUGH DISTRICT COUNCIL  
QUARTERLY TREASURY MANAGEMENT REPORT**

**Current Market Interest Rates as at 31 March 2014**

| Term           | Rate quoted from -         | March 2014 | February 2014 | January 2014 | December 2013 |
|----------------|----------------------------|------------|---------------|--------------|---------------|
| OCR            | Reserve Bank               | 2.75%      | 2.50%         | 2.50%        | 2.50%         |
| 30 days        | Reserve Bank               | 2.96%      | 2.78%         | 2.68%        | 2.67%         |
| 90 days        | Bank bills                 | 3.12%      | 2.97%         | 2.87%        | 2.70%         |
| Maturity 12/17 | NZ Government Bonds- yield | 4.03%      | 3.87%         | 3.88%        | 4.09%         |
| Maturity 03/19 | NZ Government Bonds- yield | 4.18%      | 4.06%         | 4.09%        | 4.36%         |
| Maturity 05/21 | NZ Government Bonds- yield | 4.40%      | 4.39%         | 4.38%        | 4.67%         |
| Maturity 04/23 | NZ Government Bonds- yield | 4.57%      | 4.58%         | 4.57%        | 4.84%         |

**Statement of MDC Cash, Investments and External Borrowings as at 31 March 2014**

|  |  |              |                     | % Funds        | Last Quarter<br>December 2013 |
|--|--|--------------|---------------------|----------------|-------------------------------|
| <b>Bank Current Accounts</b>                           |  |              |                     |                |                               |
| - BNZ  | Current Funds or (Overdraft)<br>(allowing for un-presented cheques of \$237,867) |              | 519,365             | 4.43%          | \$635,466                     |
| <b>Call</b>  |  |              |                     |                |                               |
| - BNZ  | Rating<br>AA-  | 2.60%        | 502,397             | 4.29%          | \$138,384                     |
|  | <b>Readily Available Funds</b>   |              | <b>1,021,762</b>    | <b>8.72%</b>   | <b>\$773,850</b>              |
| <b>Investments -short term (12 months or less)</b>     |  |              |                     |                |                               |
| <b>Banks</b>   |  |              |                     |                |                               |
| - BNZ  | AA- 1yr (06/14)  | 4.10%        | 53,630              | 0.46%          | \$53,630                      |
| - BNZ  | AA- 180 days (06/14)   | 4.00%        | 194,332             | 1.66%          | \$194,332                     |
| - BNZ  | AA- 180 days (06/14)   | 4.31%        | 2,053,821           | 17.52%         | \$2,053,821                   |
| - BNZ  | AA- 180 days (05/14)   | 4.22%        | 1,043,890           | 8.90%          | \$1,043,890                   |
| - BNZ  | AA- 180 days (04/14)   | 4.18%        | 1,010,435           | 8.62%          | \$1,010,435                   |
| <b>Securities</b>                                      |  |              |                     |                |                               |
| - Fonterra   | A+ 9 years (04/14)   | 7.00%        | 499,029             | 4.26%          | \$499,029                     |
| - Fonterra   | A+ 5 years (04/14)   | 8.74%        | 464,358             | 3.96%          | \$464,358                     |
|  | <b>Investments Available within 1 year</b>                                       | <b>4.89%</b> | <b>\$5,319,495</b>  | <b>45.37%</b>  | <b>\$5,319,495</b>            |
| <b>Investments -long term (greater than 12 months)</b> |  |              |                     |                |                               |
| <b>Securities</b>                                      |  |              |                     |                |                               |
| - BNZ Bond   | AA- 6 years (05/15)  | 7.98%        | 1,034,915           | 8.83%          | \$1,034,915                   |
| - Rotorua District Council                             | UR 8 years (04/16)   | 8.16%        | 947,921             | 8.09%          | \$947,921                     |
| - Auckland Council                                     | AA 7 years (09/17)   | 6.52%        | 500,000             | 4.26%          | \$500,000                     |
| - ANZ/National   | BBB 5 years (04/18)  | 5.28%        | 1,000,000           | 8.53%          | \$1,000,000                   |
| - BNZ  | AA- 7 years (12/18)  | 6.10%        | 1,400,000           | 11.94%         | \$1,400,000                   |
| - Rabobank   | AA- 7 years (03/19)  | 6.10%        | 500,000             | 4.26%          | \$500,000                     |
|  | <b>Funds Available &gt; 1 year</b>   | <b>6.71%</b> | <b>5,382,835</b>    | <b>45.91%</b>  | <b>\$5,382,835</b>            |
|  | <b>Total Funds Available</b>   | <b>5.81%</b> | <b>\$11,724,092</b> | <b>100.00%</b> | <b>\$11,476,180</b>           |
|  |  |              |                     |                | <b>5.81%</b>                  |

**External Borrowings**

**Westpac**

|                                |       |                   |
|--------------------------------|-------|-------------------|
| - Loans less than 12 months    | 5.22% | 6,000,000         |
| - Loans greater than 12 months | 5.83% | 14,000,000        |
|                                |       | <u>20,000,000</u> |

**Local Government Funding Authority**

|                                |       |           |
|--------------------------------|-------|-----------|
| - Loans greater than 12 months | 5.73% | 8,000,000 |
|--------------------------------|-------|-----------|

**Total External Borrowings**

**\$ 28,000,000**

**MDC Holdings Ltd**

|   |  |         |
|---|--|---------|
| - Current account (interest charged annually @ 90 day bank bill rate) |  | 555,000 |
|---|--|---------|

**Total Borrowings**

**\$ 28,555,000**

## 9. Financial Report for Council – Period Ended 31 March 2014

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(Cllr Arbuckle) (Report prepared by J Somerville)

F045-06

1. Attached is the financial report for Council for the nine months ended 31 March 2014.
2. The Income and Expenditure Statement reports a surplus of \$3.29M for the year to date. This is a \$3.45M improvement on the \$0.16M budgeted deficit.

### Revenue

3. Total Income and Rates for the March year to date is ahead of budget by \$2.93M (4.55%). The major contributors to this result are forestry, tradewaste and sewerage development contributions.
4. Comments are provided below on variances greater than \$100,000:
  - a. External interest revenue is under budget due the continuing low interest rates. As the Bancorp investments mature, the proceeds have been reinvested in short dated term deposits until interest rates increase.
  - b. Funds received from Marlborough Regional Forestry are higher than originally budgeted because log prices and log quality have held and they are continuing to harvest in easier terrain. A distribution of \$265,500 was received in early March with further funds expected before 30 June and the forecast reflects this.
  - c. Property and other revenue is ahead of budget mainly due to the reimbursement of rates and insurance on the old Civic Theatre complex, increased corridor access fees and additional rental for the sub lease of the recently purchased Wither Road works depot (ex Downers).
  - d. Roads and footpaths income is less than budget due to :
    - i. Slower than anticipated subdivision and development impact levies.
    - ii. Less than budgeted NZTA subsidy on capital expenditure projects partially offset by favourable NZTA roading subsidy revenue to assist with flood damage repairs.
  - e. Flood protection and control works are ahead of budget mainly due to log sales on floodway reserve land, quarry sales and higher than anticipated gravel extraction.
  - f. Sewerage revenue is higher than budget because of:
    - i. Higher than budgeted sewer network upgrade and development contributions.
    - ii. Increased trade waste charges from the original budget. The revised forecast reflects these changes.
  - g. Solid Waste management is higher than budget mainly due to increased revenue from dump fees as well as unbudgeted additional funding for waste education programs. The forecast has been updated given the latest data for year end.
  - h. Environmental Science and Monitoring forecast includes additional revenue from grants, subsidies and contributions towards the monitoring of coastal water quality in the Sounds including use of vessel, and the significant natural area's land owner assistance programme.
  - i. Building Control revenue is less than budgeted due to the slower than anticipated income from building consents and associated inspections because applications received to date are less than predicted reflecting the ongoing economic climate. Consent numbers have varied month to month being either slightly higher or lower than the same period last year. March, however, has seen an increase in the numbers (especially log fire applications) whilst the \$ value of consents remains similar to prior months. Taken together the numbers show the anticipated growth has not yet occurred.



- j. Harbours income is higher than expected mainly due to unbudgeted revenue resulting from MDC staff being on standby in August during the oil rig "off load" from the Kan Tan IV vessel in Admiralty Bay. There has also been recovery of expenditure relating to the retrieval from Bay of Many Coves of the burnt yacht Aqua Luna. Forecast has been updated to include this.
- k. Regional Development revenue is ahead of budget because of:
  - i. Unbudgeted capital contributions to join the Southern Valleys' Irrigation scheme.
  - ii. Higher than forecast parking infringement charges.

## Expenditure

- 5. Overall expenditure is slower than budgeted by \$0.52M (0.8%). Comments are provided on variances greater than \$100,000:
  - a. Community Housing forecast includes the estimated loss on sale of the Seddon units, together with increased insurance and contract charges.
  - b. Community Safety forecast has been reduced to reflect reduced costs because some projects have been contracted to outside organisations. Forecast for both revenue and expenditure have been updated to reflect this.
  - c. Community Support is slower than budget due to less than anticipated uptake of energy efficiency services together with slower than expected uplifting of grants approved in the Annual Plan process.
  - d. Emergency Management is ahead of budget due to emergency earthquake works for the Haldon Dam. A statutory land charge has been registered and six months deferral of recovery from the property owner has been agreed. Forecast includes estimated additional costs.
  - e. Community Facilities is ahead of budget due to the additional insurance together with increased repairs and maintenance costs to maintain levels of service and seismic strengthening consultancy.
  - f. Roads and footpaths expenditure is less than budget due to:
    - i. Less than anticipated unsealed and sealed pavement. We are expecting contract savings of \$250,000 by year end.
    - ii. Delays with grant payments to NZTA for work at St Leonards and Springlands' intersections.
    - iii. Slower than anticipated minor safety improvements expenditure (seasonal with the majority of the work undertaken in autumn).
    - iv. Depreciation and loan interest are lower than expected as the budget was based on the 2012-13 capital expenditure budget. Actual capital expenditure for 2012-13 was below budget which has a flow on effect into this financial year.  
These favourable variances are offset by;
    - v. Expenditure on emergency reinstatement damage repairs and environmental maintenance which are well ahead of budget, due to the June 2013 storm event and the Seddon earthquakes. The increase in forecast is due to the re-estimate of the expenditure for emergency reinstatement and contract savings.
  - g. Sewerage is slower than budget in the areas of:
    - i. Treatment costs which are seasonal and it is expected this variance to be corrected by April - May 2014.
    - ii. Depreciation and loan interest are lower than expected as the budget was based on the 2012-13 capital expenditure budget and the actual expenditure was less.  
These favourable variances are offset by;

- iii. Reticulation infiltration/leaks and connections maintenance all ahead of budget due to ongoing infiltration failures. Forecast has been updated to reflect these changes.
- h. Water supply forecast expenditure is expected to reduce mainly due to less than budgeted depreciation because of less than anticipated 2012-13 capital expenditure.
- i. Solid Waste Management is ahead of budget due to increased costs mainly for contracts (offset by additional revenue in 4g above) and kerbside recycling processing.
- j. Environmental Policy is ahead of budget mainly due to costs associated with the Colonial Vineyard plan change appeal defending Council's plan change decision (not recoverable) together with unbudgeted Council initiated plan changes (Blenheim growth area, Marlborough Ridge rezoning and new dairy farm plans).
- k. Environmental Science and Monitoring expenditure is slower than anticipated as completion of many projects will be the last quarter of the financial year. The increase in forecast relates to the appointment of a Coastal Monitoring Scientist and associated costs.
- l. Resource Consents expenditure is ahead of budget due to:
  - i. Higher than anticipated Commissioner expenses because of a number of internal applications where we need an independent decision and also the hearings accreditation process of new Councillors is still underway.
  - ii. Increased personnel costs.
- m. Building Control is ahead of budget mainly due to settlement of a legal claim and contracts for compliance inspections.
- n. Harbours expenditure is ahead of budget due to increased personnel costs as well as expenditure relating to the retrieval of the burnt yacht and the Kan Tan IV oil rig "offload" (both invoiced to recover costs in 4j above).
- o. External interest expense is lower than anticipated due to the savings, deferrals and delays in the 2012-13 and 2013-14 capital expenditure programmes.
- p. Property and Other expenditure is ahead of budget mainly due to increased rates and insurance costs which have been reimbursed, seismic review of the building portfolio after the Seddon earthquakes and associated repairs together with defending MDC's position at the Karaka Point Judicial review.

## Capital Expenditure

- 6. Budgeted capital expenditure was \$45.19M for the year including \$19.1M of carryover from the 2012-13 financial year. Actual expenditure of \$20.24M to the end of March is \$4.03M ahead of the same period last year (\$16.21M) and \$9.8M less than budgeted for the year to date.
- 7. Early indications are that there is likely to be deferrals and carryovers to 2014-2015 of approximately \$8.57M in the following activities:

| Activity                         | \$M     | Comment   |
|----------------------------------|---------|---|
| Commercial Property              | \$6M    | Progress payments for the existing Civic Theatre purchase are slower than anticipated.  |
| Community Facilities             | \$0.63M | Taylor River footpath and Picton foreshore water play feature both delayed until sufficient reserve fund contributions have been received. A&P Park earthquake strengthening delayed until decision made on it's future together with Picton historic cemetery restoration works delayed re programme scheduling. |
| Flood protection & control works | \$1M    | Land owner access approval negotiations taking longer than expected in lower Wairau and land purchase/ design still to  |

|            |         |   |
|------------|---------|---|
|            |         | be finalised for Main St pump station upgrade. There have been less land opportunities identified for purchase than expected and also delays with the town branch drainage upgrade. |
| Roads      | \$0.74M | Jackson/ORR intersection upgrade awaiting NZTA funding approval to proceed together with Waikakaho Road seal extension due to consultation delays with the affected rate payers.    |
| Stormwater | \$0.2M  | Balance of Redwood St catchment upgrade after repairing the Muller Road station due to urgency.   |

8. There is also expected to be capital savings of approximately \$3.94M in the following activities:

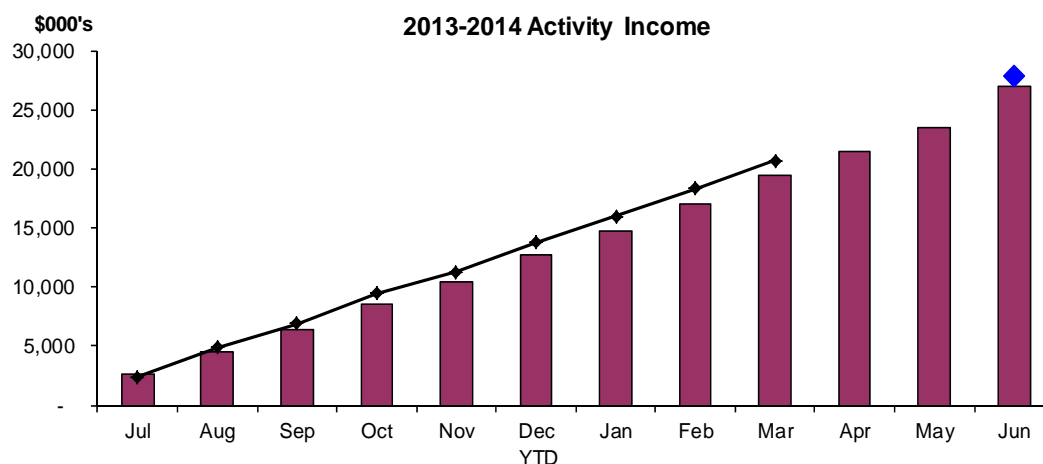
| Activity | \$M     | Comment  |
|----------|---------|--|
| Roads    | \$0.5M  | Major rehabilitation of Northbank Road bridges now funded from other existing budgets. |
| Sewerage | \$2.95M | Blenheim / Riverlands treatment plant overall costs savings.                           |
| Water    | \$0.49M | Picton mains and pressure zones upgrade deferred to 2015-16.                           |

## **RECOMMENDED**

**That the financial report for the period ended 31 March 2014 be received.**

**Marlborough District Council  
Income and Expenditure Statement  
31 March 2014**

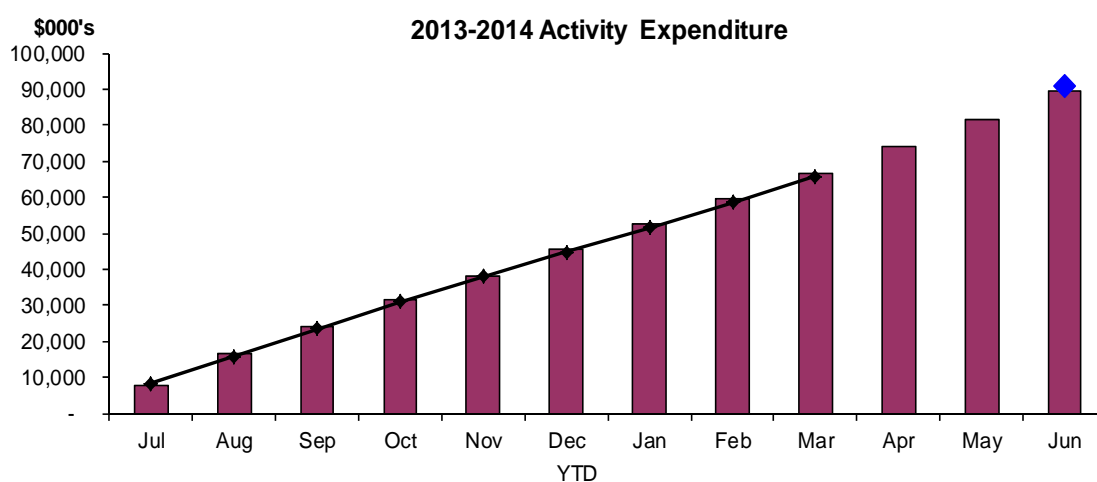
| Income                             | Year to date      |                   |                  | Full Year         |                   |                  |
|------------------------------------|-------------------|-------------------|------------------|-------------------|-------------------|------------------|
|                                    | Actual            | Budget            | Variance         | Forecast          | Budget            | Variance         |
| Rates                              | 42,115,045        | 41,677,525        | 437,520          | 56,310,319        | 55,709,852        | 600,467          |
| -less remissions                   | (234,581)         | (382,509)         | 147,928          | (450,000)         | (510,000)         | 60,000           |
| <b>Rates</b>                       | <b>41,880,464</b> | <b>41,295,016</b> | <b>585,448</b>   | <b>55,860,319</b> | <b>55,199,852</b> | <b>660,467</b>   |
| Rates penalty income               | 260,883           | 281,250           | (20,367)         | 345,000           | 375,000           | (30,000)         |
| <b>Total Rates</b>                 | <b>42,141,347</b> | <b>41,576,266</b> | <b>565,081</b>   | <b>56,205,319</b> | <b>55,574,852</b> | <b>630,467</b>   |
| <b>Other Income</b>                |                   |                   |                  |                   |                   |                  |
| Dividends                          | 735,120           | 827,000           | (91,880)         | 735,120           | 827,000           | (91,880)         |
| Interest Revenue (external)        | 428,520           | 574,497           | (145,977) 4a     | 808,000           | 878,200           | (70,200)         |
| Petroleum Tax                      | 275,310           | 275,247           | 63               | 362,500           | 367,000           | (4,500)          |
| Gain on Sale of Fixed Assets       | -                 | -                 | -                | 1,620,000         | 1,620,000         | -                |
| Marlborough Regional Forestry      | 2,168,250         | 1,062,000         | 1,106,250 4b     | 2,500,000         | 1,416,000         | 1,084,000        |
| Property and Other Revenue         | 1,053,948         | 816,299           | 237,649 4c       | 1,266,037         | 1,024,841         | 241,196          |
| <b>Total Other Income</b>          | <b>4,661,148</b>  | <b>3,555,043</b>  | <b>1,106,105</b> | <b>7,291,657</b>  | <b>6,133,041</b>  | <b>1,158,616</b> |
| <b>Activity Income</b>             |                   |                   |                  |                   |                   |                  |
| Democratic Process                 | 1,391             | 31,257            | (29,866)         | 41,680            | 41,680            | -                |
| Culture and Heritage               | 1,707             | -                 | 1,707            | 1,800             | -                 | 1,800            |
| Community Housing                  | 850,511           | 833,949           | 16,562           | 1,111,927         | 1,119,927         | (8,000)          |
| Community Safety                   | 113,739           | 196,380           | (82,641)         | 167,806           | 261,841           | (94,035)         |
| Community Support                  | 194,889           | 157,527           | 37,362           | 223,421           | 210,030           | 13,391           |
| Library Services                   | 90,202            | 104,256           | (14,054)         | 134,000           | 139,000           | (5,000)          |
| Emergency Management               | 82,834            | 36,153            | 46,681           | 79,600            | 48,200            | 31,400           |
| Community Facilities               | 1,056,732         | 1,003,461         | 53,271           | 1,355,615         | 1,337,180         | 18,435           |
| Roads and footpaths                | 4,770,811         | 5,140,181         | (369,370) 4d     | 7,718,375         | 8,072,415         | (354,040)        |
| Flood protection and control works | 2,619,699         | 2,351,421         | 268,278 4e       | 3,036,519         | 2,920,914         | 115,605          |
| Sewerage                           | 1,814,351         | 1,249,246         | 565,105 4f       | 2,244,065         | 1,635,650         | 608,415          |
| Stormwater drainage                | 72,332            | 57,006            | 15,326           | 226,000           | 226,000           | -                |
| Water Supply                       | 281,672           | 182,610           | 99,062           | 519,500           | 438,500           | 81,000           |
| Solid Waste Management             | 3,554,305         | 3,344,130         | 210,175 4g       | 4,592,868         | 4,458,821         | 134,047          |
| Environmental Policy               | 14,420            | -                 | 14,420           | 15,000            | -                 | 15,000           |
| Environmental Science and Monitor  | 78,341            | 3,753             | 74,588           | 173,000           | 5,000 4h          | 168,000          |
| Resource Consents                  | 969,879           | 918,756           | 51,123           | 1,261,000         | 1,225,000         | 36,000           |
| Building Control                   | 1,422,903         | 1,585,620         | (162,717) 4i     | 1,846,150         | 2,114,150         | (268,000)        |
| Compliance                         | 853,686           | 799,712           | 53,974           | 865,548           | 868,600           | (3,052)          |
| Biosecurity (Pest Management)      | 76,599            | 15,003            | 61,596           | 85,000            | 20,000            | 65,000           |
| Harbours                           | 412,750           | 179,043           | 233,707 4j       | 427,175           | 188,731           | 238,444          |
| Regional Development               | 1,327,420         | 1,208,763         | 118,657 4k       | 1,713,598         | 1,611,688         | 101,910          |
| <b>Total Activity Income</b>       | <b>20,661,173</b> | <b>19,398,227</b> | <b>1,262,946</b> | <b>27,839,647</b> | <b>26,943,327</b> | <b>896,320</b>   |



|                         |                   |                   |                  |                   |                   |                  |
|-------------------------|-------------------|-------------------|------------------|-------------------|-------------------|------------------|
| <b>Total MDC Income</b> | <b>67,463,668</b> | <b>64,529,536</b> | <b>2,934,132</b> | <b>91,336,623</b> | <b>88,651,220</b> | <b>2,685,403</b> |
|-------------------------|-------------------|-------------------|------------------|-------------------|-------------------|------------------|

**Marlborough District Council  
Income and Expenditure Statement  
31 March 2014**

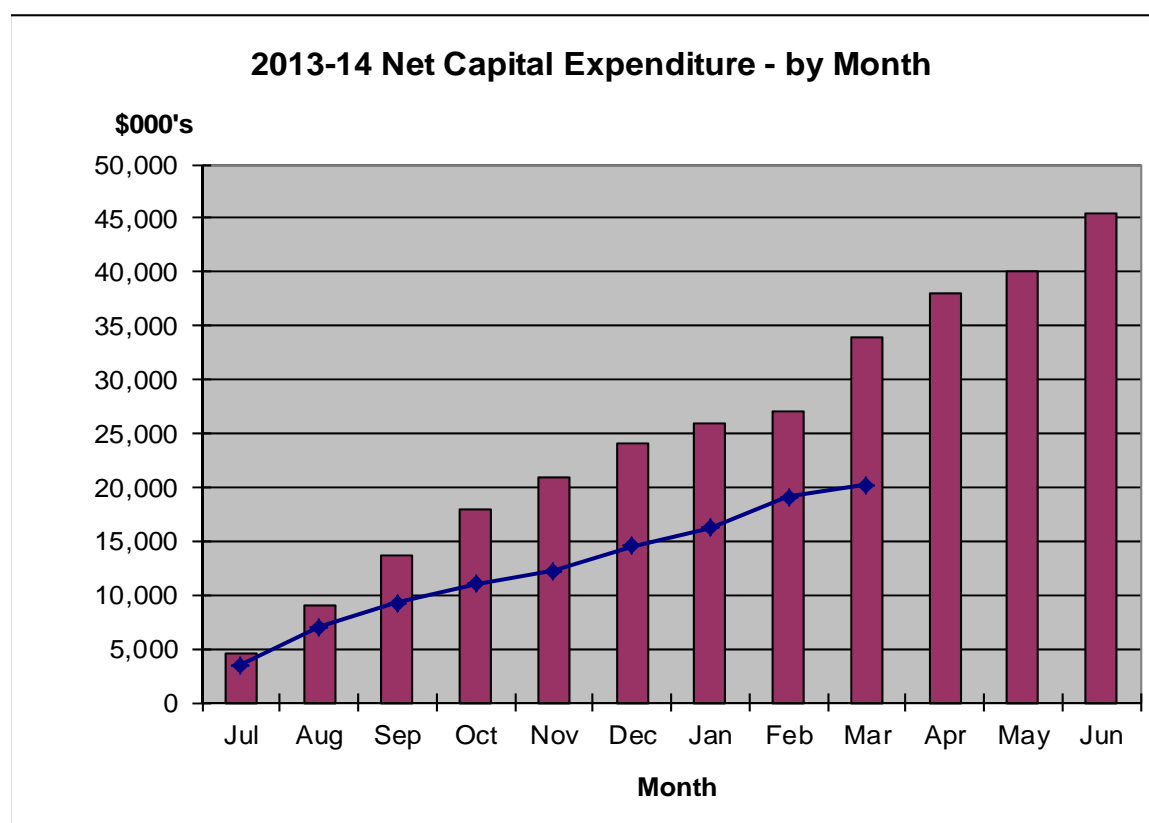
| Expenditure                        | Year to date      |                   |                  | Full Year         |                   |                    |
|------------------------------------|-------------------|-------------------|------------------|-------------------|-------------------|--------------------|
|                                    | Actual            | Budget            | Variance         | Forecast          | Budget            | Variance           |
| <b>Activity Expenditure</b>        |                   |                   |                  |                   |                   |                    |
| Democratic Process                 | 2,040,397         | 2,074,258         | 33,861           | 2,859,193         | 2,765,358         | (93,835)           |
| Culture and Heritage               | 2,881,025         | 2,869,903         | (11,122)         | 3,039,735         | 2,966,157         | (73,578)           |
| Community Housing                  | 1,021,334         | 972,961           | (48,373)         | 1,513,399         | 1,242,838         | 5a (270,561)       |
| Community Safety                   | 217,175           | 281,095           | 63,920           | 233,107           | 374,725           | 5b 141,618         |
| Community Support                  | 865,477           | 1,002,927         | 137,450          | 5c 1,416,226      | 1,334,710         | (81,516)           |
| Library Services                   | 1,306,991         | 1,288,563         | (18,428)         | 1,737,924         | 1,716,524         | (21,400)           |
| Emergency Management               | 776,343           | 606,369           | (169,974)        | 5d 978,406        | 787,295           | (191,111)          |
| Community Facilities               | 6,507,057         | 6,310,812         | (196,245)        | 5e 8,418,108      | 8,124,134         | (293,974)          |
| Roads and footpaths                | 13,484,993        | 14,250,187        | 765,194          | 5f 20,468,665     | 19,813,746        | (654,919)          |
| Flood protection and control works | 3,465,840         | 3,389,526         | (76,314)         | 4,494,562         | 4,482,034         | (12,528)           |
| Sewerage                           | 6,594,386         | 7,822,831         | 1,228,445        | 5g 9,502,471      | 10,397,177        | 894,707            |
| Stormwater drainage                | 1,241,643         | 1,289,223         | 47,580           | 1,689,709         | 1,717,643         | 27,934             |
| Water Supply                       | 6,060,546         | 6,110,691         | 50,145           | 7,926,710         | 8,095,439         | 5h 168,729         |
| Solid Waste Management             | 5,132,514         | 5,007,243         | (125,271)        | 5i 6,764,319      | 6,760,572         | (3,747)            |
| Environmental Policy               | 1,246,271         | 1,010,422         | (235,849)        | 5j 1,524,036      | 1,358,470         | (165,566)          |
| Environmental Science and Monitor  | 2,058,826         | 2,138,750         | 79,924           | 3,256,876         | 3,148,375         | 5k (108,501)       |
| Resource Consents                  | 1,674,114         | 1,559,965         | (114,149)        | 5l 2,339,279      | 2,229,187         | (110,092)          |
| Building Control                   | 1,967,971         | 1,785,629         | (182,342)        | 5m 2,798,221      | 2,508,096         | (290,125)          |
| Compliance                         | 1,630,357         | 1,636,101         | 5,744            | 2,262,158         | 2,231,032         | (31,126)           |
| Biosecurity (Pest Management)      | 846,170           | 933,570           | 87,400           | 1,305,523         | 1,300,375         | (5,147)            |
| Harbours                           | 963,810           | 781,998           | (181,812)        | 5n 1,246,568      | 1,027,965         | (218,603)          |
| Regional Development               | 3,734,919         | 3,731,351         | (3,568)          | 5,090,095         | 5,001,259         | (88,837)           |
| <b>Total Activity Expenditure</b>  | <b>65,718,159</b> | <b>66,854,375</b> | <b>1,136,216</b> | <b>90,865,289</b> | <b>89,383,109</b> | <b>(1,482,180)</b> |
| Includes Internal Interest         | 4,785,237         | 5,645,853         | 860,616          | 6,828,479         | 7,527,804         | 699,326            |
|                                    | <b>60,932,922</b> | <b>61,208,522</b> | <b>275,600</b>   | <b>84,036,810</b> | <b>81,855,305</b> | <b>(2,181,506)</b> |



|                                |                   |                   |                  |                   |                   |                    |
|--------------------------------|-------------------|-------------------|------------------|-------------------|-------------------|--------------------|
| <b>Other Expenditure</b>       |                   |                   |                  |                   |                   |                    |
| Interest Expense (External)    | 934,710           | 1,792,080         | 857,370          | 5o 1,852,146      | 2,389,438         | 537,292            |
| Property & Other Expenditure   | 2,304,806         | 1,689,691         | (615,115)        | 5p 2,729,507      | 2,383,858         | (345,649)          |
| <b>Total Other Expenditure</b> | <b>3,239,516</b>  | <b>3,481,771</b>  | <b>242,255</b>   | <b>4,581,653</b>  | <b>4,773,296</b>  | <b>191,643</b>     |
| <b>Total MDC Expenditure</b>   | <b>64,172,438</b> | <b>64,690,293</b> | <b>517,855</b>   | <b>88,618,463</b> | <b>86,628,600</b> | <b>(1,989,863)</b> |
| <b>SURPLUS</b>                 | <b>3,291,230</b>  | <b>(160,757)</b>  | <b>3,451,987</b> | <b>2,718,159</b>  | <b>2,022,619</b>  | <b>695,540</b>     |

**Marlborough District Council  
Net Capital Expenditure  
31 March 2014**

|                                      | <b>Actual YTD</b> | <b>Budget YTD</b> | <b>Variance</b>  | <b>Total Budget</b> |
|--------------------------------------|-------------------|-------------------|------------------|---------------------|
| Democratic Process                   | 23,220            | 20,000            | (3,220)          | 20000               |
| Culture and Heritage                 | 0                 | 7,497             | 7,497            | 10,000              |
| Community Housing                    | 272,334           | 401,125           | 128,791          | 445,500             |
| Community Support                    | 258,260           | 202,000           | (56,260)         | 202,000             |
| Library Services                     | 153,750           | 237,429           | 83,679           | 316,562             |
| Emergency Management                 | 14,164            | 29,006            | 14,842           | 35,800              |
| Community Facilities                 | 453,639           | 2,368,587         | 1,914,948        | 3,040,260           |
| Roads and footpaths                  | 5,781,731         | 6,683,073         | 901,342          | 10,117,750          |
| Flood protection and control works   | 928,058           | 1,642,656         | 714,598          | 2,286,800           |
| Sewerage                             | 8,023,375         | 12,814,789        | 4,791,414        | 14,516,330          |
| Stormwater drainage                  | 978,759           | 866,682           | (112,077)        | 1,344,242           |
| Water Supply                         | 1,292,270         | 1,944,290         | 652,020          | 2,646,167           |
| Solid Waste Management               | (8,009)           | 120,600           | 128,609          | 160,800             |
| Environmental Science & Monitoring   | 74,176            | 51,750            | (22,426)         | 69,000              |
| Consents and Compliance              | 0                 | 4,878             | 4,878            | 6,500               |
| Harbour Control                      | 119,518           | 405,675           | 286,157          | 540,898             |
| Regional Development                 | 279,186           | 123,250           | (155,936)        | 148,000             |
| Investment activities                | (743,037)         | (696,000)         | 47,037           | 6,104,000           |
| Corporate Overheads                  | 2,334,610         | 2,835,477         | 500,867          | 3,176,580           |
| <b>Total Net Capital Expenditure</b> | <b>20,236,004</b> | <b>30,062,764</b> | <b>9,826,760</b> | <b>45,187,189</b>   |



## 10. Debtors' Overdue Report as at 31 March 2014

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(Cllr Arbuckle) (Report prepared by S Greenhill)

F220-002-020-13-14

### Purpose

1. To present the Debtors and Property Leases and Licences Debtors reports as at 31 March 2014.

### Background

2. This report reports on the levels of debt relating in the main to the following revenue streams:
  - Building Consents
  - Resource Consents
  - Development Contributions
  - Licences
  - Tradewaste
  - Water and Sewerage Connections
3. The Debtors Report as at 31 March 2014 is **attached** for Councillors' information.
4. The Current balance includes the third quarter invoicing of Tradewaste of \$444,660. (March 2013 \$309,567).
5. The 30-90 days balance has reduced to below the October 2013 balance which augurs well for not seeing a significant increase in the 90 day balance in the next report.
6. While the 90 day debtors has increased by \$26,451, payments since month end of \$50,017 has more than offset this increase.
7. The Property Leases and Licences Debtors Report as at 31 March 2014 is also **attached** for Councillors' information. Current and Total balances fluctuate monthly depending on individual leases and invoicing periods, e.g. monthly, quarterly, six monthly or annual.

### RECOMMENDED

**That the information be received.**

## DEBTORS REPORT AS AT 31 MARCH 2014

| Aged Analysis Report                       | Current Month       | Comparison for Previous 5 Months |                     |                     |                     |                     |
|--|---------------------|----------------------------------|---------------------|---------------------|---------------------|---------------------|
|  | March               | February                         | January             | December            | November            | October             |
| Current                                    | 1,251,414.20        | 1,120,659.42                     | 871,020.73          | 1,260,709.16        | 1,109,740.92        | 1,667,170.43        |
| 30 - 90 Days                               | 175,188.50          | 235,175.00                       | 249,070.73          | 694,360.66          | 619,331.43          | 185,193.72          |
| 90 Days                                    | 407,796.11          | 381,344.30                       | 380,582.31          | 78,599.32           | 83,892.69           | 95,367.84           |
| <b>Outstanding Debtors Closing Balance</b> | <b>1,834,398.81</b> | <b>1,737,178.72</b>              | <b>1,500,673.77</b> | <b>2,033,669.14</b> | <b>1,812,965.04</b> | <b>1,947,731.99</b> |

| Debtors Action Report - Debtors over 90 days with Balance >\$250 | March             | February          | January           | December         | November         | October          |
|--|-------------------|-------------------|-------------------|------------------|------------------|------------------|
| With Receivables Management                                      | 2,685.33          | 1,997.37          | 2,287.20          | 3,674.70         | 3,674.70         | 3,674.70         |
| Paying by Arrangement  | 33,899.40         | 360,771.89        | 348,749.37        | 57,911.83        | 58,993.87        | 71,052.64        |
| Negotiating Payment Arrangement                                  | 309,182.23        | -                 | -                 | -                | -                | -                |
| Debts in Dispute   | 10,895.03         | 13,769.78         | 13,769.78         | 13,168.58        | 14,303.95        | 13,329.42        |
| Payments since month end taken off above amounts                 | 50,017.68         | 3,393.58          | 14,295.20         | 2,163.89         | 5,329.76         | 6,151.04         |
| <b>Sub-Total</b>   | <b>406,679.67</b> | <b>379,932.62</b> | <b>379,101.55</b> | <b>76,919.00</b> | <b>82,302.28</b> | <b>94,207.80</b> |
| Various Debtors with Balances <\$250                             | 1,116.44          | 1,411.68          | 1,480.76          | 1,680.32         | 1,590.41         | 1,160.04         |
| <b>Over 90 days Outstanding Total</b>                            | <b>407,796.11</b> | <b>381,344.30</b> | <b>380,582.31</b> | <b>78,599.32</b> | <b>83,892.69</b> | <b>95,367.84</b> |

*Negotiation Payment Arrangement is a new category. Previously this was combined with Payment by Arrangement and reported as one line.*



|  |
|--|
| <b>Property Leases and Licences Debtors Report as at 31 March 2014</b> |
|--|

**Current Month**

**Comparison for Previous 5 Months**

|                             |
|-----------------------------|
| <b>Aged Analysis Report</b> |
|-----------------------------|

|  | March         | February      | January       | December      | November      | October       |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| Current                                    | 9,227.37      | 56,019.58     | 51,616.14     | 16,437.02     | 59,382.19     | 46,186.42     |
| 30 Days                                    | 8,852.91      | 7,252.50      | 12,179.64     | 15,756.53     | 12,071.01     | 34,551.03     |
| 60 Days                                    | 117.17        | 4,670.96      | 2,136.53      | 5,118.35      | 30,917.64     | 730.32        |
| 90 Days                                    | 23,264.45     | 25,642.19     | 23,838.16     | 28,549.93     | 24,187.90     | 26,539.55     |
| <b>Outstanding Debtors Closing Balance</b> | 41,461.90     | 93,585.23     | 89,770.47     | 65,861.83     | 126,558.74    | 108,007.32    |
| <br><b>60 and 90 days Overdue Balance</b>  | <br>23,381.62 | <br>30,313.15 | <br>25,974.69 | <br>33,668.28 | <br>55,105.54 | <br>27,269.87 |

## 11. Rates Reports as at 31 March 2014

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(Clr Arbuckle) (Report prepared by W Williams)

F270-28-13

### Purpose

1. To present the Rate Levies Status Report, Rate Arrears Aged Balance Report and the Water Billing Debtors Report as at 31 March 2014.

### Rate Levies Status Report and Rate Arrears Aged Balance Report

2. **Attached** for information are the Rate Levies Status Report and Rate Arrears Aged Balance Report as at 31 March 2014.
3. We have collected 73.42% of the overall rates levied for 2013-2014 (inclusive of arrears) and this compares with 72.90% at this time last year.
4. There were 706 (745) reminder letters sent out during March to those ratepayers who have not cleared their rates and haven't made an arrangement to do so. The comparable number during March last year is shown in brackets.
5. **Attached** for information is a Debt Management Report for properties **with** registered mortgages for 2013. 222 ratepayers have paid and further action has been taken for 31 ratepayers. Court action may be required for the remaining 22 ratepayers as reported in the properties without registered mortgages report below.
6. **Attached** for information is a Debt Management Report for properties **without** registered mortgages for 2013. Ratepayers paid have increased, 8 are still under recovery action and 27 are awaiting commencement of legal proceedings.
7. Rates instalment four will be lodged with NZ Post on 1 May 2014 and the final day for payment is 10 June 2014.

### Water Billing Debtors Report

8. **Attached** for information is the Water Billing Debtors Report as at 31 March 2014.
9. The current balance of \$895,278 includes the quarterly billing for all areas except Awatere which is four monthly (March 2013 \$1,009,279).
10. The 90 days balance of \$20,487 is net of credit balances. Since the end of March we have received \$22,126 of payments for 90 days accounts. We have now included a new line called 'Payments since month end taken off above amounts' on the Water Billing Debtors Report.

### RECOMMENDED

**That the information be received.**

## Rate Levies Status Report as at 31 March 2014

| Financial Division         | Balance B/Fwd (01/07/13) | Inst Levy To Q3   | Arrears Pen   | Instal Pen     | Adjustments      | Cash Received (incl Paid in Advance) | Add back Paid in Advance 31/03/2014 | Balance 31/03/2014 |
|----------------------------|--------------------------|-------------------|---------------|----------------|------------------|--------------------------------------|-------------------------------------|--------------------|
| Blenheim                   | 244,879                  | 23,593,455        | 27,721        | 65,800         | (75,684)         | (23,870,508)                         | 567,726                             | 553,389            |
| Blenheim Vicinity          | 101,890                  | 9,117,111         | 8,918         | 26,471         | (56,610)         | (9,284,454)                          | 231,450                             | 144,777            |
| General Rural              | 182,889                  | 6,838,669         | 17,427        | 38,612         | (37,309)         | (6,965,201)                          | 219,888                             | 294,976            |
| Picton                     | 180,646                  | 5,783,102         | 14,159        | 27,557         | (34,910)         | (5,847,812)                          | 145,883                             | 268,626            |
| Picton Vicinity            | 3,762                    | 398,409           | 562           | 2,350          | (554)            | (412,432)                            | 24,469                              | 16,565             |
| Sounds Admin Rural         | 23,417                   | 740,550           | 2,805         | 8,541          | (168)            | (752,940)                            | 51,235                              | 73,440             |
| Utilities Network          | 436                      | 10,940            | 42            | 38             | -                | (14,562)                             | 3,395                               | 289                |
| <b>Current Year Totals</b> | <b>737,920</b>           | <b>46,482,236</b> | <b>71,635</b> | <b>169,370</b> | <b>(205,235)</b> | <b>(47,147,910)</b>                  | <b>1,244,046</b>                    | <b>1,352,063</b>   |

| Paid in Advance balance b/fwd | 1/07/2012 | 1/07/2013 |
|-------------------------------|-----------|-----------|
|                               | 402,654   | 435,552   |

## Rate Arrears Aged Balance Report as at 31 March 2014

| Year         | Total Outstanding<br>(01/07/2013) | Cash Received (-) | Total Arrears<br>Outstanding 31/03/2014 | Postponed Rates<br>included in Total<br>Arrears |
|--------------|-----------------------------------|-------------------|---|---|
| 2012/13      | 961,409                           | 787,730           | 173,679                                 | 9,142   |
| 2011/12      | 127,006                           | 89,173            | 37,833                                  | 5,168   |
| 2010/11      | 43,393                            | 23,624            | 19,769                                  | 4,868   |
| 2009/10      | 27,577                            | 12,073            | 15,505                                  | 5,319   |
| 2008/09      | 10,095                            | 4,081             | 6,014                                   | 947   |
| Prior 2008   | 3,992                             | 2,546             | 1,446                                   | -   |
| <b>Total</b> | <b>1,173,472</b>                  | <b>919,227</b>    | <b>254,245</b>                          | <b>25,444</b>                                   |

|                             |                  |
|-----------------------------|------------------|
| Rates balance b/fwd         | 737,920          |
| Add back Paid in Advance    | 435,552          |
| <b>Total Arrears Actual</b> | <b>1,173,472</b> |

## Debt Management Properties with Registered Mortgages

| <b>Arrears 2013</b><br>Debt collection action commenced <b>September 2013</b> with a letter outlining the possible consequences of rate arrears to <b>275 ratepayers</b> | <b>Oct 2013</b><br><b>(First Council Report)</b> | <b>Dec 2013</b> | <b>Mar 2014</b> |
|--|--|-----------------|-----------------|
| <b>Paid</b>  | <b>91</b>  | <b>157</b>      | <b>222</b>      |
| Arrangement made for repayment   | 35   | 24              | 15              |
| Notice of Default sent to Mortgagee  | 104  | 57              | 9               |
| Notice of Demand sent to Mortgagee   | 0  | 0               | 7               |
| No mortgage registered - Court action required<br>(Refer Properties Without Registered Mortgages Report)   | 30   | 32              | 22              |
| Action still to be taken   | 15   | 5               | 0               |
| Mortgagee sale in progress   | 0  | 0               | 0               |
| <b>Still to pay (from above)</b>   | <b>184</b>                                       | <b>118</b>      | <b>53</b>       |
| <b>Total</b>   | <b>275</b>                                       | <b>275</b>      | <b>275</b>      |

## Debt Management Report Properties without Registered Mortgages

| <b>Unencumbered Properties 2013</b><br><b>55 Ratepayers</b> being:<br>32 transferred from December 2013 on the previous report and;<br>23 Arrears for prior years              | <b>Dec 2013</b><br><b>First report to Council</b> | <b>Mar 2014</b> |
|--|---|-----------------|
| <b>Paid</b> following receipt of letter outlining the consequences of non-payment, letter giving notice of Court proceedings or as a result of Court action                    | <b>7</b>  | <b>18</b>       |
| Arrangement made for repayment   | 3   | 2               |
| Awaiting response or further information required  | 5   | 0               |
| Lodged with agent to commence recovery action through the Court after receiving no response to our letter advising Council will seek Judgment or our phone call where possible | 11  | 8               |

|   |           |           |
|---|-----------|-----------|
| Recovery letter sent by debt collection company   | 0         | 0         |
| Notice of Claim filed and/or served on the ratepayer                                      | 0         | 0         |
| Default Judgment  | 0         | 0         |
| Judgment  | 0         | 0         |
| To commence legal proceedings when debt becomes over three years old or more than \$3,700 | 29        | 27        |
| <b>Still to pay</b> (from above)  | <b>48</b> | <b>37</b> |
| <b>Total</b>  | <b>55</b> | <b>55</b> |

Doc 1483585

## Water Billing Debtors Report as at 31 March 2014

|  | Current Month     |                   | Comparison for Previous 5 Months |                   |                  |                   |
|--|-------------------|-------------------|----------------------------------|-------------------|------------------|-------------------|
|  | March             | February          | January                          | December          | November         | October           |
| <b>Aged Analysis Report</b>                |                   |                   |                                  |                   |                  |                   |
| Current                                    | 895,278.34        | 210,216.25        | 131.88                           | 431,888.86        | 147.54           | 73,443.58         |
| 30 - 90 Days                               | 68,138.76         | 38,279.08         | 69,138.72                        | 14,172.46         | 42,254.14        | 50,990.59         |
| 90 Days                                    | 20,487.15         | 12,273.91         | 12,660.45                        | 18,734.14         | 5,043.70         | 11,824.17         |
| <b>Outstanding Debtors Closing Balance</b> | <b>983,904.25</b> | <b>260,769.24</b> | <b>81,931.05</b>                 | <b>464,795.46</b> | <b>47,445.38</b> | <b>136,258.34</b> |

### Debtors Action Report - Debtors over 90 days Balance >\$250

|   | March            | February         | January          | December         | November         | October          |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
| Paying by Arrangement                                   | 340.00           | -                | -                | -                | 744.20           | 744.20           |
| Negotiating Payment Arrangement                         | 6,012.81         | 21,022.08        | 22,082.08        | 24,493.70        | 21,062.16        | 21,062.16        |
| Payments since month end taken off above amounts        | 22,126.50        | -                | -                | -                | -                | -                |
| <b>Sub-Total</b>  | <b>28,479.31</b> | <b>21,022.08</b> | <b>22,082.08</b> | <b>24,493.70</b> | <b>21,806.36</b> | <b>21,806.36</b> |
| Various Debtors with Balances <\$250 or Credit Balances | (7,992.16)       | (8,748.17)       | (9,421.63)       | (5,759.56)       | (16,762.66)      | (9,982.19)       |
| <b>90 days Outstanding Total</b>                        | <b>20,487.15</b> | <b>12,273.91</b> | <b>12,660.45</b> | <b>18,734.14</b> | <b>5,043.70</b>  | <b>11,824.17</b> |

## **12. Decision to Conduct Business with the Public Excluded**

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**Decided:** That the public be excluded from the following parts of the proceedings of this meeting, namely:

- Debtors' Overdue Reports as at 31 March 2014
- MDC Holdings Limited

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) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| <b>General Subject of each matter to be considered</b>                           | <b>Reason for passing this resolution in relation to each matter</b>                              | <b>Ground(s) under Section 48(1) for the passing of this resolution</b>   |
|--|---|---|
| <b>Debtors Overdue Reports as at 31 March 2014<br/><br/>MDC Holdings Limited</b> | <b>In order to protect the privacy of natural persons, as provided for under Section 7(2)(a).</b> | <b>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.</b> |