



**MARLBOROUGH
DISTRICT COUNCIL**



Only Marlborough



Information Package

Planning, Finance & Community

9 February 2017

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Environment Policy

Eplan Usage

(Report Prepared by Sue Bulfield-Johnston)

W045-01, M135-01, I100-003-001-007-06

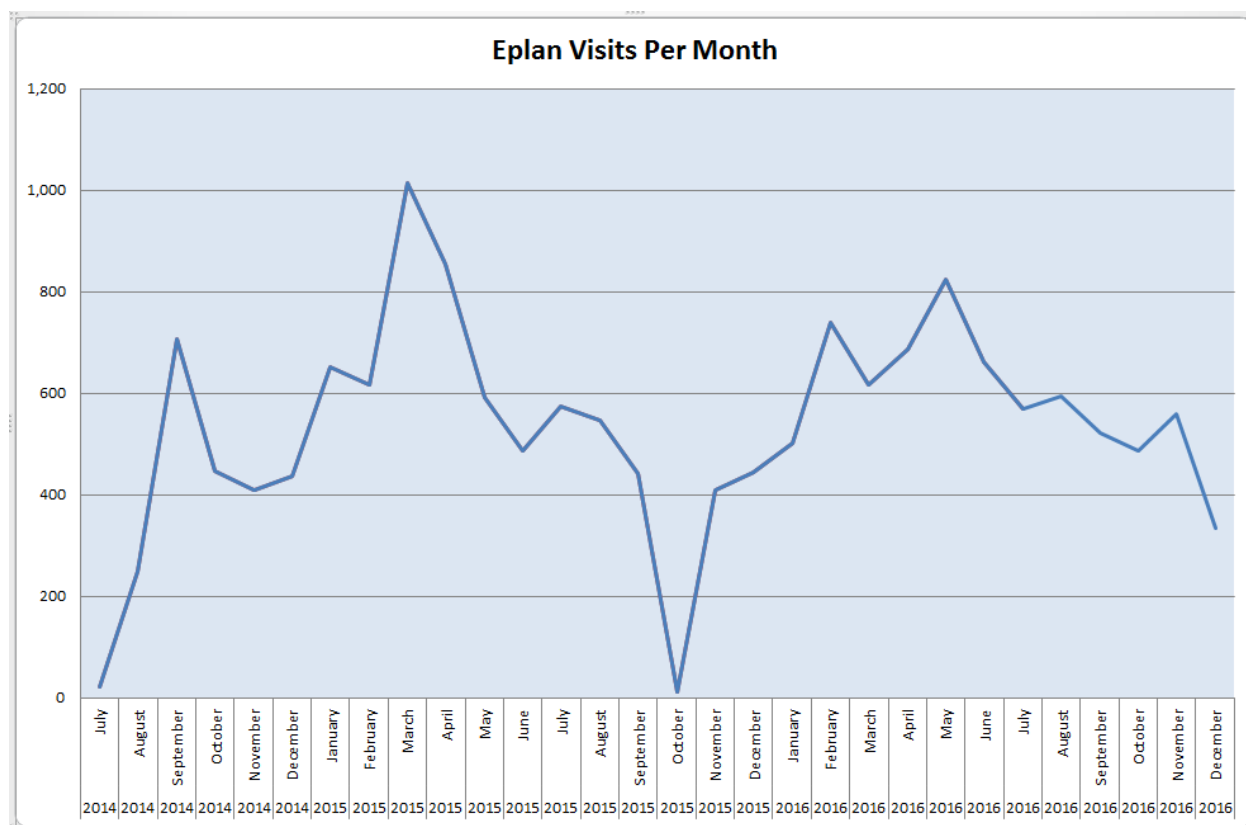
EPlan is a GIS based digital version of Council's resource management plans. It was launched on Council's website in August 2014.

Below is a chart showing the total number of EPlan visits for each month since its inception.

Since May 2015 Council has been filtering out referral spam. Referral spam occurs when the website gets fake referral traffic from spam bots and this fake traffic is recorded by our Google Analytics software.

The drop in usage in October 2015 is a reflection of the period of time when EPlan was taken offline for system maintenance.

The statistics continue to show a high level of usage. The high point in usage recorded in June 2016 coincides with the notification of the Proposed Marlborough Environment Plan.



The information that follows is on how users got to the site during November and December: November 2016

Full Referrer	Sessions
(direct)	245
Marlborough.govt.nz/	173
Google	68
Marlborough.govt.nz/Your-Council/RMA.aspx	339
Marlborough.govt.nz/Services/Online-Services.aspx	9
Sid.marlborough.govt.nz/Pages/default.aspx	3

Full Referrer	Sessions
Bing	2
Marlborough.govt.nz/Services/Building-Consents.aspx	2
Marlborough.govt.nz/Services/Resource-Consents/Duty-Planner-Service-Information.aspx	2
Marlborough.govt.nz/Your Council/RMA/The-Proposed-MEP.aspx	2

December 2016

Full Referrer	Sessions
(direct)	157
Marlborough.govt.nz/	91
Google	37
Marlborough.govt.nz/Your-Council/RMA.aspx	22
Marlborough.govt.nz/Services/Online-Services.aspx	9
Sid.marlborough.govt.nz/Pages/default.aspx	3
Bing	2
Marlborough.govt.nz/Services/Building-Consents.aspx	2
Marlborough.govt.nz/recreation/events/event-Toolkit/Event-Signage.aspx	2
Marlborough.govt.nz/Environment.aspx	1

Strategic Planning & Economic Development

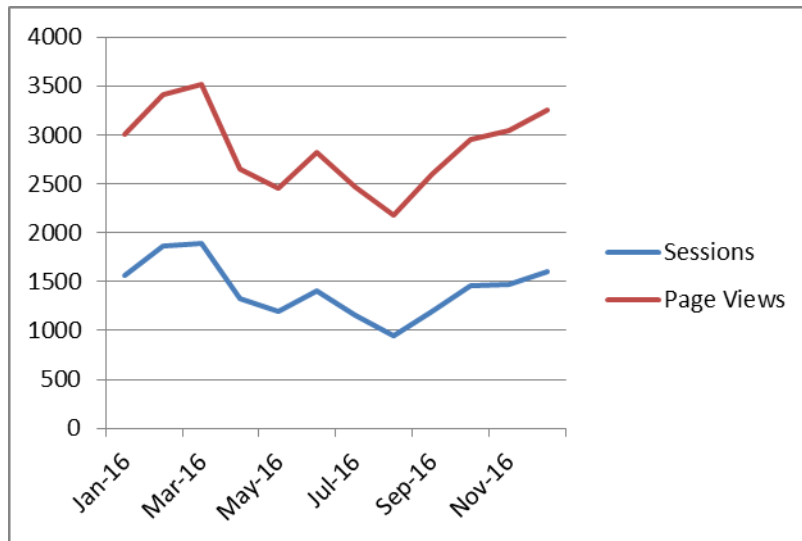
Follow-ME Website Analytics

(Report prepared by Samantha Young)

E100-001-01

The tables and graphs below display the website analytics from the Follow-ME website from 1 Jan to 31 Dec 2016.

SESSIONS, PAGE VIEWS AND USER TYPE

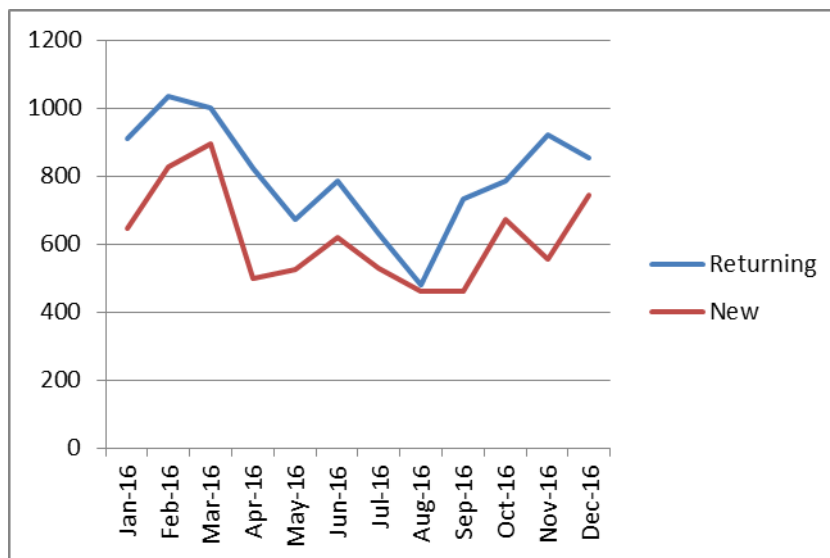


'Sessions':

Represent the number of individual sessions initiated by all the users to the site. If a user is inactive for 30 minutes or more, any future activity is attributed to a new session. Users that leave the site and return within 30 minutes are counted as part of the original session.

'Page Views':

A view of a page on the site that is being tracked by Analytics tracking code. If a user clicks 'reload' after reaching the page, this is counted as an additional page view. If a user navigates to a different page and then returns to the original page, a second page view is recorded as well.



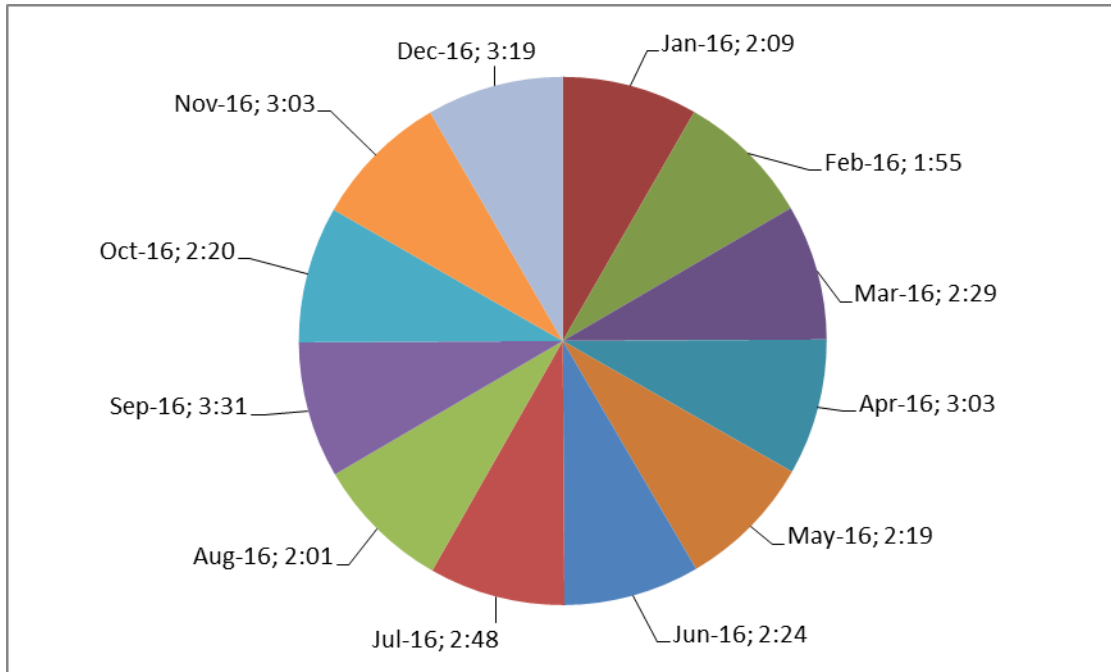
'New Users':

The number of first-time users during the selected date range.

'Returning Users': The number of users who have previously accessed the website and return during the selected date range. Good numbers of returning users indicates the website is useful to those using it. New users indicates growth and return on promotions.

AVERAGE LENGTH OF SESSION

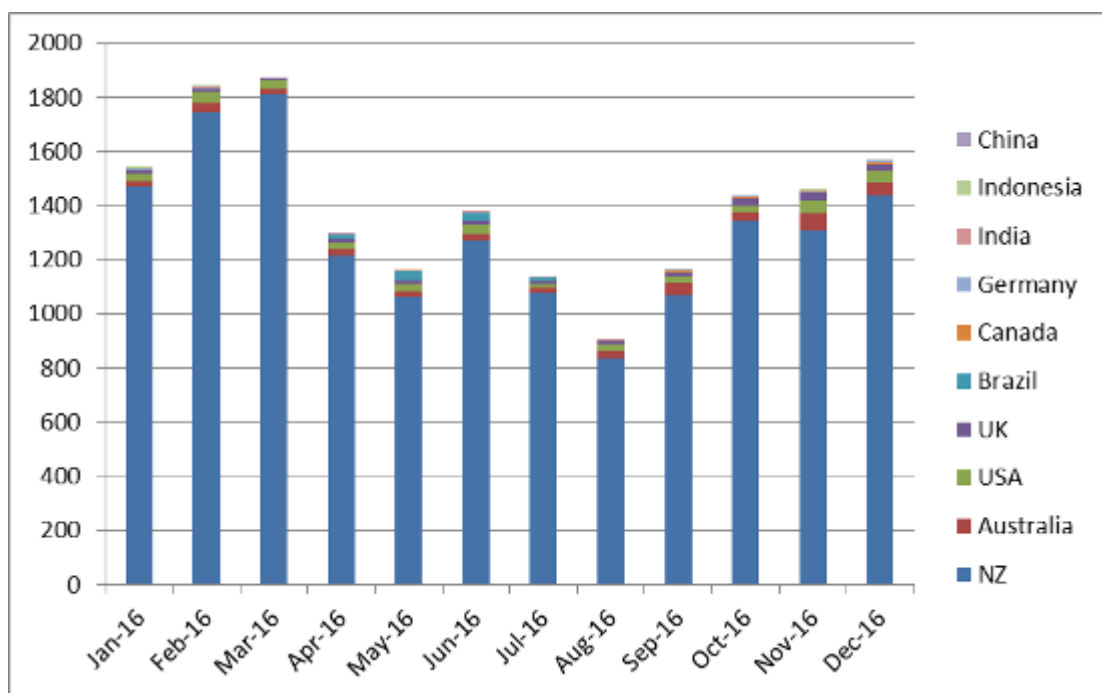
The chart below shows the average length of session per month (by mins / secs).



Ave Session: To calculate average session duration, Analytics sums the duration of each session during the given date range and divides that sum by the total number of sessions, e.g. Total Session Duration: 1000 mins (60,000 seconds); Total Sessions: 100; Average Session Duration: 1000/100 = 10 minutes (600 seconds)

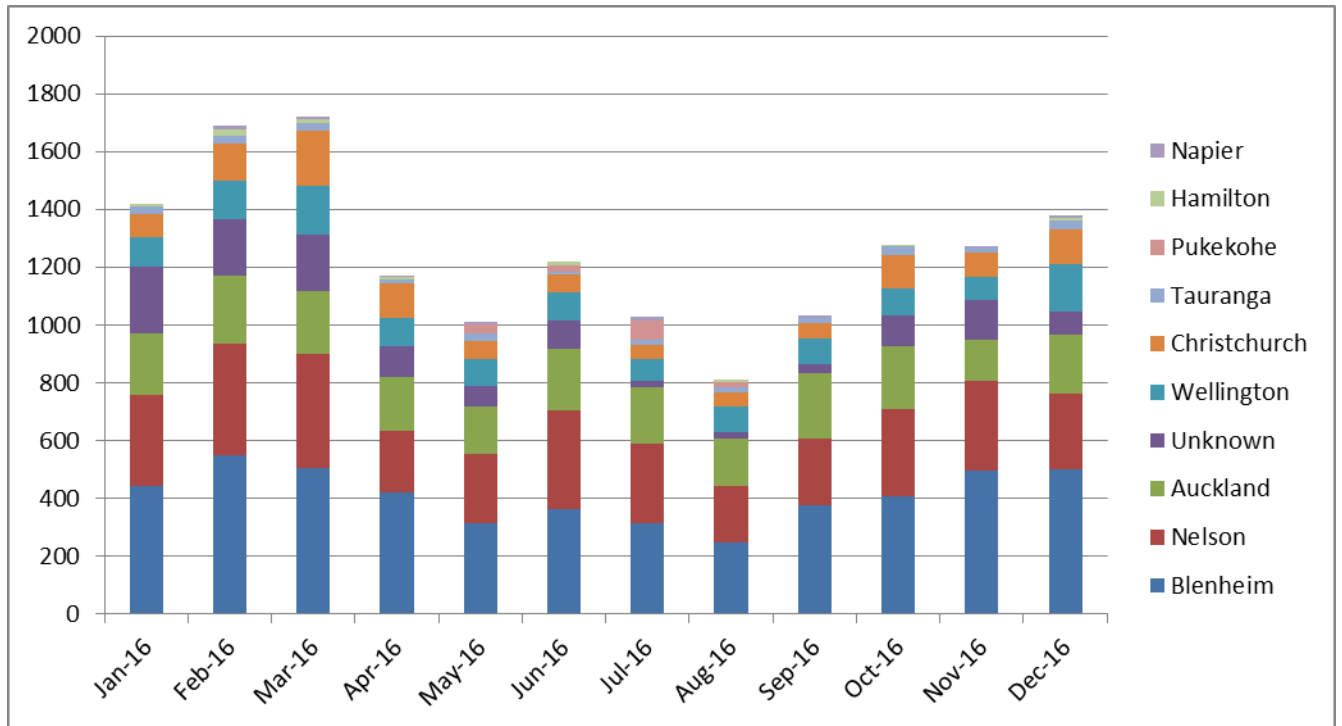
SESSIONS BY COUNTRY (TOP 10)

The chart below shows the top 10 countries where sessions originated. NZ, Australia, USA and the UK are consistently the top four ranking countries.



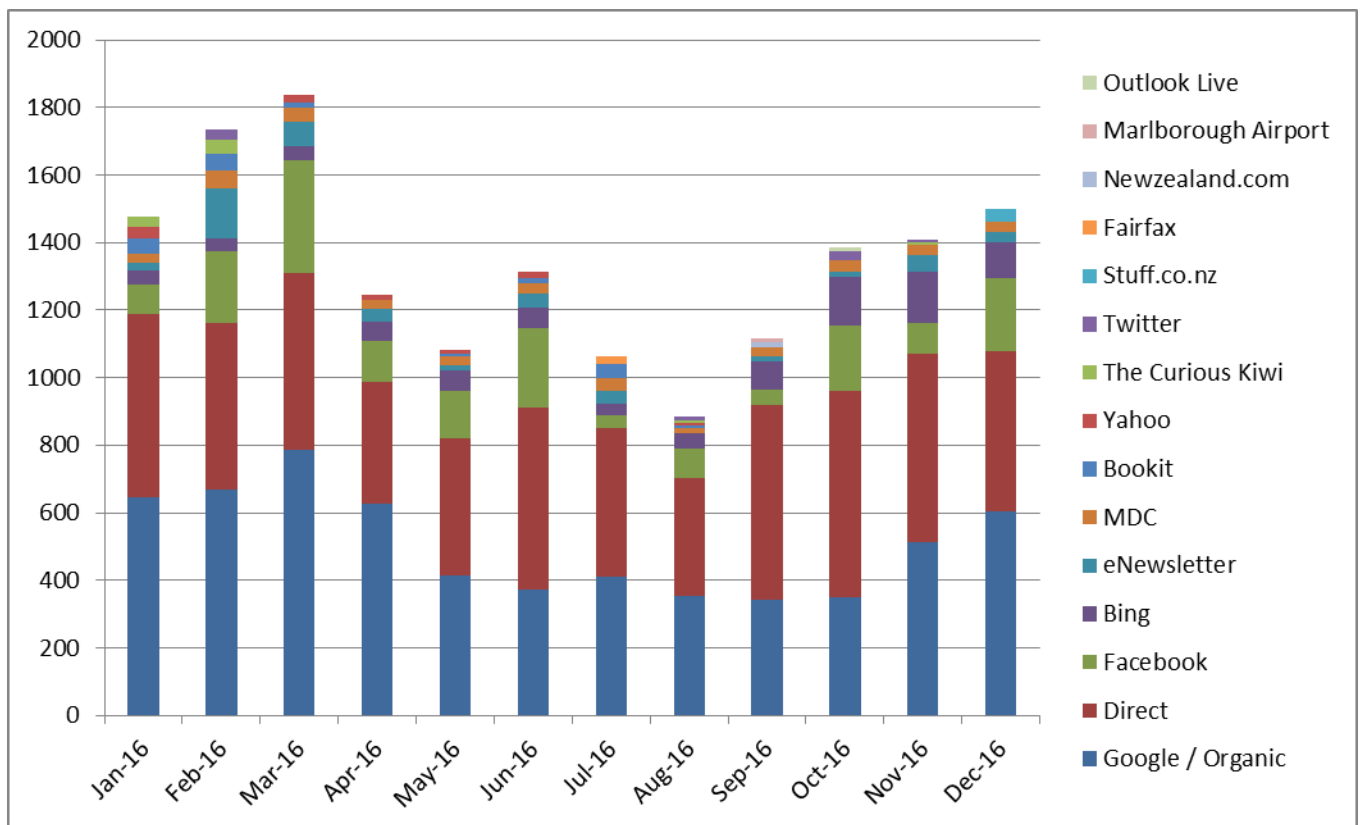
SESSIONS BY NZ TOWNS / CITIES (TOP 10)

The chart below shows the top 10 NZ towns/cities where sessions originated.



SESSIONS BY SOURCE

The chart below displays how users landed on the Follow-ME website. Google/Organic suggests they searched for either 'Marlborough Events' or 'Follow-ME'. Direct indicates they went directly to the Follow-ME website. Other websites listed provide links to Follow-ME.



SUMMARY

After a decline over the winter months, the number of returning users to the site has increased since September which is as expected given the number of events in Marlborough also increases at this time. In December, the number of new users is the highest it has been since March indicating a good return on promotions in recent months.

The average session length over the last 12 months is 2:36 mins. The main influencing factor in this is the events that are listed and whether they are of interest to the user. The Session Lengths are shorter over the winter period as expected which has an overall effect on the annual average.

New Zealand, Australia, USA and UK continue to be the top four countries where sessions originate with the highest months being those of peak travel season.

The number of sessions originating from Blenheim remain stable with an average of over 400 per month. However there was a significant dip over the winter period which has increased since September/October time when promotion increased. Sessions originating from Christchurch and Wellington have both increased significantly in December which may reflect the increased promotion via the distributed Follow-ME Summer Events Guide to those areas.

Sessions by source reflects the returning and new user stats with new users using search engines such as Google, Bing and Yahoo to find the Follow-ME site. It is worth noting the number of users accessing the site from the Follow-ME Facebook page has increased dramatically since October which reflects the benefits of the additional (free) promotion that has been put in place.

Economic Development and Events

(Report prepared by Sam Young)

E100-002-006-08

Below are the notes of the Commercial Events Fund Sub-Committee meeting held on 13 December 2016 for the members' information.



**Report and Minutes of a Meeting of the
COMMERCIAL EVENTS FUND SUB-COMMITTEE
held in the Kenepuru Room, District Administration Building, Seymour Street, Blenheim on
TUESDAY, 13 DECEMBER 2016 commencing at 10:30am**

Present

Councillors Trevor Hook (Chairperson), Michael Fitzpatrick; Nigel Gould (Destination Marlborough)

In Attendance

Samantha Young (Regional Events Advisor); Neil Henry (Manager, Strategic Planning & Economic Development)

Apologies

An apology for non-attendance from Councillor Brian Dawson was received and sustained.

Background:

Council allocates \$100,000 per annum for funding Commercial Events. The funds are allocated under specific criteria to Event Managers that run commercial events held within the Marlborough District Council boundaries.

There are two funding rounds per year with six applications received in Round 1 of the 2016/17 year with \$135,900 available (\$35,900 carryover + budget of \$100,000).

Beer, Wine & Seafood Festival:

At the meeting of 6 Oct 2016, members of the sub-committee approved support of a new 'Beer, Wine & Seafood Festival' subject to the following conditions: (i) That Marlborough 4 Fun Events engage with Destination Marlborough to discuss event details, timings etc, (ii) That evidential support for the event is provided by Wine Marlborough and the aquaculture/seafood industry (iii) That the applicant presents and discusses the result of (i) and (ii) to the Commercial Events Fund Sub-committee

Katrina Lange of Marlborough 4 Fun presented her findings and indicated positive, supportive feedback from all industries she consulted with (with supporting written documentation). The sub-committee noted that the projected 75% of out of region visitors was optimistic for an inaugural event but were confident it has the potential to grow and become an annual activity on Marlborough's event calendar.

Moved by Cllr. Trevor Hook: That \$20,000 be approved for the Beer, Wine & Seafood Festival as one-off seed funding.

Seconded by: Nigel Gould

Action:

- Inform Marlborough 4 Fun of funding decision following review of event cancellation policy (see 'Other Business' section)

NZ Basketball Blitz:

The organisers for this event have withdrawn their application for funding due to changes dictated by the National Organisers. The unallocated budget for the next funding round will therefore be increased by \$5,000 to \$92,650 (should all conditions be met).

Potential 2018 Event Proposal:

Marlborough has been approached to be the 2018 hosts of a large sporting event (name undisclosed for confidentiality purposes). The sub-committee agreed to the event in principle but with more information needed before full commitment can be made. Considering the potential financial investment involved in this event, final approval may need to go to full Council.

Actions:

- Gather financial data from previous regional hosts
- Discuss event with Destination Marlborough as Marlborough's RTO
- Feedback findings from above discussions to sub-committee and if required, prepare a paper for the next Committee meeting

Use of Bid Fund for Business Events:

Verbal history of Fund provided by Neil Henry.

Nigel Gould confirmed investment for Destination Marlborough's Business Events Manager is for operational costs with none available to be used for bids for potential Business Events.

The sub-committee agreed funding for potential Business Events should not come from the Commercial Events Fund and that the current funding structure should remain as it is for the next two years. However, Destination Marlborough may wish to put a submission in for funding to the Annual Plan.

Other Business:

In the future the sub-committee will consider having presentations from funding applicants. This will be decided on a case-by-case basis and will be dependent on the value of funding requested.

Nigel Gould raised concerns that 100% of approved funding is awarded pre-event and questioned whether there is any option to split payments and/or recover funds if events are cancelled.

Actions:

- Investigate viability of split payments for funding as opposed to the current structure which offers 100% of funding on approval.
- Clarify if there is currently a policy in place to recover funding if the event is cancelled.
- Revise Commercial Event Accountability Form to request the following from all events:
 - (i) A details report post event including:
 - Analysis of geographical breakdown of attendees
 - Report of marketing and promotion undertaken
 - Length of time out of region attendees stay in Marlborough
 - Financial report

The meeting closed at 11:50 am.

Marlborough District Libraries

Activity Report - December 2016

(Report prepared by Glenn Webster)

L300-018-001-02

Purpose

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

Donation – the late Laurie Duckworth

Recently the family of the late Laurie Duckworth contacted the District Libraries Manager about donating his collection of Marlborough books to the library.

Both libraries have a reference collection of local Marlborough Books - "Marlborough Collection". This welcomed donation of mostly out of print titles will supplement the collections held in both libraries, and also provide additional copies of popular local titles that can be loaned.

Dawn Blessing – Picton Library and Service Centre / Waitohi Whare Matauranga

At 5.00am on Thursday, 24 November 40+ people, including Te Atiawa Trust Board Members, Te Atiawa Manawhenua, Councillors, Library and Council staff, contractors and members of the public, gathered on the footpath outside the current Picton Library in preparation for the dawn blessing of the new Picton Library and Service Centre / Waitohi Whare Matauranga site.

The service was led by Te Atiawa Chairperson, Archdeacon Harvey Te Hawe Ruru QSM.

Following the blessing of the Mauri Stone, sourced from the hills in Boons Valley, the stone was led on to the site by two young Te Atiawa men.

As dawn broke a brief korero by Archdeacon Harvey Te Hawe Ruru, and local kaumatua followed, with kuia leading the singing of several waiata to celebrate the occasion.

Marlborough District Council Rangatira, Councillor Oddie, acknowledged the Te Atiawa community and spoke of the significance that this new facility would have to local Iwi, residents and visitors to Picton.

The ceremony concluded with kai being served in the Picton Library and Service Centre.



Device Advice

The District Library's weekly *Device Advice* open sessions and the *Book A Librarian* service have helped 55 customers since July 2016, with an average customer satisfaction rating of 4 out of 5.

- a) In December, 5 customers attended - 4 at Device Advice and 1 via Book a Librarian.
- b) Average time spent with each customer - 35 minutes
- c) Average number of issues covered per customer - 2.5
- d) Average Satisfaction rating (1-5) - 4.5

Following each customers session staff add to the library's FAQ / How To guides and resources for future training and customer use.

Book a Librarian has also been used for reader advisory or online resources type requests (i.e. Ancestry).

Picton Library and Service Centre

Tasty Tuesdays and Thursdays Cooking Club held their final get together for the year as a combined group.

Meringue Christmas snowmen were made and the children put together ice cream banana splits for afternoon tea.

Several food related party games resulting in an excellent time had by all.

St Joseph's School came for an end of year library session and enjoyed browsing the wide variety of Christmas books available. As part of their visit they made a shared Christmas tree based on a storybook.

Children from the Early Childhood Centre came in for a visit and they enjoyed browsing the books, being read to and enjoying the space.



Several after school Christmas craft activities, in conjunction with the start of the Summer Reading programme, were well attended in the week prior to Christmas.

Acquisitions - Shelf Ready Stock

As part of the acquisitions Systems Thinking review, a decision was made to source a selection of popular adult fiction titles that would arrive shelf ready - able to be borrowed immediately.

Wheelers, New Zealand's largest online library supply company, have been contracted to order, catalogue and process newly published titles.

Wheelers were provided with a list of popular adult authors for them to order new titles from as they are published.

Wheelers undertake this role for a number of libraries.

Cataloguing standards have been established for libraries that belong to the Kotui consortium, which Marlborough is part of.

As all libraries have their own particular way of processing new titles Library staff provided Wheelers with specific guidelines to explain 'the Marlborough way'

The first shipment of books, having been ordered, catalogued and processed, arrived in early January. Staff were impressed with the standard of the stock received.

Take 5 & Win

The District Library organised another 'Take 5' book promotion.

Five novels in standard print and also in large print were bound together in a bundle.

The bundling together of titles is a useful way of introducing customers to new authors.

Customers have enjoyed having books pre-selected for them.

Every time a bundle of books is borrowed members get the chance to enter the competition to win a summer hamper.



Summer Reading Programme

The annual Summer Reading Programme got underway in December.

Picton easily filled their 50 places and were off to a great start with a summer sailing theme, well suited to the Picton environment.

The District Library also had keen interest in the 250 available places. These were filled within three days of registrations opening.

Children report-in to Library staff at least four times during the length of the programme and discuss their reading and receive small incentives along the way.



Stories and Craft Sessions – Seddon and Ward

During January, District Library staff supported families in Seddon and Ward by providing school holiday stories and craft sessions.

A one-hour story and craft session was delivered weekly for two weeks as part of the school holiday activities and events organised for the Seddon and Ward communities.

The session was held at the Awatere Community Hall in Seddon at 1pm and repeated in Ward at the Ward Hall at 2.30pm.

Three District Library staff ran the programmes, reading stories and assisting children with associated crafts.

Although numbers attending were low, the children and their parents were very appreciative of Library staff for bringing the programme to their community, with a number returning the following week.

Fire Evacuation

On 16 December at 4pm the District Library was efficiently evacuated on hearing the fire alarm.

Once the fire brigade arrived and checked the building the all clear was finally given to re-enter.

A technical fault was identified and was later rectified.

Library staff also used a fire extinguisher to assist with a small barbecue fire on the library's boundary at the Indian restaurant in January. The Fire Service also attended.

Christmas / New Year Usage Statistics

Traditionally the first day the Libraries open after New Year is one of the busiest in the libraries calendar. The statistics below were recorded from 4 – 7 January 2017.

		Checkouts	Checkins	Door Count
4-Jan-17				
Wednesday	District Library	2,709	2,673	1,400
	Picton Library	442	430	725
5-Jan-17				
Thursday	District Library	1,886	1,658	1,082
	Picton Library	211	247	536
6-Jan-17				
Friday	District Library	1,447	1,209	979
	Picton Library	211	220	634

Usage Statistics

December 2016 Statistics

	Checkouts	Reference Enquiries	Door Count (Visits)	Hold (Reserves) Placed
District Library, Blenheim	32,246	908	19,123 visits	1,308 holds
Branch Library, Picton	5,228	834	6,135 visits	423 holds
E-Resources	1,278			
TOTAL	38,752	1,742	25,258 visits	1,731 holds

Website Site Hits - www.marboroughlibraries.govt.nz

During the one month period (1 December – 31 December 2016) the libraries website recorded 2,323 unique visitors accessing the website, with 7,317 pages viewed.

Membership

The number of people by category who joined the libraries in December was:

Adult	90
Child	35
Teen	5
Visitor	6
TOTAL	136

Internet Usage – Aotearoa People’s Network Kaharoa (APNK)

The number of **in-library computer sessions** recorded in December 2016 was –

District Library, Blenheim	2,201
Branch Library, Picton	805
Total	3,006

Wi-Fi Usage – The total number of **Wi-Fi user/device sessions** in December 2016 was –

District Library, Blenheim	3,635
Branch Library, Picton	2,488
Total	6,123

Finance Reports

Treasury Management Report for the Period Ended 31 December 2016

(Report prepared by Murray South)

F290-006-16

The purpose is to present the Treasury Management Report for the period ended 31 December 2016 to Council.

Attached are details of Council's Treasury Management Report for the quarter ended 31 December 2016. Comparative details for the quarter ended 30 September 2016 are shown in italics and shaded.

Market Interest Rate Movements

The Reserve Bank of New Zealand cut the OCR from 2.0% to 1.75% in November.

Bancorp, Council's fund managers, advise that in the December quarter interest rates for New Zealand bonds and swaps rose in response to global markets. See 'Current Market Interest Rates' on table **attached**.

Investments

Details of Council funds and investments are **attached**.

Council maintains an investment portfolio reported as securities in the Treasury Management Report:

Investments – short term	\$18,512,549
Investments – long term	\$3,900,904
Total Investments	\$22,413,453

For the December quarter the Westpac \$1M and six BNZ (\$15.7M) short term deposits matured, a total of \$16.7M. Five BNZ deposits totalling \$12M were invested short term for 23 to 181 days. The remaining \$4.7M was used to meet Council's additional funding requirements for the quarter.

Since 2014 Council has been investing in terms deposits rather than corporate bonds due to the yield advantage that term deposits provide. This strategy is continually monitored to ensure that it remains appropriate.

With bond yields rising sharply this quarter, Council will now look for opportunities to buy bonds, instead of investing in term deposits, if they provide an acceptable higher yield.

2016-17 funding requirements will continue to be provided from the \$11M of available short-term deposits before further borrowings are required. Refer paragraph 9 below. Further borrowings are expected in the June quarter, however this will be subject to the actual capital expenditure for the rest of the year.

The total investments average interest earnings rate of 3.15% is the same as the September quarter.

Council maintains the investment portfolio considering:

- Compliance with Council's Treasury Management Policy investment parameters; and
- The level of investment required to maintain an adequate disaster recovery reserve, as reported in the 22 July 2016 Insurance Renewal and Risk Financing Update Report to the Audit and Risk Sub-Committee. \$11M is the current estimate of investment required.

Bancorp provide advice on reinvestment of securities and report quarterly on Treasury Management Policy for compliance and investment returns.

Compliance with Council Policy

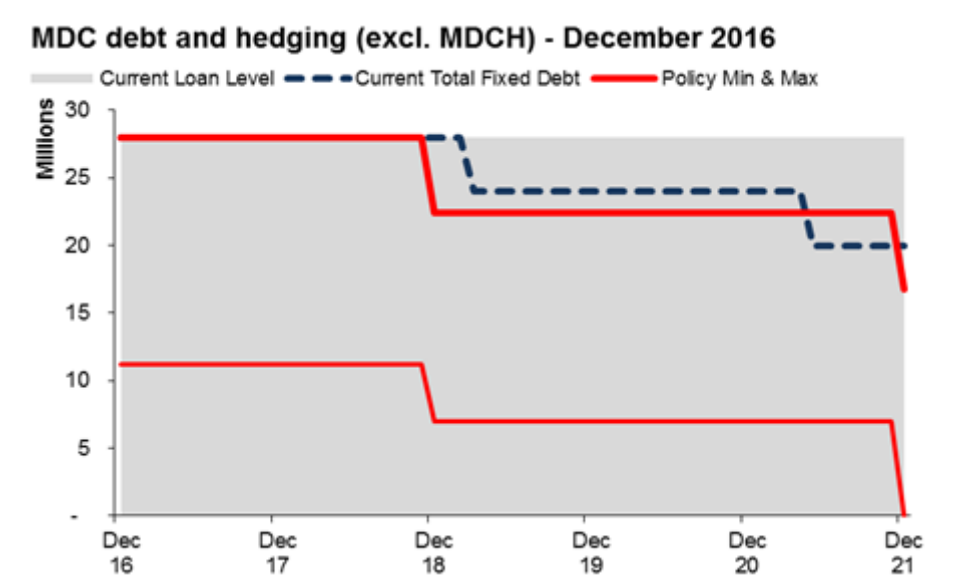
Council's Treasury Management Policy sets criteria surrounding credit rating, maximum investment allowed with any one institution and the maximum allowed to be invested with any type of institution.

All criteria have been met for the 31 December quarter.

External Borrowings

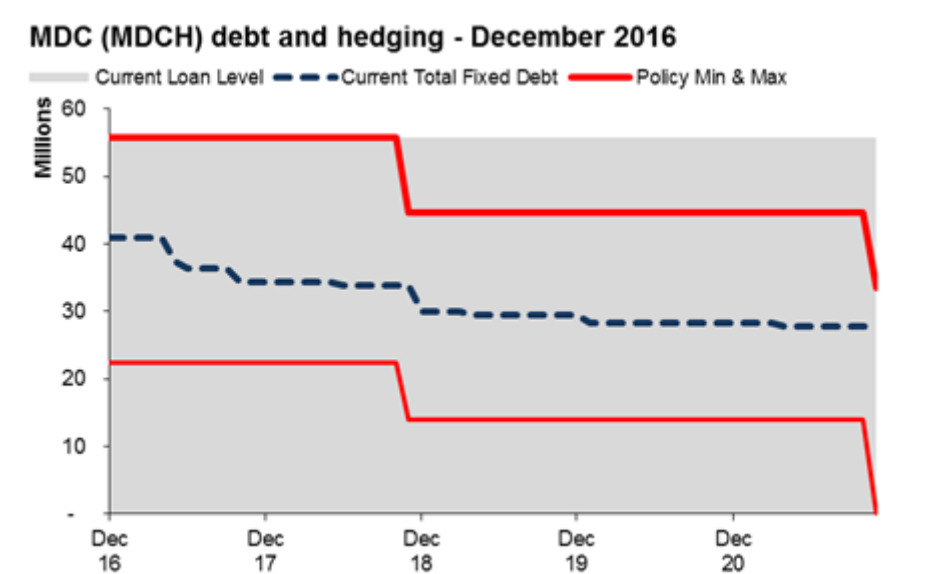
As at 31 December 2016 Council has \$29.6M (\$28.57M as at 30 September 2016) of net borrowings, excluding raised on behalf of MDC Holdings Limited, of which \$28M (\$28M as at 30 September 2016) is hedged.

The following graphs show Council's current Local Government Funding Agency "LGFA" borrowings and fixed rate hedging or borrowings (fixed swaps) measured against Council Treasury Management Policy and hedging parameters (policy bands).



A Debt Policy paper included in the 21 April 2015 Committee agenda reported on the decision, following consultation with the Chairman and Bancorp to combine the existing swaps into one and extend it out to 2025. This provided greater long term certainty of Council's debt costs and a significant reduction of margin costs by going outside policy for a short time.

Debt Raised on Behalf of MDCH



A MDC Holdings Limited financing options paper included in the 30 August 2016 Committee agenda proposed that Council raises \$55M in its own name for on-lending to MDC Holdings Limited, subject to MDC Holdings Limited repaying \$55M in total to Westpac and ASB and agreeing to reduce its facility values by the same amount. Council agreed to this proposal.

A financing options update paper included in the 1 December 2016 Committee agenda reported that on 14 November the proposal has taken effect.

MDC Holdings Limited's borrowings as at 31 December 2016 were \$55.78M (\$56.86M as at 30 September 2016).

**MARLBOROUGH DISTRICT COUNCIL
QUARTERLY TREASURY MANAGEMENT REPORT**

Current Market Interest Rates as at 31 December 2016

Term	Rate quoted from -	December 2016	November 2016	October 2016	September 2016
OCR	Reserve Bank	1.75%	1.75%	2.00%	2.00%
30 days	Reserve Bank	1.85%	1.90%	2.10%	2.17%
90 days	Bank bills	2.00%	2.04%	2.14%	2.20%
Maturity 03/19	NZ Government Bonds- yield	2.26%	2.14%	2.00%	1.89%
Maturity 05/21	NZ Government Bonds- yield	2.67%	2.49%	2.19%	1.94%
Maturity 04/23	NZ Government Bonds- yield	2.95%	2.76%	2.39%	2.04%
Maturity 04/27	NZ Government Bonds- yield	3.30%	3.13%	2.71%	2.27%

Statement of MDC Cash, Investments and External Borrowings as at 31 December 2016

				%Funds	Last Quarter Sept 2016	
Bank Current Accounts						
- BNZ	Current Funds or (Overdraft)		896,642	3.83%	\$139,075	
	(allowing for unrepresented cheques of \$28,608)					
On Call						
- BNZ	Rating		80,721	0.35%	\$699,310	
	AA-	0.35%				
	Readily Available Funds		977,363	4.18%	\$838,385	
Investments -short term (12 months or less)						
Banks						
- BNZ	AA-	1yr (07/17)	4.10%	53,518	0.23%	\$53,518
- BNZ	AA-	1yr (06/17)	3.44%	205,686	0.88%	\$203,927
- BNZ	AA-	365 days (05/17)	3.43%	2,286,498	9.78%	\$2,286,498
- BNZ	AA-	366 days (04/17)	3.30%	1,158,245	4.95%	\$1,158,245
- BNZ	AA-	365 days (04/17)	3.29%	1,124,669	4.81%	\$1,124,669
- BNZ	AA-	365 days (04/17)	3.30%	1,127,757	4.82%	\$1,127,757
- BNZ	AA-	62 days (01/17)	2.37%	4,500,000	19.24%	\$4,000,000
- BNZ	AA-	38 days (01/17)	2.00%	3,000,000	12.83%	\$3,000,000
- BNZ	AA-	70 days (10/16)	2.60%	-	0.00%	\$2,500,000
- BNZ	AA-	23 days (01/17)	1.70%	1,500,000	8.55%	\$1,200,000
- BNZ	AA-	42 days (11/16)	2.26%	-	6.41%	\$3,000,000
- BNZ	AA-	32 days (01/17)	1.95%	2,000,000	0.00%	\$2,000,000
- BNZ	AA-	181 days (05/17)	3.40%	1,056,176	4.52%	\$0
- Westpac	AA-	181 days (11/16)	3.30%	-	0.00%	\$1,039,170
Securities						
- Auckland Council	AA	7 years (09/17)	6.52%	500,000	2.14%	\$500,000
	Investments Available within 1 year		2.70%	\$18,512,549	79.14%	\$23,193,784
Investments -long term (greater than 12 months)						
Securities						
- ANZ/National	BBB+	10 years (10/18)	5.28%	1,000,000	4.28%	\$1,000,000
- BNZ	AA-	7 years (12/18)	6.10%	1,400,000	5.99%	\$1,400,000
- Rabobank	A+	7 years (09/19)	6.10%	500,000	2.14%	\$500,000
- Westpac	AA-	5 years (04/21)	3.78%	1,000,904	4.28%	\$1,000,904
	Funds Available > 1 year		5.29%	3,900,904	16.68%	\$3,900,904
	Total Funds Available		3.15%	\$23,390,816	100.00%	\$27,933,072

3.15%

Gross Group Borrowings

Local Government Funding Authority

- Loans greater than 12 months for MDC	5.18%	28,000,000
- Loans greater than 12 months raised on behalf of MDC Holdings Ltd		55,776,938

Total MDC Group External Borrowings

\$ 83,776,938

less

- Loans raised on behalf of MDC Holdings Ltd	(55,776,938)
--	--------------

plus

- MDC Holdings current account (interest charged annually @ 90 day bank bill rate)	1,604,990
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MDC Net Borrowings

\$ 29,604,990

Debtor's Overdue Report as at 31 December 2016

(Report prepared by Sonja Greenhill)

F220-002-020-16

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

The Debtors Report as at 31 December 2016 is **attached** for Councillors' information.

The Current Balance includes the second quarter invoicing Tradewaste invoicing totalling \$599,019. (December 2015: \$485,556)

The Property Leases and Licences Debtors Report as at 31 December 2016 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 annually.

The current balance is in credit because a number of tenants have paid their quarterly rental but the invoice was processed in January 2017.

Rates Reports as at 31 December 2016

(Report prepared by Merryl Hodgson)

F270-28-16

Attached for information are the Rates Levies Status and Rates Arrears reports and the Water Billing Debtors Report as at 31 December 2016.

Rate Levies Status and Rate Arrears Aged Balance Reports

We have collected 49.09% of the overall rates levied for 2016-2017 (inclusive of arrears) and this compares with 49.05% last year. These reports incorporate the 2016-2017 levies for the first two quarters, invoiced up to 1 November 2016.

Since 9 December 2016, the final day for paying the second instalment of 2016-2017 rates, 829 (899) reminder letters were posted due to non-payment. (The comparable number for this time last year is shown in brackets.) Of the 829 letters sent this year 222 (267) received a follow up letter.

The invoice for 2016-2017 rate instalment number three will be posted on 1 February and is due for payment on 9 March 2017.

Water Billing Debtors Report

Attached for information is the Water Billing Debtors Report as at 31 December 2016.

The current balance of \$368,479 (\$633,661 last year) includes the quarterly water billing for all areas except Awatere and SVIS. As the SVIS was not turned on until mid-October, there was only minimal water drawn from it. Also, as water staff were involved in post-earthquake water inspections, it was decided that no water meter reading be done for the December quarter.

There are a number of 90 day accounts that have credit balances due to regular payments in advance of quarterly invoices and a number of credits recently given for water leaks. This has reduced the 90 day balance.

Rate Levies Status Report as at 31 December 2016

Financial Division	Balance B/Fwd (01/07/16)	Inst Levy To Q2	Arrears Pen	Instal Pen	Adjustments	Cash Received (incl Paid in Advance)	Add back Paid in Advance 31/12/2016	Balance 31/12/2016
Blenheim	71,290	17,289,998	20,817	44,714	(104,846)	(17,785,486)	990,607	527,094
Blenheim Vicinity	39,746	6,685,639	5,100	21,717	(71,534)	(6,927,870)	382,132	134,931
General Rural	107,121	5,503,717	13,179	28,900	(55,001)	(5,789,729)	429,014	237,202
Picton	119,924	4,276,938	11,962	17,748	(59,981)	(4,371,666)	251,572	246,497
Picton Vicinity	8,446	300,100	664	2,234	(12,659)	(321,703)	37,158	14,240
Sounds Admin Rural	16,023	677,052	2,215	7,239	(15,666)	(721,171)	99,677	65,368
Utilities Network	-	15,847	-	(63)	-	(28,940)	13,156	-
Current Year Totals	362,551	34,749,291	53,937	122,490	(319,687)	(35,946,566)	2,203,316	1,225,332

Rate Arrears Aged Balance Report as at 31 December 2016

Year	Total Outstanding (01/07/2016)	Less Cash Received	Total Outstanding 31/12/2016	Postponed Rates included in Total Outstanding 30/06/2016
2015/16	865,120	626,721	238,399	23,019
2014/15	64,686	27,764	36,923	12,823
2013/14	23,328	8,718	14,610	8,463
2012/13	11,157	4,936	6,221	2,912
2011/12	8,946	3,975	4,971	2,502
Prior 2011	12,179	4,301	7,879	5,936
Total	985,416	676,414	309,002	55,656

Rates balance b/fwd	362,551	
Add back Paid in Advance	622,866	Paid in Advance 01/07/2015
		507,063
Total Arrears Actual	985,416	

Rates postponement is offered to ratepayers aged over 65 under Council's Remission and Postponement Policy

Water Billing Debtors Report as at 31 December 2016

Aged Analysis Report	Current Month	Comparison for Previous 5 Months				
	December	November	October	September	August	July
Current	368,479.05	164.72	114,308.77	332,579.54	138.00	(2,193.30)
30 - 90 Days	6,906.23	21,655.16	19,737.30	(2,593.39)	21,427.39	73,955.30
90 Days	2,526.79	5,274.10	5,274.10	26,273.32	11,303.30	12,217.11
Outstanding Debtors Closing Balance	377,912.07	27,093.98	139,320.17	356,259.47	32,868.69	83,979.11

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

	December	November	October	September	August	July
Paying by Arrangement	1,861.05	2,554.79	3,708.85	4,838.04	2,496.29	2,906.29
Negotiating Payment Arrangement	5,068.72	3,994.15	7,892.10	17,221.55	5,312.66	10,220.27
Payments since month end taken off above amounts	1,153.44	260.00	1,620.19	4,248.53	5,191.61	372.00
Sub-Total	8,083.21	6,808.94	13,221.14	26,308.12	13,000.56	13,498.56
Various Debtors with Balances <\$250 or Credit Balances	(5,556.42)	(1,534.84)	(7,947.04)	(34.80)	(1,697.26)	(1,281.45)
90 days Outstanding Total	2,526.79	5,274.10	5,274.10	26,273.32	11,303.30	12,217.11

DEBTORS REPORT AS AT 31 DECEMBER 2016

Aged Analysis Report	Current Month		Comparison for Previous 5 Months			
	December	November	October	September	August	July
Current	1,828,376.04	1,058,566.75	1,917,988.40	980,128.05	1,685,112.36	1,326,594.80
30 - 90 Days	324,714.47	418,656.59	339,536.54	280,772.07	394,880.06	271,977.53
90 Days	78,930.25	114,019.13	89,420.75	90,115.11	70,306.58	72,237.39
Outstanding Debtors Closing Balance	2,232,020.76	1,591,242.47	2,346,945.69	1,351,015.23	2,150,299.00	1,670,809.72

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

	December	November	October	September	August	July
With Receivables Management	7,700.34	9,700.34	7,700.34	7,700.34	7,700.34	7,700.34
Paying by Arrangement	31,153.32	7,856.20	21,302.59	34,679.44	12,814.86	6,658.81
Negotiating Payment Arrangement	18,628.84	66,431.00	25,759.52	296.00	296.00	4,016.63
Debts in Dispute	12,344.50	12,344.50	12,344.50	37,808.02	37,808.02	39,527.77
Payments since month end taken off above amounts	8,457.59	16,139.18	20,808.25	7,781.83	9,779.53	12,865.25
Sub-Total	78,284.59	112,471.22	87,915.20	88,265.63	68,398.75	70,768.80
Various Debtors with Balances <\$250	645.66	1,547.91	1,505.55	1,849.48	1,907.83	1,468.59
Over 90 days Outstanding Total	78,930.25	114,019.13	89,420.75	90,115.11	70,306.58	72,237.39

Property Leases and Licences Debtors Report as at 31 December 2016

	Current Month	Comparison for Previous 5 Months				
Aged Analysis Report	December	November	October	September	August	July
Current	(20,344.59)	190,096.79	27,068.95	(11,756.14)	60,716.67	117,228.29
30 Days	10,721.41	28,300.36	3,187.73	12,517.35	18,919.62	6,459.05
60 Days	9,350.13	1,724.60	10,927.58	12,554.53	1,259.34	4,394.02
90 Days	11,661.74	12,202.57	11,330.65	7,358.95	7,638.98	7,316.54
Outstanding Debtors Closing Balance	11,388.69	232,324.32	52,514.91	20,674.69	88,534.61	135,397.90
60 and 90 days Overdue Balance	21,011.87	13,927.17	22,258.23	19,913.48	8,898.32	11,710.56

Record No: 1720382