



**MARLBOROUGH
DISTRICT COUNCIL**



Information Package

Planning, Finance & Community

30 November 2017

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Environmental Policy

ePlan Usage

(Report Prepared by Sue Bulfield-Johnston)

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

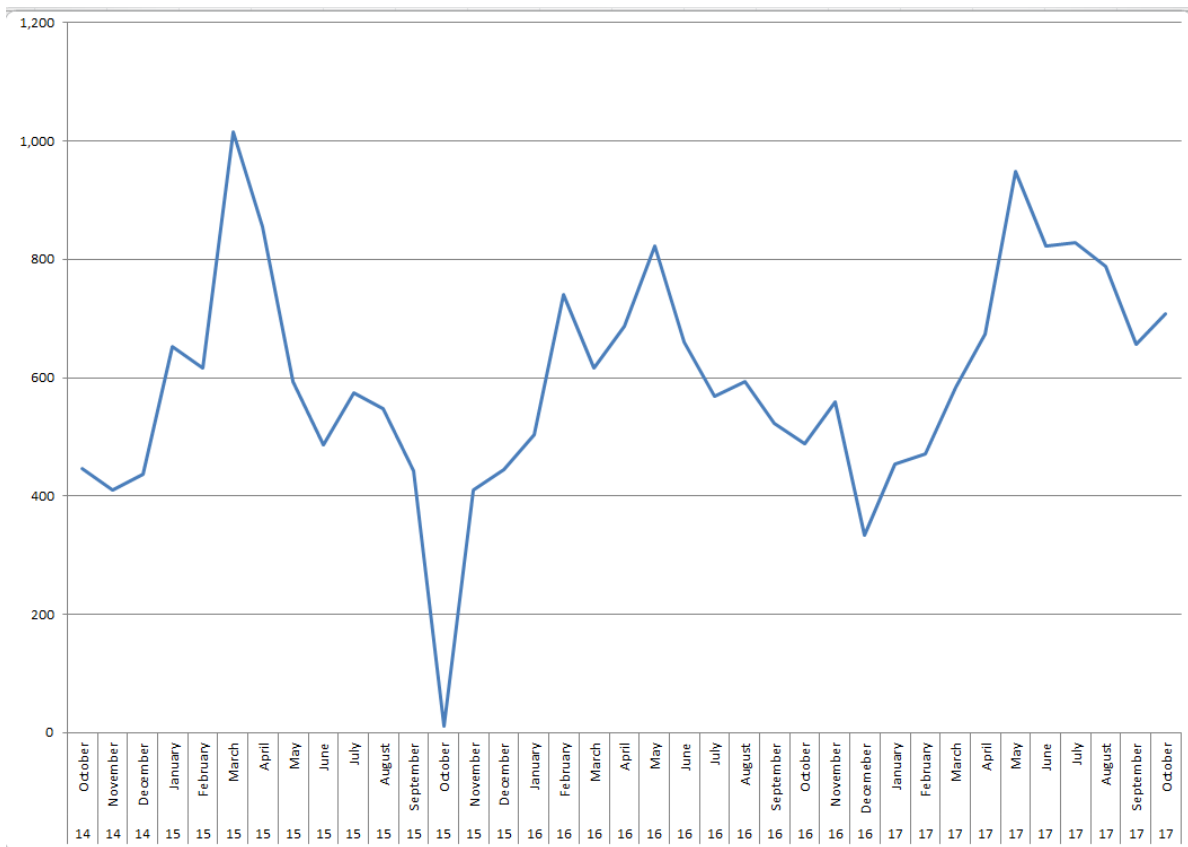
EPlan is a GIS based digital version of Council's resource management plans. It was launched on Council's website in August 2014.

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 October 2017:

Full Referrer	Sessions
(direct)	549
Google	145
Sid.marlborough.govt.nz/Pages/default.aspx	5
Marlborough.govt.nz/	4
Bing	3
Com.google.android.google quicksearchbox/	1
Sid.marlborough.govt.nz/working-here/staff-forms/pages/default.aspx	1

Marlborough District Libraries Activity Report – October 2017

(Clrs Brooks/Taylor) (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.

RFID (Radio Frequency Identification) Self-Service

The District Library's RFID installation went well and has been well received by most library users.



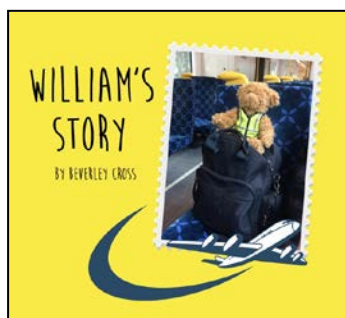
The self-issue kiosk in the Children's Library has been met with excitement by children wanting to try out the new system,

One adult customer was shown how he could renew his items on the self-service kiosk. Once his items were renewed he said, "I wasn't going to take out any more books today but I want to try the new system again so I'm going off to look for something more to borrow"

Staff are noting feedback received from customers so that any suggested improvements that are possible can be actioned.

Friends of the Marlborough District Libraries – Author Evening

The Friends of the Marlborough District Libraries hosted a dual local author event on Wednesday 11 October with approximately 40 people attending,



Beverley Cross spoke about her recently published book entitled '**William's Story**' – the story of a bear from Ballantynes who visits the Leprosy Mission fields.

Trilby Johnson spoke about her book '**Fearlessly Alone - Stop the Lonely Crisis and find your Happy**'. This transformational book tackles the often felt but rarely strategically discussed subjects of loneliness and the reasons why you may be feeling lonely.



Alzheimers Society Marlborough – ‘Drop-in Spots’

Alzheimers Society Marlborough held several ‘Drop-in Spots’ at the District Library in September and October as part of their ongoing awareness programme. Community Support Worker, Chrissy Maher and President / Manager Diane Tolley were available to talk to people visiting the library about Alzheimers and the support they are able to offer. The ‘Drop-in Spots will continue on a monthly basis.

A session was also held with library staff to talk about Alzheimers, how to assist customer with Alzheimers and to explain what programmes were offered at the Wither Road Centre.

Picton Library and Service Centre / Waitohi Whare Matauranga

Work on the new facility continues to progress as the facility draws closer to completion. Staff get more excited as each phase is completed - bringing them nearer to moving in.



The ‘soft opening’ is scheduled to take place at noon on Wednesday 29 November, following a ‘karakia’ blessing held at dawn. The official opening will be held at the end of February 2018.

Usage Statistics

October 2017 Statistics

	Checkouts	Reference Enquiries	Holds (Reserves) Placed
District Library, Blenheim	34,076	639	1,677 holds
Branch Library, Picton	5,901	812	600 holds
E-Resources	1,461		
TOTAL	41,438	1,451	2,277 holds

Membership

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

Adult	98
Child	59
Teen	4
Visitor	5
TOTAL	166



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

The number of **in-library computer sessions** recorded in October 2017 was:

District Library, Blenheim	2,285
Branch Library, Picton	636
TOTAL	2,921

Wi-Fi Usage – The total number of **Wi-Fi user/device sessions** in October 2017 was:

District Library, Blenheim	2,852
Branch Library, Picton	1,439
TOTAL	4,291

Finance Reports

Debtors Overdue Reports as at 31 October 2017

(Report prepared by S 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 October 2017 is **attached** for Councillors' information.

The Current Balance includes the first quarter invoicing (\$421,295) and the annual invoicing (\$111,637) of Tradewaste totalling \$532,932. (October 2016: \$708,138)

The Property Leases and Licences Debtors Report as at 31 October 2017 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.

\$18,089.00 of the 60 and 90 days overdue balance have been paid since 1 November 2017.

Rates Report as at 31 October 2017

(Report prepared by Merryl Hodgson)

F270-28-17

Purpose

To present the Rate Levies Status report, Rate Arrears Aged Balance report and the Water Billing Debtors' report as at 31 October 2017.

Rate Levies Status Report and Rate Arrears Aged Balance Report

Attached for information are the Rate Levies Status report and Rate Arrears Aged Balance report as 31 October 2017.

Rate Levies Status and Rate Arrears Aged Balance Reports

We have collected 25.01% of the rates levied for 2017-2018 (inclusive of arrears) and this compares with 25.02% last year.

Follow up letters were sent to 266 ratepayers who had not paid their instalment one rates. This compares with 260 letters last year.

Instalment two invoices have been posted. The last day for payment is 12th December.

Water Billing Debtors' Report

Attached for information is the Water Billing Debtors' report as at 31 October 2017.

DEBTORS REPORT AS AT 31 OCTOBER 2017

Aged Analysis Report	Current Month		Comparison for Previous 5 Months			
	October	September	August	July	June	May
Current	1,907,550.84	1,539,166.95	1,526,123.19	1,073,848.33	3,988,699.04	2,452,748.72
30 - 90 Days	398,093.52	457,263.65	194,460.79	611,582.13	844,968.29	866,756.64
90 Days	86,803.82	61,200.69	113,357.43	42,871.58	45,597.96	76,548.97
Outstanding Debtors Closing Balance	2,392,448.18	2,057,631.29	1,833,941.41	1,728,302.04	4,879,265.29	3,396,054.33

Debtors Action Report - Debtors over 90 days with Balance >\$250	October	September	August	July	June	May
With Receivables Management	6,826.48	6,826.48	6,826.48	6,826.48	6,826.48	6,826.48
Paying by Arrangement	40,876.44	19,832.41	17,072.49	22,110.42	18,926.83	19,444.23
Negotiating Payment Arrangement	17,954.25	12,579.77	80,712.92	9,678.20	5,411.51	7,819.60
Debts in Dispute	10,673.45	-	-	-	-	11,883.37
Payments since month end taken off above amounts	7,706.64	18,779.54	6,945.80	2,994.26	13,003.22	28,770.81
Sub-Total	84,037.26	58,018.20	111,557.69	41,609.36	44,168.04	74,744.49
Various Debtors with Balances <\$250	2,766.56	3,182.49	1,799.74	1,262.22	1,429.92	1,804.48
Over 90 days Outstanding Total	86,803.82	61,200.69	113,357.43	42,871.58	45,597.96	76,548.97

Property Leases and Licences Debtors Report as at 31 October 2017

Aged Analysis Report	Current Month		Comparison for Previous 5 Months			
	October	September	August	July	June	May
Current	163,596.70	40,332.09	110,256.14	106,531.97	100,948.14	32,668.04
30 Days	(1,944.64)	20,615.75	59,623.01	93,934.93	3,436.64	44,915.13
60 Days	17,158.07	4,444.27	16,068.59	2,175.96	8,151.91	(253.62)
90 Days	10,441.15	5,345.29	6,319.28	10,166.77	1,586.73	7,544.02
Outstanding Debtors Closing Balance	189,251.28	70,737.40	192,267.02	212,809.63	114,123.42	84,873.57
60 and 90 days Overdue Balance	27,599.22	9,789.56	22,387.87	12,342.73	9,738.64	7,290.40

Rate Levies Status Report as at 31 October 2017

Financial Division	Balance B/Fwd (01/07/17)	Inst Levy To Q1	Arrears Pen	Instal Pen	Adjustments	Cash Received (incl Paid in Advance)	Add back Paid in Advance 31/10/2017	Balance 31/10/2017
Blenheim	21,761	8,891,544	20,549	17,200	(152,451)	(10,740,654)	2,217,848	275,797
Blenheim Vicinity	69,037	3,507,698	10,111	9,670	(77,061)	(4,194,540)	769,669	94,584
General Rural	72,416	2,870,726	11,297	13,967	(60,304)	(3,400,260)	658,090	165,932
Picton	82,177	2,146,816	8,432	7,996	(56,735)	(2,523,734)	506,101	171,054
Picton Vicinity	7,585	124,579	954	660	(7,567)	(164,454)	46,858	8,615
Sounds Admin Rural	12,828	369,050	2,476	3,836	(14,659)	(477,450)	148,699	44,781
Utilities Network	-	7,685	-	-	-	(26,825)	19,140	-
Current Year Totals	265,805	17,918,098	53,818	53,329	(368,777)	(21,527,916)	4,366,406	760,763

Rate Arrears Aged Balance Report as at 31 October 2017

Year	Total Outstanding (01/07/2017)	Less Cash Received	Total Outstanding 31/10/2017	Postponed Rates included in Total Outstanding 30/06/2017
2016/17	809,650	494,090	315,561	23,432
2015/16	66,692	14,877	51,815	22,409
2014/15	22,050	852	21,199	12,823
2013/14	10,532	1,040	9,493	8,463
2012/13	4,224	119	4,105	2,912
Prior 2012	8,494	41	8,453	8,438
Total	921,643	511,018	410,625	78,478

Rates balance b/fwd	265,805		
Add back Paid in Advance	655,838	Paid in Advance 01/07/2016	622,866
Total Arrears Actual	921,643		

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

Water Billing Debtors Report as at 31 October 2017

Aged Analysis Report	Current Month	Comparison for Previous 5 Months				
	October	September	August	July	June	May
Current	81,760.81	306,462.95	435.81	(7,090.81)	606,011.42	1,398.45
30 - 90 Days	30,444.55	(6,795.19)	27,309.54	73,171.48	1,455.39	24,009.68
90 Days	(720.04)	22,713.08	(5,229.54)	(824.97)	10,387.26	5,456.45
Outstanding Debtors Closing Balance	111,485.32	322,380.84	22,515.81	65,255.70	617,854.07	30,864.58

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

	October	September	August	July	June	May
Paying by Arrangement	3,709.26	4,339.01	2,379.56	2,907.41	2,412.73	1,641.73
Negotiating Payment Arrangement	15,776.12	17,616.74	2,092.76	4,866.64	9,186.76	21,997.42
Payments since month end taken off above amounts	1,073.80	8,827.42	2,691.13	2,576.15	40,669.50	1,477.77
Sub-Total	20,559.18	30,783.17	7,163.45	10,350.20	52,268.99	25,116.92
Various Debtors with Balances <\$250 or Credit Balances	(21,279.22)	(8,130.09)	(12,392.99)	(15,579.74)	(41,881.76)	(19,660.47)
90 days Outstanding Total	(720.04)	22,653.08	(5,229.54)	(5,229.54)	10,387.23	5,456.45

Record No: 17220802