



**MARLBOROUGH
DISTRICT COUNCIL**



Only Marlborough



Information Package

Planning, Finance & Community

23 March 2017

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Environmental Policy

Eplan Usage

(Report Prepared by Sue Bulfield-Johnston)

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

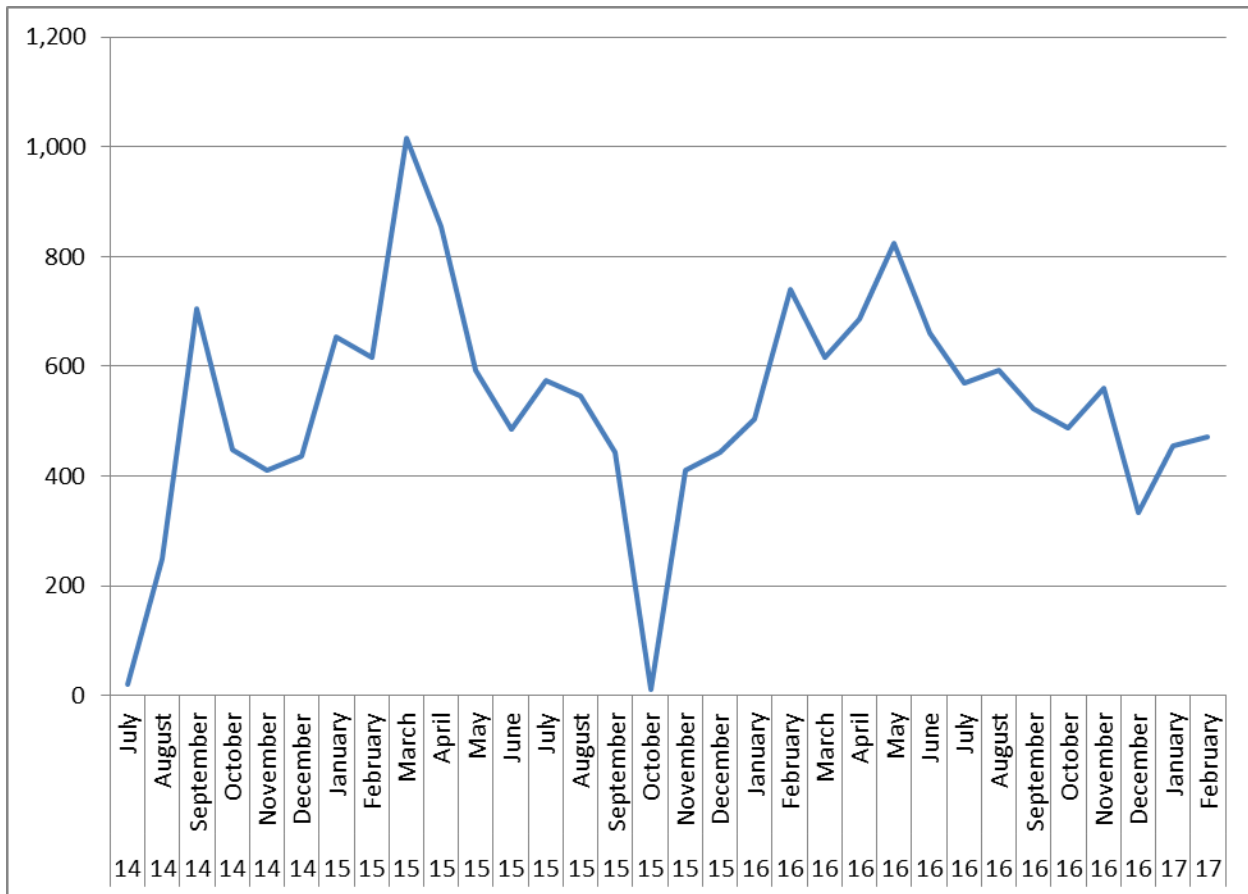
EPlan is a GIS based digital version of Council's resource management plans. It was launched on Council's website in August 2014.

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 January and February:

January 2017

Full Referrer	Sessions
(direct)	209
Marlborough.govt.nz/	126
Google	50

Full Referrer	Sessions
Marlborough.govt.nz/Your-Council/RMA.aspx	30
Marlboruogh.govt.nz/Services/Online-Services.aspx	7
Marlborough.govt.nz/Your Council/RMA/The-Proposed-MEP.aspx	3
Sid.marlborough.govt.nz/Pages/default.aspx	3
Marlborough.govt.nz/Environment/Groundwater/Status/Groundwater-Levels.aspx	2
Marlborough.govt.nz/Services/Building-Consents.aspx	2
Marlborough.govt.nz/Services/Resource-Consents.aspx	2

February 2017

Full Referrer	Sessions
(direct)	204
Marlborough.govt.nz/	136
Google	57
Marlborough.govt.nz/Your-Council/RMA.aspx	44
Marlborough.govt.nz/Services/Online-Services.aspx	6
Boffa.maps.arcgis.com/apps/MapSeries/index.html	4
Sid.marlborough.govt.nz/Pages/default.aspx	4
Marlborough.govt.nz/Environment.aspx	2
Marlborough.govt.nz/Your Council/Smart-And-Connected.aspx	2
Marlborough.govt.nz/Your Council/RMA/Wairau-Awatere-Resource-Management-Plan/Volume-3.aspx	2

Strategic Planning & Economic Development

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 Wednesday, 1 March 2017 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
WEDNESDAY, 1 MARCH 2017 commencing at 2:30pm**

Present

Councillors Trevor Hook (Chairperson), Michael Fitzpatrick; Tracy Johnston (Destination Marlborough representative in Nigel Gould's absence).

In Attendance

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

Apologies

Apologies for non-attendance from Councillor Brian Dawson and Nigel Gould (Destination Marlborough) were 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 \$92,650 available for allocation in Round 2 of the 2016/17 year.

Potential 2018 Event Proposal:

Marlborough has been approached to be the 2018 hosts of a sporting event (name undisclosed as requested by the event owners/organisers). In the meeting held on 13 December, the sub-committee agreed to the event in principal but requested further information before full commitment could be made. This information was gathered by the Regional Events Advisor and presented to the sub-committee in a report that was emailed prior to the meeting with a verbal overview provided on the day.

Sub-committee members discussed the event and raised the following pros and cons:

Pros:

- There is potential for the event to promote Marlborough both nationally and internationally but media coverage is dependent on known 'celebrities' participating which is not guaranteed
- Hosting the event could possibly encourage organisers of similar events to consider Marlborough in the future

Cons:

- Although the event could return to Marlborough in the future, it is not guaranteed and to date has not returned to the same location twice
- It was felt the event does not focus enough on Marlborough's key selling points detailed in the Visitor Economy Growth Plan

In summary, the sub-committee felt the predicted ROI did not justify the level of requested investment. However, they felt there was still benefit to the event being held in Marlborough and offered to cover the costs for the Event Hub venue and the Resource Consent Fees up to a maximum of \$15,000.

Actions:

- Regional Events Advisor to liaise with event organisers and offer Marlborough investment as detailed above

Other Business:

Suggested by sub-committee to research investment into new event that promotes Marlborough in Autumn – e.g. photography, post-harvest, fishing/hunting. Suggested looking outside of region for company to deliver event if no local event managers/coordinators are available/interested.

Regional Events Advisor would like to suggest some amendments to the criteria that the Commercial Events Fund is currently scored against.

Commercial Events Fund is now open with no applications received to date. Regional Events Advisor has met with a number of potential applicants and is expecting to receive at least 3-4 applications by the deadline of Monday 13 March. In the past, applications have come in over the last few days of the application period and this is expected to happen again.

Actions:

- Regional Events Advisor to investigate potential new event to promote Marlborough in Autumn
- Regional Events Advisor to update Fund criteria and present to sub-committee for discussion before final approval is requested from Committee

The meeting closed at 3:20pm.

Record Number: 1745184

Marlborough District Libraries

Activity Report – February 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.

Picton Library and Service Centre / Waitohi Whare Matauranga

Good progress continues to be made on the new Picton Library and Service Centre, watched closely by residents and Picton visitors.

Staff posted a video on the libraries Facebook page of the floor being poured on Friday, 24 February.



Summer Reading Programme 2016-17 Review



The theme for the programme was **Sail into Summer Reading**.

At the District Library a total of 250 places were available in the 2016-17 programme, with a total of 203 children completing the programme.

The Picton Library offered 50 places, with a total of 30 children completing the programme.

Parents were asked to evaluate the 2016-2017 Summer Reading Programme by answering the following question, "How do you rate the effectiveness of the Summer Reading Programme?"

Rating	Number of responses
1 (Unsatisfactory)	0
2	0
3 (Good)	0
4	2
5 (Excellent)	63
Total number of responses	65

Some of the comments received with the evaluation were:



- Awesome staff – very encouraging and supportive of children.
- My children and I enjoy these programmes so much. They all love reading and this is a healthy way to encourage them. Good work team!
- Fantastic programme great way to encourage reading everyday over the holidays. Highly recommended. Sophie said “It is an amazing influence to read funny, scary and exciting books. Thank you for all the great prizes. The check-in is really fun”
- It has been wonderful to see so many children excited by the library and engaged with reading over the holidays. A great programme enhanced by fantastic staff. Thank you!!
- Hannah really enjoys your summer reading programme. It is awesome great way to finish year but also start the beginning of a new year. You guys do a great job. Thanks
- Will has really enjoyed the summer reading programme. Will has always been familiar with the library and has visited often, but this has reminded him how fantastic and fun visiting the library can be.
- The reading programme is an excellent incentive to keep up with our children’s reading over the holidays. Please keep it up!!

As a result of the feedback received some minor changes will be made to the programme in preparation for 2017-18 summer programme

Morning Tea Shout

The Children's Library staff were thrilled to win the Chantilly Coffee Bar and The Hits Marlborough weekly workplace shout that they shared with all staff.

The staff were nominated by children and families in appreciation for the efforts they went to in running this year's summer reading programme.

February – Love Your Library Month



The “**Love your Library**” campaign grew out of the 14 February National ‘Library Lovers’ Day’.



Our month long campaign featured: multiple displays in the District Library and Children's Library; a competition; blog, and dedicated website page, social media posts with the hashtag: #loveyourlibrary and themed Pinterest boards.

The campaign goals were: to increase issues, to engage with the community and promote membership.

Results:

1. A total of 33 'Love Your library' responses.
2. 29 received on paper, 4 via social media.
3. The majority of people (29 or just 88%) did not 'opt out' of sharing their comments publicly.
4. The Kids 'Books we love' display received 73 responses.
5. *Facebook*: 20 posts related to Love your library, with a combined total reach: 2,456 and an average reach per post: 141. Post engagement for these posts: 19 likes / loves, 14 shares. Link clicks: 12, 38 photo views.
6. *Pinterest*: themed profile image 'loved up' all boards with romance titles, 'how to write romance novel guides' etc. 'Children's Books We Love' board was #2 in our top Pin impressions with 1173 impressions.

Jeremy Scott Evening

7. The Friends of the Libraries hosted an evening with Jeremy Scott on Tuesday, 28 February with 35 people attending,
8. Jeremy gave a very interesting talk, with his accompanying photographic presentation about his adventure cycling 52,000kms from London to Auckland.



Usage Statistics

February 2017 Statistics

	Checkouts	Reference Enquiries	Door Count (Visits)	Hold (Reserves) Placed
District Library, Blenheim	30,379	1,004	18,574 visits	1,351 holds
Branch Library, Picton	5,505	724	6,015 visits	412 holds
E-Resources	1,330			
TOTAL	37,214	1,728	24,589 visits	1,763 holds

Website Site Hits - www.marlboroughlibraries.govt.nz

During the one month period (1 February – 28 February 2017) the libraries website recorded 2,627 unique visitors accessing the website, with 8,310 pages viewed.

Membership

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

Adult	106
Child	37
Teen	3
Visitor	6
TOTAL	152

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

The number of **in-library computer sessions** recorded in February 2017 was –

District Library, Blenheim	2,460
Branch Library, Picton	918
TOTAL	3,378

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

District Library, Blenheim	4,400
Branch Library, Picton	2,602
TOTAL	7,002

Finance Report

Debtors Overdue Reports as at 28 February 2017

(Report prepared by Sonja Greenhill)

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 28 February 2017 is **attached** for Councillors' information.

The Paying by Arrangement debtors has increased as there is a number of large invoices being paid off.

The Property Leases and Licences Debtors Report as at 28 February 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 annual.

Rates Report as at 28 February 2017

(Report prepared by Merryl Hodgson)

F270-28-16

Attached for information are the Rates Levies Status, Rates Arrears and Debt Management reports and the Water Billing Debtors Report as at 28 February 2017.

Rate Levies Status and Rate Arrears Aged Balance Reports

We have collected 57.51% of the overall rates levied for 2016-2017 (inclusive of arrears) and this compares with 57.11% last year. These reports incorporate the 2016-2017 levies for the first three quarters, invoiced up to 1 February 2017. The last day for payment of instalment three of rates is 9 March 2017.

Of the 222 follow up overdue rates letters sent for instalment two, 138 have paid or agreed an arrangement to pay their overdue rates.

Debt Management

Attached for information is the Debt Management Report for Properties With and Without Registered Mortgages. Actions taken to recover debt and the results achieved **since last reported at 31 October 2016** are as follows:

Properties with registered mortgages –

- 81 have paid 2015-2016 rates (payment being received from either ratepayer or bank)
- A further 8 notices of default have been sent to the mortgagee (123 since 1 July 2016)
- 52 notices of demand have been sent to the mortgagee

Properties without registered mortgages -

- of the six reported as due for lodgement with the debt collection agency in the October report
 - two have made part payment of their debt to Council

- one has made an arrangement to pay with Council
- one is negotiating an payment arrangement with Council
- two were referred to the debt collection agency for action
- a further nine have paid their rates arrears
- of the three with judgement sealed by the District Court, one has made part payment

Water Billing Debtors Report

Attached for information is the Water Billing Debtors Report as at 28 February 2017.

The Current Balance includes Awatere water billing which is billed every four months and compares with the February 2016 balance of \$275,427.31.

DEBTORS REPORT AS AT 28 FEBRUARY 2017

Aged Analysis Report	Current Month	Comparison for Previous 5 Months				
	February	January	December	November	October	September
Current	1,072,594.09	1,075,237.55	1,838,376.04	1,058,566.75	1,917,988.40	980,128.05
30 - 90 Days	255,514.50	377,349.28	324,714.47	418,656.59	339,536.54	280,772.07
90 Days	106,326.73	91,692.75	78,930.25	114,019.13	89,420.75	90,115.11
Outstanding Debtors Closing Balance	1,434,435.32	1,544,279.58	2,242,020.76	1,591,242.47	2,346,945.69	1,351,015.23

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

	February	January	December	November	October	September
With Receivables Management	7,700.34	7,700.34	7,700.34	9,700.34	7,700.34	7,700.34
Paying by Arrangement	74,844.58	51,761.32	31,153.32	7,856.20	21,302.59	34,679.44
Negotiating Payment Arrangement	19,315.31	13,191.08	18,628.84	66,431.00	25,759.52	296.00
Debts in Dispute	1,705.00	12,344.50	12,344.50	12,344.50	12,344.50	37,808.02
Payments since month end taken off above amounts	1,049.00	5,008.17	8,457.59	16,139.18	20,808.25	7,781.83
Sub-Total	104,614.23	90,005.41	78,284.59	112,471.22	87,915.20	88,265.63
Various Debtors with Balances <\$250	1,712.50	1,687.34	645.66	1,547.91	1,505.55	1,849.48
Over 90 days Outstanding Total	106,326.73	91,692.75	78,930.25	114,019.13	89,420.75	90,115.11

Property Leases and Licences Debtors Report as at 28 February 2017

Current Month

Comparison for Previous 5 Months

Aged Analysis Report

	December	December	November	October	September	August
Current	42,109.72	(20,344.59)	190,096.79	27,068.95	(11,756.14)	60,716.67
30 Days	41,114.31	10,721.41	28,300.36	3,187.73	12,517.35	18,919.62
60 Days	(660.84)	9,350.13	1,724.60	10,927.58	12,554.53	1,259.34
90 Days	23,378.56	11,661.74	12,202.57	11,330.65	7,358.95	7,638.98
Outstanding Debtors Closing Balance	105,941.75	11,388.69	232,324.32	52,514.91	20,674.69	88,534.61
 60 and 90 days Overdue Balance	 22,717.72	 21,011.87	 13,927.17	 22,258.23	 19,913.48	 8,898.32

Rate Levies Status Report as at 28 February 2017

Financial Division	Balance B/Fwd (01/07/16)	Inst Levy To Q3	Arrears Pen	Instal Pen	Adjustments	Cash Received (incl Paid in Advance)	Add back Paid in Advance 28/02/2017	Balance 28/02/2017
Blenheim	71,290	25,926,501	20,817	39,597	(108,694)	(20,449,285)	445,326	5,945,553
Blenheim Vicinity	39,746	10,036,972	5,100	20,770	(70,519)	(7,653,583)	193,688	2,572,175
General Rural	107,121	8,255,576	13,179	27,893	(65,857)	(6,381,936)	235,085	2,191,062
Picton	119,924	6,415,407	11,962	16,358	(59,141)	(5,083,563)	120,122	1,541,068
Picton Vicinity	8,446	450,150	664	2,109	(12,659)	(364,053)	18,600	103,258
Sounds Admin Rural	16,023	1,015,578	2,215	7,033	(15,477)	(790,166)	55,796	291,001
Utilities Network	-	23,771	-	(63)	-	(29,986)	6,578	299
Current Year Totals	362,551	52,123,955	53,937	113,698	(332,347)	(40,752,572)	1,075,195	2,644,416

Rate Arrears Aged Balance Report as at 28 February 2017

Year	Total Outstanding (01/07/2016)	Less Cash Received	Total Outstanding 28/02/2017	Postponed Rates included in Total Outstanding 30/06/2016
2015/16	865,120	696,760	168,360	23,019
2014/15	64,686	36,024	28,663	12,823
2013/14	23,328	11,728	11,599	8,463
2012/13	11,157	6,934	4,224	2,912
2011/12	8,946	6,228	2,718	2,502
Prior 2011	12,179	6,243	5,936	5,936
Total	985,416	763,917	221,500	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

Debt Management Report 1 July 2016 - 28 February 2017

Arrears	2014-2015 & prior years	2015-2016 arrears
227 Ratepayers being:		
209 with 30 June 2016 year's arrears		
18 brought forward from 2015 & prior year's arrears		
Opening Balance 1 July 2016	18	209
Being Properties with Mortgages	3	182
and Properties without Mortgages	15	27

Debt Management Summary – with Mortgages

Paid	2	137
Arrangement made for repayment	1	10
Notice of Default still with Mortgagee	0	7
Notice of Demand still with Mortgagee	0	28
Total	3	182

Debt Management Summary – without Mortgages

Paid	2	13
Arrangement made for repayment	0	1
Awaiting response or further information	1	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	2	2
Notice of Claim filed and/or served on the ratepayer	3	0
Enforcement of Judgment	0	0
To commence legal proceedings when debt becomes over three years old or more than \$3,700	7	11
Total	15	27

Water Billing Debtors Report as at 28 February 2017

	Current Month	Comparison for Previous 5 Months				
	February	January	December	November	October	September
Aged Analysis Report						
Current	285,596.03	227.20	368,479.05	164.72	114,308.77	332,579.54
30 - 90 Days	8,764.65	37,547.03	6,906.23	21,655.16	19,737.30	(2,593.39)
90 Days	(4,108.88)	(1,108.56)	2,526.79	5,274.10	5,274.10	26,273.32
Outstanding Debtors Closing Balance	290,251.80	36,665.67	377,912.07	27,093.98	139,320.17	356,259.47

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

	February	January	December	November	October	September
Paying by Arrangement	1,075.72	1,582.48	1,861.05	2,554.79	3,708.85	4,838.04
Negotiating Payment Arrangement	5,274.08	5,274.08	5,068.72	3,994.15	7,892.10	17,221.55
Payments since month end taken off above amounts	12.00	851.39	1,153.44	260.00	1,620.19	4,248.53
Sub-Total	6,361.80	7,707.95	8,083.21	6,808.94	13,221.14	26,308.12
Various Debtors with Balances <\$250 or Credit Balances	(10,470.68)	(8,816.51)	(5,556.42)	(1,534.84)	(7,947.04)	(34.80)
90 days Outstanding Total	(4,108.88)	(1,108.56)	2,526.79	5,274.10	5,274.10	26,273.32

Record No: 1748750