

19 July 2023

Record No: 23147597
File Ref: D050-001-C01
Ask For: Nicole Chauval

Notice of Committee Meeting – Tuesday, 25 July 2023

A meeting of the Economic, Finance & Community Committee will be held in the Council Chambers, 15 Seymour Street, Blenheim on **Tuesday, 25 July 2023 commencing at 9.00 am.**

BUSINESS

As per Agenda attached.

MARK WHEELER
CHIEF EXECUTIVE

Public Forum

A public forum will be held prior to the Economic, Finance & Community Committee meeting, commencing at 8.30am. If you wish to address the Committee during this Public Forum session you will need to confirm your attendance and speaking time with the Committee Secretary at least 24 hours prior to the meeting
Ph: 03 520 7400. Please note topics are restricted to those agenda items for the meeting or within the Committee's delegation.



**Meeting of the
ECONOMIC, FINANCE & COMMUNITY COMMITTEE
to be held in the Council Chambers, 15 Seymour Street, Blenheim
on TUESDAY, 25 JULY 2023, commencing at 9.00 am**

Committee	Clr J A Arbuckle (Chairperson) Clr B G Dawson (Deputy) Clr S R W Adams Clr S J Arbuckle Clr A R Burgess Clr J D N Croad Clr D A Dalliessi Clr R J Innes Clr B A Fauls Clr M R K Flight Clr G A Hope Clr B J Minehan Clr J C Rosene Clr T P Sowman Mayor Nadine Taylor
Department Heads	Mr M F Fletcher (Chief Financial Officer) and Mr D G Heiford (Manager Economic, Community & Support Services)
Staff	N Chauval (Committee Secretary)

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Public Excluded

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1. Apologies

An apology from Cllrs B G Dawson (Deputy) and B A Faulls has been received.

2. Declaration of Interests

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

3. Annual Workplan - Economic Development Team

(also refer separate report available on Council's website)

(Cllr Croad) (Report prepared by Dorien Vermaas)

E101-001-001-01

Purpose of Report

1. To approve the new proposed way of planning and reporting for the Economic Development Team Annual Work-Programme for 2023/24.

Executive Summary

2. In the 2021 Annual Plan Council adopted an additional budget for Economic Development of \$100K per annum to be spent on developing the eco-system for startups, tech & innovation in Marlborough.
3. Now – two years later - the Marlborough Economic Wellbeing Strategy has been well-received and the first full year of activity against this programme is complete. It is the right time to review, consolidate and update plans for the coming 2023/24 year.
4. The draft Annual Workplan (circulated separately) gives background on the formation of Innovate Marlborough, a reflection on Phase I of the journey of supporting a thriving economy including a vibrant eco-system for tech & innovation in Marlborough. The report will also indicate how the next stage of our economic development activity will be organised for maximum impact.
5. The structure of the report is:
 - a) Introduction and background
 - b) Who we are, what we do and who we partner with
 - c) Long term vision and goals
 - d) Measuring success
 - e) Conclusion
 - f) Appendices:
 - i) Strategy on a page
 - ii) Marlborough Economic Wellbeing Strategy
6. As the Annual Workplan 2023/24 is an initial plan and draft it will be refined further during the year. Any input or changes to the current draft plan would be welcomed.
7. This Annual Workplan format will be used update plans and KPI's and report against the goals set out at the start of each financial year.

RECOMMENDATIONS

That Council:

1. **Approves and adopts the new way of work planning and reporting by the Economic Development Team**
2. **Approves the Economic Development draft Annual Workplan 2023/24.**

Background/Context

8. The ED Team's workplans focus' on:
 - Understanding and engaging the big economic sectors & drivers for Marlborough – Wine & Viticulture, Aquaculture, Forestry & Wood Processing, Food & Fibre Agri-sector, resulting in a fast-growing Agritech sector.
 - Building strong relationships with economic stakeholders inside the region – the (virtual) eco-system for tech & innovation.
 - Building strong relationships with central government agencies with a focus on regional awareness, collaboration and investment.
 - Building an exciting and vibrant activation programme that is supported and frequented by Marlborough businesses, investors, business service providers, industry bodies, research institutes and innovators.
9. Lay the foundations for Phase II and III by launching a new platform and fresh narratives to tell the Marlborough Business & Innovation story, including a brand refresh and a new website.

Assessment/Analysis

Option One – Adopt the new template and framework for the Annual Workplan for the ED Team

10. The recommendation is that Council adopts ED Team's proposed Annual Workplan and reporting structure.

Advantages

11. creates transparency
12. creates context, better understanding and overview
13. allows readers to better understand the role and influence of the ED Team
14. makes it possible to be more agile in working with business sectors
15. budget lines are aligned and implemented with the workstreams
16. allows readers to come on the 10-year journey and follow the progress as set out in the workplan goals

Disadvantages

17. a change from the old system – which people are used to
18. differs from other team-plans within MDC
19. will drive the need to create and implement new processes

Option Two – Status Quo

20. Continue the 'old way' of planning and reporting

Advantages

21. No change

Disadvantages

22. Ad Hoc project-focused reporting system that will not adapt to the changes and agile activations the ED Team are working on
23. Harder to identify the long-term goals and measure successes against those goals

Next steps

24. Approve the draft Annual Workplan 2023/24 for the Economic Development Team.

Presentation

A short presentation will be given by Dorien Vermaas (10 minutes).

Attachments


















Attachment 1 – Annual Workplan on a Page EDT 2023/24

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Attachment 2 – Innovate Marlborough Annual Workplan 2023-24 (report available on Council's website via the following link <https://www.marlborough.govt.nz/your-council/meetings>)

Author	Dorien Vermaas, Economic Portfolio Manager
Authoriser	Dean Heiford, Manager Economic, Community & Support Services

A. PLAN ON A PAGE

<h1>Innovate Marlborough</h1> <p>2023-2024 Strategy on a page</p> 							
VISION	A thriving economy balanced w/ a flourishing environment and vibrant communities						
OUR GOALS	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>< 1 ></p> <p>Recognised leader in Agri-tech solutions in Australasia</p> </div> <div style="text-align: center;"> <p>< 2 ></p> <p>Accelerated cross-collaboration, driving efficiencies and productivity through tech and innovation</p> </div> <div style="text-align: center;"> <p>< 3 ></p> <p>Te Ara o Tai: Telling the Marlborough Story to attract investment, businesses and talent to the region</p> </div> </div>						
OUR STRATEGIC PILLARS	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>LEADERSHIP For our regional economy</p> </div> <div style="text-align: center;">  <p>TRANSFORMATION Through tech, innovation and R&D</p> </div> <div style="text-align: center;">  <p>BUSINESS CAPABILITY To develop the workforce and talent</p> </div> <div style="text-align: center;">  <p>STORYTELLING To attract investment & talent</p> </div> </div>						
9 KEY PROJECTS	<ol style="list-style-type: none"> 1. Circular economy strategy for the region 2. Maori business connection programme 3. Launch tech/innovation hub, and deliver Year 1 goals 4. Embed the activation programmes (below) 5. Help deliver a Marlborough food digital platform 6. Business showcase 2024 – WINEPRO (24/25) 7. Deliver refreshed brand and new website 8. Develop a (social) media strategy 9. Review resourcing against strategy and outcomes 						
ACTIVATION MEASURES	<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">Leadership programme Quarterly CEO breakfasts Quarterly infometrics reports Sister Region Initiative</td> <td style="width: 25%;">Tech & Innovation Startup weekend Techweek & Innovation day Accelerator cohort (2024)</td> <td style="width: 25%;">Business and workforce capability Active Smart+Connected Groups (4) Business Trust Mentor Matches BTM and Chamber Community Meets Future of Work Conference</td> <td style="width: 25%;">Storytelling Annual social media campaign Quarterly newsletters Annual business awards</td> </tr> </table>	Leadership programme Quarterly CEO breakfasts Quarterly infometrics reports Sister Region Initiative	Tech & Innovation Startup weekend Techweek & Innovation day Accelerator cohort (2024)	Business and workforce capability Active Smart+Connected Groups (4) Business Trust Mentor Matches BTM and Chamber Community Meets Future of Work Conference	Storytelling Annual social media campaign Quarterly newsletters Annual business awards		
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6 KEY INDICATORS*	<table border="0" style="width: 100%;"> <tr> <td style="width: 16.6%;">Relative GDP Growth</td> <td style="width: 16.6%;">ED stakeholder sentiment survey</td> <td style="width: 16.6%;">Business confidence survey – ED</td> <td style="width: 16.6%;">Population growth by demographic</td> <td style="width: 16.6%;">Employment rates</td> <td style="width: 16.6%;">Inward investment levels (incl. RBP)</td> </tr> </table>	Relative GDP Growth	ED stakeholder sentiment survey	Business confidence survey – ED	Population growth by demographic	Employment rates	Inward investment levels (incl. RBP)
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PARTNERSHIP	<table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">Industry Associations</td> <td style="width: 25%;">Government Agencies</td> <td style="width: 25%;">Research and Education Partners</td> <td style="width: 25%;">     </td> </tr> </table>	Industry Associations	Government Agencies	Research and Education Partners	   		
Industry Associations	Government Agencies	Research and Education Partners	   				

*In addition to our performance measures above, we'll track metrics which indicate how the region is performing in key areas, but which are often impacted by factors outside of our control. As the ECI, we have a role to monitor and influence these indicators. However, we don't necessarily measure the performance of our team against them.

4. Regional Events Update

(Clr Croad) (Report prepared by Samantha Young)

E100-002-011

Purpose of Report

1. To provide an update on the activities of Council's Regional Events Advisor (REA) and Marlborough's events sector

Executive Summary

2. Marlborough has been announced as the host region for Godzone Adventure Race 2024
3. Council's new Community Events Fund opened on 1 July 2023
4. The Te Tauihu Regional Events Fund for Marlborough will shortly reopen for Expressions of Interest
5. Council's first Marlborough Matariki Events Fund is now complete with four events receiving funding
6. Printed and digital versions of the Marlborough Winter Events Guide showcasing events taking place around the region between 1 June and 31 August 2023 was released at the end of May and promoted through multiple channels locally to Marlborough, Nelson, Christchurch/Canterbury and Wellington. Work on the Spring Guide has commenced

RECOMMENDATION

That the information be received.

Background/Context

7. The Regional Events Advisor role supports the development of the events sector in Marlborough to ensure it maximises the economic return to the region, guided by the Regional Events Strategy. The main activities carried out by the Advisor include:
 - a) Development, management and implementation of the Regional Events Strategy
 - b) Marlborough Follow-ME events calendar, printed & digital collateral and social media platforms
 - c) Management of the following funds and assisting the respective sub-committees and decision-making panels:
 - i) Commercial Events Fund
 - ii) Community Events Fund
 - iii) Sport and Recreation Community Activity Fund
 - iv) Te Tauihu Regional Events Fund (Marlborough) - MBIE Funding
 - d) Identifying and executing Bid opportunities
 - e) Managing Council's Community Events Services contract
 - f) Supporting and advising regional event organisers

Events Update

8. **General Comments:**
 - a) Council's REA is in discussions with a number of event organisers hoping to establish new events for the region including an arts event, film festival, Havelock Christmas event and two new sporting events

- b) Marlborough has been announced as the host region of Godzone Adventure Race 2024. This event was secured through Council's Bid Fund and will take place from 29 Feb to 8 March 2024. Entries opened on 1 July
- c) Cultural engagement has been a subject of discussion nationally for events for some time with steps being made to improve processes. Following a meeting between Council staff and Wairau mana whenua to agree a process for Council and conference organisers to follow when engaging with iwi for events held in Blenheim, Council's Kaihau is finalising a process document which will be forwarded to the teams at ASB Theatre Marlborough, Marlborough Events Centre and Business Events Marlborough to share with conference organisers when they start to plan their events
- d) **Saint Clair Vineyard Half Marathon 2023**
 - i) This event took place on Saturday 13 May
 - ii) As recipients of funding through Council's Commercial Events Fund, organisers will provide a full post-event accountability report within three months of the event. However, in the meantime they have confirmed the following:
 - o 1,700 participants - 1,000 for the 21km and 700 for the 12km
 - o >80% participants from outside of Marlborough region
 - iii) A Marketview report confirms the following credit card spend for the weekend that the event was held and how it compares to both the same time last year and the week before the event

Marlborough	2023	2022 Comparison	2023 Week Before Comparison
Total Spend	\$8,681.355	↑ 8.7%	↑ 11.9%
Total # of Transactions	171,878	↑ 11%	↑ 10.2%

- e) **Marlborough Book Festival 2023**
 - i) This event will take place from 20 to 23 July
 - ii) Tickets are on sale now through ASB Theatre with organisers reporting they are selling faster than ever
 - iii) Extra tickets have been made available for some sold-out sessions
 - iv) Event will host 23 sessions, 16 authors across the ASB Theatre and Blenheim's new Te Kahu o Waipuna
 - v) The Little Marlborough Book Festival (school programme) will take place on Friday 21 July
- f) **Bayleys 'Friday Night Feast' 2023**
 - i) This event returns to Blenheim CBD on Friday 6 October
 - ii) As announced in the local press and social media recently, for the first time the event will be held at The Quays/Riverside Park and along High Street
 - iii) Organisers are working very closely with a number of Council departments on this event and as required as part of their road closure plans, they will also be liaising with affected neighbouring businesses

Event Funding

9. Commercial Events Fund

- a) This contestable fund is open to organisers of commercial events that create economic benefits to Marlborough by increasing visitation to the region. Community events, conferences, conventions, trade shows and exhibitions are not eligible

- b) **The budget for 2023/2024 is \$100,000**
- c) There are two rounds per annum. Round 1 for 2023/2024 opens on Monday 14 August. Applications will be open until Monday 12 September with decisions made by the sub-committee by Friday 6 October

10. **Sport & Recreation Community Activity Fund**

- a) This contestable fund is open to event organisers or local clubs and organisations looking to create small sport and community activities that are of low cost to participants and encourage involvement, accessibility and physical activity
- b) There is one funding round per annum and there was \$30,000 available for allocation for 2022/2023
- c) Applications closed on Monday 10 April. Four applications were received totalling \$18,560. The decision-making panel met on 2 May 2023 to review the applications. The following decisions were made:

Organisation	Event	\$ Requested	Decision
Life Education Trust Marlborough	Marlborough Kids Disco 2023	\$1,325	Approved - \$1,325
Graeme Dingle Foundation Marlborough	Wet 'n' Wild Week 2023	\$7,805	Approved - \$7,805
Port Marlborough Pavilion	Marlborough Team Challenge 2023	\$6,000	Approved - \$6,000
Wairau Valley Hall Community Trust	Wairau Valley Big Bounce 2024	\$3,430	Approved - \$3,430

11. **Community Events Fund**

- a) New contestable fund aimed at supporting the delivery of quality, innovative community events that act as catalysts for community well-being and civic pride. Applications will be accepted from Marlborough community groups, organisations and individuals
- b) Applications opened on 1 July 2023. The fund will be open year-round (or until funds are fully allocated) to enable applicants to apply as event opportunities arise
- c) There is \$28,000 available for allocation for 2023/2024
- d) Since its launch on 1 July, Council's REA has already met with three organisers to discuss how this fund may be able to support their events

12. **Mānawatia te Kahui o Matariki Fund**

- a) Council's first Marlborough Matariki Event Fund is now complete
- b) This fund aims to support the community in hosting events that recognise not only Te Ra Aro ki a Matariki, the public holiday, but also the wider Kaupapa and principles of Matariki
- c) The fund is administered and managed by Council's Project Lead - Art, Culture and Heritage. The decision-making panel is made up of Clr Rosene (Chair), Clr Burgess and Council's REA, Samantha Young
- d) Five applications totalling \$15,226.80 were received for 2023 with the decision-making panel approving the following:

Organisation	Event	\$ Requested	Decision
Linkwater Settler Incorp.	Linkwater Matariki	\$2,000	Approved - \$2,000

Organisation	Event	\$ Requested	Decision
Marlborough Youth Trust	Matariki	\$1,700	Declined
Ngāti Rarua o Te Wairau Society	Te Umu Kohukohu Whetu o Ngāti Rarua	\$2,500	Approved - \$1,644
Te Runanga a Rangitāne o Wairau Trust	Rangitāne o Wairau Matariki Celebration	\$5,000	Approved - \$5,000
Waikawa Marae	Mānawatia a Matariki – He makete o te po	\$4,026.80	Approved - \$4,026.80

13. Te Taihu Regional Events Fund

- a) In September 2020, Government announced a \$50m fund to support the tourism and event sectors in response to Covid-19's impact on international tourism. The fund is intended to stimulate domestic tourism and travel between regions through the hosting of events with the aim of replacing some of the expenditure usually generated by international visitors
- b) Marlborough, Nelson and Tasman were allocated \$1.5m for the creation of the Te Taihu Regional Events Fund to facilitate and fund events - \$540,000 of this was allocated to Marlborough
- c) Council's REA; Manager Economic, Community & Support Services and Destination Marlborough's General Manager review Marlborough applications and Expressions of Interest
- d) Until recently Marlborough's funding had been fully allocated. However, due to underspend and a change in circumstances for some of the events, funding is now available again. This fund will therefore reopen for new Expressions of Interest

14. Follow-ME Event Promotion

- a) The Marlborough Winter Events Guide showcasing events taking place between 1 June and 31 August 2023 was released at the end of May and promoted locally as well as to Nelson, Christchurch/Canterbury and Wellington through various print and digital channels. An additional print run was required due to significant demand, particularly from the new Marlborough Library and Art Gallery
- b) Work has commenced on the Marlborough Spring Events Guide showcasing events taking place between 1 September and 30 November 2023

15. Marlborough Events Centre (MEC) Update

- a) The management team (Marlborough Civic Theatre Trust) continue to report positive bookings for 2023/2024
- b) A request for Expressions of Interest will shortly go out for a preferred caterer to service events at the MEC. An option for this caterer to lease the on-site commercial kitchen will also be considered

Author	Samantha Young, Regional Events Advisor
Authoriser	Neil Henry, Manager, Economic Development and Strategic Planning

5. MDC Youth Council Plan 2023

(The Mayor) (Report prepared by Jodie Griffiths)

C150-002-018-01

Purpose of Report

1. Advise Council of the goals and objectives of the 2023 Youth Council.

Executive Summary

2. Receive and accept the 2023 Youth Council plan as presented.

RECOMMENDATION

That Council approve and adopt the Youth Council Plan for 2023.

Background/Context

3. The Youth Council was established as a mechanism to communicate and gain participation by young people in civic and community activities.
4. The Youth Council develops their plan each year with actions identified for implementation to achieve positive outcomes for young people in the community.
5. There are twenty one students selected as youth councillors representing Marlborough Girls and Boys Colleges, Queen Charlotte College, Richmond View School and home school.
6. Approximately ten meetings are held each year, with additional time attributed to subgroups and youth projects and activities. Mayor Taylor and Councillors Burgess and Rosene attend the full meetings.
7. The plan is supported by an annual budget of \$60,000 for delivery of youth services.

The Plan

8. The objectives and goals for this year have been discussed by Youth Council over the previous two months. Agreement was reached to approve the final plan on 19 June 2023.
9. Full details are contained in the attached plan. Some of the highlights include:
 - Increasing engagement through social media platforms
 - Inspiring young people to follow this year's election, enrol if they are of age and take interest in civic matters
 - Formally providing youth input into a range of forums and processes as well as attending Council events and celebrations.
 - Supporting a wide range of events and activities for Marlborough's young people via funding, attendance and promotion
10. Engagement in wider Council matters. The Mayor and Councillors are reporting to Youth Council on the key areas effected Council, at each meeting. Youth Council will therefore be better placed to be consulted on any relevant issues.

Attachment

Attachment - MDC Youth Council Plan 2023

page [12]

Author	Jodie Griffiths, Community Partnerships Advisor
Authoriser	Dean Heiford, Manager Economic, Community & Support Services

Summary of decision-making considerations			
Fit with purpose of local government			
The proposal enables local decision-making and action by Council on behalf of communities and relates to providing a public service and it is considered good-quality and cost effective.			
Fit with Council policies and strategies			
	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
LTP / Annual Plan	✓	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Social well-being	✓	<input type="checkbox"/>	<input type="checkbox"/>
Economic development	✓	<input type="checkbox"/>	<input type="checkbox"/>
Environment & RMA Plans	<input type="checkbox"/>	<input type="checkbox"/>	✓
Arts & Culture	✓	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	✓
Land transport	<input type="checkbox"/>	<input type="checkbox"/>	✓
Parks and reserves	✓	<input type="checkbox"/>	<input type="checkbox"/>
This proposal contributes to the categories identified above to enable local decision making, social wellbeing, support for arts and culture activities and use of local parks and reserves.			
Nature of the decision to be made			
The options do not involve a significant decision in relation to land or a body of water.			
Financial considerations			
The project has been budgeted for in the Long Term Plan 2021 - 2031.			
Significance			
The decision is considered of low significance under Council's Significance and Engagement Policy.			
Engagement			
Engagement has occurred with the Youth Council and local Secondary Schools.			
Risks: Legal / Health & Safety etc			
Any risks will be identified and managed through regular monitoring by Council staff with the Youth Council. Permission has been given by a parent or guardian for each Youth Council member along with approval from the College Principals.			
Climate Change Implications			
There are no known climate change implications to this decision.			

Marlborough Youth Council Action Plan 2023

Youth Voice - youth views are valued and listened to. Previous Actions	Who + when + how
<ul style="list-style-type: none"> Youth Council representatives promote who they are, allowing young people to raise their issues via Youth Council, as well as proactively gain wider input on issues raised through their school and other networks. 	<p>Social media, Facebook and Instagram, community profiles, (hoodies, badges), newspaper information, Marlborough Matters, School assemblies and school notices, home school network</p> <p>Andras, Arwen, Sophie, Will, Izzy, Samuel</p>
<ul style="list-style-type: none"> Provide comment and input toward submission to Council's Annual Plan on youth related topics. 	All group
<p>New ideas ...</p> <ul style="list-style-type: none"> Open forum for youth to voice concerns? Form to be completed or online – resource that could be offered in schools – google survey's on google classroom – home room at Richmond – year group at MGC – make a google form for circulate. 	Writing surveys; team leaders Will, Andras and Samuel
Youth Support – youth are supported to take action and participate Previous Actions	Who + when + how
<ul style="list-style-type: none"> Offer support to peer support programmes in Secondary Schools. 	All group
<ul style="list-style-type: none"> Promote participation to enrol and vote. 17 and above – once every three years – your opportunity for change 	All group
Leadership - opportunities for personal growth and community participation Previous Actions	Who + when + how
<ul style="list-style-type: none"> Youth Leadership opportunities are promoted to young people – eg UN Youth 	All group

<ul style="list-style-type: none"> Participation in opportunities given to Youth Council members such as training, leadership conferences etc 	All group
<p>New ideas ...</p> <ul style="list-style-type: none"> Cross cultural training – term three holidays? (a couple of hours) Cross cultural event 	All group
<p>Events & Activities – regular youth events are supported</p> <p>Previous Actions</p>	Who + when + how
<ul style="list-style-type: none"> Funding made available for a range of youth focus events. Continue support for CACTUS programmes and PCT activities. 	All group
<ul style="list-style-type: none"> Partner with the Millennium Art Gallery + Folio youth exhibition - if possible a Chorus Box Mural. Partnership with the ASB Theatre & Youth Council to subsidise youth productions/performances. 	All group – art subgroup
<ul style="list-style-type: none"> Participate in and support collaborative approaches between organisations to create activities, programmes and opportunities for Marlborough youth. 	All group
<ul style="list-style-type: none"> Hold Youth Week events & support Pink Shirt Day within the schools. 	All group + colleges
<p>New ideas ...</p> <ul style="list-style-type: none"> Daffodil day potential (supporting cancer) Making youth aware of specific days, eg Movember 	All group
<p>Youth Achievement – showcase young people and their achievements</p> <p>Previous Actions</p>	Who + when + how
<ul style="list-style-type: none"> Financial support given to youth chosen to represent at a national or international level, under the policy for supporting youth in need. 	All group
<ul style="list-style-type: none"> Youth Council to promote positive stories about local youth on an event/activity basis also utilising Youth Council social media tools. 	Repost via youth council social media and individual social media
<ul style="list-style-type: none"> Profile the positive contribution young people make in our community. 	Youth Council social media group
<p>Education & Training – opportunities for career development</p>	Who + when + how

Previous Actions	
<ul style="list-style-type: none"> • Provide information about careers and transition from school to workforce or further training/study • Involvement with Future of Work Conference 	All group
New ideas ...	
<ul style="list-style-type: none"> • Support career officers at schools – Youth Council • Blake inspiring stuff to be advertised • What’s in Marlborough for youth careers advertised • Support Graeme Dingle programmes • Talk with Business Trust and Chamber of Commerce re posting jobs 	<p>All group + social media subgroup</p> <p>Andras and Kate to make contact with Graeme Dingle</p>
Environment – think and act sustainably	Who + when + how
Previous Actions	
<ul style="list-style-type: none"> • Encourage youth participation in environmental issues by including information on the website and promoting activities on FB page and inclusion in any contracts with Youth Funding. • Youth Council to follow Council actions and practises aimed to reduce impact and enhance the environment. • 	All group
New ideas ...	
<ul style="list-style-type: none"> • Prioritise at least one sustainable funding action per year • And provide support to youth initiated environmental projects • Update to Youth Council on environmental projects in the Sounds • Plant a tree each year for Youth Council 	All group
Youth Health, safety & wellbeing – promotion of youth services & safety/wellbeing support	Who + when + how

Previous Actions	
<ul style="list-style-type: none"> Promote health services to youth via website & social media Investigate additional support in schools for mental health and wellbeing (such as speakers, real life stories & tools/apps/podcasts) 	All group + social media subgroup
<ul style="list-style-type: none"> Promote Cyber safety education and initiatives, including online resources 	All group + social media subgroup
New ideas ...	
<ul style="list-style-type: none"> Canvas and get ideas and suggestions on how to best meet these needs and cyber safety needs 	All group
New Areas for Youth Council - emerging	Who + when + how
Ideas ...	
<p>Beach cleanup or help in the community include food</p> <p>Plant a tree every year for Youth Council</p> <p>Connecting with primary schools and older people</p>	All group

6. Small Townships Programme Sub-Committee

(Clr Faults)

D050-001-S03

1. The Minutes of the Small Townships Programme Sub-Committee meeting held on 26 June 2023 are **attached** for ratification by the Committee.

RECOMMENDATION

That the Minutes of the Small Townships Programme Sub-Committee meeting held on 26 June 2023 be ratified.

**Minutes of a meeting of the SMALL TOWNSHIPS PROGRAMME SUB-COMMITTEE
held in the Kenepuru Room, Seymour Street, Blenheim on 26 June 2023
commencing at 1.00 pm**
Present

Cirs B A Faulls (Chairperson), S R W Adams, S J Arbuckle and B J Minehan

Also Present

Clr G A Hope

In Attendance

Jamie Lyall (Property and Community Facilities); Heather Graham (Small Townships Programme Project Manager); Robert Hutchinson and Kiri Whiteman (Parks and Open Spaces Officers), Haidee Soares (Network Manager Marlborough Roads), Charlotte Campbell-Lamerton (Marlborough Roads Multimodal Advisor), and Nicole Chauval (Committee Secretary)

Apologies

Jane Tito (Manager Parks and Open Spaces)

Clr Faulls opened the meeting and welcomed those present. Following a brief introduction there was discussion on the format/content of the agenda. Members noted the agenda and content was appropriate as it provided good information to keep members informed on what is happening within the portfolio.

1. Small Townships Programme Sub-Committee Minutes

Cirs Faulls/Minehan:

That the Minutes of the Small Townships Programme Sub-Committee meeting held 23 February 2023 be ratified.

Carried

Matters arising and action items

	Description	Comments
1.	Contact logging companies to discuss reducing speeds of trucks in Canvastown/Wakamarina.	In progress
2.	Circulate invite to members for the Grovetown Drop-In Day	Completed
3.	Circulate to members financial reports and background information on the past STP projects.	Attached – Financial Report
4.	Discuss with the Okiwi Bay community whether to proceed with purchasing an electric BBQ.	Attached – Progress Report

2. Progress Report
E105-002-04

Ms Graham advised that the purpose of the report was to provide members with an update on the Small Township Programme (STP) and associated work. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 23133355).

During the presentation the following was noted:

Remote Users Scheme Programme

The Remote Users Scheme Programme is focused on increasing the availability of broadband connectivity in rural and remote New Zealand.

This programme has had a low uptake in the Marlborough region.

The scheme is eligible to households and communities in the most remote areas, where broadband is not currently available and there is only access to voice calling and text services.

Small Townships has engaged with the programmes Stakeholder Manager and Council's Recovery Navigator and Community Resilience Advisor in order to connect rural residents with the programme.

Further Update – Heather Graham

- Information on the programme has been circulated to community groups. A link to be emailed to Scott Adams who will forward on to Federated Farmers for circulation to their members.

Managing Community Enquiries

Small Townships has a clear kaupapa that guides our work, however, residents do not see their community in isolation and so enquires received by Small Townships can often be much wider in scope than our budgetary outputs.

To ensure the wide-ranging topics of interest and concern that are received from communities by Small Townships can be managed effectively, networking meetings are undertaken as opportunities arise.

Over the first half of the year these meetings have included

- Recovery Navigator
- Community Resilience Advisor
- Destination Marlborough
- Welcoming Communities Coordinator
- Te Hoiere Programmes Team

New Programme – Chorus Cabinet Art

An inquiry from Chorus was received by Mark Wheeler and Mayor Taylor for support with managing the ongoing Cabinet Art Programme. After a bit of a chat both in-house and with the BBA it was thought that this workflow can comfortably be managed by Council's, Small Townships and Community Development teams with reporting to be managed through Small Townships Programme – Sub-Committee.

Each year Chorus identify the number of cabinets they have budget for and work with Council to identify the cabinets to be painted.

Applications to paint a cabinet open once a year via the Chorus website. Applications are then passed on to Council for consideration with successful applications returned to Chorus for final sign off of art works.

Councillors Faulls and Rosene will support Council staff and community representatives with the assessment of applications.

Council will then manage the undertaking of the painting projects with the artists.

Further Update – Heather Graham

- Six cabinets have been allocated for 2023.
- There is the potential to do more and if there are community groups that want to donate their time there are pathways to utilise that offer.

Township Plan

Township Plan – Background

The overarching goal of the Small Townships Programme is to foster sustainable growth and enhance the wellbeing of residents in the township.

A key tool in achieving this is the development of a Township Plan.

The process for developing a Township Plan involves engaging with iwi and stakeholders to gain an understanding of the town's unique identity, key concerns, issues, and aspirations. Stakeholders include local residents and businesses, as well as community organisations and government agencies.

The township planning process takes 6 – 12 months to engage with iwi, residents, and other stakeholders. This process requires a heavy investment of staff time but limited financial investment.

It is recognised that communities do not see their community in isolation and so feedback can often be much wider in scope, covering social dynamics, community development, business and tourism.

Changes to the Township Plan

Small Townships has been working with Debra Bradley – Writing For Councils, to develop a Township Plan "template". As part of this process a number of examples of similar work from other councils was reviewed.

Changes made around the design of the Plan focused on the following key elements

- **Usability** - for both Council and community
- **Accessibility** – plain English we can all understand
- **Affordable** – STP budget priority is projects not plans
- **Inclusion** – iwi and stakeholders voice are visible

The new Plan structure is as follows:

Introduction

Informs the reader of the Small Townships Programme, the purpose and scope of the plan. The process that was undertaken for the individual community including who was involved, the budget and an overview of the implementation of the plan.

About – Township

Aims to orientate the reader as to where the township is in relation to the Marlborough region, cultural significance, history, and population.

Vision, Issues and Actions

Shares the community's vision for the town, what is valued, what it feels like to live in this township, and what people particularly appreciate about their township and the surrounding area.

The community's key issues are identified, as are their ideas to achieve the vision, values and address key issues.

A priority listing of all projects is shared, including details of those involved and budgets that will support the project to completion.

Outcome

Township Plans will provide a reference for the Small Townships Programme's future investment in the area. While Council's contributions generally relate to public spaces and infrastructure. The Township Plan will now offer a reference point for the community who wish to work to deliver projects. Having an agreed list of projects in the Plan will enhance coordination and may assist when seeking funding from external agencies.

Township Plans will be viewed as a living document, with changes to be made over time as projects are completed and if the community's needs or priorities change.

Township Plans will in time be accessible via the Council's Small Townships Programme website page.

Further Update / Outcome of Discussion

- Section 1 to include more emphasis on the specifics of the township.
- The list of projects/priorities provides a pathway/timeline for the community. The plan will be available to the community for ongoing referral.
- A cultural narrative will be included with each Plan. Heather Graham is meeting with Dr Peter Meihana to hui about how we achieve this.

Project Updates

1. Canvastown

Planting

Further consultation with iwi and the Te Hoiere Project saw amendments to the original planting plan to ensure plant species were in keeping with the catchment and plants met eco sourcing criteria. Many thanks to the Te Hoiere team for their support.

Further Update

- Plantings are being completed this week. This will provide a gateway to the community to support the traffic calming and acknowledgement that you are approaching a built-up area.

Car Park

Design of the car park and associated works is progressing well with great engagement from the community and business owners who are supportive of the design. The project has also been shared with Ngāti Kuia.

Once the design is finalised, we will undertake costings and award a contract.

Further Update

- Community happy with the carpark plan. An aerial showing the layout was contained in the powerpoint. Heather Graham is working with Laura Skilton, MR Senior Transport Planner, Marlborough Roads to ensure a successful completion.
- Noted the fire brigade had raised a concern in regard to the handrail located in the toilet complex. This will be resolved when the car parking work is undertaken.

Gateway Signage

Consultation regarding the Gateway signage with the Canvastown Community Association has identified the community's priority to have the environment as the hero of the imagery. This fits well with the high-profile Te Hoiere restoration project.

Discussion with Ngāti Kuia has also offered a pathway to sensitively represent the dual heritage of the area.

A photographer has been engaged to undertake this work.

The tagline for the township is proving a little challenging, with further discussion required.

Further Update

- Community has suggested Butchers Flat as a possible sign location.
- Heather Graham and the photographer visited the site to scope area. A draft has been sent to several community members seeking feedback.
- Working with Ruihana Smith for guidance on iwi imagery for the signs.

Iwi Aspirations

Ruihana (Lewis) Smith - Ngāti Kuia, shared future aspirations for the area that iwi hold that fit well with Small Townships kaupapa. These include planting on the western bank of the awa, opposite the miner's hut and story boards covering topics such as Ruapaka wetlands restoration. These can be further explored as next steps once current work in the township is completed.

Further Update

- Potential to undertake both the planting and storyboards as a shared project with Te Hoiere Catchment Restoration Project can be explored once the other Carvastown Projects are completed.

2. Grovetown

A community consultation event was held in conjunction with the school in March 2023. The event while not highly attended by the community, offered residents an opportunity to engage with council staff and councillors. 15 Have Your Say surveys were also completed by residents.

Development of the Grovetown Plan has progressed well and was included as a draft in the agenda for members' information.

3. Havelock

Waka Kotahi has been contacted to advocate for the progression of the bus shelters on the main street of Havelock. Up to date information regarding bus movements has been supplied.

Further Update –Charlotte Campbell-Lamerton MR

- An approach has been made by the school and kindy around local vehicles using the carpark behind the school. As part of the RLTP / next round of funding Charlotte Campbell-Lamerton MR will be applying for some 'Streets for People' funding to improve the area behind the school.
- Members requested that Charlotte Campbell-Lamerton contact Andy High NZTA for an update on the bus parking for Main Street, Havelock.

4. Okiwi Bay

Okiwi Bay Residents Association (OBRA) have considered the cost and service requirements of the previously requested BBQ. They do not wish to proceed with this project.

The two main priorities OBRA wish STP to consider supporting are the teen area and the reinstatement of the bridge across Ruataniwha Stream.

Both will require considerable investment from STP and have a number of issues associated with them around flood risk and climate change that need to be factored in.

The high engagement of the community with STP indicates that the township undertaking the Township Plan process could be of benefit.

5. Rarangi

Township Plan

A very successful community consultation day was held in April and offered strong community voice on the vision and values and potential projects that will benefit the community.

Many thanks to Jodie Griffiths – Community Partnership Advisor for help in hosting this event and thanks to Robert Hutchinson - for his support on the day.

Menz Shed

A new Menz Shed club has commenced in Rārangi and Small Townships has passed on some recycled timber left over from some past council work.

This group will be a great contact for future work in the community.

6. Renwick

Heritage Trail

Finalised information for the Renwick Heritage trail has now been received from the Renwick Museum & Watson Memorial Library Committee.

The locations of the signs have been shared with Parks and Open Spaces staff who have advised that there are implications on maintenance of the areas. A Memorandum of Understanding if on private land and possible adjustments to the location of sign number 8 and 9 need to be considered.

Budget is allocated to this project and Small Townships will undertake this work along with actioning the design and fabrication of the signs.

Further Update

- Signs are now up to the design stage.
- Images of the nine locations for the signs were in the Power Point presentation. There was an image of an alternative site being on Church land for sign No. 9.
- Location of sign 8 requires further investigation. A possible site may be on the vacant area by the service station.
- Considering designing signs inhouse for consistency throughout the district. If the team doesn't have capacity Heather Graham will request a design brief which can be used by the party contracted to undertake the work.

Other Projects

Initial discussions with Council's Parks and Open Spaces staff and Councillor Sally Arbuckle around the community interest in further development at Founders Reserve. There is further information regarding the land required prior to Small Townships being able to consider this project.

Further Update – Cllr S Arbuckle

- Met with Cynthia Brooks and Council staff regarding upgrading Founders Park.
- Parks and Open Spaces are investigating obtaining ground penetrating radar which is a non-invasive, cost effective technique to determine what is below ground as there is some uncertainty about what may be there.

7. Seddon

A community consultation event was held in May. While attendance numbers were low, a number of constructive conversations were had with the community. Many thanks to Linda Craighead for her support in hosting this event and thanks also to Grahame Smail for his time on the day.

Early feedback ranged from highlighting project ideas the community has interest in through to issues around road safety and connectivity (footpaths).

Further promotion of 'Have Your Say' Survey will be undertaken to support engagement from a wider range of community.

Once feedback is collated, staff will return to the community with project ideas to seek their view on the prioritisation of these.

The significant iwi of the area have been contacted by both the Small Townships Manager and Council's Kaihautū. We look forward to their engagement in the programme.

Further Update

- 'Post It Note' information from the community consultation day and 'Have Your Say' survey to be collated.
- Once collated Heather Graham will go back to the community targeting specific groups such as youth, Lions, fire brigade to ensure a diverse view from the community is obtained.

8. Spring Creek

Wairau River – Ferry Bridge Picnic Area

STP has been engaged in consultation with Te Rūnanga o Rangitāne o Wairau, Ngāti Rārua and Ngāti Toa Rangitira regarding proposed work at the Wairau River – Ferry Bridge picnic area with the project brief changing significantly in response to this.

As previously reported, work on site was halted in November 2022 due to strong feedback from Ngāti Toa Rangitira and Ngāti Rarua.

With the support of Council's Kaihautū – Hara Adams, we continue to seek engagement from iwi in finding a resolution.

Further Update

- The project has changed significantly in response and out of respect to Iwi's comments and concerns.
- A resource consent has been issued and it is hoped there will be progress before this Christmas. Members supported that the project is progressed.

Traffic Calming – Ferry Road

Site visits with MR Senior Transport Planner have been undertaken and a number of low-cost low risk measures identified for consideration through the Regional Land Transport Plan and the Speed Management Plan.

Measures identified:

- Digital speed indicator
- Threshold colour marking
- Road marking to narrow the road
- Pedestrian crossing – school
- Pedestrian refuse – Ferry Road / Creswell Street area
- Footpaths – northern side of Ferry Road

STP is investigating the potential of supporting with connectivity projects along Ferry Road.

9. Wairau Valley

Hall Repairs (not funded by Small Townships Budgets)

This project has presented a few issues along the way with the roofing company undergoing a change of ownership and the new owners having some issues with sub-contractors. Initial work on the roof has been completed, including some further remediation.

Work on the foyer ceiling is yet to be completed.

Loop track

The community is concerned about the remaining sandbags that were originally installed around the culverts. They are concerned about the deterioration of the bags and the pollution to the waterway. A site visit with Gregor Punzel – Rivers Operations Engineer is planned.

The community has also expressed concern that the loop track's maintenance is lacking. This has been referred to the Parks and Open Spaces team.

Further Update

- Community have concerns about access issues in one particular area as it is steep. Due to its steepness contractors find it challenging as there is no continuous vehicle access. Parks and Open Spaces are working with the contractors on what is required to be maintained and to what level.
- Members noted that a loop access is not necessarily the main priority for the community. The community brought other projects to the Annual Plan for consideration - resurfacing of parking areas around the Wantwood Community Room and Wairau Valley Community Hall.
- Members agreed to the Community's request to remove the sandbags and moved the following motion.

Cllrs Minehan/Fauls:

That the Small Townships Programme approve the removal of the remaining loop track sandbags.

Carried

Picnic tables

Funds to cover the purchase and installation of a picnic table and two bench seats is discussed under New Projects.

10. Ward

Gateway Signage

A successful photo shoot was undertaken at the Flaxbourne A&P Show. This resulted in the additional rural image the community requested. The gateway images were confirmed with the community at the April Flaxbourne Settlers Association (FSA) meeting.

These are now with Marlborough NOC JV for manufacture and installation.

Jim Tannock Photography also donated a number of rural images to the Flaxbourne A&P Association. Small Township also commissioned a number of township images which can be used by Council's Design and Comms teams (among others).

Further Update

- Members liked the images for the signs.

Repairs and Maintenance

Small Townships has installed two items that were referred through last year's Annual Plan. These were a handrail at the hall and repairs and maintenance of water troughs at the Ward Domain. These are now completed.

Township Plan Next Steps

The FSA were provided with a summary of past consultation feedback prior to their April meeting.

Next steps were discussed at the meeting with path and planting identified as the community's preference. However, with a number of other projects identified through the FSA annual plan submission, Small Townships will revisit this decision with the FSA.

Further Update

- Plants have been vandalised and unsure whether they'll survive.
- STP had been given a direction to concentrate on path work from the school up to the hall which included further planting. It was noted that regular community meetings aren't occurring, it was suggested that before moving forward a meeting is arranged to get clear direction from the community
- Cllr S Arbuckle noted she had been approached from a community member regarding a submission to the Annual Plan on bringing shearing back to the community. It was noted that their submission was referred through to Assets & Services to provide some options and report back to the Committee.

Community Projects Fund - current projects

11. Homewood Hall

Complete – On budget and with positive feedback from the community

Further Update – Cllr Faulls

- Currently having issues with their retaining wall, noted that DOC maybe undertaking some work. Kiri Whiteman POS to investigate.

12. D'Urville Island – Kapowai Wharf Shed

Complete – Additional minor costs incurred to ensure appropriate drainage on site.

13. Port Underwood – Horahora Kākahu Lookout

This project was identified by the Port Underwood community and was also raised as a project of merit by Rangitāne at the 2022 Annual Plan.

This project has been discussed with local iwi including Te Rūnanga o Rangitāne o Wairau, Ngāti Rārua, Ngāti Toa Rangitira and Te Ātiawa.

Initial discussions saw Ngāti Toa Rangitira suggest an alternative location, however, the specifics of this location have not been offered.

Given the aspirations of having a site suitable for a bus the only viable location is at the summit of Port Underwood Road. This is in keeping with the location identified by the Port Underwood community and Rangitāne.

Small Townships will further discuss this with affected parties, if the project is viable we will undertake costings for consideration by the Sub-Committee.

Further Update

- It was noted that this project may be a good co-funding opportunity.

- Members were supportive of the proposal and suggested that an approach be made to Queen Charlotte Forestry to consider contributing to the project.

Clr Adams/Minehan

That approval be given to scope the Port Underwood – Horahora Kāhaku Lookout project and provide a report back to the Committee.

Carried

3. New Projects

E105-002-04

Members noted that the purpose of the report was to seek approval for projects in Tirimoana, Spring Creek Wairau Valley, Duncan Bay, Grovetown and Rārangī.

Details of the projects and assessments of the projects under the Small Townships Criteria were provided in the agenda item.

Tirimoana – Path

Tirimoana Recreation Reserve - To install a walking path through the Tirimoana Recreation Reserve, that guides the user through the reserve starting at the Tirimoana Terrace entrance connecting through to Thompson Place. The reserve includes a grove of kowhai trees through which the path will go.

Cost - Current cost estimate for the installation of the 243 metre path and bark mulch of the Kowhai Grove totals \$ 24,000 plus GST.

Members discussed the proposal:

- Requested two quotes be obtained.
Heather Graham outlined her process for getting costings to this point and advised that due diligence would be undertaken to ensure competitive costs are obtained.

Clr Faulls/Minehan

That the Tirimoana Path project be allocated \$24,000 plus GST from Small Townships Community Projects Fund.

Carried

Spring Creek – Footpaths and Pedestrian Refuge

Ferry Road – Spring Creek - Small Townships have obtained initial estimate totalling \$118,000 plus GST for footpaths.

Costings for a pedestrian refuge is yet to be received but is estimated to be \$50,000 plus GST.

Members discussed the request:

- In response to a query on whether the project had been considered in conjunction with the draft Speed Management Plan, Heather Graham advised that she has consulted with Laura Skilton, Transport Planner for Marlborough Roads which resulted in a number of potential low cost low risk measures identified. These were detailed in the agenda item.
- There was general discussion around some of the challenges in regard to the footpath and Charlotte Campbell-Lamerton MR offered to work with Heather Graham to assist in progressing the footpath.
- It was reported that to footpath all of Ferry Road would mean a doubling of costs. The areas indicated for footpathing are the areas that are deemed to be the most urgent/problematic.
- Members noted that in regard to the STP Criteria 3 '*Strengthens a sense of place and unique identity*' it should be moved to a '3' rather than a '1'.

Clr Faulls/Adams

That the Spring Creek footpaths and pedestrian refuge project is allocated \$168,000 plus GST from Small Townships Programme – Carryovers Reserves.

Carried

Wairau Valley – Picnic Table/Bench Seat - A location has yet to be finalised with the community but is likely to be at the golf course near the entrance to the walking track and parking area.

Cost to supply and install 2 picnic tables/bench seats totals \$3,200 plus GST.

Members discussed the request:

- Tables/bench seats would be supplied by Downers using Council's standard furniture to ensure consistency.

Clr Minehan/Adams

That the Wairau Valley – Picnic table/bench seat be funded \$3,200 plus GST from Small Townships Programme – Community Projects Fund.

Carried

Duncan Bay – Jetty Feedback from Council's Duty Planner has confirmed the Consent U160561 was granted in 2016 for a new coastal permit (replacing U010523) for an existing jetty, launching ramp, catwalk and stone groyne in Duncan Bay. The Jetty is in the Coastal Marine zone, within the Coastal Marine zone, Rule 16.1.26 allows repair and maintenance of existing lawfully established structures.

The applicant has offered one estimate only due to the difficulty in obtaining quotes from suitably qualified contractors given the demand on their services, in what is a relatively remote area, post the recent adverse weather events.

The estimate totals \$18,700 plus GST

The applicant has confirmed that the TIBC and DBRA will cover any costs over and above the estimate provided.

The applicant has also confirmed that the Havelock Mussel Festival has donated \$1,000 towards the works.

Members discussed the request:

- It was noted that if there was no jetty and the roading network is compromised then access to the bay would be severely affected.

Clr Faulls/Minehan

That the Duncan Bay Jetty project be allocated \$17,700 plus GST from Small Townships Programme – Community Project Fund.

Carried

Grovetown – Project Assessment - Vickerman Street Footpath - The installation of footpaths and safe crossing points along Vickerman Street commencing at 75 Vickerman Street and finishing at the existing footpath at 71 Vickerman Street.

Design work required to undertake this work has not yet been undertaken.

Members discussed the request:

- Tangata Whenua information be included at the front of the Introduction of the Plan.
- It was noted that in regard to the footpath and its location being close to the Vickerman and Fell Streets intersection and its connectivity with the school Heather Graham will be working closely with Marlborough Roads.

Clr Faulls/Minehan

- 1. That the project is approved.**
- 2. That the Small Townships Project Manager provides an update of plans and costings.**

Carried

Project - School Facilities

It was noted that Council's investment in recreational facilities located on school grounds is guided by the MDC School Playground Funding Policy.

This policy recognises that Schools are a significant provider of recreational facilities in the Marlborough region, particularly in rural areas. The policy states that studies have shown that the sharing of recreational facilities with schools strengthens links between the school and the community, optimising the use of their facilities, and often providing for a higher quality facility than either the school or Council are likely to provide individually.

The policy has a funding limit of \$40,000.

Two facilities requiring current improvements are the school pool and tennis courts. Both facilities have historically been used by the wider community.

The history and details of both facilities was contained within the agenda item for members' information.

It was noted that the facilities are highly valued by the School, Tennis Club and community but currently require an investment that no one party can afford on their own.

All parties show commitment to raising funds and with a current budget allocation in the Programme, Small Townships is able to offer support also.

It is suggested that Council could allocate a sum of \$20,000 to assist the community.

Members discussed the request:

- It was noted that the school had been advised that any support offered by Council would mean that the facilities are available for the wider benefit of the community. It was noted that community access to the pool is managed by way of key system and it would be Council's expectation that would continue.
- Members requested that it be formalised in a MOU to future proof the expectation of community access.

Clr Faulls/S Arbuckle:

- 1. That the Small Townships programme approve financial support of \$20,000 to Grovetown School for repairs to the pool and tennis court.**
- 2. That the Small Townships Programme offers ongoing advice and guidance.**
- 3. That a letter of support be provided to Grovetown School for the projects to assist in other funding applications.**
- 4. That an MOU between the Marlborough District Council and the Grovetown School Board of Trustees be entered into to ensure ongoing public access outside of school hours to the pool and tennis courts.**

Carried

Rārangi – Project Prioritization

Members noted the background information that was provided in the agenda item.

It was noted that the two projects indicated are the most widely supported by the community and it is suggested that these are the first two projects progressed.

a) Hinepango Wetland Restoration Project

The Hinepango Restoration Group (HRWG) group have developed a positive ongoing working relationship with DOC who are supportive of the group's aspirations.

Grants to support with the purchase of plants is widely accessible and HRWG have been successful in the last 2 years in gaining financial support from both the Yealands Sustainability grant and Councils Working for Nature grant.

Clearing areas prior to planting is a labour-intensive task and one not suited to community working bees. Grants to cover the cost of clearing of weed species prior to planting are not widely available. It is suggested that \$5,000 be made available for this purpose.

The restoration group is also interested in further enhancement of the wetlands through the installation of boardwalks that will allow users to enter further into a section of the wetland. The group is currently working with DOC to develop a shared approach around the building and ongoing management of the boardwalks.

This project would require substantial funding, with applications to funders needing to be supported by plans and costs.

HRWG are confident that funding options for the building of the boardwalks exists and would welcome support with funding the design. It is suggested that \$10,000 be made available for this purpose.

Members discussed the request:

- Cllr Minehan noted that MRWG have applied for a Working for Natures Grant with the decision pending. This application would not negatively affect the outcomes of the STP funded project.
- Consideration was given to including the \$5,000 for the clearing of weeds to the boardwalk but members agreed to leave it as proposed.

Cllrs Fauls/Minhan

That Small Townships Programme offer support of:

- 1. \$5,000 Grant to be used for the clearing of weed species prior to planting.**
- 2. \$10,000 Grant for the development of boardwalk plans.**

Carried

b) Community Hall Recreation Area

Members noted the request that STP in consultation with key stakeholders undertakes an assessment of the current area and develops a plan for further development. Much like the approach with Hinepango Wetlands, once a plan has been developed and costed STP can work with stakeholders to seek co funding opportunities.

Heather Graham will work in conjunction with the Parks and Open Spaces team.

STP will consult with Marlborough Roads to identify the potential use of land.

Cirs Fauls/Adams
That Small Townships Programme undertake the assessment and planning in consultation with key stakeholders.

Carried

4. New Townships

The purpose of the report was to seek approval for the inclusion of Okiwi Bay in the Small Township planning process.

It was noted that Council included funding in the 2015 – 2025 Long Term Plan for the upgrading of amenities in our small towns as part of the implementation of Growing Marlborough – A Strategy for the Future.

The townships identified as eligible for inclusion were Anakiwa & Tirimoana, Canvastown and Wakamarina Valley, Grovetown, Havelock, Linkwater and the Grove, Momorangi Bay, Ngakuta Bay, Ohingoaroa Bay, Okiwi Bay, Rai Valley, Rarangi, Renwick Seddon, Spring Creek, Tuamarina, Wairau Valley and Ward.

Clr Fauls provided members with an update on Okiwi Bay noting that the community has a number of projects that they would like to progress but their priorities have changed over time.

Kiri Whiteman advised that a contractor has been engaged to undertake some test pits to provide much needed drainage information. The information obtained will help in future planning of projects and results will be available in July.

Clr Fauls/Minehan
That \$250,000 is allocated to Okiwi Bay Township for the 2024/25 period.

Carried

5. Financial Report

The purpose of the report was to provide financial information for the Small Townships Programme (STP) for the period ended 31 May 2023.

Members were advised that the Community Projects Fund annual budget allocation is \$75,000. Expenditure to the 31 May 2023 is \$56,494 with new projects proposed for the 23/24 year totalling \$44,900.

It was noted there was an overspend of \$2,098 on the D'Urville Island – Kapowai Wharf shed project due to further drainage work required.

Township project expenditure Feb – May 2023 includes:

- a) Spring Creek – Further plan updates to Ferry Bridge carpark design
- b) Ward – Handrail at Ward Hall and repairs and maintenance at Ward Domain
- c) Homewood Hall – Flagpole base construction
- d) Okiwi Bay – Picnic table's x2
- e) Grovetown – Consultation event costs
- f) Rarangi – Consultation event costs

It was noted that STP continues to operate with a healthy carryover budget. Heather Graham to circulate what the total amount of carryover is for this year to members.

Overheads for the 23/24 period including interest, depreciation, and departmental costs increase to \$355,930 or 45% of the STP annual budget allocation.

Cirs Fauls/Minehan:
That the report be received.

Carried

ATTENDANCE: Kiri Whiteman withdrew from the meeting at 2.59 pm

6. General Business

6.1 Long Term Plan

It was noted that STP funding is confirmed to 2026 with an option to extend it to 2029.

Clr Faulls raised whether there needs to be discussion on returning to some of the original townships to reassess whether their priorities / needs have changed.

Jamie Lyall noted that STP was set up to go through the townships and then once cycled through the small townships they would come back round. Staff would need to provide the Council with the information on the benefits of commencing another round of STP funded projects.

Members agreed that the earlier townships be reviewed to see if there is a renewed need or not.

Members noted that the contestable fund is an important component of the Small Townships programme.

6.2 Townships Plans

It was noted that the recommendations made to the Grovetown Township be included for Rarangi so plans are consistent.

Action

	Description	Person Responsible	Date Required
1.	Circulate link to Remote Users Scheme programme to Clr Adams	Heather Graham	As soon as practical
2.	Contact Andy High for an update on the Havelock pedestrian crossing.	Charlotte Campbell-Lamerton	As soon as practical
3.	Refer to Assets & Services to investigate the options for works proposed in John Hickman's submission to the Annual Plan.	Jamie Lyall	As soon as practical
4.	Homewood Hall - issues with retaining wall. Contact DOC to ascertain whether they are undertaking works.	Kiri Whiteman	As soon as practical
5.	Circulate information on amount of this year's carryover.	Heather Graham	As soon as practical
6.	Earlier townships Plans to be reviewed and updated as appropriate.	Heather Graham	Updated provided next meeting

The meeting closed at 3.04 pm

Record No. 23133373

7. Housing for Seniors Sub-Committee

(Clr Croad)

D050-002-H01

1. The Housing for Seniors Sub-Committee meeting held on 27 June 2023 are attached for ratification by the Committee.

RECOMMENDATION

That the Minutes of the Housing for Seniors Sub-Committee meeting held on 27 June 2023 be ratified.

**Minutes of a meeting of the
HOUSING FOR SENIORS SUB-COMMITTEE
held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY 27 JUNE 2023 commencing at 1.00 pm**

Present

Clrs J D N Croad (Chairperson) and J A Arbuckle, Brian Ross (Community Representative)

Present Via Teams

D A Dalliessi

In Attendance

Mr J Lyall (Manager, Property and Community Facilities), Ms M Watson (Projects & Contracts Manager), Ms W Harcus (Property Managers, APL Property Blenheim Ltd) and Ms N Chauval (Committee Secretary)

Guest

Sue van Velzen, Community Welfare Co-ordinator - Age Concern

Apologies

Clrs Croad/J Arbuckle:

That the apology for absence from Clr R J Innes be received and sustained.

Carried

1. Housing for Seniors Sub-Committee – Minutes

Clr Arbuckle queried the postscript (23 March 2023 minutes) in regard to the quorum for the Committee and asked that the process for all sub-committees on setting quorums be confirmed.

The following is an excerpt from the Marlborough District Council Standing Orders

11. *Quorum*

11.2 *Committees and Sub-Committee meetings*

“A council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their subcommittees by resolution, provided that it is not less than two members. (See also 7.4).

In the case of subcommittees, the quorum will be two members unless otherwise stated. In the case of committees at least one member of the quorum must be a member of the council, or if established by a local board or community board, the relevant board. “

It was confirmed that the quorum of this Committee be 3.

Clr J Arbuckle/Mr Ross:

That the Minutes of the Housing for Seniors Sub-Committee meeting held on 23 March 2023 confirmed as a true and correct record.

Carried

	Details	Comments
1.	APL to provide photos of George Street painting.	Completed

	Details	Comments
2.	Discuss with Martin Fletcher Housing Infrastructure (GST sharing) Bill.	Completed
3.	Calculate adjusting the asset level by the CPI index since it was last reviewed and report back to the Committee.	Completed
4.	Further investigate Criteria One (b) and the policy to ensure the policy is fair and workable.	General Business
5.	Rental datasets for next meeting	Completed
6.	Arrange visit to complexes	General Business

ATTENDANCE: Sue van Velzen, Age Concerns' Community Welfare Coordinator was in attendance for the following item.

2. Age Concern – Senior Housing Support Services Report

Members noted that the purpose of the report was to table the 2022/23 Senior Housing Support Services Report carried out by Age Concern. The report was included in the agenda item for members' information.

It was reported that Age Concern visit and survey all Council senior housing tenants once per year.

The 2022/23 survey was completed for 147 of the 171 units, in comparison to 138 last year, an increase of 6%.

Age Concern reported that whilst Covid-19 dictated many of their visits in 2021/22, a general relaxation in the community towards Covid-19 enabled their team to meet a greater number of tenants face to face this year.

Ms van Velzen advised that most tenants appreciated the opportunity to express their views which were mainly positive. The majority of tenants are very satisfied with the service APL Property provide and trades and service people treated them respectfully and promptly.

The following were further areas highlighted during the survey:

- Lack of parking for and charging of mobility scooters, this is likely to increase over time.
- Digital literacy - Age Concern are working with other support services to increase confidence in the elderly demographic. It was noted that fibre is installed in all complexes and tenants can make their own arrangements through a service provider to have fibre connected in their unit.

Members noted the positive responses in the report and queried whether at some time in the future tenants are approached to determine whether they have additional questions they would like to see included in the survey.

Cllrs J Arbuckle/Dalliessi:
That the information be received

Carried

3. Operations Report

Members noted that the purpose of the report was to update the Senior Housing Sub-Committee of operations for the third quarter January – March 2023.

The tenant waitlist has remained at 49 over the period for 65+.

156 maintenance work orders were issued for the period, larger maintenance items over \$1000 were detailed in the report. Exterior painting on George Street / Vevian Place, Blenheim has been completed.

Tenancy welfare information was detailed in the report, no further issues have been reported.

Cllrs Croad/J Arbuckle:
That the information be received.

Carried

4. Projects Report

The purpose of the report was to provide an update to the sub-committee on the current progress of projects relating to the Senior Housing portfolio.

Members were advised that work commenced in February 2023 on the 12-unit development at 85 George Street. Progress photos were included in the agenda item for members' information. No adverse comments have been received from tenants on the 85 George Street development to date.

The contract for the kitchen refurbishments at Harling Court, 208 High Street was awarded in April 2023. Letters detailing the project programme have been sent to Harling Court tenants. Max George is communicating with each tenant directly to ensure the least amount of disruption during each upgrade.

The contract for the George Street / Vevian Place watermain replacement went out for tender and closed 22 June. Three tenders were received.

Ms Marcus noted that tenants are kept up to date with all projects.

Clr Arbuckle requested that as 85 George Street is a significant development that information on timeframes, progress and budget information is included in future as a separate project report.

Cllrs J Arbuckle/Croad:
That the information be received.

Carried

5. Market Rent Report

Members noted that the purpose of the report was to provide updated information to the Sub-Committee on current market rent rates in Blenheim as provided by the Ministry of Business, Innovation and Employment (MBIE).

Ms Watson noted that the median market rent rate for a 1-bedroom unit in Blenheim has remained consistent at \$280 p/w since November 2020.

The median market rate for a 2-bedroom unit has risen slightly from \$423p/w to \$450p/w.

The rent rates for a Council Senior Housing 1 or 2-bedroom unit are currently positioned at 71% and 58% of the local median market rates respectively.

Cllrs Croad/J Arbuckle:
That the information be received.

Carried

6. Financial Report

Members noted that the purpose of the report was to provide updated financial information for the Senior Housing portfolio for the nine-month period ending 31 March 2023.

Ms Watson advised that revenue for the nine-month period is tracking close to budget, with a positive variance of 2% forecast. Operating expenditure to 31 March is 15% below the budgeted allocation for the period.

The 2022/23 end-of-year forecast is projecting a deficit of \$141,426.

It was noted the 85 George Street project is an 18 month project and to date \$1M has been spent of the \$4.6M.

Clr J Arbuckle/Mr Ross:
That the information be received.

Carried

7. CPI Adjustment to Eligibility Policy Asset Criteria

Members noted that the purpose of the report was to provide the Sub-Committee with updated CPI data relating to the eligibility policy asset criteria.

Ms Watson noted that at the March 2023 meeting, a query was raised relating to the maximum asset levels under the Housing for Seniors Eligibility Policy. The Eligibility Policy states that an applicant may not have cash or assets totalling more than \$20,000 for a single person or \$25,000 for a couple.

A request was made to apply a CPI adjustment to the asset criteria for the Sub-Committee to consider.

Data sourced from the Reserve Bank of New Zealand Inflation Calculator shows that \$20,000 in Q1 of 2003 if adjusted for inflation, would be \$32,694 in Q1 2023. \$25,000 in Q1 2003 would total \$40,868 in Q1 2023.

It was reported there are a number of prospective tenants on the waiting list and if the asset level was increased it would likely increase the number of applicants. It was noted that financial information is provided by the prospective applicant, and they have generally investigated a number of options before making an application for Council housing with the majority meeting the eligibility criteria.

Following discussion on the policy criteria, members agreed that no changes to the policy were required at this time. Members noted that they wanted the opportunity to review the policy criteria at a future time if circumstances change.

Clrs J Arbuckle/Croad:
That no change be made to the Eligibility Policy Asset Criteria, but the Sub-Committee have the discretion that if circumstances change, the Policy can be brought back to the Sub-Committee for review.

Carried

8. Tenant Liaison Report

Mr Ross noted that a report had been received from Tenant Representative, Moira Conroy. A meeting had been held to discuss the report and it was agreed that it would not be tabled.

Mr Ross noted the positive comments contained within the Age Concern report which indicates a high level of satisfaction from the majority of tenants.

Clrs Croad/J Arbuckle:
That the information be received.

Carried

9. Te Tūāpapa Kura Kāinga - Request for Proposal

Mr Lyall noted that the purpose of the report is to seek Committee approval to lodge a Request for Proposal (RFP) to the Ministry of Housing and Urban Development Affordable Housing Fund - Affordable Rental Pathway.

By way of summary it was noted that Te Tūāpapa Kura Kāinga (Ministry of Housing and Urban Development) has established a second tranche fund of \$100M to assist with housing provision across New Zealand. The previous stage funding of \$50M was allocated directly to specific regions.

The Affordable Rental Pathway offers grant funding to not-for-profit organisations to deliver newly built affordable rental housing. Not-for-profits include organisations such as community housing providers, iwi and Māori housing providers, councils, and charitable trusts.

Organisations must be able to identify a specific project under certain criteria.

Members were advised that Marlborough District Council lodged a Registration Of Interest (ROI). This was attached to the agenda for members' information, with the Ministry in April and was advised in May of eligibility to proceed to the next stage of Request For Proposal.

39 organisations have been accepted to proceed to the RFP stage with funding requests totalling \$235M. Due to timeframes staff have advised the Ministry of Council's intent to lodge an RFP (subject to committee approval).

Members were advised that HUD has indicated a preference for proposals that have scalability. Council's proposal would be difficult to scale as the infrastructure required is a necessary and large component of the development.

A large amount of the information required to fulfil RFP obligations is already held within Council information repositories and it is proposed that any additional costs could be covered by existing budgets. The close off date is 8 August 2023 and result notification would be provided by year end.

It was noted that letters had been sent to tenants in Andrew Place to let them know what is happening, it was also included in the Senior Matters newsletter.

Members were supportive of the proposal and congratulated staff on the quality of the information and work undertaken for the application.

Mr Ross noted that an Abbeyfield type concept would fit onto that land and a two story type facility would fit well into that area.

Members noted that the tenant's welfare and wellbeing is a top priority and it is important that any comms is positive and well managed.

Clr J Arbuckle/Mr Ross:

That the Senior Housing Committee approve lodgement of an RFP application to the Ministry of Housing and Urban Development Affordable Rental Pathway Fund.

Carried

10. General Business

10.1 Tenant Eligibility Policy Criteria 1(b) - Maighan Watson

Criteria 1(b) Only receive income from a benefit plus interest / dividends from assets

Following discussion it was suggested that Criteria 1(b) of the Tenant Eligibility Policy be reviewed and brought back to the Committee for consideration.

10.2 Complex visits - Maighan Watson

Members noted their preference for a full site visit to complexes. Dates to be discussed at a future meeting.

10.3 Mobility Scooter Parking

Mr Lyall provided members with information on what had been undertaken previously to provide mobility scooter parking and charging.

It was requested that the past information/reports be circulated to members.

It was noted that the George Street complex does have mobility scooter parking and mobility scooter parking/charging facilities would be included in any future development.

Members were advised that outside power points for mobility scooter charging have been installed when requested.

It was suggested that contact be made with rest homes to investigate how they have dealt with mobility scooters for their residents.

10.4 Housing Infrastructure GST Housing Bill

Mr Lyall advised that he has received notification that on 7 June 2023 the Bill was defeated.

11. Decision to Conduct Business with the Public Excluded

Clrs J Arbuckle/Croad:

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

- Review Information
- Portfolio Planning

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Review Information	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as provided for under Section 7(2)(i).	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.
Portfolio Planning	Maintain legal professional privilege as provided for under Section 7(2)(g).	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.

Action

	Details	Person Responsible	Required by
1.	Mobility Scooter parking – historical information and reports circulated to members.	Maighan Watson	As soon as practical
2.	Contact rest homes to investigate how they have dealt with mobility scooters for their residents	Maighan Watson	Prior to next meeting.

The meeting closed at 3.06 pm

Record No. 23137865

8. Audit & Risk Sub-Committee

(The Chair)

D050-001-A05

1. The Minutes of the Audit & risk Sub-committee meeting held on 28 June 2023 are **attached** for ratification by the Committee.

RECOMMENDATION

That the Minutes of the Audit & Risk Sub-committee meeting held on 28 June 2023 be ratified.

**Report and Minutes of a Meeting of the
AUDIT & RISK SUB-COMMITTEE**
held in the Council Chambers and via Teams, 15 Seymour Street, Blenheim
on WEDNESDAY 28 JUNE 2023 commencing at 2.00 pm

Present:

Mr I Marshall (Chairperson), Mayor N P Taylor, and Cllrs J A Arbuckle and B G Dawson (from 2.17 pm).

In Attendance:

Cllr S R W Adams, Mr M S Wheeler (Chief Executive), Mr M F Fletcher (Chief Financial Officer), Ms S L Young (Chief Information Office), Mr G W Townsend (Contract & Risk Policy Manager), Ms C L Lake (Financial Services Manager), Ms T A Dever (Financial Accountant), Ms R Zhao (Systems Accountant), Ms A Merwood (H&S Advisor) (from 3.09 pm) and Mr M J Porter (Democratic Services Manager).

In Attendance via Teams:

Mr J Tan (Audit Director Audit NZ) and Mr R Foitzik (General Counsel).

Apologies:

Cllr J Arbuckle/The Mayor:

That the apologies for absence from Cllrs J D N Croad and J C Rosene be received and sustained and that the apology for non-attendance from Mr D G Heiford (Manager Economic, Community & Support Services) be noted.

Carried

The Chairperson welcomed all to the meeting noting that the order of the agenda would be altered with item 1 (Previous Minutes) moved to be discussed prior to item 5 (Insurance Renewal 2023/24). It was also noted that items 2, 3 and 4 (Audit Management Report 2022, Audit Engagement Letter and 2023 Audit Plan Letter respectively) would be discussed together with one resolution to be made. It was further noted that the Chairperson would take any discussion on the performance/conduct of staff and management during the 2022 Audit process with Mr Tan off-line and report back.

1. Audit Management Report 2022, Audit Engagement Letter and 2023 Audit Plan Letter F230-A19-01, F225-003-01

Mr Tan spoke to all three items (numbered 2, 3 and 4 in the agenda). Members noted that the purposes of the reports were to:

- present Audit New Zealand's (ANZ) Management Report for the year ended 30 June 2022;
- present for the Committee's consideration Audit New Zealand's Engagement Letter for three years ending 30 June 2023, 2024, and 2025; and
- present for the Sub-Committee's consideration Audit New Zealand's proposed 2022-23 Audit Plan.

Mr Tan advised that Audit NZ have issued a qualified report for 2022 and the reasons for this (covered in detail in the agenda). Mr Tan also advised that the opinion also included two emphasis of matter paragraphs in the audit report to draw the readers' attention to the disclosures in the financial statements. He also spoke on the breach of the amended statutory deadline.

Mr Marshall asked if once Council responds to the recommendations identified could they be removed from future audits, Mr Tan advised no. However, Mr Tan undertook to review the removal of the credit card issue from next year's Management Letter.

Mr Tan emphasised the importance of the Audit Engagement Letter. Members discussed the letter and agreed that the Mayor should sign the letter, but there may be some discussion required before doing so.

Mr Tan advised that the 2023 Audit Plan Letter was in draft form and that he would welcome any comment. Members discussed the Audit Plan and asked that Mr Tan keep Management and the Chairperson advised of any change to the timetable as outlined in the agenda. The fee was also discussed and Mr Tan indicated that there was some room for negotiation.

Cllrs J Arbuckle/Dawson:

That the Audit and Risk Sub-Committee:

1. receive the attached **Audit New Zealand Management Report for the year ending 30 June 2022;**
2. recommend that the Mayor signs the **Audit Engagement Letter;** and
3. note the **Audit Plan for the audit of Council's 2022-2023 Annual Report.**

Carried

2. Previous Minutes

D050-001-A05

The minutes of the previous meeting held on 21 April 2023 were attached to the Agenda.

Comment from or highlights noted at the meeting included:

- Mr Fletcher noted there was still no response from the Auditor-General in regard to Council's request to change audit service provider. It was agreed that Mr Fletcher is to contact the Auditor-General.

Cllrs J Arbuckle/Croad:

That the minutes of the Audit & Risk Sub-Committee held on 21 December 2022 be received.

Carried

3. Insurance Renewal 2023/24

C500-009-002-001-23

Members noted that the purpose of the report was to highlight and provide background on the key issues for the 2023/24 renewal.

Mr Townsend tabled an updated report at the meeting (filed in CM – Record No. 23145747). Mr Townsend advised that the content of the report was provided again as background to the status of the insurance renewal process. He noted that the information was still subject to change, due to the difficult and evolving nature of the current renewal process.

Mr Townsend reported that:

- **Property – Material Damage & Business Interruption** – QBE Insurance (QBE) has looked to impose a \$1B loss limit (over the Top of the South). This does bring the premium previously provided (\$6.54M) down to \$6.4M. QBE has also offered a \$100,000 non-ND (natural disaster) excess which would reduce the premium further to just over \$6M. This still leaves the 5% extra capacity we need, for which there are three options [covered in the updated report] (QBE previously held 45% of the TOTS built asset cover but due to increased values has pulled back to 40%). A new \$500,000 flood excess will apply to MDC/NCC (\$250,000 for TDC and \$100,000 for MAL).
- **Motor Vehicle** – Vero has reduced their rate from 1.55% to 1.50 which reduces the overall TOTS premium to \$112,778.44 (previous offer was \$116,424.84).
- **Personal Accident** – this is still being worked on.
- **Statutory, Employers and Hall Hirers Liability** – Statutory Liability increase of 12.55% based on an inflationary increase plus group turnover up 24%. Employers Liability increase of 5%.
- Updated Crime and Forestry terms are also included, Crime got a decent uplift as this is more directly targeted at turnover and hence Marsh queries to try and mitigate this. Harbourmasters & Wreck removal is the only other one to finalise (there have been specific new queries regarding vessel movements by type and weight in the harbour jurisdiction).

Members noted that Marsh are working with the market and the Top of the South Council group to finalise the best cover available on best terms.

Cllrs J Arbuckle/Dawson:

1. That the report be received.

2. That the Audit and Risk Sub-Committee considers the updated information provided.

Carried

4. Cybersecurity Quarterly Report: April – May 2023 c500-011-101

Ms Young advised that the purposes of the report were to provide a summary of new systems and frameworks implemented and provide an update on the cybersecurity monitoring undertaken by Council's IT Department.

Ms Young reported that Council's firewall blocks all traffic unless specifically allowed. The firewall provides full control of who and what is communicating to Council's systems and means that if something were to go wrong (i.e. a vendor is compromised) it is easy for Council to respond and resolve, as our surface area for being attacked is small. Council's cybersecurity applies technologies, processes, and controls to protect Council's systems, networks, programmes, devices, and data from cyber-attacks. Its aim is to reduce the risk of cyber-attacks and protect against the unauthorised exploitation of systems, networks, and technologies.

The report also contained specific comment under the headings of 'Frameworks Implemented', 'Centre for Internet Security Best Practice', 'Zero Trust Security framework', 'Cybersecurity Monitoring Results', 'Mimecast', 'CrowdStrike Falcon Complete – Endpoint Detection and Response', 'CrowdStrike Falcon Complete – Intelligence' and 'Fortigate Firewall'.

**The Mayor/Cllr Dawson:
That the report be received.**

Carried

5. WorkSafe Improvement Notice and Contractor Management C500-005-014-01

Ms Merwood gave the Committee an update on a WorkSafe Improvement Notice issued to Council as a consequence of tree felling in Victoria Domain (the presentation made to the Committee is filed in CM – Record No. 23143020).

The meeting closed at 3.53 pm.

Record No: 23145785

9. Long Term Plan Working Group

(The Chair)

D050-001-L21

1. The Minutes of the Long Term Plan Working Group meeting held on 29 June 2023 are **attached** for ratification by the Committee.
-

RECOMMENDATION

That the Minutes of the Long Term Plan Working Group meeting held on 29 June 2023 be ratified.

**Report of the LONG TERM PLAN WORKING GROUP
held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY, 29 JUNE 2023 commencing at 9.50 am**

Present

Clrs J A Arbuckle (Chairperson), Clrs S R W Adams, B G Dawson, B A Faulls, G A Hope, R J Innes, and Mayor N P Taylor

Also Present

Clrs S J Arbuckle, A R Burgess, B J Minehan and T P Sowman

In Attendance

Mark Wheeler (Chief Executive), Martin Fletcher (Chief Financial Officer), Glyn Walters (Communications Manager), Chris Lake (Financial Services Manager), Rainbow Zhao (Systems Accountant), and Nicole Chauval (Committee Secretary)

Apologies

Clrs J Arbuckle/Dawson:

That the apology for absence from Cllr J D N Croad be received and sustained.

Carried

The frequency of meetings was discussed. It was noted there is a considerable amount of work involved in an LTP year as it sets out the Council's intended programme for the next ten years. It was proposed that the LTP Working Group hold meetings twice in each Council six weekly cycle to follow the Council meeting and the Economic, Finance & Community Committee meeting.

1. 2024-34 Long Term Plan

F230-L24-09-05

Mr Fletcher, Council's Chief Financial Officer noted that the purpose of the report was to identify for new members of the Long Term Plan Working Group (WG) the work required to complete the 2024-34 Long Term Plan; Inform the WG of the specific actions required and the progress made to date and confirm the operating protocols for the WG.

Members discussed operating protocols and agreed that all papers prepared for the Working Group be copied to all Councillors; all Councillors are welcome to attend Working Group Meetings; and that the minutes of the Working Group meetings be reported to the Economic, Finance & Community Committee. It was also suggested that a folder be set up in Sharefile where all documentation for this LTP for members to access.

It was noted the LTP provides the Council with the opportunity to review:

- Strategic Direction
- Levels of Service
- Infrastructure Strategy
- Financial Strategy
- Revenue and Financing Policy
- Investment and Debt Policy

Contained within the agenda item and included below are details of those items together with the progress made. An additional table containing further items is included and was discussed.

Members discussed the items for review with additional comments noted.

Items for Review	Progress to Date/Responsibility
<p>a Council's engagement with the Community as part of preparing the 2024-34 LTP including pre-engagement and consultation. Related to this is a review of Community Outcomes.</p>	<p>Communications</p> <p><u>Additional Comments:</u></p> <p>Full consultation is always undertaken for an LTP.</p> <p>It may be too late to undertake pre-engagement. If pre-engagement was undertaken it would require resourcing.</p> <p>Members suggested pre-engagement be informal as to go out with a lot of hype would create a false expectation.</p> <p>Reference was made to the IAP2 (international Association for Public Participation). Glyn Walters to circulate the IAP2.</p> <p>For a short time members have the opportunity to add to the work programme, identify concerns or areas Councillors wish to investigate further.</p> <p>Clr Adams - LOS for Biosecurity</p>
<p>b Council's Revenue and Financing Policy including Land Value versus Capital Value Rating.</p>	<p>Council has already decided that it will retain Land Value Rating, except for those [rivers that are already based on capital values] [these words were omitted from the agenda item]</p> <p><u>Additional Comments:</u></p> <p>Requested that historical papers on both systems be circulated and that it be considered as a line of work in the future.</p>
<p>c Council's Financial and Infrastructure Strategies.</p>	<p>Financial Strategy - Finance</p> <p>The Infrastructure Strategy - Assets and Services and the Assets and Services Committee, noting that the two Strategies need to align as the Infrastructure Strategy can't be delivered without funding.</p> <p>Currently legislation doesn't require an Infrastructure Strategy to be prepared for 3 Waters assets, but with the delay in starting this situation is likely to change. As a result Assets and Services need a contingency plan is needed should there be a change in Government.</p>
<p>d Related to the above is understanding more fully the financial impacts of losing the Three Waters if current policy settings remain.</p>	<p>Finance – Martin</p>
<p>e Council's Debt Cap – Is it better to have a fixed amount as has been the case to date or would a percentage of a revenue base be more appropriate?</p>	<p>Finance – Martin</p>
<p>f Council's Rates Cap – Currently LGCI + 3%. In the 2021-31 LTP the percentage</p>	<p>Finance – Martin</p>

Items for Review		Progress to Date/Responsibility
	was increased to allow for the impact of increased Government requirements	
g	Council's Debt and Treasury Management Policies.	Previously this has been addressed by the Audit and Risk Sub-Committee following advice from Finance and Bancorp. NB , the funding of IREX debt will need its own policy to match the pricing reset dates contained in the agreement with Kiwi Rail – Bancorp/Adrian/Martin.
h	Council's interest rate assumption	This has already been considered for 2023-24 with and increase to 5% but needs to be reconsidered for the LTP. - Chris
i	The definition of properties paying the Kenepuru and French Pass Road rates.	It is proposed to remit the balance of the Kenepuru Road Rate – Approved by Council on 12 June 2023.
j	The definition of properties in General Rural Geographic Rating Area and whether or not they should be classified Sounds Administration Geographic Rating Area.	This item is a more focused review than the general review contained in "2" below. – Chris/Linda
k	Funding of depreciation of Community Facilities to fund their replacement.	This item has already been considered, with the decision being that while funding depreciation may be the better option in the long term, that in the interim replacements would be funded by a mix of debt and "Land Sub" funding, depending on the level of growth that's driving the need for a particular project.
l	Council's policy on providing rates relief for heritage buildings in private ownership – carryover from previous LTP Working Group.	This item has already been considered, with WG minute being, " <i>That the LTP Working Group thanked management for the work undertaken in drafting the Heritage Buildings in Private Ownership Rates Remission Policy but resolved not to proceed until after the completion of the Heritage Strategy.</i> "
m	How the maintenance of the Picton Foreshore will be undertaken – requested by Councillor Taylor.	Withdrawn Oversight of these reserves has transferred to the Pollard Park Garden team.
n	Council's policy on Waste Charges versus Rating – requested by Councillor, (now Mayor) Taylor.	Withdrawn This has been superseded by the waste review work and the wheelie bins.
o	The possibility of establishing a Central Government Rate – as has been done in Hamilton CC. This will need to be linked to the wording of the Rates Cap.	Finance
p	How Council wants to further advance senior/social housing?	While this item could be considered as part of the LTP, it is best to allocate to the Senior Housing Sub-Committee, serviced by Jamie Lyall.

Items for Review		Progress to Date/Responsibility
q	Review of storm damaged roads levels of service funding options for Kenepuru, Awatere Valley Road, Northbank and Waihopai.	Extensive studies already underway to identify options, costs, willingness to pay etc which will ultimately lead to increased debt and rates.

The members discussed the additional work programme proposed for the LTP.

1	Prepare an Iwi Engagement Strategy;	Kaihautū – Hara Adams
2	Review the appropriateness of the Geographic Rating Areas. <i>See item J as well</i>	Finance, following a high-level review by the WG, to determine if there is any need. So far the current boundaries, together with their automatic adjustment to urban based on the provision of water and sewer works well. NB the more focused review on the boundary between Sounds Admin Rural and General Rural above.
3	Be briefed on the Rating implication of the 2023 Triennial Revaluation.	Finance – Martin/Rainbow
4	Investigate the possible streamlining of Activity Groups and Activities.	Finance – Tessa
5	Review whether Council should have a continuing role in Energy Efficiency/Clean Heating loans, bearing in mind the issues surrounding compliance and that there are new private sector providers.	Finance – Chris/Linda
6	Review the assumptions upon which the LTP will be prepared, eg the assumed financial Assistance Rate from Waka Kotahi.	Finance – Martin
7	The process for Levels of Service Reviews.	Finance – Martin Discussed under Item 2.
8	Provide an understanding of Council's financial position post 3-Waters including "stranded overheads".	Finance – Martin
9	Wairau River Rating Review.	Finance – John Patterson/Andy The Pelorus River/Rai needs to be considered also. It was suggested that the Wairau River rating review once completed could provide a blueprint for these two catchments. Members advised that some of the programmes for the Pelorus have cut off dates. These projects will need to have a budget if they can't become self-sustaining.

		Raised about responsibility for harbours access and ongoing maintenance particularly Havelock. Advised that Port Marlborough is responsible.
10	Explaining Council's Rating System.	Finance – On this Agenda - Martin
11	Capital Budgets - CBD	Raised by Chair
12	In-house resourcing or outsourced contracts	Raised by Chair. This item was considered for a number of Council Activities as part of the recent S17A review. The challenge with outsourcing in a relatively small district like Marlborough for many of Council's regulatory activities is maintaining sufficient independence.
13	Endeavour Park future Developments	Raised by Chair following Annual Plan hearings. While this item could be considered as part of the LTP, it is best to allocate to the Assets and Services Committee, under the leadership of Jamie Lyall.
14	Halls Study on the maintenance requirements, improvements, rationalisation and funding	Annual Plan hearing decision. While this item could be considered as part of the LTP, it is best to allocate to the Assets and Services Committee, under the leadership of Jamie Lyall.
15	Review the application of Annual CPI adjustments to Grants	Annual Plan hearing decision
16	Marlborough Heritage Strategy and its funding	Dean Heiford
17	Community Grants - review what organisations get ongoing support and what is contestable?	Raised by Cllr Croad and as part of Annual Plan deliberations

It was raised whether consideration could be given to a review of Picton Foreshore, Shelley Beach, and include such areas as the tiles in the Picton Township. It was proposed that this could be a paper that comes back through Assets & Services as the budget has been set and it would be more a review of the decision to make sure that it is fit for purpose. If the outcome is that it's not then will need to look at a review of the LOS.

Members were encouraged to forward any further ideas to Martin Fletcher and any specific items would be circulated to the appropriate sections to be included in the Levels of Service reviews.

It was noted that members do need to be mindful that any new projects would result in increases in LOS which will ultimately affect rates.

**Cllrs Innes/Adams:
That Council:**

- 1. Notes the content of Attachment 1 regarding the contents of an LTP;**
- 2. Agree to the proposed work programme; and**
- 3. Agree that the Working Group will adopt the following operating protocols:**
 - All papers prepared for the Working Group be copied to all Councillors;**
 - All Councillors are welcome to attend Working Group Meetings; and that**
 - The minutes of the Working Group meetings be reported to the Economic, Finance & Community Committee.**

Carried

2. Levels of Service Review

F230-L24-09-05

The purpose of the reported was to outline the process for undertaking Levels of Service (LoS) Reviews.

Members noted that the current process for Levels of Service Review is for Departments to outline what is currently included in LoS, options for reducing LoS, including the identified impacts and consequences of exploring those options and options for increasing LoS and broad estimates of costs.

Members noted that to date LoS reviews have resulted in either the status quo being maintained or small increases. Continuing on this path leaves little opportunity for significant expenditure reductions or the ability to redirect funding as LoS is the main driver for expenditure. It was proposed that a more thorough analysis of the LoS needs to be undertaken and consideration be given to whether departments were in the best position to identify reductions to their own levels of service.

Members advised that they don't want to be seen as a slash and burn council but it would not be palatable to ratepayers presenting a 12% rate increase without there having been a thorough review.

It was proposed that activities from Central Government which can't be removed are clearly identified and service contracts which have a period of time to run also need to be identified.

It was proposed that portfolio holders consider their areas from a political point of view and discuss with the Mayor. The Mayor to meet with the CE to consider an appropriate way forward.

At the conclusion of the discussion members agreed that the words 'with a greater focus on reducing rates' be added to the recommendation to reflect the discussion.

Members indicated that their preference is for LoS presentations to be made to full Council, to be better informed when considering budget requests.

The Mayor/Clr J Arbuckle:

That Council agrees to the process outlined for LoS Reviews, with a greater focus on reducing rates with Departments presenting to full Council.

Carried

3. Engagement with Iwi

Members noted that the purpose of the report was to provide an update on iwi engagement for the Long-Term Plan.

It was reported that alongside Tasman District Council's Kaihautū and their team, staff plan to engage with iwi on the Long Term Plan through workshops highlighting iwi priorities. A discussion document has been prepared for the workshops to facilitate the engagement with ngā iwi on Marlborough District Council's Long Term Plan 2024-2034 development.

The discussion document template has been created by Tasman District Council and where appropriate, Marlborough District Council will utilise the template for engagement purposes.

Members were advised that working collaboratively with Tasman District Council will enable iwi to not repeat their priorities and engage multiple times on the same Kaupapa. The collaborative approach will streamline the process and be of benefit to both councils and iwi. Should iwi not wish to have a consolidated approach, Council is open to working at different levels/areas with each iwi.

It was noted that the financial operating environment within which the LTP is prepared Council will not be able to do all it would like to do that are in-line with iwi priorities.

It was reported that the first of the series of workshops is pencilled in for 12 July 2023. Further details will be ironed out following this hui and there will be a clearer picture on how to proceed.

The Mayor noted that she had attended the Mayors and Iwi Chairs forum where this process was flagged and the forum had indicated they were supportive of the proposed process.

It was noted that Hara Adams has resigned from her position as Kaihautū.

**The Mayor/Clr Adams:
That the report be received.**

Carried

ATTENDANCE: Clr Dawson withdrew from the meeting at 11.06 am at the conclusion of the above item.

4. How Council's Rating System Works

Martin Fletcher, Council's Chief Financial Officer provided members with a presentation on 'How the Council's Rating System Works' (presentation filed in CM Record No. 23143372).

**Cirs J Arbuckle/Adams:
That the information be received.**

Carried

There being no further business the meeting was declared closed at 11.43 am.

Action

	Description	Person Responsible	Timeframe
1.	Circulate IAP2 to members	Glyn Walters	As soon as practical

Possible Meeting Schedule

	Meeting	Date	Time	Venue
1.	LTP Working Group	5 September	1.00 pm – 3.00 pm	Council Chambers
2.	LTP Working Group	21 September	To following Council meeting	Council Chambers
3.	LTP Working Group	17 October	1.00 pm – 3.00 pm	Council Chambers
4.	LTP Working Group*	2 November	To following Council meeting	Council Chambers
5.	LTP Working Group	28 November	1.00 pm – 3.00 pm	Council Chambers

* Housing for Seniors Sub-Committee meeting, 1.00 pm – 3.00 pm.

Record No: 23143814

10. Marlborough District Libraries – Looking Back at the Year Ended 30 June 2023

(Cllr S Arbuckle) (Report prepared by Glenn Webster)

L300-018-001-02

Purpose of Report

1. To provide an update on Library services for the year ending 30 June 2023.

RECOMMENDATION

That the information be received.

Background/Context

2. The following is a record of events, programmes and happenings in the libraries July 2022 – June 2023.

Children's Programming

School holidays, Summer Reading and regular activities are all vital parts of the libraries annual programming with many families participating.

a) School Holiday Programmes

Attendance at school holiday programmes record good numbers with a variety of activities offered at both libraries. They have included:

- A Code Cracker challenge
- Scheduled story times with drop-in craft and activities
- Colouring in
- Lego in a cup challenge
- Lego, Duplo and Games available to play

The Library Code Cracker Challenge was popular with Children and caregivers. Children were asked to answer clues to find the letter in the code cracker. The questions were designed to encourage exploration of the Library and aimed to accommodate a range of ages – from under 5s through to tweens. Once the code was cracked children could put their hand in the bear's lair to select their lucky dip prize. Young children were delighted by this experience.

Children also enjoyed using the available computers to access digital learning opportunities (and games!)

b) Summer Reading 2022/2023

This year 424 participants register for the programme across both libraries, with 224 children completing all four brief book reviews to claim their prizes.

Each participant received a booklet to record their book reviews, their reading progress and a range of optional activities and challenges. This booklet was designed by library staff using Canva with graphics supplied by Council's design team.



Children 'earned' their prizes by completing four simple book reviews which were then shown to staff to sign off before prizes were awarded. There was a wide representation of students from regional schools.

Activities over the programme included staff being on hand daily for report-ins with the children, story and craft sessions, DIY craft available all day, movie afternoons, session with Kath Bee (children's singer, songwriter, entertainer) and a finale party for those that finished the programme. An evaluation form was handed out to participants with close to 100 responses received, with the majority of respondents rating the programme excellent. Comments included:

*What an amazing programme! - So generous.-
My daughter got into chapter books in a big way thanks to this programme.
We are very appreciative! - Love this. - It is so good to encourage tamariki to continue to read during the holidays - Having a chat with the librarian was great practice for oral language and recall.-
Keep on doing your awesome mahi! Much valued and appreciated - Our children were very keen to be part of the programme and have used every page of the booklet. - Thank you for being friendly and welcoming.*

Visitors to the Picton region looking for holiday activities for their children found the craft activities ideal and appreciated being able to enjoy the library and its resources while not being members or having to be part of a holiday programme or coming at a specific time to attend a session.

c) Regular Programmes

Two new programmes started in October 2022.

- LEGO Club held every Sunday from 1.00pm. Following a substantial LEGO bequest from a keen enthusiast various sets are now available to be built and de-constructed on Sunday afternoons.
- Fiero Coding Club held every Tuesday in Picton and Thursday at the District Library from 3.30pm – 4.30pm. This subscription database is a browser based self-paced online software programme that teaches participants how to code.
- Other regular programming includes: Cheeky monkeys / Under 5s weekly preschool story and craft sessions, After school fun, and La hora del quento / Spanish Storytime held on the first Saturday of the month from 2.00pm – 3.00pm.

Adult Programming

A range of programme opportunities and services are provided for adults. These include:

- Stepping Up computer courses
- Book a Librarian – one on one device advice, family history research and assistance completing online forms, downloading apps etc.
- Book Club held one a month from 6.30pm – 8.00pm.
- Book Chat held monthly on the second Wednesday of the month at Picton Library
- Company Café – Tea, coffee and a chat session every Thursday from 10.30am at Picton Library
- 3D printing
- Resthome visits to exchange books at Ashwood Park, Redwood Lifestyle Village, Maxwell Lifecare, Bethsaida and Springlands Lifestyle Village.
- Shared Reads with Alzheimers Marlborough (Picton)



Community Driven Events include:

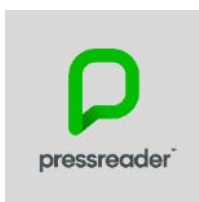
- Justice of the Peace sessions held Monday, Wednesday, Thursday and Saturday mornings from 10.00am – 12noon at the District Library and Wednesdays from 11.00am – 1.00pm in Picton.
- The Blenheim Family History Group host a weekly drop-in session on Wednesday from 1.00pm – 3.00pm at the District Library.
- Knit and Natter – knitting group meets monthly on 2nd and 4th Thursday at the District Library.
- Spinners and Knitters held every Tuesday at Picton Library
- Art Group meets every Friday at Picton Library
- Te Reo Sessions at Picton Library
- Scrabble Group at Picton Library

Friends of the Marlborough District Libraries

At the Friends of the Marlborough District Libraries Annual General Meeting held on 7 September 2022, it was moved and carried - "That due to falling membership, the changing role of libraries in the modern age, and the relevance of Friends of the Marlborough District Libraries in today's environment following two years of COVID, that Friends of the Marlborough District Libraries be wound up".

A final General meeting was held on Wednesday 12 October at 2pm to confirm the motion to wind up the Friends of the Marlborough District Libraries which was confirmed. The balance of their funds, \$2070.63, was donated to the Library to spend on furniture and fitting for the Marlborough Room in the new Library facility.

Review of Physical Newspapers



Marlborough District Libraries subscribe to PressReader, the largest selection of newspapers and magazines from over 120 countries in over 60 languages. - 7,000 publications on a single platform available to read on the day of publication. Readers can also instantly translate articles in up to 21 languages. This resource is able to be used in the Library or from home on members own device with free access provided through your library card.

As a result of this subscription a review of the Libraries physical newspapers was undertaken. Due to the cost, including delivery of physical newspapers (on average delivered at least three days after publication), a decision was made to now only offer copies of the local newspapers and the Dominion Post and The Press, purchased locally for reading in the Libraries.

Condolence Books

Following the death of HRH Queen Elizabeth II on 8 September 2022 condolence books were made available at both Libraries for members of the public to write messages of condolences to the Royal Family.

Te Whatu Ora Nelson Marlborough and Libraries Workshop

In late November 2022 the Blenheim and Picton Librarians and the Libraries Manager attended a meeting in Richmond with other staff from Nelson and Tasman District Libraries to share experiences around working with high needs customers and the effect that these interactions have on staff's wellbeing and resilience, with the aim of supporting each other with the assistance and backing of key staff from Te Whatu Ora. It was soon identified that interactions were similar to all staff across the Top of the South (and probably all Library staff throughout the world!)

As a follow-up to this meeting discussions were held with all staff from the libraries across Te Tau Ihu to canvas their thoughts and gain feedback.

The next step saw the establishment of the **Te Tau Ihu Libraries and Te Whatu Ora Nelson Marlborough Working Group** with staff from Marlborough, Nelson and Tasman Libraries and Te Whatu Ora Nelson Marlborough, with the aim to improve the relationship between Te Whatu Ora Nelson Marlborough and the public libraries of Te Tau Ihu for the express purpose of improving the health outcomes of library users (members of our community) across our region.

This group held its inaugural meeting on 25 May 2023.

Census Help at the Libraries

Census staff were on hand prior to Census Day (Tuesday 7 March) and the days following, to answer any questions that members of the public had in order to complete the appropriate forms whether online or in physical formats.



Working To Be Dementia Friendly Revalidation

In 2021 Marlborough District Libraries was recognised as Working to be Dementia Friendly, with Picton Library and Service Centre being the first Library in New Zealand to be recognised in this way.

Becoming a Dementia Friendly organisation shows you are a safe; friendly; accepting and supportive place for people with dementia. It also demonstrates commitment to make life easier for customers and staff.

Every two years revalidation is required. The Picton Librarian collected evidence of Picton's continued relationship with Marlborough Alzheimers and submitted an application for renewal which was successful. Picton has a strong working relationship with Marlborough Alzheimers; facilitating two regular sessions with their clients monthly. The Marlborough Library will also apply for revalidation in the coming months.

Library Staff Service Review

In preparation for the move to the larger Library and Art Gallery facility a Library Service Review was undertaken. Library staff provided significant feedback into the Service Review consultation documents. As a result of this process staffing numbers, structures, hours of work, penal rates for weekend work were discussed and agreed to with input from the PSA.

A new Leadership Team structure was established:

- Libraries Manager - Glenn Webster
- Blenheim Librarian - Jane Robinson
- Picton Librarian / Customer Service Supervisor - Lis Marrow
- Collections Librarian - Tania Miller
- Childrens and Teens Librarian - Tracey McKean
- Marketing Coordinator – Libraries - Sarah Tansley
- Digital Services Coordinator – Libraries - Jenny Steingraeber
- Community Learning and Engagement Coordinator - Libraries - Duncan Mackenzie

The budget for additional / permanent staff at both libraries was confirmed:

Support roles:

- Digital Services Technician – Libraries – Rhys Hingston
- Library Assistant (Childrens) – Lizzie Nott and Nikki Howard
- Library Assistant (Marketing) – Alex Henry
- Library Assistant (Community Learning and Engagement) - Tanith Jerrett
- Library Assistant (Collections) – Amanda Wilson-Davis
- Facilities / Transition Co-ordinator – Philip Manson

Library Assistant / Customer Service Officers:

- Braden Byrne and Jane Hislop (Picton Library)

Library Assistants (Part-time)

- Kia King, Andrea Barnard, Bill Green, Casey Newport, Leah Bonanza, Lindsey Jackson, Luke McPhie, Maree Finnerty (Marlborough Library)

New Library and Art Gallery Milestones

Marlborough District Library CLOSED - At 4.00pm on Sunday 23 April 2023 the Marlborough District Library, 33 Arthur Street closed its doors to the public for the final time. Members were asked to borrow additional items to get them through the library closure until reopening at the new site. The District Library's collection totalled 74,400 items and over 35,000 items were out on loan.

Dawn Blessing - Invited guests gathered at the entrance to the Marlborough Library and Art Gallery at 4.20am on Friday 5 May 2023. Iwi representatives were joined by the Mayor, Councillors and staff, along with members of the Marlborough Art Gallery Trust, staff from Robinson Construction, Davidson Partners, APL, Warren and Mahoney architects.

Following the blessing attendees were asked to sit on the stairs to record the moment.

Collection Move - Later that same day Crown Movers arrived to commence transferring the collection from Arthur Street to High Street.



Following the smooth transition of the collection to the new facility.

Soft Opening - On Friday 12 May at 12noon the Marlborough Library welcomed visitors into its new facility. The Marlborough Art Gallery opened on the following Wednesday - 17 May. Many favourable comments were received as the public entered the facility for the first time. The weekend saw huge visitor numbers with more than 1,900 each day.

Official Opening - On the morning of Friday 30 June at 11.00am Te Kahu o Waipuna - Marlborough's Library and Art Gallery was officially opened by Acting Prime Minister Hon Carmel Sepuloni following a mihi whakatau by Rangitāne o Wairau, Ngāti Toa Rangatira and Ngāti Rāua iwi representatives.

Mayor Nadine Taylor gave special thanks to tangata whenua iwi Rangitāne o Wairau for their gifting the name to the new building.

Kaiwhakahaere Matua (General Manager) of Rangitāne o Wairau, Corey Heberd said the iwi sought to acknowledge the past, present and future in gifting the name Te Kahu o Waipuna.

“A kahu is a traditional Māori cloak and denotes the metaphorical embracing of people. Waipuna references the puna (springs) that rise to the northwest of Blenheim and feed the river that flows past this facility.”

“Waipuna is also the mother of Rangitāne. Through the generations, her descendants have built pā and gardens along the waterways around which the town was constructed,” he said.





Visitor Numbers from 12 May 2023 – 30 June 2023

12-May	1,264
13-May	1,921
14-May	1,980
15-May	1,728
16-May	1,893
17-May	1,685
18-May	1,713
19-May	1,358
20-May	1,939
21-May	1,572
22-May	1,157
23-May	1,376
24-May	1,249
25-May	1,294
26-May	1,392
27-May	1,409
28-May	1,363
29-May	1,065
30-May	1011
31-May	1433

29,802

1-Jun	1,195
2-Jun	1,261
3-Jun	1,564
4-Jun	1,326
5-Jun	0
6-Jun	1,236
7-Jun	1,025
8-Jun	1,291
9-Jun	1,098
10-Jun	1,400
11-Jun	1,339
12-Jun	1,260
13-Jun	1,233
14-Jun	1,315
15-Jun	1,406
16-Jun	1,130
17-Jun	1,223
18-Jun	1,280
19-Jun	1,088
20-Jun	1,218
21-Jun	1,021
22-Jun	1,097
23-Jun	1,036
24-Jun	1,272
25-Jun	1,242
26-Jun	1,036
27-Jun	1,053
28-Jun	1,176
29-Jun	1,110
30-Jun	754
	34,685

1 June 2022 – 30 June 2022 recorded **12,232 visitors** (421 visitors per day)

1 June 2023 – 30 June 2023 recorded **34,685 visitors** (1,196 visitors per day) (183% increase)

Average Weekend Visitors

The average number of visitors each day of the weekend (Saturday and Sunday) = **1,487 visitors**

TOTAL VISITS

12 May 2023 – 30 June 2023 = **64,487 visitors** (1, 316 visitors per day)

New Memberships and Membership Renewals from 12 May 2023 – 30 June 2023

Membership

The number of people who joined or renewed their membership during 12 May – 30 June 2023 was:

	New Members		Membership Renewals
Adult	873		1,000
Teen	54		71
Children	521		583
Digital	9		9
Visitor	4		5
TOTAL	1,461		1,668

3. Statistical Summary for the 2022 / 2023 Year

a) Book Stock and Other Materials

At 30 June 2023, the total number of items was:

Marlborough District Library	73,819
Picton Library	20,591
TOTAL	94,410

b) Membership

The total number of active members (those who have used their cards in the last two years) were:

Marlborough District Library	16,048
Picton Library	2,805
TOTAL	18,853

36% of the District's population (51,900) are active library members.

Often one card is used by the entire family. Membership and use of community libraries facilities is also not included.

c) Loan (Issue) Statistics

Annual Loans	2021/2022	2022/2023
Marlborough District Library	367,460	393,444
Picton Library	65,978	62,216
PHYSICAL LOANS	433,438	455,660
E-Resources	40,969	46,499
TOTAL LOANS	474,407	502,159

d) *Econtent Use – Bolinda Borrowbox and OverDrive (Libby)*

Rakuten OverDrive



The libraries subscribe to two Econtent platforms – BorrowBox and Libby (OverDrive) that both have downloadable Apps.

BorrowBox comes out of Australia while OverDrive is an American product.

Members can download eBook and eAudio resources onto their own device.

Total e-resources checked out on both platforms was 46,499 – up from 40,969.

e) *Library Website Use*

Library website: Annual Google analytics (1 July 22 – 30 June 23) highlights below (clean data):

Total Site visits: 137,215
 Total Pageviews: 212,610

f) *Marlborough District Libraries Top 10 Page views by page:*

Home	132,676
Renew and Place a Hold	4,945
Digital Library	4,634
Contact, Location and Hours	4,351
eNewspapers and eMagazines	2,782
About the Library	2,769
Justice of the Peace services	2,482
Events	2,377
Library Account	2,348
eBooks and eAudio	2,161

g) *Transaction per Capita*

The transaction per capita is **9 items** annually

Total issues (**502,159**) ÷ Population (**51,900**)
 = 9 items borrowed per capita

h) *Transaction per Active Member*

The transaction per member is **26 items** annually

Total issues (**502,159**) ÷ Membership (**18,853**) =
 26 items borrowed per member



i) *Physical Collection Turnover Rate*

On average the turnover rate of the physical collection is **4.8 times** annually.

Total Annual <u>Physical Issues</u>	455,660
Divided by Total Items	÷ 94,410
Equals Circulation	= 4.8 times annually

j) *Holds (Requests for books available in the libraries collections)*

	2021 / 2022	2022 / 2023
At Library	9,434	9,415
Via Enterprise (Catalogue)	24,913	26,422
Via Library App	4,894	7,177
TOTAL	39,241	43,014 (+ 3,773)

k) *Inter-Library Loans*

This chart shows the number of Interloans received (*Books requested by customers that are not held in the District's collection*), and the number of items lent to other libraries throughout the country to satisfy their customers' requests.

	2021 / 2022	2022 / 2023
Interloans received	445	421
Interloans lent	141	137
TOTAL	586	558

l) *Number of People Entering the District Libraries*

Door counters at both libraries collected the following data:

	2021/2022	2022/2023	Monthly Average 2022/2023
Marlborough District Library	138,961	202,658	16,888
Picton Library	62,024	87,676	7,306
TOTAL	200,985	290,334	

m) *Aotearoa People's Network Kaharoa (APNK) Use*

APNK Computer and Wi-Fi use in both libraries recorded the following usage last year.

	Computer Sessions	Wi-Fi Sessions
Marlborough District Library	15,195	36,080
Picton Library	7,987	31,681
TOTAL	23,182	67,761

n) Facebook / Instagram Statistics

Marlborough District Libraries Facebook and Instagram presence continues to increase.

Instagram **Followers** have increased from 130 on 1 July 2022 to **237** at 1 July 2023.

- Facebook **Followers** have increased from 882 on 1 July 2022 to **1,276** at 1 July 2023.
- Facebook **Reach** has increased from 15,933 on 1 July 2022 to **18,519** at 1 July 2023



o) Use of Picton Library's Community Spaces

The following chart shows the use of the community spaces at Picton Library Waitohi Whare Mātauranga

	During Opening hours				Total hours	After-hours			Total hours	Total Hours of Use
	Community use	Council affiliated	Commercial	Library		Community use	Council affiliated	Commercial		
Jul-22										
Aug-22										
Sep-22										
Oct-22	63		1	22	86		1		1	87
Nov-22	62		1	24	87	3	1		4	91
Dec-22	53	1	1	17	72					72
Jan-23	53	7	1	18	79				0	79
Feb-23	69	10	2	20	101	2			2	81
Mar-23	63	0	0	24	87	1	1		2	89
Apr-23	95	3	0	14	112	0	0	0	0	112
May-23	60			15	75	3			3	78
Jun-23	73	3	0	32	108	4	1		5	113

Author	Glenn Webster, District Libraries Manager
Authoriser	Dean Heiford, Manager Economic, Community & Support Services

11. Financial Report for Council – Period Ended 31 May 2023

(Cllr Arbuckle) (Report prepared by Tessa Dever and Piumi Wijayasena)

F275-001-01

Purpose of Report

- To present the Financial Report for Council for the period ending 31 May 2023. Executive Summary

Executive Summary

- The Council's Financial Report for the period 1 July 2022 to 31 May 2023 is presented below. Additional information is given on variances greater than \$100,000 at an activity level later in this report.

Forecast values have been reviewed with particular emphasis on capital expenditure. Much of this data has been extracted from the 2023-24 Annual Plan process with additional updates made to reflect updated progress expectations at year end.

Revenue and Operational Expenditure

(in millions)	1 July to 31 May 2023		Whole year			
	Actual	Budget		Forecast	Budget	
Surplus/(Deficit)	(\$5.6)	(\$10.1)	✓ \$4.5	(\$2.5)	(\$6.6)	✓ \$4.1
Income	\$149.2	\$154.9	✗ (\$5.7)	\$164.4	\$170.4	✗ (\$6.0)
Expenditure	\$154.8	\$165.0	✓ (\$10.2)	\$166.9	\$177.0	✓ (\$10.1)

Major variances between actual and budget:

- Higher than anticipated development contributions and vested assets as subdivisions have reached the title issue stage requiring contributions to be made.
- Receipt of un-budgeted Affordable Water Reform Council Transition Support Package Funding.
- Lower than anticipated roading reinstatement expenditure and corresponding Waka Kotahi revenue due to the impacts of the August 2022 flood event. Accounting entries will be made at year end to move some of these costs to capital.
- Lower than anticipated grants uplifted by community-based organisations.
- External and internal interest expenses are lower than anticipated due to the savings, deferrals, delays and grant funding in past capital expenditure programmes resulting in less external borrowings.
- Higher than expected depreciation costs due to higher than anticipated valuation movements and capital expenditure in the year ending 30 June 2022 impacting opening balances. In prior months we have been reporting using budgeted depreciation as the delays in the audit process resulted in the fixed asset register roll occurring much later than usual.

Capital Expenditure

(in millions)	1 July to 31 May 2023		Whole year			
	Actual	Budget		Forecast	Funded	
Capex	\$59.5	\$110.0	✗ (\$50.5)	\$66.1*	\$82.4	✗ (16.3)

* Capital expenditure progress is impacted by many reasons including finalising community consultation, obtaining land access, obtaining resource consents, the availability of external professional expertise and receiving an acceptable contract price and contractor availability. To address this Council has funded a budget of \$82.4M for capital expenditure in the 2022-23 Annual Plan despite having a \$120.0M (including \$37.6M of carryovers from previous financial years) capital works program. This ensures that multiple projects can continue to progress.

The capital expenditure section of the financial report compares the full \$120.0M programmed to the actual capital expenditure with key projects deferred into future years identified.

RECOMMENDATION

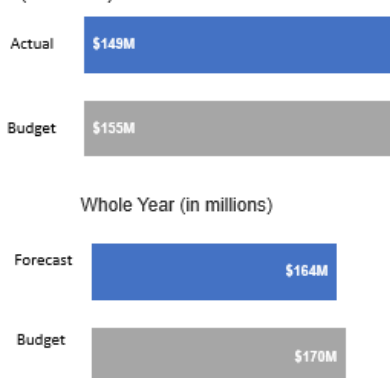
That Council receive the Financial Report for the period ending 31 May 2023

Income and Expenditure Statement

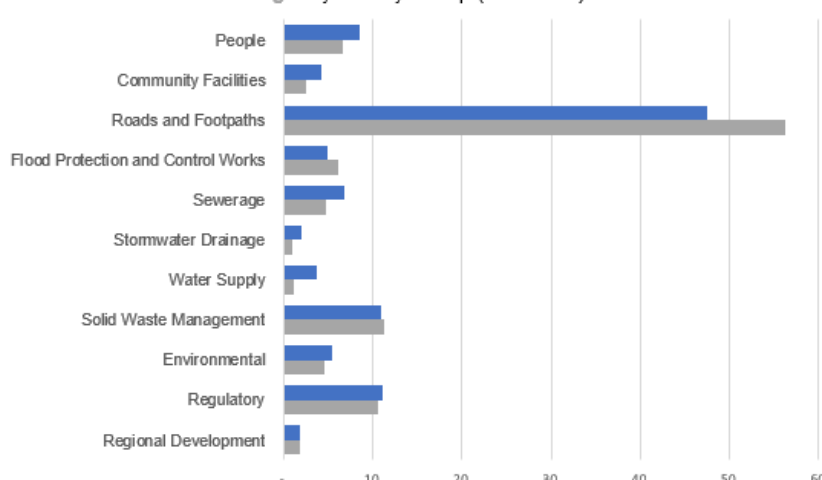


Income (\$000's)	1 July 2022 to 31 May 2023				Notes	Whole Year			
	Actual	Budget	Variance			Forecast	Budget	Variance	
Rates	72,453	72,870	(417)	-1%		79,779	80,097	(319)	-0%
-less remissions	(455)	(416)	(38)	9%		(505)	(454)	(51)	11%
Rates	71,999	72,454	(455)	-1%		79,274	79,643	(369)	0%
Rates penalty income	277	289	(12)	-4%		303	315	(12)	-4%
Total Rates	72,276	72,742	(467)	-1%	3a	79,578	79,958	(381)	-0%
Other Income									
Dividends	3,318	3,011	307	10%	3b	3,319	3,012	307	10%
Interest Revenue (external)	3,177	2,780	397	14%	3c	3,430	3,033	397	13%
Petroleum Tax	335	380	(46)	-12%		369	415	(46)	-11%
Gain on Sale of Fixed Assets	-	-	-	-		-	-	-	-
Marlborough Regional Forestry	-	-	-	-		-	-	-	-
Property and Other Revenue	3,628	3,430	197	6%	3d	4,349	4,651	(303)	-7%
Total Other Income	10,457	9,602	856	9%		11,467	11,111	356	3%
Activity Income									
People									
Democratic Process	49	66	(17)	-26%		55	72	(17)	-24%
Culture and Heritage	1,788	1,775	13	1%		1,788	1,775	13	1%
Housing for Seniors	1,642	1,607	35	2%		1,788	1,753	35	2%
Community Support	709	562	147	26%	3e	760	613	147	24%
Library Services	2,457	2,612	(154)	-6%	3f	2,465	2,619	(154)	-6%
Emergency Management	1,905	19	1,886	9900%	3g	2,172	19	2,153	11240%
Community Facilities	4,288	2,548	1,740	68%	3h	4,766	2,780	1,986	71%
Roads and Footpaths	47,404	56,287	(8,883)	-16%	3i	53,123	61,404	(8,281)	-13%
Flood Protection and Control Works	4,934	6,059	(1,125)	-19%	3j	5,330	6,695	(1,364)	-20%
Sewerage	6,900	4,849	2,051	42%	3k	7,678	5,853	1,825	31%
Stormwater Drainage	2,066	1,049	1,018	97%	3l	2,162	1,144	1,018	89%
Water Supply	3,776	1,190	2,586	217%	3m	3,884	1,298	2,586	199%
Solid Waste Management	10,875	11,301	(426)	-4%	3n	11,898	12,283	(385)	-3%
Environmental									
Environmental Policy	159	-	159	-	3o	159	-	159	-
Environmental Science and Monitoring	2,652	2,082	570	27%	3p	2,942	2,272	670	29%
Environmental Protection	1,061	905	155	17%	3q	1,070	915	155	17%
Resource Consents	1,570	1,553	17	1%		1,711	1,694	17	1%
Regulatory									
Building Control	3,457	3,365	92	3%		3,763	3,671	92	2%
Environmental Health	412	372	40	11%		445	406	39	10%
Biosecurity	5,629	5,697	(68)	-1%		5,636	5,705	(68)	-1%
Animal Control	761	671	90	13%		771	686	85	12%
Harbours	881	563	317	56%	3r	942	590	351	59%
Regional Development	1,881	1,783	98	6%		2,043	1,945	98	5%
Total Activity Income	107,257	106,915	342	0%		117,351	116,191	1,160	1%
Total MDC Income	189,990	189,259	731	0%		208,395	207,261	1,135	1%
Total revenue which is non-cash or tied to a reserve or to fund capex	(40,796)	(34,272)	(6,524)	19%		(43,906)	(36,793)	(7,113)	19%
Total MDC Operating Income	149,194	154,987	(5,793)	-4%		164,489	170,467	(5,978)	-4%

1 July 2022 to 31 May 2023
(in millions)



Actual vs Budget by Activity Group (in millions)



3. Comments are provided below on variances greater than \$100,000:
- a. Rates is behind budget due to lower metered water charges primarily in Renwick and Riverlands areas. The year end result will depend on the final quarter readings.
 - b. Dividends are ahead of budget with the receipt of final dividend from MDCH in February.
 - c. External Interest Revenue is above budget due to the receipt of interest rates swaps which are now generating interest.
 - d. Property and Other Revenue is ahead of budget due to:
 - i. Receipt of Affordable Water Reform Council Transition Support Package Funding.
 - ii. Receipt of insurance claims for the July 2021 Flood and the Kaikoura Earthquake.
 - iii. Unbudgeted contributions from Land Information New Zealand (LINZ) for the LIDAR mapping of Marlborough.

The first instalment of the tranche one of the Better Off funding which is budgeted in this area has been allocated into the activities which the approved projects relate to.

- e. Community Support is ahead of budget due to:
 - i. Grant received for restorative justice services provided by Restorative Justice Marlborough.
 - ii. Additional Waka Kotahi funding received for total mobility and passenger transport under the reduced fares scheme.
- f. Library Services income is below budget due to the final receipt of Shovel Ready Funding not being received yet. Although the facility has a certificate of public use and is open, code of compliance is yet to be obtained which is the trigger point for the final instalment. The funding is now expected to be received in the 2023/24 financial year.
- g. Emergency Management is ahead of budget due to:
 - i. Subsidies received from Waka Kotahi for response and welfare costs from the August 2022 flood.
 - ii. The receipt of instalment one of tranche one of the Better Off Funding from the DIA. This was budgeted in the Property and Other Revenue category prior to the allocation of funds to specific projects.
- h. Community Facilities is ahead of budget due to:
 - i. Receipt of Tourism Infrastructure Funding (TIF) for public convenience upgrades in the region.
 - ii. Development contributions received from the Wai-iti and Rose Manor subdivisions as they have reached the stage required to contribute.
 - iii. Vested assets received from the Wai-iti developments.
- i. Roads and Footpaths income is below budget due to:
 - i. Waka Kotahi subsidy for the capital expenditure programme which has faced delays while the focus has been on completing emergency reinstatement works following the July 2021 and August 2022 flood events.
 - ii. Waka Kotahi subsidy on operations and maintenance activities including emergency reinstatement works.

This is partially offset by higher vested assets received from Wai-iti and Rose Manor subdivisions as they have reached the stage required to contribute.
- j. Flood Protection and Control Work is below budget due to insurance funds from the July 2021 Flood event not being received yet. The claim for river damage repairs to 30 June 2022 is currently being assessed by Council's insurers. It is unlikely that a settlement will be reached before year end.

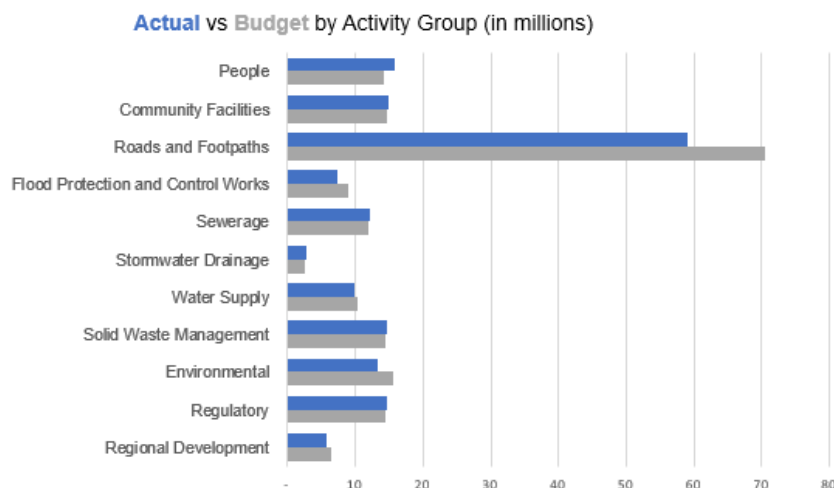
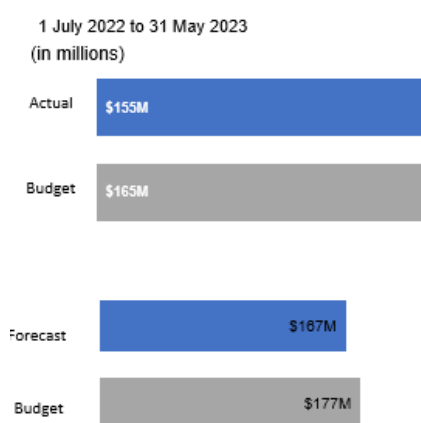
- k. Sewerage is ahead of budget due to:
 - i. Development contributions received from the Wai-iti and Rose Manor subdivisions as they have reached the stage required to contribute.
 - ii. Vested assets received from the Wai-iti and Rose Manor developments.

This is partially offset by lower than anticipated trade waste charges. Charges have been invoiced for the low value annual customers and three quarterly instalments issued for the high value users.
- l. Stormwater Drainage is ahead of budget due to vested assets received from the Wai-iti and Rose Manor developments.

This is partially offset by lower than anticipated development contributions.

- m. Water Supply is ahead of budget due to:
 - i. Receipt of the final instalment of Affordable Water Reform stimulus funding from the DIA.
 - ii. Development contributions received from the Wai-iti and Rose Manor subdivisions as they have reached the stage required to contribute.
 - iii. Vested assets received from the Wai-iti and Rose Manor developments.
- n. Solid Waste Management is behind budget due to lower than anticipated dump volumes. The regional landfill is down by 1,240 tonnes on the same period for the previous year.
- o. Environmental Policy is ahead of budget due to the receipt of instalment one of tranche one of the Better Off Funding from the DIA. This was budgeted in the Property and Other Revenue category prior to the allocation of funds to specific projects.
- p. Environmental Science and Monitoring is ahead of budget due to:
 - i. The timing of grants received under the Jobs for Nature program for the Te Hoiere Restoration Project.
 - ii. \$0.5M unbudgeted first instalment of \$1.5M funding from the Ministry for the Environment for the Essential Freshwater reforms.
- q. Environmental Protection is ahead of budget due to unbudgeted reimbursement for cost relating to contamination. The costs have been incurred by the Council during 2020-2022.
- r. Harbours is ahead of budget due to the unbudgeted reimbursement for costs relating to the repositioning of the Valaris oil rig in Marlborough Sounds.

Expenditure	1 July 2022 to 31 May 2023				Notes	Whole Year			
	Actual	Budget	Variance			Forecast	Budget	Variance	
Activity Expenditure									
People									
Democratic Process	3,646	3,777	(131)	-3%	4a	3,984	4,116	(131)	-3%
Culture and Heritage	1,435	1,744	(309)	-18%	4b	1,553	1,862	(309)	-17%
Housing for Seniors	1,789	1,787	1	0%		1,923	1,939	(15)	-1%
Community Support	2,629	3,075	(446)	-15%	4c	2,908	3,352	(444)	-13%
Library Services	3,395	3,015	380	13%	4d	3,660	3,280	380	12%
Emergency Management	2,990	757	2,233	295%	4e	3,233	825	2,408	292%
Community Facilities	14,837	14,651	185	1%	4f	16,064	16,076	(11)	-0%
Roads and Footpaths	58,976	70,378	(11,402)	-16%	4g	63,805	75,237	(11,432)	-15%
Flood Protection and Control Works	7,435	8,835	(1,401)	-16%	4h	8,181	9,487	(1,305)	-14%
Sewerage	12,166	11,901	266	2%	4i	13,223	12,831	392	3%
Stormwater Drainage	2,707	2,643	63	2%	4j	2,923	2,794	128	5%
Water Supply	9,959	10,349	(389)	-4%	4k	10,841	11,164	(323)	-3%
Solid Waste Management	14,546	14,527	19	0%		15,723	15,705	18	0%
Environmental									
Environmental Policy	1,841	2,204	(364)	-16%	4l	2,041	2,404	(363)	-15%
Environmental Science and Monitoring	7,357	8,142	(785)	-10%	4m	8,195	8,986	(791)	-9%
Environmental Protection	1,570	1,983	(413)	-21%	4n	1,750	2,163	(413)	-19%
Resource Consents	2,580	3,330	(750)	-23%	4o	2,882	3,630	(748)	-21%
Regulatory									
Building Control	4,206	4,075	131	3%	4p	4,576	4,443	132	3%
Environmental Health	660	752	(91)	-12%		722	820	(98)	-12%
Biosecurity	6,810	6,934	(124)	-2%	4q	7,440	7,563	(123)	-2%
Animal Control	817	815	2	0%		891	889	2	0%
Harbours	2,158	1,861	298	16%	4r	2,313	2,015	298	15%
Regional Development	5,794	6,492	(699)	-11%	4s	6,331	7,027	(696)	-10%
Total Activity Expenditure	170,302	184,029	(13,727)	-7%		185,162	198,609	(13,446)	-7%
Less Internal Interest	(4,549)	(5,270)	721	-14%	4t	(5,028)	(5,749)	721	-13%
	165,753	178,759	(13,006)	-7%		180,135	192,860	(12,725)	-7%
Other expenditure									
Interest expense (external)	5,312	5,449	(138)	-3%	4t	5,807	5,945	(138)	-2%
Property and other expenditure	5,585	3,663	1,922	52%	4u	4,401	2,503	1,897	76%
Total other expenditure	10,897	9,112	1,785	20%		10,208	8,448	1,759	21%
Total MDC expenditure	176,650	187,872	(11,222)	-6%		190,342	201,308	(10,966)	-5%
Total expenditure which is non-cash or reserve funded	(21,815)	(22,859)	1,044	-5%		(23,414)	(24,237)	823	-3%
Total MDC operating expenditure	154,835	165,013	(10,178)	-6%		166,928	177,072	(10,143)	-6%
Operating SURPLUS	(5,641)	(10,026)	4,385	-44%		(2,439)	(6,604)	4,165	-63%



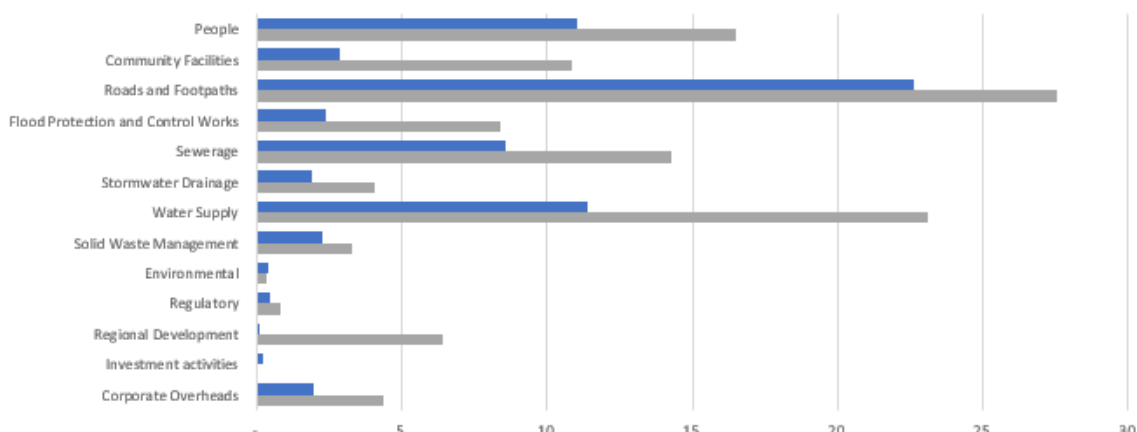
4. Comments are provided below on variances greater than \$100,000:
- a. Democratic Process is behind budget due to lower than anticipated costs for communication management.
 - b. Culture and Heritage is behind budget due to delayed grant uplifts which have been carried forward for a number of years. As part of the 2022-23 Annual Plan \$215k has been surrendered pending a full review of heritage requirements as part of the 2024-34 Long Term Plan.
 - c. Community Support is behind budget due to community grants being uplifted slower than anticipated and professional fees not yet being used for the Smart and Connected programme.
 - d. Library Services is ahead of budget due to timing of an internal recovery for Customer Services Offices at the Picton Library and increased salary costs for the new Marlborough library.
 - e. Emergency Management is ahead of budget due to:
 - i. Costs associated with the response and welfare from the August 2022 flood.
 - ii. Cost associated with the Sounds Future Roding Access Study.This is partially offset by income received in 3g. The claims submission process is ongoing.
 - f. Community Facilities is ahead budget due to:
 - i. Higher than anticipated repair and maintenance costs.
 - ii. Costs associated with flood damage repair.
 - iii. Project costs associated with the hockey turf relocation project.This is partially offset by lower than anticipated grants mainly for the Whale Trail, Equestrian Park, and Flaxbourne Heritage Centre projects. We expect year end results to be similar to the budget.
 - g. Roads and Footpaths expenditure is below budget due to:
 - i. Lower than anticipated roading reinstatement expenditure relating to the impacts of the August 2022 flood event. Accounting entries will be made at year end to move some of these costs to capital.
 - ii. Lower than anticipated general roading maintenance expenditure.This is offset by higher than anticipated depreciation costs due to a higher than anticipated revaluation movement in the previous financial year.
 - h. Flood Protection and Control Works is below budget due to lower than anticipated flood damage repairs with some expenditure expected to be carried over to next year.
 - i. Sewerage is ahead of budget due to:
 - i. Higher than anticipated treatment costs at Riverlands Industrial.
 - ii. Higher than anticipated depreciation costs due to a higher than anticipated revaluation movement and capital spend in the previous financial year.
 - j. Stormwater Drainage forecast is ahead of budget due to depreciation being higher than budgeted due to a higher than anticipated revaluation movement in the previous financial year.
 - k. Water Supply is behind budget due to lower reticulation maintenance costs. This is linked to seasonal weather patterns and particularly for the Awatere Rural Supply and Southern Valleys Irrigation Scheme.

This is offset by higher than anticipated depreciation costs due to a higher than anticipated revaluation movement in the previous financial year.
 - l. Environmental Policy is below budget due to lower than anticipated consultancy charges.

- m. Environmental Science and Monitoring is below budget due to delays in externally funded projects caused by staff and contractor recruitment issues, timeliness of external stakeholders' input and access issues following the 2022 flooding events.
- n. Environmental Protection is behind budget due to lower than anticipated legal charges for consents compliance.
- o. Resource Consents is below budget due to the lower than anticipated legal costs which are based on demand.
- p. Building Control is ahead of budget due to the higher than anticipated contract costs.
- q. Biosecurity is below budget due to lower than anticipated costs across the National Wilding Conifer Programme and regional biosecurity.
- r. Harbours is ahead of budget due to increased contract costs including the engagement of a Transit Analyst who is monitoring the ferries as part of the development of a common passage plan and risk assessment of the Tory Channel. This has been partially offset by additional revenue in 3(r).
- s. Regional Development is behind budget due to the budgets for projects not yet being spent. Projects include the Picton redevelopment study, Smart and Connected reviews, and additional TEAM funding.
- t. External and Internal Interest expenses are lower than anticipated due to the savings, deferrals, delays and grant funding in past capital expenditure programmes resulting in less external borrowings.
- u. Property and Other Expenditure is ahead of budget due to:
 - i. Software costs and contracts for IT being higher than budget with urgent security work completed.
 - ii. Re-classification of Software as a Service costs to operational expenditure from capital expenditure due to recent guidance on accounting treatment for these. This has contributed to the IT Software Capital Expenditure being under budget in 5k below.
 - iii. Higher than anticipated costs for the air-conditioning replacement in the '95 building.
This is partially offset by unspent professional fees for the Climate Change project.

Net capital expenditure	1 July 2022 to 31 May 2023				Notes	Whole Year			
	Actual	Budget	Variance			Forecast	Budget	Variance	
People									
Culture and Heritage	15	2,320	(2,306)	-99%	5a	436	2,531	(2,095)	-83%
Housing for Seniors	1,675	4,422	(2,747)	-62%	5b	2,076	4,824	(2,747)	-57%
Community Support	-	48	(48)	-100%		4	53	(48)	-92%
Library Services	7,959	8,335	(376)	-5%	5a	8,483	9,093	(609)	-7%
Emergency Management	3	8	(5)	-62%		4	9	(5)	-53%
Community Facilities	2,585	9,987	(7,402)	-74%	5c	2,860	10,842	(7,981)	-74%
Roads and Footpaths	20,559	25,632	(5,073)	-20%	5d	22,613	27,532	(4,918)	-18%
Flood Protection and Control Works	1,791	7,695	(5,904)	-77%	5e	2,357	8,394	(6,037)	-72%
Sewerage	8,190	12,723	(4,533)	-36%	5f	8,594	14,289	(5,695)	-40%
Stormwater Drainage	1,836	3,725	(1,889)	-51%	5g	1,884	4,032	(2,147)	-53%
Water Supply	10,555	21,183	(10,628)	-50%	5h	11,401	23,109	(11,708)	-51%
Solid Waste Management	1,811	2,394	(1,183)	-40%	5i	2,248	3,266	(1,018)	-31%
Environmental									
Environmental Science and Monitoring	398	306	92	30%		426	334	92	28%
Resource Consents	-	3	(3)	-100%		0	3	(3)	-92%
Regulatory									
Building Control	40	-	40	-		40	-	40	-
Environmental Health	-	3	(3)	-100%		0	3	(3)	-92%
Biosecurity	43	-	43	-		43	-	43	-
Harbours	299	740	(441)	-60%		366	807	(441)	-55%
Regional Development	84	5,874	(5,790)	-99%	5j	85	6,408	(6,323)	-99%
Investment activities	207	59	148	253%		212	64	148	232%
Corporate Overheads	1,490	3,915	(2,425)	-62%	5k	1,976	4,382	(2,406)	-55%
Total Net Capital Expenditure	59,539	109,971	(50,432)	-46%		66,111	119,974	(53,863)	-45%

Forecast vs Budget by Activity Group (in millions)



5. Council has set a budget of \$82.4M for capital expenditure in the 2022-23 Annual Plan. To achieve this a capex program of \$120.0M has been planned including \$37.6M of carryovers from previous financial years. This ensures that multiple projects can continue to progress. The current year forecast is \$66.1M.

As of time of writing Council has a total value of contracts for new assets in progress of \$100.5M. There is \$22.9M of contracted works still outstanding.

Total capital expenditure from 1 July to 31 May 2023 is \$59.5M which is \$6.1M less than the same period last year (\$65.6M).

Comments below are variances of greater than \$1 million to the programmed works.

- a. Culture and Heritage and Library Services capital expenditure relates primarily to the new Marlborough Library. The facility is now open with final accounting entries to be completed for year end, including the split between the two facilities. It is anticipated that the final cost will be close to the overall multi-year project budget.

- b. Housing for Seniors is behind programmed works and the value of carryovers at year end will be small. There has been \$3.0M re-budgeted for 23-24 for the George Street Senior Housing Development with construction having started but being behind schedule.
- c. Community Facilities is behind programmed works and around \$2.5M of carry overs are expected relating to:
 - i. Public convenience upgrades which have been delayed for various reasons including resource consent and contractor availability.
 - ii. Delays in various other programmed works at the reserves.
 - iii. The Seddon Pool upgrade of \$1M has been re-budgeted into 2023-24 with leak repair work having been completed.
- d. Roads and Footpaths is behind programmed works and at least \$5M of carry overs are expected relating to:
 - i. The general roading renewals program is behind due to challenges in resourcing this work in addition to emergency works. As we are in the second year of the 2021-24 National Land Transport Programme it is possible to carry over any surplus subsidy budget into next year.
 - ii. Continued delays in small township upgrades as community consultation and resource consents progress.
 - iii. Continued delays in Picton CBD works with carryover of \$0.75M expected.
 - iv. Services and roading infrastructure in the Northwest Blenheim Extension Zone to facilitate growth in the district.

This is offset by an unbudgeted purchase of land for \$2.90M for the purpose of stormwater in the Northwest Blenheim Extension Zone which was subsequently approved by Council and vested assets in excess of the budget by \$3.60M.
- e. Flood Protection and Control Works is behind programmed works with a focus on completing flood damage work. Around \$6M of carry overs are expected relating to:
 - i. Wairau River Tuamarina to Waihopai edge protection works.
 - ii. Omaka River stop bank and edge protection works.
 - iii. Town Branch drain/Camerons drain upgrades.
- f. Sewerage is behind programmed works and a number of projects have been re-budgeted including:
 - i. Sewer treatment plant upgrades at Seddon \$2.4M, Picton \$2.1M and Havelock \$1.7M have been re-budgeted to take place between 2023/24 and 2025/26 due to design, site, contractor and resource consent issues.
 - ii. Blenheim Main outfall pump station upgrade \$3M has been re-budgeted into 2023-24 with design and investigation costs occurring this year.
- g. Stormwater Drainage is behind programmed work and could have carryovers of \$2.3M relating to:
 - i. The general Blenheim pipeline renewals program.
 - ii. The Redwood Street – Muller Road to Stephenson Street pipeline has been re-budgeted into 2023-24.
 - iii. Picton pipelines at Hampden Street has partially re-budgeted \$0.65M into 2024-25.

- h. Water Supply is behind programmed works with significant re-budgeting of capital projects including:
 - i. Riverlands Water Treatment Plant \$7.4M into the 2023-25 years.
 - ii. Havelock Water Treatment Plant \$5.0M into the 2023-25 years.
 - iii. Lions Back Reservoir \$1.3M into 2023-24.
 - iv. Speeds Road Treatment Plant \$7.5M into 2024-26 years.
- i. Solid Waste Management is behind programmed works due to the surrender of NZU's to meet our obligations under the Emissions Trading Scheme. Additions are expected to be close to budgeted amounts.
- j. Regional Development is behind budget with only a small carryover expected due to re-budgeted items including:
 - i. Booster pump station upgrades at the Southern Valley Irrigation Scheme of \$0.5M.
 - ii. Flaxbourne Irrigation Scheme \$4M. At this stage we are assuming it will be pushed out to 2023-26.
- k. Corporate Overheads are behind programmed works with the significant contributor being various IT projects where some projects initially budgeted as capital expenditure are now classified as operational expenditure due to recent guidance on the accounting treatment for software as a service. This has contributed to the IT software costs being over budget in 4u(ii) above. Some of these costs will be carried forward into next year as an operational expenditure budget.

Summary of Cash Received and Spent (\$000's)

	Financial Year to 31 May 2023	Financial Year to 31 May 2022	Difference
Cash received from:			
Rates	65,212	61,985	(3,226)
User charges	24,120	21,543	(2,577)
Property Rentals	6,701	5,837	(865)
Subsidies and Grants	54,725	49,149	(5,576)
Interest and dividends	6,495	3,924	(2,571)
Sale of assets	21	9,219	9,199
Development Contributions	8,203	8,305	102
Other revenue	12,358	12,173	(185)
Operating cash received	177,835	172,136	(5,698)
Cash spent on:			
Net GST	2,706	3,829	1,123
Payments for operating costs	(150,331)	(126,447)	23,884
Payments for capital expenditure	(51,800)	(58,267)	(6,467)
Operating cash spent	(199,425)	(180,885)	18,540
Cash borrowed from/(repaid to):			
LGFA for Council	10,485	21,125	10,640
Other	11,908	(3,767)	(15,675)
Cash from/(to) borrowing	22,393	17,358	(5,035)
Invested in subsidiaries or investment property	(2,322)	(1,138)	1,184
Cash and investments:			
net increase/(decrease)	(1,456)	7,472	8,928
at the beginning of the year	18,846	14,227	(4,619)
at the end of May	17,390	21,699	4,309

6. This is a modified cashflow statement which outlines where Council's cash is sourced and where it has been spent. Last year's figures have been provided as a comparison. The figures will differ to what is contained in the Income and Expenditure Statement above mainly due to:
- the delay between invoices being raised/received and paid.
 - various accruals, provisions, and prepayments.
 - non-cash items such as vested assets and depreciation.

Authors	Tessa Dever, Financial Accountant and Piumi Wijayasena, Assistant Financial Accountant
Authoriser	Chris Lake, Acting Chief Financial Officer

12. Treasury Management Report 30 June 2023

(Report prepared by Chris Lake)

F290-006-21

Purpose

1. To present the Treasury Management Report for the period ending 30 June 2023.

Executive Summary

2. The Cash, Investments and Borrowings Report is shown as an attachment at the end of the report. Additional information is given for information and clarity. These are:
 - Details of the market interest rate movements;
 - A summary of the investments Council held, and that these continue to comply with the Investment Policy section of the Treasury Management Policy; and
 - A summary of the Council borrowings as at 30 June 2023. A number of graphs are provided to show the policy boundaries. After a number of years of minor Council approved non-compliance, the graphs show that we are now within the policy guidelines.

Cash, Investments and Borrowings Report

3. The attachment shows details of Council's cash on hand, investments and borrowings for the quarter ended 30 June 2023. Comparative details for the quarter ended 31 March 2023 are shown in italics and shaded.

Market Interest Rate Movements

4. See 'Current Market Interest Rates' on the table in the **attachment**.

Investments

5. Below is a summary of Council's investment portfolio reported in the **attachment**.

June 2023			Last Quarter March
Investments – short term deposits - Banks	\$12,904,639	5.50%	5.30%
Investments – Securities within 1 year	-	- %	- %
Total Investments	\$12,904,639	5.50%	5.30%

Since 2014 Council has been investing in term 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.

Council maintains the investment portfolio considering:

- Compliance with Council's Treasury Management Policy investment parameters; and
- The level of investment required to maintain adequate disaster recovery funding in realisable securities.

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

Compliance with Council Policy

- 6. 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 30 June quarter.

External Borrowings

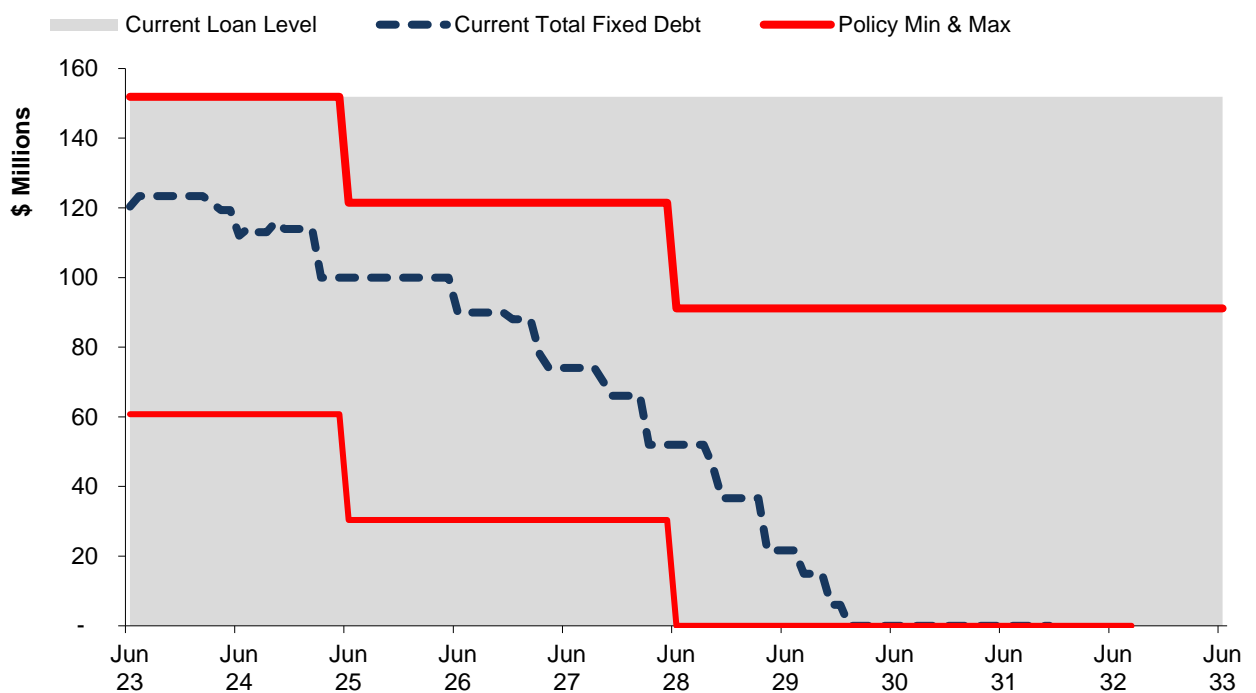
- 7. As at 30 June 2023 the MDC Group had Gross borrowings of \$151.9M (\$154M as at 31 March 2023). MDC Holdings Group debt is \$72.9M (\$75M as at 31 March 2023). MDC remains unchanged since the last quarter of \$79M borrowed.

The following three graphs are for the MDC Group combined, MDC Holdings Limited and MDC and show the level of fixed/hedged debt compared to Policy Bands based on current levels. The fourth and fifth graphs show the position based on anticipated future borrowings.

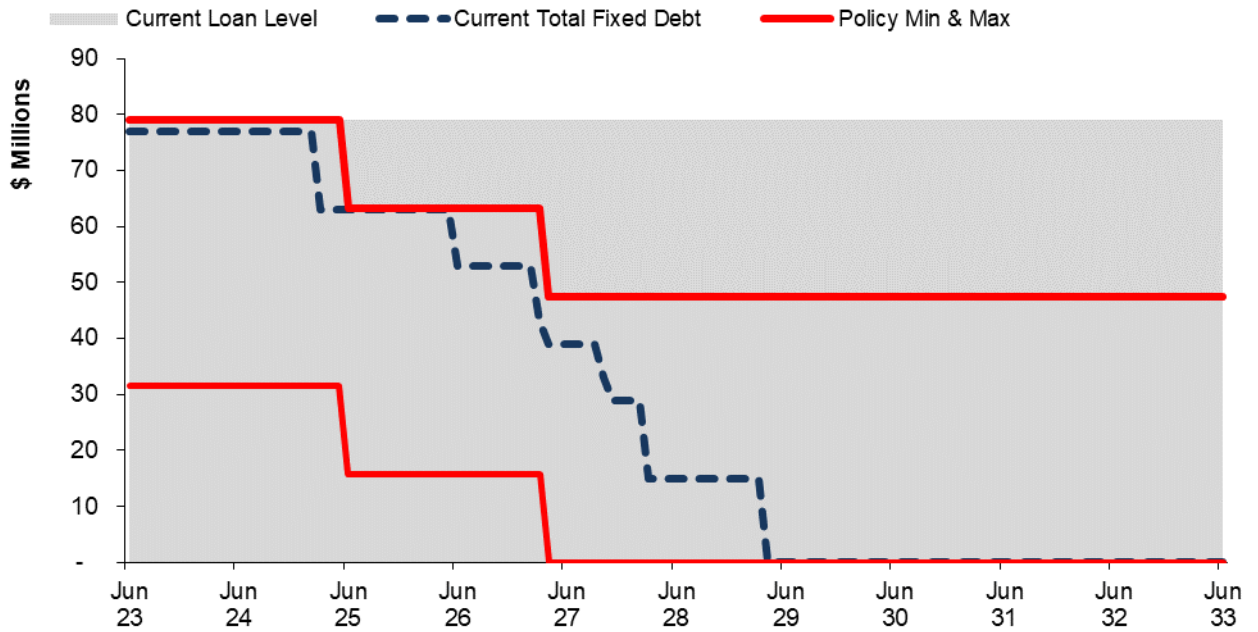
Compliance with Council Policy

- 8. The hedging in each of the three graphs below are within policy.

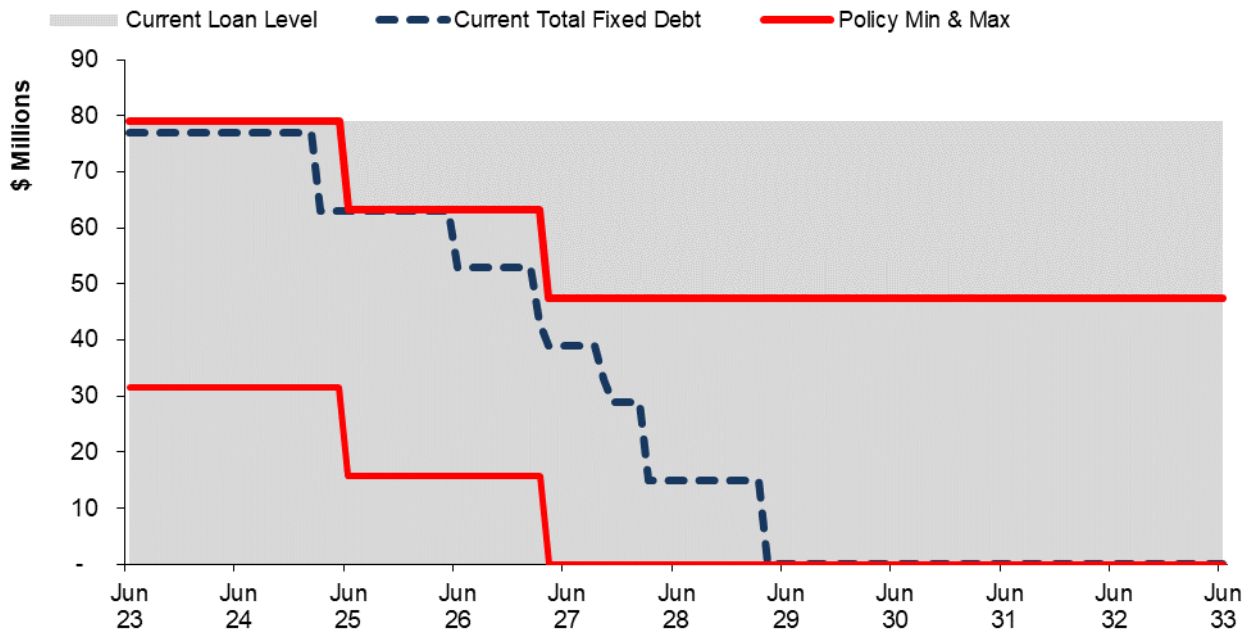
MDC GROUP debt and hedging - June 2023



MDC debt and hedging (excl. MDCH) - June 2023

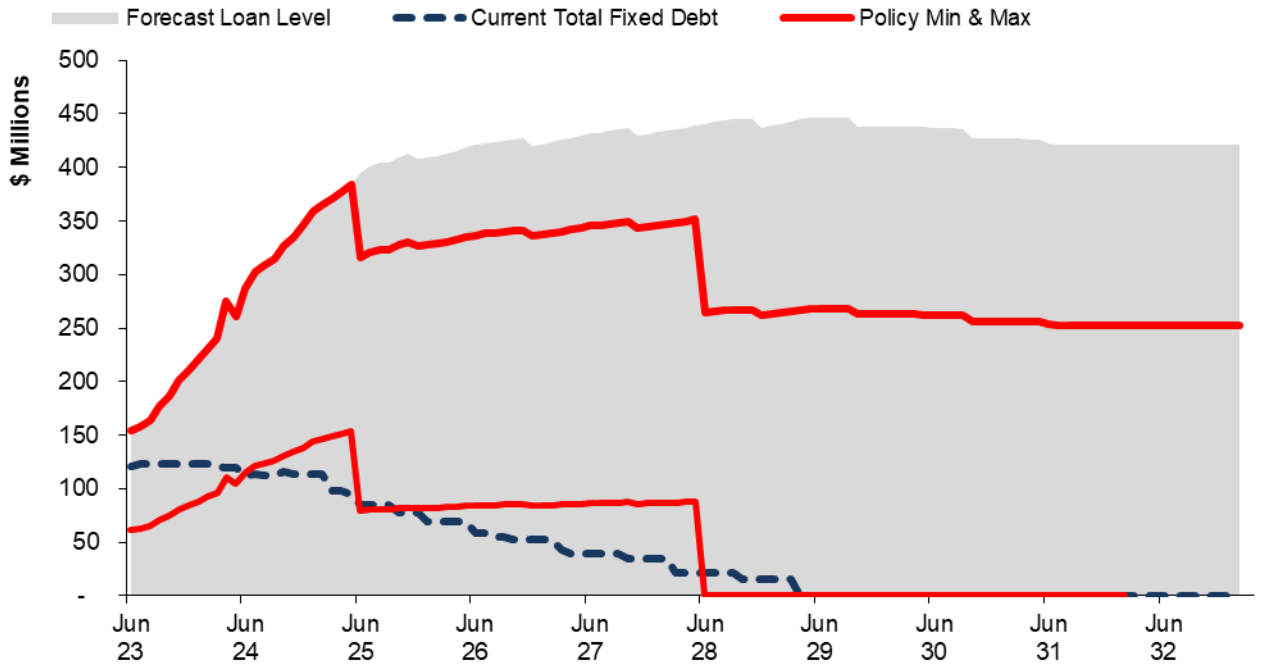


MDC debt and hedging (excl. MDCH) - June 2023

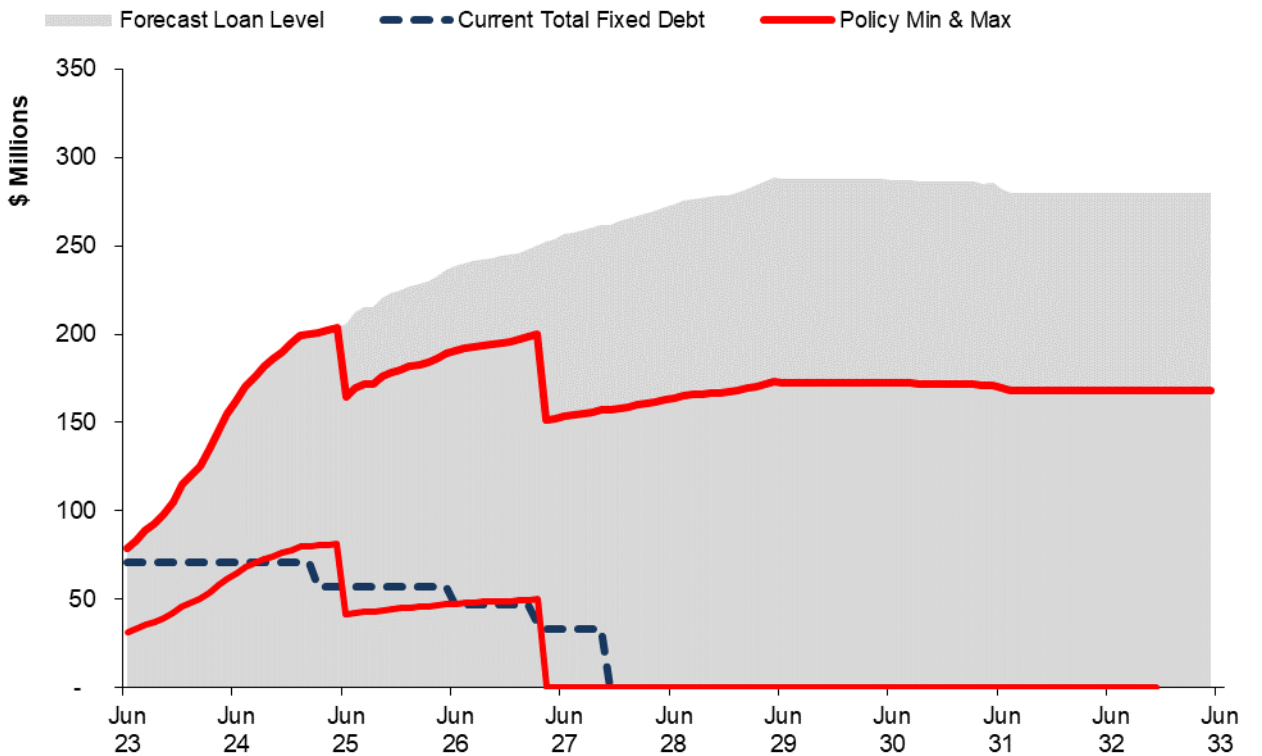


In the coming year it is expected that Council will require additional borrowing for its' and Port Marlborough's budgeted capital projects including IREX. The total fixed debt is below the minimum limits on the graphs which is due to the fixed term loans not forecast to be refixed in the future.

MDC GROUP debt and hedging (Forecast debt) - June 2023



MDC debt and hedging (excl. MDCH) (Forecast debt) - June 2023



MARLBOROUGH DISTRICT COUNCIL
QUARTERLY TREASURY MANAGEMENT REPORT

Current Market Interest Rates as at 30 June 2023

Term	Rate quoted from -	June 2023	May 2023	April 2023	March 2023
OCR	Reserve Bank	5.50%	5.50%	5.25%	4.75%
30 days	Reserve Bank	5.61%	5.60%	5.41%	5.06%
90 days	Bank bills	5.71%	5.69%	5.56%	5.23%
5 year bond	NZ Government Bonds- yield	4.62%	4.18%	4.07%	4.25%
10 year bond	NZ Government Bonds- yield	4.67%	4.27%	4.12%	4.20%

Statement of MDC Cash, Investments and External Borrowings as at 30 June 2023

				%Funds	Last Report March 2023
Bank Current Accounts					
- BNZ	Current Funds or (Overdraft)		4,246,683	23.15%	\$786,736
On Call					
- BNZ	AA-		1,192,765	6.50%	\$7,016,178
	Readily Available Funds		\$5,439,448	29.65%	\$7,802,913
Cash flow - term deposits <60 days					
- Westpac	AA-	14 days (04/23)	0	0.00%	\$2,000,000
	Funds Available <60 days		0.00%	\$0	0.00%
Investments					
Banks					
- BNZ	AA-	365 days (07/23)	53,492	0.29%	\$53,492
- BNZ	AA-	365 days (06/22)	0	0.00%	\$565,585
- BNZ	AA-	549 days (12/24)	590,810	3.22%	\$0
- Westpac	AA-	731 days (11/24)	559,139	3.05%	\$559,139
- Westpac	AA-	365 days (12/23)	1,353,289	7.38%	\$1,353,289
- Westpac	AA-	365 days (12/23)	1,212,619	6.61%	\$1,212,619
- BNZ	AA-	731 days (10/24)	1,391,988	7.59%	\$1,391,988
- BNZ	AA-	365 days (04/24)	1,498,140	8.17%	\$0
- Westpac	AA-	731 days (07/24)	1,333,280	7.27%	\$1,333,280
- BNZ	AA-	731 days (07/24)	1,133,379	6.18%	\$1,133,379
- BNZ	AA-	365 days (7/24)	1,054,224	5.75%	\$1,054,224
- Westpac	AA-	728 days (10/24)	2,724,280	14.85%	\$2,724,280
	Total Investments		5.50%	\$12,904,639	70.35%
	Total Funds Available		5.50%	\$18,344,088	100.00%

Gross Group Borrowings

Local Government Funding Authority

- Loans greater than 12 months for MDC	5.11%	79,000,000
- Loans greater than 12 months raised on behalf of MDC Holdings Ltd		72,885,000
Subtotal		151,885,000

Westpac

- Loans less than 12 months for MDC	6.80%	6,000,000
Total MDC Group External Borrowings		\$ 157,885,000

less

- Loans raised on behalf of MDC Holdings Ltd		(72,885,000)
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plus

- MDC Holdings current account (interest charged annually @ 90 day bank bill rate)		3,277,590
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MDC Borrowings

\$ 88,277,590

13. Debtors Overdue Reports as at 30 June 2023

(The Chair) (Report prepared by S Greenhill)

Purpose of Report

1. The purpose of this report is to advise Council on the overdue debtor position as at 30 June 2023.
-

RECOMMENDATION

That the information be received.

Debtors' Overdue Reports

2. The debtors' overdue summary report is attached for the Councillors' information.

This report details the level of debt relating to the following revenue streams:

- Building Consents
- Resource Consents
- Resource Consent Monitoring
- Development Contributions
- Licences
- Tradewaste
- Water and Sewerage Connections
- Other Sundry Invoices

The Debtors Report as at 30 June 2023 is **attached** for Councillors' information.

The Current and 30 – 90 Days balance includes a large Development Contribution invoice of \$800k which has been paid in May 2023. It also had a large government department invoice which was credited and recharged in May.

The 90 Days balance includes several Development Contribution invoices that will be paid once the building project is near completion. It also includes a number of invoices that are in dispute.

The Property Leases and Licences Debtors Report as at 31 May 2023 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.

Water Billing Debtors' Report

3. Attached for information is the Water Billing Debtors Report as at 30 June 2023.

The June 2023 quarter water charges totalled \$1,001,057 but with emailing the invoice we received \$152,000 in payments by the end of June 2023.

The 90 Days balance includes a number of credit balances and overdue March 2023 invoices. Copies of invoices were emailed requesting prompt payment. There are also a number of Renwick and Havelock water invoices that need to be reassessed by the water team due to large water leaks.

Author	Linda Fletcher-Firks, Team Leader Rating
Authoriser	Chris Lake, Acting Chief Financial Officer

Debtors Report as at 30 June 2023

Aged Analysis Report	Current Month		Comparison for Previous 5 Months			
	June	May	April	March	February	January
Current	2,569,785.40	2,459,633.32	2,441,634.62	4,473,041.27	2,650,614.41	1,523,768.78
30 - 90 Days	245,480.30	881,126.31	2,297,611.33	626,249.26	1,189,828.79	1,408,263.50
90 Days	411,127.76	502,336.10	217,220.32	244,530.59	291,797.44	385,851.45
Outstanding Debtors Closing Balance	3,226,393.46	3,843,095.73	4,956,466.27	5,343,821.12	4,132,240.64	3,317,883.73

Debtors Action Report - Debtors over 90 days with Balance >\$250	June	May	April	March	February	January
With Debt Collection Agency	10,411.04	10,411.04	10,411.04	10,411.04	10,411.04	10,411.04
Paying by Arrangement	45,169.99	42,554.99	44,898.99	67,249.65	50,060.38	49,370.38
Negotiating Payment Arrangement	161,363.80	181,565.80	97,125.49	121,327.66	149,355.05	185,204.51
Debts in Dispute	190,596.12	150,245.06	9,223.69	7,315.62	5,509.62	62,691.62
Payments since month end taken off above amounts	258.00	114,807.58	52,594.70	34,184.36	69,686.78	70,253.91
Sub-Total	407,798.95	499,584.47	214,253.91	240,488.33	285,022.87	377,931.46
Various Debtors with Balances <\$250	3,328.81	2,751.63	2,966.41	4,042.26	6,774.57	7,919.99
Over 90 days Outstanding Total	411,127.76	502,336.10	217,220.32	244,530.59	291,797.44	385,851.45

Property Leases and Licences Debtors Report as at 31 May 2023

	Current Month		Comparison for Previous 5 Months			
	May	April	March	February	January	December
Aged Analysis Report						
Current	71,211.25	13,879.07	13,590.79	107,855.55	44,828.05	201,947.75
30 Days	2,633.97	3,429.06	550.36	18,523.56	70,530.89	42,498.54
60 Days	2,604.28	1,370.26	336.88	(1,576.09)	28,976.48	2,088.82
90 Days	(1,778.96)	(743.71)	(862.53)	3,758.05	3,166.88	5,895.87
Outstanding Debtors Closing Balance	74,670.54	17,934.68	13,615.50	128,561.07	147,502.30	252,430.98

Water Billing Debtors Report as at 30 June 2023

	Current Month	Comparison for Previous 5 Months				
	June	May	April	March	February	January
Aged Analysis Report						
Current	848,378.21	127.70	12,824.06	1,370,342.91	45.02	142.59
30 - 90 Days	9,824.36	117,307.57	193,705.33	45.02	71,500.98	186,847.78
90 Days	59,307.54	(31,472.17)	(12,977.54)	26,364.73	(33,925.11)	(13,663.52)
Outstanding Debtors Closing Balance	917,510.11	85,963.10	193,551.85	1,396,752.66	37,620.89	173,326.85

Debtors Action Report - Debtors over 90 days Balance >\$250						
	June	May	April	March	February	January
Paying by Arrangement	19,100.96	3,704.73	4,304.73	3,642.85	1,426.78	1,426.78
Negotiating Payment Arrangement	33,135.36	16,481.66	20,821.31	57,740.96	19,240.96	17,971.24
Awaiting Possible Water Remission (New)	39,054.89	3,120.66	2,408.58	4,085.95	1,737.74	2,759.78
Payments since month end taken off above amounts	12,642.29	3,133.75	10,366.42	4,929.15	-	9,324.64
Sub-Total	103,933.50	26,440.80	37,901.04	70,398.91	22,405.48	31,482.44
Various Debtors with Balances <\$250 or Credit Balances	(44,625.96)	(57,912.97)	(50,878.58)	(44,034.18)	(56,330.59)	(45,145.96)
90 days Outstanding Total	59,307.54	(31,472.17)	(12,977.54)	26,364.73	(33,925.11)	(13,663.52)

14. Rates Report as at 30 June 2023

(The Chair) (Report prepared by Linda Fletcher-Firks)

F270-36-21

Purpose of Report

1. The purpose of this report is to advise Council of the rates position as at 30 June 2023.

RECOMMENDATION

That the information be received.

Rate Levies Status and Rate Arrears Aged Balance Reports

2. Attached for information are the Rate Levies Status Report and Rate Arrears Aged Balance Report as at 30 June 2023.

At 30 June we had collected 98.45% of the 2022-2023 rates which is comparable to last year's collection rate of 98.58%

The fourth instalment of rates was due on 8 June and 1,153 properties received penalties totalling \$68,587. This is less than last year's figures of 1,337 properties receiving a total of \$80,630 in penalties. This can be attributed to the quarter 4 penalty run being processed a couple days later than last year.

The arrears penalty (10% of the outstanding balance at 30 June) was added to 642 properties on 7 July. This totalled \$93,408. Whilst the number of properties was lower than last year (665), the total dollar amount in arrears was more than the \$72,489 for last year.

The Rates Team are continuously working with ratepayers to find mutually agreeable repayment plans to help them manage their rates payments. The most common reason for ratepayers not being able to meet their rates payments is that they are coming off fixed term mortgages onto much higher interest rates.

Total penalties of \$416,337 were levied for the 2022-2023 rating year (including the arrears penalty on 7 July 2023). Penalties of \$50,787 were reversed under the provisions of Council's Remission Policy. Staff continue to promote direct debit as a preferred method of payment and rates on 13,510 properties are now paid this way. This equates to 50% of ratepayers choosing this method of payment. This is an increase from 13,003 last year.

Author	Linda Fletcher-Firks, Team Leader Rating
Authoriser	Chris Lake, Acting Chief Financial Officer

Rate Levies Status Report as at 30 June 2023

Financial Division	Balance B/Forward (01/07/22)	Annual Levy	Arrears Pen	Instal Pen	Adjustments	Cash Received	Balance 30/06/2023
Blenheim	(132,318)	44,549,477	29,130	123,788	(53,214)	(44,717,454)	(200,591)
Blenheim Vicinity	39,336	17,266,545	10,011	45,474	(84,890)	(17,249,746)	26,730
General Rural	1,712	14,612,940	12,642	54,971	(114,841)	(14,543,460)	23,963
Picton	37,664	9,867,325	11,263	37,399	(93,709)	(9,777,779)	82,162
Picton Vicinity	1,874	1,017,061	1,646	5,946	(29,120)	(975,278)	22,128
Sounds Admin Rural	9,324	1,254,544	2,494	7,905	(12,439)	(1,249,145)	12,683
Utilities Network	-	40,338	-	75	-	(41,160)	(747)
Current Year Totals	(42,409)	88,608,230	67,185	275,557	(388,213)	(88,554,022)	(33,671)

Rate Arrears Aged Balance Report as at 30 June 2023

Year	Total Arrears (01/07/2022)	Rate Arrears Received Year to Date	Total Arrears 30/06/23	Postponed Rates included in Total Arrears	Actual Arrears (after deducting postponed rates)
2021-22	998,673	830,451	168,222	30,010	138,211
2020-21	103,284	61,312	41,972	27,234	14,738
2019-20	29,183	3,223	25,960	15,472	10,488
2018-19	23,389	864	22,526	15,726	6,800
2017-18	16,846	1,215	15,631	12,003	3,627
2016-17 & Prior	44,641	3,559	41,082	40,311	770
Total	1,216,016	900,623	315,392	140,756	174,636

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

15. Information Package

RECOMMENDATION

That the Economic, Finance & Community Information Package dated 25 July 2023 be received and noted.

16. Decision to Conduct Business with the Public Excluded

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

- Sub-Committee Reports (Public Excluded Sections)
- Debtors Report

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:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Minutes and Committee Reports	As set out in the Minutes and Reports	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.
Debtors Report	In order to protect the privacy of natural persons, as provided for under Section 7(2)(a).	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.