



*Picture: Marlborough District Council building, Blenheim*

## **YOUR COUNCIL**

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Elected Council Members

Council Committees and Members

Council Staff Structure

Equal Employment Opportunities Policy

Staff Employed

Infrastructural Assets

Statement of Compliance

Audit Office Report

## ELECTED COUNCIL MEMBERS

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Mayor  
Alistair Sowman



Jenny Andrews  
(Deputy Mayor)  
Blenheim Ward



Jamie Arbuckle  
Blenheim Ward



Jessica Bagge  
Blenheim Ward



David Dew  
Blenheim Ward



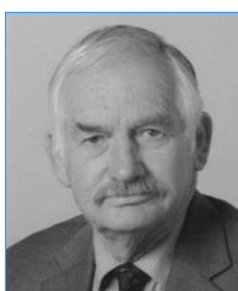
John Leggett  
Blenheim Ward



Terry Sloan  
Blenheim Ward



Graeme Taylor  
Blenheim Ward



Geoff Evans  
Wairau/Awatere  
Ward



Peter Jerram  
Wairau/Awatere  
Ward



Francis Maher  
Wairau/Awatere  
Ward



Graeme Barsanti  
Marlborough  
Sounds Ward



Trevor Hook  
Marlborough  
Sounds Ward



David Oddie  
Marlborough  
Sounds Ward

## COUNCIL COMMITTEES AND MEMBERS

(AS AT 30 JUNE 2011)

The Marlborough District Council has four standing committees, a joint committee with Kaikoura District Council, two statutory committees and eight sub-committees. The present committees and their membership are as follows:

### ***ASSETS & SERVICES COMMITTEE***

This Committee is responsible for all infrastructure including roads; road safety (including walking and cycling strategies); sewerage; water; stormwater; rivers and drainage; parking; waste management (including recycling); reserves; halls; cemeteries; public conveniences; and civil defence and emergency management (including rural fire).

Clr Graeme Taylor – Chairperson  
 Clr Terry Sloan – Deputy  
 Clr Jenny Andrews  
 Clr Jessica Bagge  
 Clr John Leggett  
 Mayor – ex officio  
 Iwi Representative – Richard Hunter co-opted member

### **Civil Defence Emergency Management Group (Statutory Committee)**

The delegation to act as this Group (formed in accordance with the Civil Defence and Emergency Management Act 2002) is given to the Assets and Services Committee. The Assets and Services Committee (acting as the Group) is responsible for overseeing the development, maintenance, monitoring and evaluation, and implementation of the Group Plan required by section 17(1)(i) of the Civil Defence and Emergency Management Act 2002.

Clr Graeme Taylor – Chairperson  
 Clr Terry Sloan – Deputy  
 Clr Jenny Andrews  
 Clr Jessica Bagge  
 Clr John Leggett  
 Mayor – ex officio  
 Iwi Representative – Richard Hunter co-opted member

### **Regional Transport Committee (Statutory Committee)**

This Committee prepares for approval by Council the Regional Land Transport Strategy, or any variations to or any report on the Strategy; the Regional Land Transport Programme, or any variations to the Programme; any regional fuel tax scheme for its region; and provides Council with any advice and assistance in relation to its transport responsibilities. Membership of the Committee (refer section 105 of the Land Transport Management Act 2003) is limited to five persons to represent the unitary authority; and one person to represent the Agency; and one person to represent the objective of economic development; and one person to represent the objective of safety and personal security; and one person to represent the objective of public health; and one person to represent the objective of access and mobility; and one person to represent the objective of environmental sustainability; and one person to represent cultural interests.

Clr Graeme Barsanti – Chairperson  
 Clr Jessica Bagge  
 Clr John Leggett  
 Clr Terry Sloan  
 Clr Graeme Taylor

The Agency – representative from NZTA  
 Safety and Personal Security – representative from New Zealand Police  
 Economic Development – representative from Chamber of Commerce  
 Public Health – representative from Nelson Marlborough District Health Board  
 Access and Mobility – representative from Access and Mobility Forum  
 Environmental Sustainability – representative from Environment Centre  
 Cultural Interest - Iwi representative on the Assets and Services Committee  
 New Zealand Automobile Association and New Zealand Road Transport Association – to be invited and given speaking rights at meetings.

### ***COMMUNITY AND FINANCIAL PLANNING COMMITTEE***

This committee is responsible for the Long Term Plan; Annual Plan; Annual Report; economic development; community and social development; youth, elderly and access issues; arts; culture and heritage; grants and donations; sister cities; financial performance; general administration; property management; Council subsidiaries; libraries; customer services; and democratic process. Individual Committee members have been allocated a particular involvement with individual functions of the Committee's work.

Clr Francis Maher – Chairperson  
 Clr John Leggett – Deputy  
 Clr Jenny Andrews  
 Clr Jessica Bagge  
 Clr David Dew  
 Clr Trevor Hook  
 Clr Terry Sloan  
 Clr Graeme Taylor  
 Mayor – ex officio  
 Iwi Representative – Vennessa Ede co-opted member

### **Grants Sub-Committee**

This Sub-Committee carries out Council's partnership with Creative New Zealand and SPARC (Sport and Recreation New Zealand) to ensure local arts funding and rural travel funding are available to the Marlborough area. The Sub-Committee has delegated authority for the allocation of funds under both schemes. In addition the Sub-Committee has delegated authority for consideration of Marlborough District Council Community Grants and Council's Arts and Heritage Grants, with recommendations being made to Council for consideration.

Clr Jenny Andrews – Chairperson  
 Clr Jessica Bagge  
 Sports Trust appointee – Karen Hartshorne  
 Arts Sector appointee – Kate Parker  
 Community members – Graeme Duncan, Lisa Ivamy, Patricia Clay, Toni Gillan, Lapu Oliver  
 Two iwi representatives – Vacant

## **Housing for the Elderly Sub-Committee**

The focuses of this Sub-Committee are issues related to the Older Persons in the community and Council's Housing for the Elderly portfolio.

Clr Jenny Andrews – Chairperson  
Clr Terry Sloan  
Clr Graeme Taylor

## **Sister City Sub-Committee**

This Sub-Committee manages Council's Sister City activities and strives to involve greater community participation and sponsorship in the programme.

Clr Graeme Barsanti – Chairperson  
Clr David Oddie  
Mayor – ex officio

Community representatives – Jennie Hopkins, Chris Bamber, Phylis Bradshaw, Liz Cromarty

## **Youth Sub-Committee**

The focus of this Sub-Committee is issues related to youth in the community.

Mayor Alistair Sowman – Chairperson  
Clr Jenny Andrews  
Clr Jessica Bagge

## **Youth Funding Sub-Committee**

This Sub-Committee considers requests for funding assistance from the Youth Initiative Plan funds.

Mayor Alistair Sowman – Chairperson  
Chair, Community & Financial Planning (Clr Francis Maher)  
Three youth representatives (one from each College)

## ***ENVIRONMENT COMMITTEE***

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This Committee is responsible for the Regional Policy Statement and Resource Management Plan development; biosecurity; animal control; liquor licensing; building control; resource consent processing; monitoring of consents; compliance control; dangerous goods; fencing of swimming pools; food and health monitoring; harbour management; and historic places.

Clr Peter Jerram – Chairperson  
Clr Trevor Hook – Deputy  
Clr Jamie Arbuckle  
Clr Graeme Barsanti  
Clr David Dew  
Clr Geoff Evans  
Clr David Oddie  
Iwi representative – Tracey Williams co-opted member  
Rural representative – Ross Beech co-opted member

## **Animal Control Sub-Committee**

This Sub-Committee has responsibility for animal control including administration and dealing with any right of objection to the Council in terms of the Dog Control Act 1996.

Clr Peter Jerram – Chairperson

Clr Jamie Arbuckle  
Clr Graeme Barsanti  
Clr Geoff Evans

## **Liquor Licensing Sub-Committee**

This Sub-Committee carries out Council's powers to hold a hearing, as the Marlborough District Licensing Agency, on an application for a licence for which there has been an objection under the Sale of Liquor Act 1989, and for the setting of policy under the Sale of Liquor Act 1989. This Sub-Committee is also responsible for Council's Gambling Venue Policy pursuant to the Gambling Act 2003.

Clr John Leggett – Chairperson  
Clr Graeme Barsanti  
Clr Graeme Taylor

## **Resource Management Plan Review Sub-Committee**

This Committee is responsible for the detailed review of Council's Resource Management Plans.

Clr David Dew – Chairperson  
Clr Peter Jerram  
Clr Francis Maher  
Clr Graeme Taylor

## ***HEARING COMMITTEE***

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This committee makes decisions on applications for resource consents (each consent is heard by a committee made up of a chairperson and two members).

Clr David Dew – Chairperson  
Clr Graeme Barsanti – Deputy  
Clr Geoff Evans  
Clr David Oddie  
Clr Jamie Arbuckle

## ***APPOINTMENT OF COUNCILLORS AND STAFF TO SUBSIDIARIES***

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### **MDC Holdings Limited and Marlborough Airport Limited**

Mayor Alistair Sowman (Director)  
Chair of Community & Financial Planning Committee - Clr Francis Maher (Director)  
Chief Executive - Andrew Besley (Director)

### **Port Marlborough NZ Limited**

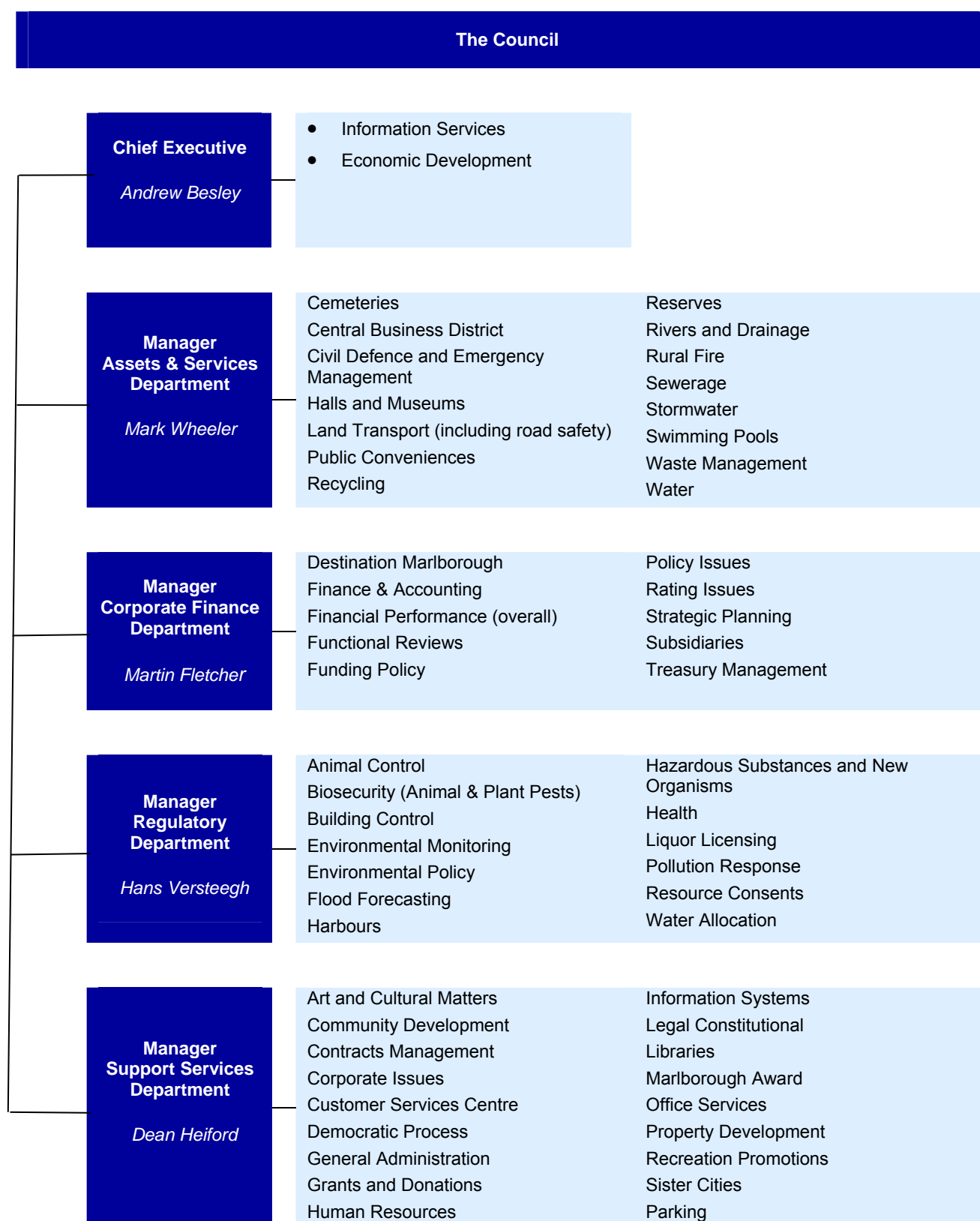
Manager, Corporate Finance - Martin Fletcher (Director)

### **Marlborough Regional Forestry**

Council owns 88.5% of the forestry estate and KDC owns the remaining 11.5%. The primary aim of production forest management is to create a resource that will maximise utilisation and provide the best financial return from the predominantly radiata pine forests.

Clr Francis Maher (Chairperson)  
Mayor Alistair Sowman  
Kaikoura District Council representative  
Forestry representative – Leo Jelinek co-opted member

## COUNCIL STAFF STRUCTURE



## **COUNCIL OPPORTUNITIES POLICY**

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### **Equal Employment Policy**

The Council's Equal Employment Opportunities Policy is designed to achieve equal opportunity in the Council workplace. The policy involves the identification and elimination of institutional barriers that cause or perpetuate inequality. The following is a summary of the Council's policy:

For any given position, the best available person for the job will be appointed regardless of their gender, race, religion, disability or any other factor irrelevant to performance in the position.

The policy is implemented by way of a programme focused on three objectives:

1. Increasing knowledge and awareness of the principles of equal employment by ensuring that all staff are advised and understand their rights and responsibilities.
2. Achieving workplace equality in recruitment and performance management by ensuring systems and processes support the principles of equal employment.
3. Continual improvement by monitoring and reviewing organisational performance.

Council's Human Resources Manager is responsible for ensuring that any recruitment carried out by Council follows the objectives and guidelines set out above. It is Human Resources responsibility to ensure management and staff involved in recruitment processes have had training that incorporates an awareness of equal employment opportunities.

### **Maori Opportunities**

**Activities undertaken to establish and maintain processes to provide for opportunities for Maori to contribute to the decision making processes of the Council.**

One of the principal barriers to Maori contribution to Council decision making processes in recent times has been the need for Maori to focus its time and efforts upon the settlement of claims process before the Waitangi Tribunal. Council has offered support to local iwi, and is pleased with the progress made on concluding the settlements. Iwi maintained involvement with committee matters, seminars, relevant Council operations and with external partnership activities. In addition, iwi have had involvement in the redevelopment of Council's Regional Policy Statement and Regional Plan through focus and consultation groups. As settlements are concluded, the Council will develop its processes and working relationship with local iwi on matters of mutual interest.

## STAFF EMPLOYED

		30.06.11		30.06.10	
		Male	Female	Male	Female
<b>General Management</b>	Management and Support	3	3	3	1.9
<b>Assets and Services</b>	Development and Project Management	6.7	1.7	6.7	1.7
	Engineering	13	5	12.6	4.6
	Operations	11.7		10	
	Reserves and Amenities	10.4	3.9	11.1	3.9
	Rivers and Land Drainage	7		6.8	
	Management and Support	3	0.8	3	1
	Civil Defence/Emergency Management	2		2	
<b>Corporate Finance</b>	Management and Support	2	1.9	2	1
	Treasury	3	6.6	3	6.6
<b>Regulatory</b>	Animal and Plant Pests	5		5	-
	Building Control	13	4.8	18	5.6
	Environmental Health and Liquor	-	2.4	-	1.4
	Environmental Unit	8	5	8	5
	Environmental Policy	2	3	3	2
	Harbour Functions	3.5		3	
	Resource Management Control	7	6	9.5	13
	Compliance	3	3.4	4	3.4
	Management and Support	2	1	3	1
<b>Support Services</b>	Support Services Management	1	1	1	1
	Community Development Management	-	1		1
	Democratic Services Management	1	1.6	1	1.6
	Office Services	-	11.5		11.9
	Risk and Contracts Management	1		1	
	Human Resources	-	1		0.9
	Information Services	7	14.1	8	14.2
	Customer Service Centres	1	11.8	1	11.8
	Libraries	5	14.1	4.6	14.2
<b>Totals</b>	<b>121.3</b>	<b>104.6</b>	<b>130.3</b>	<b>108.7</b>	

### Notes:

- Employee numbers are stated in Full Time Equivalentents (FTEs).
- The comparative FTEs for 30 June 2010 have been restated to align with the current organisation structure and now include all salary and wages employees. Previously Reserves Wages employees had been excluded.
- In addition to the above employee numbers, for 30 June 2011 there were seven people employed (2010: 10) in the Safer Community Area on Fixed Term Contracts whose employment is contingent upon continued Government funding.

# INFRASTRUCTURAL ASSETS

## Roading Assets

		30/06/2011	30/06/2010
		<b>Length (km)</b>	
<b>Urban Roads</b>	Sealed	181.9	182.0
	Metalled	0.7	0.6
<b>Rural Roads</b>	Sealed	694.1	691.6
	Metalled	643.5	646.2
<b>Totals</b>		<b>1,520.2</b>	<b>1,520.4</b>
		<b>Number / Length (m)</b>	
<b>Bridges</b>	One Lane Bridges	283/5,015	280/5,063
	Two Lane Bridges	59/822	66/772
	Footbridges	7/214	7/224
<b>Totals</b>		<b>349/6,051</b>	<b>353/6,059</b>
		<b>Number</b>	
<b>Street Lighting</b>	Lights	4,535	3,940
<b>Totals</b>		<b>4,535</b>	<b>3,940</b>

## Other Assets

	30/06/2011	30/06/2010
<b>Wharves</b>	13	12
<b>Water Supply Schemes</b>	7 schemes, 441 kms of reticulation	7 schemes, 439.1 kms of reticulation
<b>Sewerage Schemes</b>	4 schemes, 304.7 kms of reticulation	5 schemes, 292.9 kms of reticulation
<b>Stormwater System</b>	11 schemes, 161.3 kms of reticulation	156.6 kms of reticulation
<b>Irrigation Schemes</b>	2 schemes, 64.7 kms of reticulation	2 schemes, 64.7 kms of reticulation

## **STATEMENT OF COMPLIANCE**

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### **Compliance**

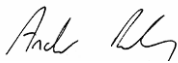
The Council and Management of Marlborough District Council confirm that all the statutory requirements of the Local Government Act 2002 have been complied with.

### **Responsibility**

The Council and management of Marlborough District Council accept responsibility for the preparation of the annual Financial Statements and the judgments used in them.

The Council and management of Marlborough District Council accept responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

In the opinion of the Council and management of Marlborough District Council, the annual Financial Statements for the year ended 30 June 2011 fairly reflect the financial position and operations of the Marlborough District Council.



**ANDREW BESLEY**  
**CHIEF EXECUTIVE**  
27 October 2011



**ALISTAIR SOWMAN**  
**MAYOR**  
27 October 2011

# AUDIT REPORT

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AUDIT NEW ZEALAND

Mana Arotake Aotearoa

## Independent Auditor's Report

### To the readers of Marlborough District Council and group's Annual Report for the year ended 30 June 2011

The Auditor-General is the auditor of Marlborough District Council (the District Council) and group. The Auditor-General has appointed me, Bede Kearney, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements, service provision information and compliance with the other requirements of schedule 10 of the Local Government Act 2002 that apply to the annual report of the District Council and group on her behalf.

We have audited:

- the financial statements of the District Council and group on pages 23 to 144, that comprise the statement of financial position as at 30 June 2011, the income statement, statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information;
- the service provision information of the District Council and group on pages 23 to 94; and
- the District Council's compliance with the other requirements of schedule 10 of the Local Government Act 2002 that apply to the annual report (other schedule 10 information).

### Opinion on the financial statements, service provision information and other schedule 10 information

In our opinion:

- The financial statements of the District Council and group on pages 23 to 144:
  - comply with generally accepted accounting practice in New Zealand; and
  - fairly reflect:
    - the District Council and group's financial position as at 30 June 2011; and
    - the financial performance and cash flows for the year ended on that date.
- The service performance information of the District Council and group on pages 23 to 94:
  - complies with generally accepted accounting practice in New Zealand; and
  - fairly reflects the District Council and group's levels of service for the year ended 30 June 2011, including:
    - the levels of service as measured against the intended levels of service adopted in the long-term council community plan; and
    - the reasons for any significant variances between the actual service and the expected service.
- The District Council has complied with the other requirements of Schedule 10 of the Local Government Act 2002 that apply to the annual report.

Our audit was completed on 27 October 2011. This is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Council and our responsibilities, and explain our independence.

### Basis of opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and carry out our audit to obtain reasonable assurance about whether the financial statements, service provision information and other schedule 10 information are free from material misstatement.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader's overall understanding of the financial statements, service provision information and other schedule 10 information. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

An audit involves carrying out procedures to obtain audit evidence about the amounts and disclosures in the financial statements, service provision information and other schedule 10 information. The procedures selected depend on our judgement, including our assessment of risks of material misstatement of the financial statements, service provision information and other schedule 10 information whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the preparation of the District Council and group's financial statements, service provision information and other schedule 10 information that fairly reflect the matters to which they relate. We consider

internal control in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the District Council and group's internal control.

An audit also involves evaluating:

- the appropriateness of accounting policies used and whether they have been consistently applied;
- the reasonableness of the significant accounting estimates and judgements made by the Council;
- the adequacy of all disclosures in the financial statements and service provision information;
- determining the appropriateness of the reported service provision information within the Council's framework for reporting performance; and
- the overall presentation of the financial statements, service provision information and other schedule 10 information.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements, service provision information and other schedule 10 information. We have obtained all the information and explanations we have required and we believe we have obtained sufficient and appropriate audit evidence to provide a basis for our audit opinion.

## Responsibilities of the Council

The Council is responsible for preparing:

- financial statements and service provision information that:
  - comply with generally accepted accounting practice in New Zealand;
  - fairly reflect the District Council and group's financial position, financial performance and cash flows;
  - fairly reflect its service performance, including achievements compared to its forecast; and
- other information required by schedule 10 of the Local Government Act 2002.

The Council is responsible for such internal control as it determines is necessary to enable the preparation of financial statements, service provision information and other schedule 10 information that are free from material misstatement, whether due to fraud or error.

The Council's responsibilities arise from the Local Government Act 2002.

## Responsibilities of the Auditor

We are responsible for expressing an independent opinion on the financial statements, service provision information and compliance with the other schedule 10 information and reporting that opinion to you based on our audit. Our responsibility arises from section 15 of the Public Audit Act 2001 and section 99 of the Local Government Act 2002.

## Independence

When carrying out the audit, we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the New Zealand Institute of Chartered Accountants.

Other than the audit, we have no relationship with or interests in the District Council or any of its subsidiaries.



Bede Kearney  
Audit New Zealand  
On behalf of the Auditor-General  
Christchurch, New Zealand  
27 October 2011

### **Matters Relating to the Electronic Presentation of the Audited Financial Statements, Performance Information and the Other Requirements**

This audit report relates to the financial statements, performance information and the other requirements of Marlborough District Council and group for the year ended 30 June 2011 included on the Marlborough District Council's website. The Council is responsible for the maintenance and integrity of the Marlborough District Council's website. We have not been engaged to report on the integrity of the Marlborough District Council's website. We accept no responsibility for any changes that may have occurred to the financial statements, performance information and the other requirements since they were initially presented on the website.

The audit report refers only to the financial statements, performance information and the other requirements named above. It does not provide an opinion on any other information which may have been hyperlinked to or from the financial statements, performance information and the other requirements. If readers of this report are concerned with the inherent risks arising from electronic data communication they should refer to the published hard copy of the audited financial statements, performance information and the other requirements as well as the related audit report dated 27 October 2011 to confirm the information included in the audited financial statements, performance information and the other requirements presented on this website.

Legislation in New Zealand governing the preparation and dissemination of financial information may differ from legislation in other jurisdictions.