Appendices

- Council Committees and Members
- Ward Boundaries
- Council Staff Structure
- MDC Directory
- Glossary of Terms
For this term of Council, the following Committee structure (and membership) was put into place on 26 October 2016. It has three standing committees, a joint committee with Kaikoura District Council, three statutory committees and eight sub-committees. Pursuant to Section 41(a)(5) of the Local Government Act 2002 the Mayor is a member of each Committee of Council.

**ASSETS & SERVICES COMMITTEE**

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

- **Clr Terry Sloan** - Chairperson
- **Clr Jenny Andrews**
- **Clr Michael Fitzpatrick**
- **Mayor John Leggett**
- **Iwi representative** (Richard Hunter)

**Regional Transport Committee (Statutory Committee)**

This Committee prepares for approval by Council the Regional Land Transport Plan [the Plan], or any variations to the Plan and provides Council with any advice and assistance in relation to its transport responsibilities. The Committee must adopt a policy that determines significance in respect of variations made to the Plan (under s18D of the Land Transport Management Act 2003 [the Act]) and the activities that are included in the Plan (under s16 of the Act).

Membership of the Committee (refer s105 of the Act) is limited to four persons representing Council; and one person representing the New Zealand Transport Agency.

- **Clr Terry Sloan** – Chairperson
- **Clr Geoff Evans** – Deputy
- **Clr Brian Dawson**
- **Clr Michael Fitzpatrick**
- **New Zealand Transport Agency representative** (Jim Harland)

**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 Terry Sloan** – Chairperson
- **Clr Jenny Andrews**
- **Clr Michael Fitzpatrick**
- **Mayor John Leggett**
- **Iwi representative** (Richard Hunter)

**PLANNING FINANCE & COMMUNITY COMMITTEE**

This Committee is responsible for the Marlborough Environment Plan; implementation of Growing Marlborough and ‘Smart and Connected’ Economic Development Strategies; CBD and Small Township Revitalisation programmes; Destination Marlborough; Picton Forum; Sounds Advisory Group; LTP; Annual Plan; Annual Report; audit issues; Council Subsidiaries; risk management; community and social issues; youth, elderly and access issues; culture and heritage; social policies (i.e; gaming and psychoactive substances policies); grants and donations; sister cities; libraries; customer services; democratic process; general administration; health and safety; and property management.

- **Clr Trevor Hook** - Chairperson
- **Clr Jenny Andrews**
- **Clr Cynthia Brooks**
- **Clr Michael Fitzpatrick**
- **Clr David Oddie**
- **Clr Nadine Taylor**
- **Clr Mark Peters** - Deputy
- **Clr Jamie Arbucket**
- **Clr Brian Dawson**
- **Clr Gerald Hope**
- **Clr Laressa Shenfield**
- **Mayor John Leggett**
- **Clr Mark Peters** - Deputy

**Parking Sub-Committee**

The focus of this Sub-Committee is Council’s parking portfolio.

- **Clr Brian Dawson** - Chairperson
- **Mayor John Leggett**
- **Clr Michael Fitzpatrick**
Council Committees and Members

Audit and Risk Sub-Committee
The focus of this Sub-Committee is to oversee the audit of Council's Annual Report and Annual/LTP and consider and report as necessary on the findings of any audit management report.
Ian Marshall CA (Independent External Member) - Chairperson
Clr Trevor Hook
Clr Mark Peters
Mayor John Leggett

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
Sports Trust appointee – Karen Hartshome
Community representatives – Patricia Clay, Graeme Duncan, Graeme Haymes, Cheryl Thompson
Two iwi representatives (to be advised)

Housing for Seniors Sub-Committee
The focus of this Sub-Committee is Council's Housing for Seniors portfolio.

Clr Cynthia Brooks – Chairperson
Clr Gerald Hope
GreyPower Marlborough representative (Philip Hunnisett)

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 Gerald Hope – Chairperson
Clr Nadine Taylor
Community representatives (Cathie Bell, Jennie Hopkins, Margaret Porteous, Lily Stewart, Alistair Sowman, Margaret Western)

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

Mayor John Leggett – Chairperson
Clr Laressa Shenfield

ENVIRONMENT COMMITTEE
This Committee is responsible for environmental science and monitoring; monitoring of consents; enforcement and prosecution policies; biosecurity; animal control; building control; resource consent processing; dangerous goods; fencing of swimming pools; food and health monitoring; and harbour management.

Clr David Oddie – Chairperson
Clr Gerald Hope – Deputy
Clr Jamie Arbuckle
Clr Terry Sloan

Resource Hearing Sub-Committee
This Committee makes decisions on applications for resource consents (each consent is heard by a Committee made up of a Chairperson and two members).

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

Conduct Review Committee
This Committee is established per the Code of Conduct. The Committee manages compliance with the Code of Conduct and with any statutory obligations.
District Licensing Committee (Statutory Committee)
This Committee considers and determines applications, pursuant to the Sale and Supply of Alcohol Act 2012 [the Act], for: licences and manager’s certificates; renewals of licences and manager’s certificates; temporary authorities to carry on the sale and supply of alcohol in accordance with s136 of the Act; the variation, suspension, or cancellation of special licences; the variation of licences (other than special licences) unless the application is brought under s280 of the Act; with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority; and conduct inquiries and to make reports as may be required of it by the licensing authority under s175 of the Act. This Committee is also responsible for hearing and deciding on applications to Council’s Gambling Venue Policy pursuant to the Gambling Act 2003.

Mayor John Leggett – Chairperson
Two members appointed by the Chairperson from the following:
Clr Laressa Shenfield - Deputy
Hamish Beard
Liz Hawthorne
Graeme Barsanti (Commissioner for the period 10/08/17 to 30/06/18)
Graeme Horsley
Margaret McHugh
Peter Sommerville

APPPOINTMENT OF COUNCILLORS AND STAFF TO SUBSIDIARIES
MDC Holdings Limited and Marlborough Airport Limited.
Mayor John Leggett - Director
Chair of Planning Finance and Community Committee – Clr Trevor Hook - Director
Clr Mark Peters – Director
Chief Executive – Mark Wheeler – Director

Port Marlborough NZ Limited
Manager, Corporate Finance - Martin Fletcher - Director

Marlborough Regional Forestry
Marlborough Regional Forestry is a joint committee of Marlborough District Council and the Kaikoura District Council. Council owns 88.62% of the forestry estate and Kaikoura District Council owns the remaining 11.38%. 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 Gerald Hope - Chairperson
Mayor John Leggett
Kaikoura District Council representative
Forestry representative – Leo Jelinek
Council Staff Structure

CHIEF EXECUTIVE
Mark Wheeler

Manager
Assets & Services Department
Richard Coningham

Manager
Regulatory Department
Hans Versteegh

Manager
Economic, Community and Support Services
Dean Heiford

Manager
Property and Community Facilities Department
Jamie Lyall

Chief Financial Officer
Martin Fletcher

Chief Information Officer
and Manager
IT Department
Stacey Young

Civil Defence and Emergency Management

Land Transport Recycling
Rivers and Drainage Sewerage Stormwater
Waste Management Water

Contracts Management
Financial Performance (overall)


Arts and Cultural Matters Community Development Corporate Issues Customer Service Centre Democratic Process Destination Marlborough Economic Development General Administration Grants and Donations Human Resources Legal Constitutional Libraries Marlborough Airport Marlborough Award Office Services Regional Events Sister Cities

Cemeteries Central Business district Civic Projects Commercial Development Halls and Museums Parking Property Public Toilets Reserves Residential Subdivisions Road Safety Sports Parks Strategic Acquisitions Swimming Pools

Cybersecurity and Infrastructure Corporate Systems Digital Service Delivery Information and Data Governance and Management Information Technology Land Information Memorandums Web and Digital Services
MDC Directory

Contact Details
PO Box 443, Blenheim 7240
Telephone: (03) 520 7400
Facsimile: (03) 520 7496
Email: mdc@marlborough.govt.nz
Web: www.marlborough.govt.nz

Addresses
District Administration Building
15 Seymour Street, Blenheim 7201

Picton Service Delivery Centre (includes Library)
2 Dublin Street, Picton 7220

Harbour Control
Mariner’s Mall, Picton

Marlborough Library
Corner Arthur and Seymour Streets, Blenheim

Works and Operations Depot
Wither Road, Blenheim

Reserves Depot
Pollard Park, Blenheim

Solicitor
P J Radich of Radich Law, Blenheim

Bankers
Bank of New Zealand, Blenheim
Westpac, Blenheim

Auditor
Andy Burns, Audit New Zealand, Christchurch on behalf of the Auditor General

General Statistics
Population (Census count March 2013) 46,302
Population (Usually Resident March 2013) 43,416
Inter-Census Population Movement (+) 2.0%
District Area 17,517 square kilometres
Rateable Land Value $7,539,824,550
Rateable Capital Value $15,538,464,800
Number of Rate Assessments 26,154

as at 30 June 2017
Glossary of Terms

Accruals
These are similar to accounts payable in that they are expenses incurred during the current year for which payment has not been made and invoices have not yet been recovered.

Activity
Means a good or service provided by, or on behalf of, a local authority or a Council-controlled organisation eg: water supply, transport networks.

Allotment
Has the meaning given to it in S218(2) of the Resource Management Act 1991.

Allotment Area
Is the total land area of an allotment.

Applicant
Is the person/persons that apply for resource consent, building consent or service connection.

Asset Management Plan
Means Council documents outlining how each main asset class will be managed, upgraded and expanded as required.

Asset Sales
Refers to the sale of MDC assets eg: cars, property.

Borrowings
This is the amount of external loans.

Capital Expenditure
Means the cost of capital works for network infrastructure, reserves and community infrastructure.

Catchment
Means the area served by a particular infrastructure investment.

Charge
These are referred to in the Local Government (Rating) Act 2002 as targeted rates and are calculated as a fixed amount per rating unit.

Commercial
Means any activity involving commercial transactions, or providing commercial or administrative services, and includes, non-school activities, offices and banks; but excludes premises or activities involving industrial manufacture or production and retail trade.

Community Facilities
Means reserves, network infrastructure, or community infrastructure for which development contributions may be required in accordance with S199 of the Local Government Act 2002.

Community Infrastructure
Means the following assets when owned, operated or controlled by a territorial authority:

(a) Community centres or halls for the use of a local community or neighbourhood and the land on which they are or will be situated;
(b) Play equipment that is located on a neighbourhood reserve;
(c) Toilets for use by the public.

Community Outcomes
Means the outcomes that a local authority aims to achieve in meeting the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions.

CV
Capital Value.

Departmental Management
Allocation of Departmental Manager costs to activities.

Development
Means:

(a) Any subdivision, building (as defined in section 8 of the Building Act 2004), land use, or work that generates a demand for reserves, network infrastructure, or community infrastructure; but
(b) Does not include the pipes or lines of a network utility operator.

Development Contribution
Means a contribution:

(a) Provided for in a development contributions policy included in the Long Term Plan of a territorial authority; and
Glossary of Terms

Development Contributions Policy
Means the policy on development contributions adopted under section 102(1).

District
Means the District of a territorial authority.

District Wide
Applies to every property in the District.

Equity
Represents the net worth of the MDC if all assets were sold for the values recorded and the liabilities were extinguished.

Financial Contributions
Has the same meaning as financial contributions in S108(9)(a)-(c) of the Resource Management Act 1991.

Financial Strategy
Means Council’s Financial Strategy included in the Long Term Plan.

General Revenues Applied
Share of revenues generated by Council as a whole as compared to a specific activity eg: interest and dividends.

Geographic Areas
The District is divided up into six geographic areas for the purpose of funding general works and services. The geographic areas are Blenheim, Blenheim Vicinity, Picton, Picton Vicinity, General Rural and Sounds Admin Rural.

Goods and Services Tax (GST)

Greenfields Area
Are defined as those areas where building capacity exists on the perimeter of the city.

Gross Floor Area (GFA)
Means, for the purposes of development contributions, the sum of the area of all floors of all buildings on any site measured from the exterior faces of the exterior walls, or from the centre lines of walls separating two abutting buildings but excluding:

- Carparking.
- Loading docks.
- Vehicle access and manoeuvring areas/ramps.
- Plant and equipment enclosures on the roof.
- Service station canopies.
- Pedestrian circulation space in an enclosed retail shopping centre.
- Any foyer/Lobby or a primary means of access to an enclosed retail shopping centre, which is accessed directly from a public place.

Household Equivalent Unit (HEU)
Means an average residential dwelling occupied by a household of average size.

Impervious Surface Area
For the purpose of development contribution Impervious Surface Area (ISA) means the area of any site which is not capable of absorbing water and includes any area which:

- Falls within the definition of coverage.
- Is covered by decks.
Glossary of Terms

- Is occupied by swimming pools.
- Is used for parking, manoeuvring or loading of motor vehicles.
- Is paved with a continuous surface with a run-off coefficient of greater than 0.45.

Increase (Decrease) in Reserves
Increase in reserves are generally surpluses on operations. Decrease from reserves assist to fund capital expenditure.

Industrial
Means:
(a) Any premises used for any industrial or trade purposes; or
(b) Any premises used for the storage, transfer, treatment, or disposal of waste materials or for other waste-management purposes, or used for composting organic materials: or
(c) Any other premises from which containment is discharged in connection with any other industrial or trade process.
(d) Any activity where people use materials and physical effort to:
   - Extract or convert natural resources.
   - Produce goods or energy from natural or converted resources.
   - Repair goods.
   - Store goods. (ensuing from an industrial process)

Infrastructural Assets
These are the fixed assets that are not generally regarded as tradable and which provide a continuing service to the community - such as reserves and parks, toilets, memorials, roads, bridges and wharves, water and sewerage schemes.

Infrastructure Strategy
Means Council’s Strategy setting out the principal long term (30 years) infrastructure requirements of the District.

LGA

Loans/Debt
Refers to the raising of internal loans for capital items, such as a sewerage or water scheme.

Local Authority
Means a regional Council or territorial authority.

LTP

LTP 2018-19
These are the $ values budgeted for 2018-19 in the LTP.

LV
Land Value.

Network Infrastructure
Means the provision of roads and other transport, water, wastewater, and stormwater collection and management.

Network Utility Operator
Has the meaning given to it by section 166 of the RMA

Non-Residential Development
Means any activity in a non-residentially zoned area, excluding rural areas, or where the predominant activity is not residential or rural.

Operational Assets
These are tangible assets that are generally regarded as tradable, such as buildings and improvements, library books, office equipment, plant and machinery, land and forestry crops.

Other Revenue
Revenue specifically generated by the activity.

Overhead Allocation
The allocation of Customer Services, Office Services, Human Resources, General Management, Information Management Services and Corporate Finance net costs.
Glossary of Terms

Prepayments
Amounts paid to creditors by the MDC in the current year that relate to future years.

Property Value
For rating purposes this refers to either the “land” or “capital” value of a property.

Rate/Rates
The Local Government (Rating) Act 2002 defines Rate –
(a) means a general rate, a targeted rate, or a uniform annual general charge that is set in accordance with subpart 2 of Part 1; and
(b) includes a penalty added to a rate in accordance with section 58; but
(c) does not include a lump sum contribution.

Residential Development
Means any activity in a residentially zoned area or where the predominant activity is not non-residential or rural.

RMA

Resource Management Plan

Section Management
Allocation of Section Manager costs when they are responsible for more than one activity.

Service Catchment
Means the same as catchment.

Service Connection
Means a physical connection to a service provided by, or on behalf of, a territorial authority.

Statement of Cashflows
This describes the cash effect of transactions and is broken down into three components: operating, investing and financing activities.

Statement of Financial Performance
This can also be referred to as the Income Statement, Profit and Loss Statement, or the Operating Statement. It shows the financial results of various MDC activities at the end of each period as either a surplus or deficit. It does not include asset purchases or disposals.

Statement of Financial Position
This shows the financial state of affairs at the end of each period. It can also be referred to as the Balance Sheet.

Subdivision
Has the same meaning as section 218 of the Resource Management Act 1991.

Subsidies
Amounts received from other agencies for the provision of services eg: NZTA roading subsidies.

Third Party Funds
Means funding or subsidy, either in full or in part, from a third party eg: subsidies for the roading network.

Unit of Demand
Means the measure of demand for community facilities.

User Charges
The charges levied for use of MDC services eg: building consent fees, health inspections.

Working Capital
This is the remainder left when the value of current liabilities is deducted from the value of current assets. It is a measure used to indicate the short-term solvency of an entity.