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**MARLBOROUGH
DISTRICT COUNCIL**



23 October 2020

Record No: 20201080
File Ref: D050-001-02
Ask For: Mike Porter

Notice of Council Meeting – Thursday, 29 October 2020

Notice of the Council Meeting to be held in the Council Chambers, 15 Seymour Street, Blenheim on Thursday, 29 October 2020 to commence at 9.00 am.

BUSINESS

As per Order Paper attached.

**MARK WHEELER
CHIEF EXECUTIVE**



**Order Paper for the
COUNCIL MEETING
to be held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY, 29 OCTOBER 2020 commencing at 9.00 am**

Open Meeting

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Marlborough District Council

Order Paper for the
COUNCIL MEETING
to be held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY, 29 OCTOBER 2020 commencing at 9.00 am

1. Karakia

Tēnā koutou, tēnā koutou, tēnā koutou katoa
E te Atua tō mātou Kai-hanga,
ka tiāho te maramatanga me te ora, i āu kupu kōrero,
ka tīmata āu mahi, ka mau te tika me te aroha;
meatia kia ū tonu ki a mātou
tōu aroha i roto i tēnei huihuinga.
Whakakī a matou whakaaro ā mātou mahi katoa,
e tōu Wairua Tapu.
Āmine.

(God our Creator,
when you speak there is light and life,
when you act there is justice and love;
grant that your love may be present in our meeting.
So that what we say and what we do may be filled with your Holy Spirit.
Amen.)

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. Apologies

4. Minutes

- 4.1 Confirmation of the Minutes of the Council Meeting held on 17 September 2020
(Minute Nos. Cncl-0920-89 to Cncl-0920-97)

**Minutes of a Meeting of the
MARLBOROUGH DISTRICT COUNCIL
held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY 17 SEPTEMBER 2020 commencing at 9.00 am**

Present

The Mayor J C Leggett (in the Chair), Cllrs J L Andrews, J A Arbuckle, C J Brooks, J D N Croad, B G Dawson, M J Fitzpatrick, G A Hope, D D Oddie, M A Peters, T P Sowman and N P Taylor

Via Zoom

Clr B A Faulls

In Attendance

Messrs M S Wheeler (Chief Executive), A P Quirk (District Secretary) and Ms N J Chauval (Committee Secretary)

Karakia

The meeting opened with a karakia.

Cncl-0920-89 Declaration of Interests -

Members were 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.

A number of declarations were noted in the agenda:

- The various interests as declared under Minute No. Cncl-0820-38;
- The interest as declared at the meeting by Clr Faulls under Minute No. Cncl-0920-43;
- The interests as declared by Clr Faulls and Clr Fitzpatrick under Minute No. PF&C-0920-73;
- The interest as declared at the meeting by Clr Hope under Minute No. PF&C-0920-75; and
- The interests as declared by Clr Fitzpatrick under Minute No. PF&C-0920-e-12

Apology

The Mayor/Clr Taylor:

That the apology for lateness/absence from Clr F D Maher be received and sustained.

Carried

Cncl-0920-90 Confirmation of Minutes -

The Mayor/Clr Taylor:

That the Minutes of the Council Meeting held on 6 August 2020 (Minute Nos. Cncl-0820-38 to Cncl-0820-46) be taken as read and confirmed.

Carried

Committee Reports

Cncl-0920-91 Assets & Services Committee

-

In response to a query from Cllr Brooks on whether an update has been provided to East Coast residents regarding the construction of the Flaxbourne Irrigation Scheme, noted under Minute No. A&S-0820-48. Luke van Velthooven, present in the public gallery, advised that information has been circulated and a resource consent application has been lodged with Council.

Cllrs Taylor/Fitzpatrick:

That the Committee report contained within Minute Nos. A&S-0820-47 to A&S-0820-58 be received and the recommendations adopted.

Carried

Cncl-0920-92 Environment Committee

-

The following amendment to Minute No. Env-0820-65 Recommendation 2 was noted – Cllr Arbuckle [Chair].

The Mayor/Cllr Oddie:

That the Committee report contained within Minute Nos. Env-0820-59 to Env-0820-72 be received and the recommendations adopted.

Carried

Cncl-0920-93 Planning, Finance & Community Committee

-

Cllrs Peters/Croad:

That the Committee report contained within Minute Nos. PF&C-0920-73 to PF&C-0920-88 be received and the recommendations adopted.

Carried

ATTENDANCE: Mrs Linda Craighead, Council's Reserves & Amenities Officer - Planning, was present for the following item.

Cncl-0920-94 Notification of Draft Management Plan for Victoria Domain Reserves

R510-014-017-04

The purpose of the report was to seek approval to notify a draft reserve management plan for the Victoria Domain Reserves in accordance with the provisions of the Reserves Act 1977 and to establish a Hearings Panel.

It was noted that the public had been invited to provide written suggestions/feedback to Council in July 2018 with 34 individuals/groups providing written suggestions to Council.

Te Ātiawa provided an initial draft of the reserve management plan and this has been further developed by Council staff. The draft was considered at a workshop with Councillors in late July 2020 and further input has been provided from Te Ātiawa.

Members were advised that separate to the notification of the draft plan, Te Ātiawa are proposing a survey to consider an alternative Māori name for the area covered by the reserve management plan.

The submission period will commence on 24 September 2020 and close mid-January 2021 with hearings held in early February 2021. It was noted that the submission period is longer than the Reserves Act requirement of two months as it would be challenging to complete the hearings process prior to Christmas.

It was reported that consideration of a Hearings Panel will be presented to a future Assets & Services Committee meeting to approve the appointment of a Hearings Panel.

Cllrs Taylor/Brooks:

That the Council approve the draft management plan for the Victoria Domain Reserves for the purposes of public submission as is required by Section 41(6)(a) of the Reserves Act 1977.

Carried

ATTENDANCE: Mr Richard Coningham, Council's Manager Assets and Services and Luke van Velthooven, Chair Marlborough Kaikoura Trail Trust were present for the following item.

Cncl-0920-95 Whale Trail release of Council Funding

C230-001-C02

The purpose of the report was to seek approval from Council to release the capital funding of \$2m allocated to the Whale Trail in March 2018.

In July 2020, Central Government announced funding of \$18m for the construction of the Whale Trail. The Trust is currently working through prerequisite funding requirements with MBIE staff for this funding to be released.

Members were advised that one of the funding requirements is that work is required to commence within eight weeks on actual construction of the trail. To enable this to occur the Trust wish to access the funding that Council has set aside to begin construction while they continue to address the prerequisite requirements to access the PGF funding.

Mr van Velthooven advised members that the Trust has had a number of meetings with IRG (Infrastructure Reference Group) and they have accepted that the Trust can fulfil its obligations under the contract; particularly with the 'Picton through Seddon' trail.

Members were advised that agreements with Picton and Blenheim private landowners are in place and have been signed. There are also a number of agreements in place with KiwiRail. Mr van Velthooven noted that the Trust has a very good working relationship with KiwiRail who have key personnel working with the Trust.

It was noted that once consents are in place construction could be underway prior to Christmas for the Picton to Blenheim section of the trail thereby ticking off a construction milestone and securing further funding.

Members discussed the Trust's request and noted their support for releasing the budgeted capital funding.

Cllrs Fitzpatrick/Peters:

That Council approve the progressive release of \$2 million of capital funding allocated to the Whale Trail construction from the Forestry and Land Development Reserve subject to:

- **The Chair Assets and Services and the Manager Assets and Services approving a plan of the capital works and costings principally for the Picton to Blenheim portion of the trail but all within the Marlborough District Council boundaries which the funding will be applied to.**
- **The Chair Assets and Services and the Manager Assets and Services being satisfied that required landowner permissions, consents and practical requirements for that part of the route can be met.**
- **That the Trust sign an agreement with Council setting out the future obligations and intentions of each party (as previously approved by Council).**
- **That each payment made by Council will be based on a tax invoice for completed works certified by the construction project manager.**

Carried

ATTENDANCE: Mr Jamie Lyall, Council's Manager Property and Community Facilities, was present for the following item.

Cncl-0920-96 Blenheim and Picton CBD Parking R800-002-03

Jamie Lyall, Council's Manager Property and Community Facilities, advised that the report presented provides an update to Council on the financial impacts of Council's decision to introduce two hour free parking to Blenheim and Picton central business districts (CBD) through to 30 September 2020 and seeks direction on a number of parking options through to 30 June 2021. The options proposed were detailed in the agenda item.

By way of background it was noted that in response to the Covid-19 pandemic Council provided two hours free parking across Picton and Blenheim CBD's on-street and off-street car parks from May through to September 2020.

It was reported that the BBA surveyed its members which reinforced the value that Council's two hours free parking policy has provided to local businesses over the last five months.

It was reported that free parking has been well received by shoppers and business owners but has resulted in a substantial loss of income in the parking account and if continued would mean a 1% rate increase.

The options detailed in the agenda were explained. It was noted that Option E, which promotes one hour free parking to on-street areas only, would align with Picton's P60 parking restriction and could promote the turnover for CBD parking. This option could also signal the beginning of the transition out of the current subsidisation model and back to business as usual.

Members discussed the options further and Clr Croad noted his support for Option D and advised that whatever option is selected the length of application should continue to the end of the 2020-21 financial year as this will assist with preparing information for the parking activity to be reviewed as part of Council's Long Term Plan 2021-31. Clr Croad then moved the following motion which was seconded by Clr Brooks "That Council approve providing 1 hour free parking to *all areas* until 30 June 2021 and that the parking activity be reviewed through the 2021-31 Long Term Plan."

Members further discussed the proposal and the suggestion that any shortfall in revenue for this financial year could be funded by running the parking account in to deficit. Members were not comfortable with this option as the parking account already has a deficit.

Clr Peters noted the points made and moved the following motion, seconded by Clr Oddie "That approval be given for the 50% projected deficit of \$233,500 be shifted into the carparking account from Emergency Events reserve."

Clr Sowman then moved an amendment to the resolution that the free parking cease on 31 December 2020. The motion lapsed for want of a seconder and the substantive motions were put to the Committee.

Cls Croad/Brooks:
That Council approve:

- 1. The adoption of Option D - initiate one hour free parking to *all areas* until 30 June 2021.**
- 2. That the parking activity be reviewed through the 2021-31 Long Term Plan.**

Carried

Cls Peters/Oddie:
That approval be given for the 50% projected deficit of \$233,500 be shifted into the carparking account from Emergency Events Reserve.

Carried

Cncl-0920-97 Decision to Conduct Business with the Public Excluded

The Mayor/Clr Arbuckle:

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

Confirmation of Public Excluded Minutes

- Committee Reports (Public Excluded Sections)

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.

Carried

The meeting closed at 10.31 am.

Confirmed this 29th day of October 2020

J C LEGGETT

MAYOR

Record No. 20195411

5. Committee Reports

5.1 Assets & Services Committee

Assets & Services Committee Meeting held on 1 October 2020
(Minute Nos. A&S-1020-98 to A&S-1020-105)



**Report and Minutes of a Meeting of the
ASSETS & SERVICES COMMITTEE
held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY 1 OCTOBER 2020 commencing at 9.00 am**

Present

Cllrs N P Taylor (Chairperson), M J Fitzpatrick (Deputy), J L Andrews, C J Brooks, B G Dawson, F D Maher, M A Peters, Mayor J C Leggett, Mr R Hunter (iwi representative)

Also Present

Cllrs J A Arbuckle, G A Hope, D D Oddie, J D N Croad, and T P Sowman

In Attendance

Mr Richard Coningham (Manager – Assets & Services Department) Jamie Lyall (Manager – Property and Community Facilities) and Nicole Chauval (Committee Secretary).

Members were advised that *Item 5 – 1 Surrey Street, Waikawa – Easement* has been withdrawn from the agenda as the matter has been resolved.

Apologies

Cllrs Brooks/Andrews:

That the apology for non-attendance from Cllr B A Faulls be noted.

Carried

A&S-1020-98 Declaration of Interests

No interests with items on the agenda were declared.

ATTENDANCE: Steve Murrin, Journey Manager Marlborough Roads, was present for the following item.

**A&S-1020-99 Battys Road/New Renwick Road Roundabout
R800-010-005-02**

Marlborough Roads Journey Manager, Steve Murrin advised members that the purpose of the report was to seek approval for the construction of a roundabout at the intersection of Battys Road and New Renwick Road and to approve the funding method for the project.

It was noted that the proposed roundabout is planned to mitigate the current traffic volumes, road safety concerns in the Burleigh area and address the requirement of the Marlborough Environment Plan (MEP) policy 12.9.10 that a roundabout be built at the intersection of Battys Road and New Renwick prior to a residential development taking place.

Members were advised that the roundabout has been designed to address traffic volumes for the next 15 years. Land has been acquired by council to facilitate the proposed design.

In response to a query regarding parking Mr Murrin noted that the design still needs to go through a safety audit and details on parking and pedestrian safety, in particular, will be further considered.

It was noted that prior to construction of the roundabout, power poles need to be removed from the intersection and power lines undergrounded. Mr Murrin advised that Marlborough Lines were on site today to progress this work. It was reported that a quote has been received from Marlborough Lines and Council's share is \$599,457. Marlborough Lines have agreed to fund all materials required for the works.

It was noted that design work for the roundabout is almost complete with documents ready to go out to tender next week. It is anticipated that the project will be completed by this coming summer.

It was noted that the total estimated construction cost for the roundabout and transformer/powerlines undergrounding is approximately \$1.6m. After Waka Kotahi subsidy the net cost for the project to be funded from Council will be approximately \$1.1m, this would be funded by a combination of development levies and existing roading budgets.

Members were advised that the roundabout is estimated at around \$1m, final costs will not be known until tenders are received.

It was reported that the costs after Waka Kotahi subsidy are proposed to be funded from a combination of zone levies, development levies and general rates on the basis of 18% zone levies, 25% development contributions and 57% from general rates. Members were supportive of this allocation.

**Cirs Maher/Brooks:
That the Committee:**

1. Approves proceeding with the construction of the Battys Road - New Renwick Road Roundabout as per the Cardno Design in *Appendix 1*.
2. Approves the remaining cost of the project after Waka Kotahi subsidy and Marlborough Lines contribution for the undergrounding of power and removal of power poles and the construction of the roundabout be funded from Development Levies and General Rates based on the following breakdown (circa \$1.1m):
 - (a) 18% zone levies which applies to the growth in the Burleigh development area, as based on traffic modelling this is the proportion of traffic that would eventuate from the Burleigh Estate development once completed
 - (b) 25% development contributions which applies to development growth in general across the region which would contribute to traffic flows
 - (c) 57% from general rates acknowledging the existing issues with traffic flows at this intersection

Carried

Appendix 1



A&S-1020-100 Road Stopping Proposal – 97 Alfred Street, Blenheim R800-004-B31

The purpose of the report was to obtain Council's authorisation and approval to commence the procedures associated with stopping of a portion of road adjoining the applicant's property located at 97 Alfred Street, Blenheim (Lot DP 2305).

Members were advised that within the property there is an unformed road (UR) area consisting of approximately 80m². The owners of the property are seeking to stop the unformed road which is currently fenced and include it in the property, thereby enabling subdivision of the property.

It was noted that to overcome the issue of zoning a legal agreement will be registered on the title requiring the use of the land to comply with the rules as set out in the Urban Residential 1 Zone of the PMEP while the land is unzoned. The full cost of this requirement will be met by the applicant.

It was also noted that the applicant will provide a signed written acknowledgement accepting that Council will maintain the services up to the new boundary and that the pipes beyond that will become the property owner's responsibility.

Members were advised that these areas have been captured in the recommendation and there were no other issues associated with the proposal.

Cirs Fitzpatrick/Maher:

1. That the Council authorise, pursuant to Section 342 of the Local Government Act 1974, the procedures associated with the stopping of the road shown on the plan presented.
2. That when the road has been stopped Council shall sell the land to the applicant for a price to be fixed by a competent valuer to value that part; Council shall appoint the valuer and the valuation shall proceed in accordance with the 'protocols for the valuation of stopped road' adopted by Council.
3. That all valuation costs shall be payable by the applicant for the road stopping regardless of whether or not the stopping is finalised.
4. That the valuation be obtained when the road stopping process has been finalised.
5. That any easements necessary for services or utilities impacting on the portion of road proposed to be stopped be created and registered in conjunction with any transfer of the land should the road stopping be completed, with all costs involved to be the responsibility of the applicant.
6. That a signed written acknowledgement from the applicant be received accepting that Council will maintain the services up to the new boundary and that the pipes beyond that will become the responsibility of the property owner.
7. That it be acknowledged at this stage Council can give no commitment that the road stopping will be completed given the objection rights available under the said Section 342.
8. That a condition of the approval be that the land once stopped be amalgamated with the adjoining property so that both titles are held within the one title, this being in terms of Section 342 of the Local Government Act 1974.
9. That a legal agreement is entered into with Council and signed by the owners and registered on the title that extends to the area of stopped road requiring the use of that land to comply with the rules set out in the Urban Residential 1 Zone of the PMEP. The agreement to be in place while said land is un-zoned and such agreement shall be prepared by the Solicitor acting for Council with the costs involved to be the responsibility of the applicant.
10. That such approval be on the basis that the applicant be responsible for all survey, legal, administrative and other costs even if the road stopping does not proceed by reason of objection.
11. That within 14 days of notice that the title is available, settlement is to be completed with interest charged at 14% for any delayed settlement.
12. That if the survey documentation to initiate the road stopping process is not completed within a year of Council consent then the application for road stopping lapses.

Carried

ATTENDANCE: Cllr Arbuckle withdrew from the meeting at 9.15 am.

ATTENDANCE: Mr Alec McNeil, Council's Solid Waste Manager, was present for the following item.

A&S-1020-101 Waste Assessment

W300-006-008-12

Alec McNeil advised that the purpose of the report was to consider the status of the existing Waste Management and Minimisation Plan in response to the Waste Assessment 2020. A link to the report was contained in the Information Package for members' information.

Members were advised that Council is required to review the Waste Management and Minimisation Plan (WMMP) at least every six years. The current plan, adopted in 2015, is nearing the six-year point and is now due for review. The review starts with a Waste Assessment which is then considered against the existing WMMP. A decision is then made to continue, amend or revoke and substitute the existing WMMP under section 50 (3) of the Waste Minimisation Act 2008 (WMA).

It was noted that community consultation was undertaken during 2020 and the information gained has been used to inform the Waste Assessment. This information will now be used to formulate the draft WMMP ready for consultation with the Marlborough community through the 2021-2031 Long Term Plan process.

It was noted that a workshop for councillors on the Waste Assessment is scheduled for 21 October 2020.

Cllrs Fitzpatrick/Dawson:
That the report be received.

Carried

A&S-1020-102 Lakings Road Tree – Tree Management

R510-015-07

Members were advised that the purpose of the report is to seek approval to retain the three mature street trees along Lakings Road, Springlands and to continue with the maintenance programme identified by the Arborist's Report of August 2019.

By way of background members were advised that a request from a resident of Lakings Road, Springlands was received in late March 2019 to remove two mature street trees along Lakings Road. The request was recently extended to include a third tree. Details of the trees in question were noted in the agenda item. None of the trees are identified as notable trees in the Marlborough Environment Plan.

It was reported that an arborist assessed the trees and provided a report and a copy of the report was provided to the resident. The assessment showed the tree risk as being low and that the trees were well-adapted to frequent high wind events common in Marlborough. It also stated the trees appear to be in good health with no visible structural defects or signs or symptoms of pest and diseases.

The report's recommendations included pruning work. This pruning work was completed in July 2020 and if the trees are to be retained their health and condition will continue to be managed on an annual basis.

It was reported that Council wrote to 64 local residents along Lakings Road seeking views on the future of the trees and a total of 72 submissions were received. 52 submitters requested that the trees remain with almost all writing additional comments outlining reasons why the trees should stay.

Members were advised that when assessed alongside the provisions of the Tree Policy and supported by the arborist's assessment, there is no clear justification for removing the trees. They are healthy specimens, pose only a low risk as determined by the arborist and provide considerable character and amenity for the local area.

The Mayor/Cllr Brooks:
That Council agrees to retain the three street trees along Lakings Road, Springlands and continues to manage the maintenance of the trees as recommended by the Arborist Report of August 2019.

Carried

A&S-1020-103 Taylor Pass Road

PN256253#06

Members were advised that the purpose of the report was to secure land adjacent to Alzheimers Marlborough to protect the future expansion of the facility and community services provided. To highlight this report an aerial was shown of the site (filed in CM Record No. 20186322).

It was reported that Alzheimers Marlborough submitted to Council's 2020-21 Annual Plan requesting that Council allocate additional land for a building extension, developing a carpark and to provide vehicle access to the facility from Taylor Pass Road. A plan of the proposal was included with the agenda item.

Members discussed the proposal and noted that the Council's Long Term plan activity 'Community Support' has criteria based on supporting and responding to community aspirations for essential services. It is considered that the Alzheimers proposal does align with this criteria and action.

Cllrs Taylor/Peters:

That Council agree to the allocation of land to future proof the aspirations of Alzheimers Marlborough and the needs of the local community.

Carried

ATTENDANCE: Ms Robyn Blackburn, Council's Road Safety Co-ordinator, was present for the following item.

A&S-1020-104 Young Driver Licensing Programme in Marlborough

R800-005-13

The purpose of the report was to provide Councillors with an update on the Road Safety Driver Licensing Programme operating in the community.

Members were advised that the Learner Licence programme offers two full days of learning with the third day being used for students to sit the test. The programme delivers a high pass rate at over 95% of students passing their Learner Licence test. Demand is strong for the courses with places filling quickly.

It was noted that all police carry a referral pad to issue offending young drivers with an opportunity to have their fine and demerit point loss waived if they can pass their licence, or by joining a programme that supports them to get their correct licence.

Members were advised that the Police Mentoring Programme is new and currently under some pressure to increase capacity but the current funding levels are due to be reduced in 2021-2024 so there is a need to address the sustainability of the programme in the first instance.

Cllrs Maher/Andrews:

That the information be received.

Carried

A&S-1020-105 Information Package

-

Sam Philip, Rivers Project Engineer and Geoff Dick provided a powerpoint presentation (filed in CM Record No. 20199382) on the Lower Tuamarina Stopbank Berm upgrade. It was noted the presentation has been shown to landowners.

Cllrs Brooks/Dawson:

That the Assets and Services Information Package dated 1 October 2020 be received and noted.

Carried

The meeting closed at 9.52 am.

Record No. 20196656

5. Committee Reports

5.2 Environment Committee

Environment Committee Meeting held on 8 October 2020
(Minute Nos. Env-1020-106 to Env-1020-119)



**Minutes of a Meeting of the
ENVIRONMENT COMMITTEE
held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY, 8 OCTOBER 2020 commencing at 9.00 am**

Present

Mayor J C Leggett (Chairperson), Councillors D D Oddie (Deputy), G A Hope (Deputy), J A Arbuckle, J D N Croad, B A Faulls, T P Sowman and Mr E R Beech (Rural representative)

Also Present

Councillors C J Brooks, F D Maher, N P Taylor and M A Peters

In Attendance

Ms G Ferguson (Consents and Compliance Group Manager) and Nicole Chauval (Committee Secretary)

Apologies

The Mayor/Clr Croad

That the apology for non-attendance from Clr J L Andrews be noted.

Cllrs N P Taylor, G A Hope and C J Brooks noted their early withdrawal from the meeting.

Carried

Env-1020-106 Declaration of Interests

-

Clr Maher declared a conflict of interest with a resource consent application contained in the Information Package numbered as 122 - Marlborough District Council U200148.

Env-1020-107 Resource Hearing Sub-Committee Decisions

-

Cllrs Oddie/Arbuckle:

That the Resource Hearing Sub-Committee Decision as contained within the report dated 3 July 2020 (U190460) be received and the recommendation adopted.

Carried

Env-1020-108 Resource Hearing Commissioner Decisions

-

Cllrs Oddie/Arbuckle:

That the Resource Hearing Commissioner Decisions as contained within the reports dated 24-26 February 2020 [and reconvened on 27 July 2020] (U190470), 7 July 2020 (U191112), 7 July 2020 (U190397) and 9 July 2020 (U060329) be received and the recommendations adopted.

Carried

ATTENDANCE: Mr Alan Johnson, Council's Environmental Science and Monitoring Manager, was present in the room and Sean Cooper, Marine Conservation Team Manager DOC and Sarah Campin-Fordham, Senior Policy Advisor/Conservation System Reform Policy were present via Zoom for the following item.

Env-1020-109 Te Mana O Te Taiao - Aotearoa New Zealand Biodiversity Strategy 2020 E310-000-001

The report to the Committee provided members with an update on the Te Mana O Te Taiao Aotearoa New Zealand Biodiversity Strategy. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 20196729).

Members were advised that the Te Mana o te Taiao (ANZBS) sets out a framework for biodiversity management until 2050 with the ANZBS setting goals for 2025, 2030 and 2050. The strategy will guide the way all Aotearoa works to protect and restore nature. This strategy supersedes the previous strategy that was released in 2020 and the published Action Plan in 2016.

The strategy will be used as a guide for all who work in biodiversity, including central and local government, industry, communities and individuals. It was reported that a key element of the strategy is the up lifting of the treaty partner relationship and that it is the people's plan as opposed to a Wellington centric plan.

In response to a query on whether a schedule is available from Central Govt on what work is to take place. Sean Cooper noted that he is not aware of the information being available in one place but it may be possible to provide something back to Council.

It was noted that the next phase of the Strategy is the development of an Action Plan which is intended to be undertaken in a collaborative environment involving agencies, iwi and stakeholders. It was requested that Council's Landscape Group be considered for inclusion in future discussions.

Cirs Hope/Arbuckle:
That the information be received.

Carried

ATTENDANCE: Mr Paul Wopereis, Senior Geologist, BECA Limited, Nelson was present via Zoom and Mr Peter Davidson, Council's Environmental Scientist - Groundwater, was present in the room for the following item.

Env-1020-110 Wairau Aquifer Discharge to Cook Strait E345-007-001

The purpose of the report was to present the report entitled: *Wairau Offshore Groundwater Geological Assessment – Marlborough* prepared for Council by BECA in March 2020, and its findings. The report was available on Council's website with a link included in the agenda item for members' information. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 20196726).

Members were advised that a re-examination of the possibility of an ocean outlet for the Wairau Aquifer has shown that, based on recent offshore geophysical surveys, the geological formation hosting the aquifer extends well out into Cloudy Bay/Cook Strait and is exposed at the seabed, potentially allowing drainage of fresh groundwater to the sea.

It was noted that the report is one part of the jigsaw in managing groundwater and that the information is to further assist in understanding the aquifer better. Members were advised that some of that knowledge will provide guidance and scientific understanding of what is out there as it is important that the aquifer is managed carefully for the future and knowledge is important to enable that to happen.

Cirs Hope/Oddie:
That the report be received.

Carried

ATTENDANCE: Mr Jono Underwood, Council's Biosecurity Manager, was present for the following item.

Env-1020-111 Biosecurity - Operational Plan Report 2019/2020 E315-002-005-10, E315-002-005-11

Members were aware that the purpose of the report was to seek approval of the Biosecurity Operational Plan Report for 2019/2020 and approval of amendments to the Biosecurity Operational Plan contained within the 2019/20 report.

It was noted that a final report has been prepared on the Biosecurity Operational Plan at the completion of the 2019/20 financial year, covering the activities of Council's biosecurity Section. A review of the Biosecurity Operational Plan 2018-2028 was carried out by Biosecurity staff on 4 August 2020 with proposed amendments contained within Part Four of the report.

Members were advised that it has been a successful year for the Biosecurity Section with 90% of the operational targets achieved. Some were not met and this was partially due to the impacts of the COVID-19 lockdown period.

It was noted that there continues to be pressure in key areas to manage either current or future threats from invasive species, currently these areas are the terrestrial threats of wilding pines and Chilean needle grass and for the marine environment, the threat of the invasive marine pest Mediterranean fanworm.

Members were updated on these programmes with the following noted:

Chilean needle grass - a shift in management plans now undertaking more intensive work on fringe sites. A large infestation has been discovered in the Wairau Valley.

Mediterranean fan worm – good detection rates, boaties are vigilant. First infestation on a mussel farm, there will be a significant follow-up effort.

There was discussion on whether there could be an issue with the Americans Cup and more boats coming into the Sounds from that area. It was noted we are promoting our pest management plan but it is difficult as the boats may not come into the marinas and there is a considerable amount of Sound to manage.

Nassella tussock – if there wasn't constant vigilance it could revert back to how it was decades ago. There are over 500 infected properties and Council has directed owners to stagger their control work to ensure there are workers available. Team is working on providing clearer information to assist in gaining ongoing landowner commitment.

It was noted that two new programmes have commenced to control Willow Leaf and Woolly Nightshade on d'Uurville island. Members were advised on how a recent invasive fern was found and subsequently more been found investigations are continued.

Cirs Croad/Oddie:

1. **That the report be received.**
2. **That the annual report on the Biosecurity Operational Plan for the 2019/2020 financial year be approved by the Council in accordance with section 100B(2) of the Biosecurity Act 1993.**
3. **That the amendments proposed within Part Four of the 2019/2020 Biosecurity Operational Plan Report, as a result of the annual review of the Operational Plan, be approved by the Council in accordance with section 100B(1)(b) and (c) of the Biosecurity Act 1993.**

Carried

ATTENDANCE: Mr Oliver Wade, Council's Environmental Scientist - Coastal, was present for the following item.

Env-xx20-112 Measuring Mussel Farming Effects on Plankton in the Marlborough Sounds E325-008-002-02

Members were aware that the purpose of the report was to present a summary of the report 'Measuring Mussel Farming Effects in the Marlborough Sounds'. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 20196736).

It was noted that the report had been commissioned in response to Annual Plan submissions from the Marlborough Sounds Community raising concerns about the possible depletion of plankton by mussel farming in the Marlborough Sounds.

It was noted that Council has been monitoring water quality in the Marlborough Sounds since 2011, including Chlorophyll-a concentrations as a proxy for phytoplankton concentrations.

Members were advised that there is more information available on phytoplankton populations than for zooplankton. To fill the knowledge gap in zooplankton concentrations would be time consuming and expensive. Given the other environmental issues facing the Marlborough coastal marine area, the report indicated that it was not a worthwhile expenditure of resources.

Data does indicate that phytoplankton concentrations in the Sound have declined at some sites since the 1980s to the present. This decline is not a localised phenomenon, satellite data reveal that chlorophyll concentrations have declined around much of New Zealand's coastline over the past 20–30 years. The reasons for this decline remain unclear. Using the available historical data, there is no evidence of a correlation between chlorophyll anomalies and expansion of the marine farming industry. In contrast, there is evidence that inter-annual fluctuations in river flow are correlated with the anomalies and it is possible that rising sea temperatures may also play a role.

Cllrs Hope/Fauls:
That the report be received.

Carried

ATTENDANCE: Ms Gina Ferguson, Consents and Compliance Group Manager, was present for the following item.

Env-1020-113 Delegation under the COVID-19 Recovery (Fast-track Consenting) Act 2020
C500-005-010-03, E200-001-07-04, L150-003-02

Ms Ferguson advised members that the purpose of the report was to delegate authority to staff to carry out powers, functions and duties relating to resource consents and notices of requirement under the COVID-19 Recovery (Fast-track consenting) Act 2020 and to delegate the power under the COVID-19 (Fast-Track Consenting) Act 2020 to nominate one member of the Local Authority or a person nominated by the Local Authority to be a member of the expert consenting panel to determine COVID-19 Fast-track applications.

Members were advised that the COVID-19 Recovery (Fast-track Consenting) Act 2020 enables the fast-tracking of the consenting of eligible development and infrastructure projects following a different process and with different considerations to those occurring under the Resource Management Act 1991 (the RMA). The Act commenced on 19 July 2020 and will be repealed in two years.

The Act confers a number of powers and functions on Council and these were discussed and also outlined in the agenda item.

Members were advised that the timeframes for carrying out these powers and functions are very tight meaning that actions will typically need to be taken outside of Committee timeframes and Council could potentially be unable to meet its functions, powers and duties under the Act within the tight timeframes.

The Mayor/Cllr Croad:
That Council:

- 1. Delegate the power to nominate a member of the Local Authority or a person to be a member of the expert consenting panel to determine any COVID-19 Fast-track applications under Schedule 5(3)(2)(a) of the COVID-19 (Fast-track Consenting) Act 2020 to the Chair of the Environment Committee.**
- 2. Delegate all other responsibilities, duties and powers in relation to resource consent applications and notices of requirement processed under the COVID-19 Recovery (Fast-track Consenting) Act 2020 to the Chief Executive, with approval for those responsibilities, powers and duties to be sub-delegated to staff.**

Carried

ATTENDANCE: Cllr Taylor withdrew from the meeting at 10.55 am at the beginning of the following item.

ATTENDANCE: Cllr Brooks withdrew from the meeting at 11.08 am during the following item.

ATTENDANCE: Ms Claire Frooms, Council's Environmental Protection Officer, was present for the following item.

**Env-1020-114 New Zealand King Salmon Compliance
Monitoring 2019/2020** **U140294M, U140295M,
U140296M, U160675M, U150081M, U040217M, U040412M,
U021247M, MFL456**

Council's Environmental Protection Officer, Claire Frooms noted that the purpose of the report was to provide the Committee with an overview of the compliance levels achieved at the New Zealand King Salmon (NZKS) Marine Farms in the Marlborough Sounds following monitoring conducted by Cawthron Institute 2019/20. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 20196720).

Members were advised that nine marine farms were assessed during this monitoring period and a number of non-compliances with both resource consent conditions and BMP guidelines were identified.

The overall compliance assessment of all nine farms generated one significantly non-compliant, three non-compliant and one technically non-compliant marine farm. These assessments were reviewed by Council's Compliance QA Peer Panel and infringements were recommended in relation to the significant non-compliance at Forsyth Bay and the non-compliance at Kopaua. A formal warning was recommended for the non-compliance at Te Pangu Bay and an educational approach recommended in relation to the remaining non-compliance and technical non-compliance issues.

The two infringements and one formal warning have been issued and the NZ King Salmon Company are working to resolve these matters by reviewing some of their practices as well as considering application for variation to their resource consent conditions in order to streamline them with their other consents and the recently reviewed BMP guidelines.

Members were advised that Forsyth Bay farm is proposed to be fallowed and is unlikely to be restocked under the consent which expires in 2024. The farm will be monitored when it is fallowed to monitor effects.

Cllrs Hope/Arbuckle:
That the information be received.

Carried

ATTENDANCE: Ms Barbara Mead, Council's Advocacy and Practice Integration Manager, Ms Sue Bulfield-Johnston, Council's Administrator and Hearing facilitator, Advocacy and Practice Integration and Ms Sharan Mavi, Council's Regulatory Advisor, Advocacy and Practice Integration Team were present for the following three items.

Env-1020-115 Appeals Update **R450-004-22**

Members noted that the purpose of report was to provide an update as to the current Appeals Judicial Review caseload in Regulatory Services as at 22 September 2020.

Ms Mead provided the following updates – Woolley's application for use of water permit which has been lodged with the consent holder and now waiting for the court to undertake further timetabling. A second appeal has been lodged on behalf of a collection of submitters in relation to Simcox Quarry. It was noted that the application was granted but the appeal is for an increase in tonnage.

Cllrs Oddie/Croad:
That the information be received.

Carried

Env-1020-116 Resource Consent Hearings Update **R450-004-22**

Members were aware that the report provides a rolling summary of hearings scheduled and completed for applications for resource consent. Since the onset of COVID-19 and the Level 4 lockdown a practice has been implemented to consider extension of timeframe and online hearings where appropriate.

Ms Bulfield-Johnston noted the following updates – Marlborough Aquaculture Ltd (U161142) possible December hearing date to reconvene. Beirne and Smith (U190483) hearing remains adjourned and S M Madsen (U20060) still being worked on.

Cirs Oddie/Fauls:

That the report be received.

Carried

Env-1020-117 Appointment of Hearings Commissioners

R450-004-02

Ms Bulfield-Johnston advised the purpose of the report was to present Roger Bannister for inclusion on the list of Hearings Commissioners. Mr Bannister's Summary CV was attached to the item for members' information.

Members were advised on Roger Bannister's experience and it was noted that he would be a welcome and unique addition to the Commissioner list which currently has no decision maker with a combined Local Government and Ministry background.

Cirs Oddie/Arbuckle:

1. That the report be received.

2. That Roger Bannister is appointed to act as a Hearings Commissioner as and when required and that he be advised accordingly.

Carried

ATTENDANCE: Cllr Hope withdrew from the meeting at 11.25 am during the following item.

Env-1020-118 Environmental Law Update – an overview

R450-004-12

Ms Sharan Mavi advised that the report provided an update and overview on specific areas of environmental law significant to Council processes and functions.

Ms Mavi provided an overview on the resource management review undertaken by the Government and outlined the recommendations put forward by the Panel. It was noted the review addressed significant pressures on both the natural and built environments.

It was noted that the Panel has come up with a large number of recommendations that are aimed to reorient the resource management system to focus on the delivery of specified outcomes, targets and limits in the natural and built environments.

Members were advised that the review has recommended two major pieces of interrelated legislation – first to repeal the RMA and replace it with the Natural and Built Environment Act (NBEA), the introduction of new legislation called the Strategic Planning Act (SPA) and consideration is also now being given towards a third dealing with Climate Change.

It was also noted that the RMA's compliance and enforcement provisions have been reviewed. Of these, the timeframe for laying prosecution charges has increased from 6 months to 12 months. This timeframe increase is seen as a positive step to enable Council staff more time to work with the applicant to achieve positive outcomes.

A new role has been established for the role of the Environment Protection Authority (EPA). It was noted that previously under the RMA, compliance, and enforcement functions have been delegated only to councils, but now with the Amendment Act, the RMA has been amended to enable the EPA to collaborate with councils, or take over compliance matters completely, regardless of where in the investigation process the matter is. Members were advised that this is seen as a positive outcome as it is expensive for councils to undertake.

Members were advised that not all of these changes will commence at once, they have been staggered over several months. The key dates were detailed in the agenda item.

Ms Mavi advised that Council is already revising its documents and processes to ensure it is ready to go as each of the changes takes effect and looking out for the changes that are yet to come. It was noted that a table has been prepared to canvas the changes which will be circulated to relevant Council departments. It was agreed that this table also be circulated to councillors for their information.

Members were informed on the COVID-19 Recovery (Fast-Track Consenting) Act 2020. It was noted that the Act does have a 'sunset' clause in that it will be repealed two years after its enactment.

Cllrs Oddie/Fauls:

That the information be received.

Carried

Env-1020-119 Information Package

-

The Mayor/Cllr Croad:

That the Regulatory Department Information Package dated 8 October 2020 be received and noted.

Carried

The meeting closed at 11.50 am.

Record No: 20196737

5. Committee Reports

5.3 Planning, Finance & Community Committee

Planning, Finance & Community Committee Meeting held on 15 October 2020
(Minute Nos. PF&C-1020-124 to PF&C-1020-134)



**Report and Minutes of a Meeting of the
PLANNING, FINANCE & COMMUNITY COMMITTEE
held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY 10 OCTOBER 2020 commencing at 9.00 am**

Present

Cllrs M A Peters (Chairperson), J D N Croad, J L Andrews (to 10.30 am), J A Arbuckle (to 10.45 am), C J Brooks, B G Dawson, B A Faulls, M J Fitzpatrick, G A Hope, F D Maher, D D Oddie, T P Sowman, N P Taylor and Mayor J C Leggett.

In Attendance

Messrs M S Wheeler (Chief Executive), M F Fletcher (Chief Financial Officer), D G Heiford (Manager, Economic, Community & Support Services), and M J Porter (Democratic Services Manager).

PF&C-1020-124 Declaration of Interests

- The Mayor declared an interest in Public Excluded Item 14 (refer Minute No. PF&C-1020-e-19);
- Cllr Maher declared an interest in Public Excluded Items 14 and 15 (refer Minute Nos. PF&C-1020-e-19 and PF&C-1020-e-20);
- Cllr Dawson declared an interest in Public Excluded Item 16 (refer Minute No. PF&C-1020-e-21).

ATTENDANCE: Jacqui Lloyd, General Manager Destination Marlborough and Nigel Gould, Chair Destination Marlborough were present for the following item.

PF&C-1020-125 Destination Marlborough - Annual Report 2019/20

E100-004-01

Jacqui Lloyd and Nigel Gould spoke to a presentation updating members on Destination Marlborough's activities (presentation filed in CM Record No. 20200614). Courtney Spence from Destination Marlborough was also in attendance.

Members received the following documents prior to the meeting: Annual Plan 2020-2021 (filed in CM Record No. 20195145), Audited Accounts 2019-2020 (filed in CM Record No. 20195146) and Report on Annual Plan 2019-2020 (filed in CM Record No. 20195147). These reports will be filed on Council's website as soon as practicable.

Cllrs Croad/Fitzpatrick:
That the report be received.

Carried

ATTENDANCE: Jacqui Lloyd, Destination Marlborough, and Kelvin Watt, Graeme Dingle Foundation, were present for the following item.

PF&C-1020-126 TEAM COVID-19 Economic Recovery Group Update

C500-005-010-03

Dean Heiford advised that the purpose of the report was to update the committee on the activities of the TEAM COVID-19 Economic Recovery Group. Jacqui Lloyd of Destination Marlborough spoke on the "Make it Marlborough" project (presentation filed in CM Record No. 20200621), and Kelvin Watt of Graeme Dingle Foundation spoke on the "Career Navigator Community" project (presentation filed in CM Record No. 20200625)).

Members noted that the second meeting of the TEAM Governance Group took place in September, with the third meeting due in early October. Meetings of various working groups also took place during October. The COVID-19 economic recovery projects funded by Council are underway.

Cllrs Brooks/Taylor:
That the information be received.

Carried

ATTENDANCE: Lynette Rayner, Mark Davis, Autumn Faulkner and Paul Jackson from the Blenheim Business Association (BBA) were present for the following item.

PF&C-1020-127 Blenheim Business Association C230-001-B04

Members noted that the purpose of the report was to update the Committee on the Marlborough Mile projects that the Blenheim Business Association (BBA) is driving within the Blenheim Central Business District (CBD).

Staff reported that approximately five years ago a steering group of local business owners and managers, in conjunction with the MDC Smart and Connected programme undertook to implement a "Business Improvement District" (BID). Unfortunately, the group was unsuccessful in achieving the numbers required to get the BID approved. The group decided that there was sufficient momentum to continue on a voluntary basis and the Blenheim Business Association (BBA) was formed at a special general meeting in early 2016.

In the 2015-25 LTP Council allocated funding of \$2 million for a number of CBD projects. The projects identified were revitalisations to Bythell Place, Market Place, Market Street North, two Gateway projects and Pocket Parks at the former City Hotel and Mitchell Sports sites.

The BBA Group spoke to a presentation (presentation filed in CM Record No. 20200642) covering the context and purpose, the route and wayfaring, and in detail the six project sites.

Members reaffirmed their support in principle for the project and requested that the BBA move the project ahead.

Cllrs Brooks/Andrews:

- 1. That the information be received.**
- 2. That Council reaffirm support in principle for the Marlborough Mile Project with design funding to come back through Management to this Committee.**

Carried

ATTENDANCE: Mr Glyn Walters, Council's Communications Manager, and Dr Virgil Troy and Nataliya Rik of SIL Research (via Zoom), were present for the following item.

PF&C-1020-128 Annual Resident Survey 2020 F275-A19-03-02

Glyn Walters advised that the purpose of the report was to present the results of the 2020 Annual Resident Survey. A copy of the survey is available at <https://www.marlborough.govt.nz/your-council/long-term-and-annual-plans-policies-and-reports/residents-satisfaction-survey> (also filed in CM Record No. 20200640).

Dr Virgil Troy and Nataliya Rik of SIL Research joined the meeting via Zoom and spoke to the report with a presentation (presentation filed in CM Record No. 20200641).

It was reported that Council undertakes an annual survey of residents to identify their satisfaction with Council services. Most Council services have targets for resident satisfaction that are set in the Long Term Plan and reported each year in the Annual Report.

While overall satisfaction with Marlborough District Council has remained consistently high in recent years, the satisfaction level this year decreased slightly to 71% from 73.8% in 2019. It is considered the general impact of COVID-19 and the uncertainties it created are a likely contributor to resident scoring.

Many of the most important services to Marlborough residents are performing well, with residents rating 37 out of 50 (74%) of Council services showing a satisfaction level of 60% or above.

When benchmarked against other councils, most Marlborough District Council service scores are higher, with many significantly higher, than others.

The Mayor/Clr Croad:
That the information be received.

Carried

ATTENDANCE: The meeting adjourned at 10.45 am and reconvened at 10.53 am

ATTENDANCE: Trina Nichols (MFET Trustee) and Taylor von der Decken (MFET Manager) were in attendance for the following item.

**PF&C-1020-129 Marlborough Festivals and Events Trust
Annual Report to 30 June 2020 R300-001-01**

Members noted that the purpose of the report was to present the Marlborough Festivals and Events Trust (MFET) annual report for the 2019-2020 year as per the contract with Council. Trina Nichols and Taylor von der Decken spoke to the report. Phil Vink, a trustee of MFET, was also in attendance.

Council has a contract with Marlborough Festivals and Events Trust for provision of community based festivals and events. The contract requires the Trust to report to Council on an annual basis against the expected outcomes.

This year has been a challenging year for the Trust however they have been able to undertake a review process and implemented financial and staffing changes.

The Trust has achieved the outcomes in the 2019-2020 year with the exception of those that were unable to happen due to COVID-19 restrictions but have been rescheduled.

Cls Taylor/Sowman:
That the Marlborough Festivals and Events Trust Annual Report to 30 June 2020 be received.

Carried

ATTENDANCE: Dorien Vermaas, Council's Economic Development Programmes Manager, was present for the following item.

**PF&C-1020-130 Marlborough Smart+Connected and Smart
Business Marlborough update E100-010-01**

Dean Heiford advised that the purpose of the report was to receive an update on Marlborough Smart+Connected and Smart Business Marlborough activities between 10 July and 30 September 2020.

Dorien Vermaas reported that Smart Business Marlborough Business support activity has continued to focus on the response to COVID-19. Updated data from Infometrics has been received in the period and Business Trust Marlborough continue to provide support to local businesses. Screen Marlborough has received new enquiries from productions interested in filming in the region.

Smart+Connected Industry Smart+Connected Industry groups have resumed regular meetings following the COVID-19 lockdowns and are currently in the process of assessing activity and priorities moving forward.

Smart+Connected Community The Picton, Renwick and Seddon Awatere Smart+Connected and the Havelock Community Association steering groups got back to regular meetings and picking up on projects again after the COVID-19 changes. They have had a big focus on the Make It Marlborough activation days and getting the communities and Marlborough region inspired to get out and support local businesses.

Smart+Connected Regional The latest Smart+Connected regional newsletter was sent to the network in early September 2020. The community and industry chairs met up on 25 September and the bi-annual networking event has now been planned for 21 October 2020 at the Marlborough Convention Centre. The community co-ordinators group has met on 14 August and 18 September.

Cls Croad/Brooks:
That the information be received.

Carried

PF&C-1020-131 Housing For Seniors Sub-Committee D050-001-H01

The Minutes of the Housing for Seniors Sub-Committee meeting held on 10 September 2020 were attached for ratification by the Committee.

Cllrs Brooks/Fitzpatrick:

That the Minutes of the Housing for Seniors Sub-Committee meeting held on 10 September 2020 be ratified.

Carried

PF&C-1020-132 Long Term Plan Working Group D050-001-S02

The Minutes of the Long Term Plan Working Group meeting held on 17 September 2020 were circulated prior to the meeting.

Cllrs Peters/Croad:

That the Minutes of the Long Term Plan Working Group meeting held on 17 September 2020 be ratified.

Carried

PF&C-1020-133 Information Package -

Cllrs Taylor/Fitzpatrick:

That the Planning, Finance & Community Information Package dated 15 October 2020 be received and noted.

Carried

PF&C-1020-134 Decision to Conduct Business with the Public Excluded -

Cllrs Taylor/Croad:

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

- Confirmation of Public Excluded Minutes
- Notification Issues 2019/20
- Investigations 2019/20
- Development Opportunity

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
Confirmation of Public Excluded Minutes	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.

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
Notification Issues 2019/20 Investigations 2019/20	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.
Development Opportunity	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) 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.

Carried

The meeting closed at 11.36 am.

Record No: 20200907

5. Committee Reports

5.4 Grants Sub-Committee

Grants Sub-Committee held on 13 October 2020
(Minute No. Grnt-1020-120 to Grnt-1020-123)



**Minutes of a Meeting of the
GRANTS SUB-COMMITTEE
held in the Committee Room, 15 Seymour Street, Blenheim
on TUESDAY 13 OCTOBER 2020 commencing at 12.00 noon**

Present

Clr Jenny Andrews (Chairperson), Clr Cynthia Brooks, Clr Thelma Sowman, Mrs Karen Hartshorne, Mrs Kate Parker, Ms Deborah Dalliessi, Mr Graeme Haymes

In Attendance

Lyne Reeves (Community Development Advisor), Jodie Griffiths (Community Development Support) and Nicole Chauval (Committee Secretary)

Apologies

That an apology for non-attendance from Clr Peters and Ms Sally Wadworth be received and sustained.

Members were welcomed to the meeting. Lyne Reeves advised members that Creative Communities have included catering as being eligible for funding. No explanation for this decision was provided by Creative Communities. Members were reminded that they are able to tag funding to particular costs of an application.

Grnt-1020-120 Roles and Responsibilities – Declaring an Interest

D050-001-G02

Committee members were reminded of their responsibilities when allocating the available funding under set criteria, and were advised of what was expected of them when having an interest in a particular application. It was noted that the intention of declaring an interest is to ensure that those with an interest have no involvement in the decision making process.

Members were advised that once a member has declared an interest they must leave the room for that particular application. This is done to ensure that matters are processed without any influence and the rule needed to be applied strictly for the process to be seen as fair to all concerned.

It was noted that declaring an interest applies to those who are members or honorary members of an organisation and also where it could be perceived that a person has an interest in an organisation.

It was reported that the chairperson would make the final decision if there was dissention.

Mrs K Hartshorne/Clr Sowman:
That the information be received.

Carried

Grnt-1020-121 Clarification of Process for Decision Making

D050-001-G02

Committee members' attention was drawn to the process for decision making that had been successfully used by previous Grants Sub-Committees. Members had been asked to familiarise themselves with the process prior to the meeting so this could be consistently applied when considering grant applications.

Members were reminded that at any time when an application is being discussed and a Committee member has declared an interest in, they must leave the room.

Members were briefed on the upcoming COVID-19 Support funding and Round 2 of the Community Grants funding and it was agreed that a summary of what projects have been completed and funding used would be

circulated to members as there will be a number of community groups who will apply for both COVID-19 Support funding and Community Grants.

Mr G Haymes/Clr Brooks
That the information be received.

Carried

ATTENDANCE: Jodi Griffith withdrew from the meeting at 12.35 pm and rejoined the meeting at 1.20 pm during the following item.

Grnt-1020-122 Creative Community NZ Arts Funding Scheme

Criteria and Available Funds C150-001-001-01

The Grants Sub-Committee allocates Creative Communities funding twice a year with closing dates at the end of February and September each year.

Members were advised that the Creative NZ Allocation for 2020/21 was \$43,404 and there was \$2,100 funding brought forward from the 2019/20 funding round from Community Potters \$500 and Marlborough Heritage Trust \$1,600. This meant there was total funding of \$45,404 available for allocation.

Thirteen applications were received, 12 of which were eligible to be considered for funding. Requests totalled \$28,498.00.

Members discussed the applications and made the following recommendations:

Organisation	Project Description	Actual
Kate Horrey	Wairau Valley community art exhibition	\$378.00
Picton Maritime Festival	Music & storytelling workshops resulting in a public performance	\$1,000.00
Festivals & Events Trust	3 summer concerts with local performers for community to enjoy.	\$2,500.00
Marlborough Community Potters	Potters exhibition at Convention Centre to showcase local craft <i>(Clr Andrews declared a conflict of interest and withdrew from the meeting. Clr Brooks assumed the chair)</i>	\$1,000.00
Marlborough Art Society	Series of workshops in oil painting, printmaking, life drawing	\$2,500.00
Vanesa Bryant School of Dance	Annual production for youth performance "A night on Broadway" <i>(Clr Brooks declared a conflict of interest and withdrew from the meeting)</i>	\$650.00
Queen Charlotte College	Music therapy programme for youth. Will result in performance	\$2,000.00
Cancer Society	Maori art therapy wanaga in wind instruments and weaving	\$1,500.00
Marlborough Girls College Learning Centre	Continuation of music therapy for diverse learners	\$3,000.00
Northpark Productions	Stage play at Boathouse Theatre for 1 week	\$1,500.00
Ngati Rarua o te Wairau	Establishing & developing kapa haka & waiata roopu Condition: For venue hire and kaiako	\$1,000.00
Creative Kids Trust	Youth theatre experience through staging a performance of one act plays	Decline

Organisation	Project Description	Actual
	<i>(Reason – workshops have commenced, funding is not available retrospectively. Advise applicant that for future applications they include more detailed information/explanation on the project funding is being sought for.)</i>	

SCHEDULE 'A' - Ineligible Applications

Organisation	Project Description	Reason
Art on the Move	Multimedia art exhibition	<i>Activity had already commenced</i>

Mrs K Hartshorne/Ms D Dalliessi:

That Council approve the above listed grants to community organisations totalling \$17,028.

That it be noted that the application listed in 'Schedule A' does not qualify for assistance.

Carried

Grnt-1020-123 Grants Recipients' Audit Visits C150-001-005-002-13

Members discussed undertaking Audit Visits with audit visits being proposed for the Queen Charlotte College Learning Centre and Cancer Society projects.

It was agreed that no audit visits would be undertaken until 2021 although further applicants would be identified for visits from COVID-19 and Community Grants.

Lyne Reeves spoke on the upcoming Community Grants/COVID-19 Supporting grants funding rounds. It was noted that the ranking process used for the first round of the COVID-19 Support Funding applications will also need to be used for this round. A copy of the process for assessing/ranking applications for the COVID-19 Support to be circulated to members.

It was noted that many organisations have been able to apply to Sport Tasman for funding. A review of applications against Sport Tasman funding recipients will be undertaken and applicants who have received Sport Tasman funding will be identified.

Members discussed and agreed to apply the COVID-19 ranking system for the Community Grants applications as members noted that the process had worked extremely well.

The meeting closed at 2.16 pm.

Record No: 20193853

6. Annual Report 2019-20

(also refer to separate attachments)

(The Mayor) (Report prepared by Martin Fletcher)

F275-A19-01

Purpose

1. To adopt the Annual Report for the Marlborough District Council for the financial year ended 30 June 2020.

RECOMMENDATION

That Marlborough District Council's Final Annual Report and Summary Annual Report for the financial year ended 30 June 2020 be adopted subject to receiving the relevant Audit Opinions.

Background

2. The Annual Report reports the performance of Council against non-financial performance targets and financial forecasts.
3. The Local Government Act 2002 requires that the Annual Report for Council be adopted by 31 October each year to place the report on the public record.

Comment

4. It is expected that a recommendation from Council's Audit and Risk Sub-Committee will be provided to the meeting on whether Council should adopt the Annual Report and Summary documents.
5. It is anticipated that the relevant Audit Opinions will be circulated at the meeting.

Separate Attachments

Separate Attachment 6.1 – Final Draft Annual Report

Separate Attachment 6.2 – Final Draft Summary Annual Report

Author	Martin Fletcher, Chief Financial Officer
Authoriser	Mark Wheeler, Chief Executive

7. MDC Holdings Limited – 2020-21 Statement of Intent (Revised)

(includes Appendix 7.1 and Appendix 7.2)

(Cllr Peters) (Report prepared by Adrian Ferris/Martin Fletcher)

S400-004-004-20

Purpose of report

1. To present modified MDC Holdings Limited (MDCH) 2020-21 revised Statement of Intent (SOI).

RECOMMENDATION

That Council approves the modified 2020-21 Statement of Intent for MDC Holdings Limited.

Background/Context

2. The original MDC Holdings Limited 2020-21 SOI was approved at the 19 March 2020 Committee meeting. At that time, with the arrival of Covid-19, it was noted that if there were any significant changes to Port Marlborough Limited's (PML) and or Marlborough Airport Limited's (MAL) performance targets then the Committee would be advised and a revised SOI presented.
3. Schedule 8 Local Government Act 2002, allows a Board to make modifications to a SOI at any time if the Board has first –
 - (a) Given written notice to the shareholders of the proposed modification; and
 - (b) Considered any comments made on the proposed modification by the shareholders.
4. Due to the impact of the Covid-19 pandemic MAL has revised its 2021 budget and SOI as it now expects to make a loss in the 2021 year and significantly increase its budgeted borrowing.
5. Also PML's 2021 SCI was endorsed at the MDCH Board meeting on 31 August 2020 and subsequently adopted by the PML Board on 25 September 2020. Historically there has been a six month timing difference between the presentation of the MDCH SOI in March and the equivalent year's SCI for PML. This is because the statutory timing for finalising the Port Company's SCI is not until 30 September each year. This meant that the previous year's PML SCI is usually included in the MDCH SOI. However, as a result of both MAL revising its budget and PML completing its 2021 SCI the MDCH Board have taken the opportunity to include these updates into the modified 2021 MDCH SOI. The performance measures now better reflect the financial and operational expectations for the year ahead.
6. Movements in the level of debt, borrowings of subsidiaries (and Council if required), applicable interest rates and the dividends from subsidiaries are the main contributors to movements in the Company's Income Statement and Statement of Financial Position.
7. The table below outlines the significant operating and financial changes now reflected in the revised SOI.

YEAR	Performance measure	Entity	Original	Revised	change	change
2021			,000	,000	,000	%
	Passenger numbers	MAL	326	225	-101	-45%
	Export logs (JAS)	PML	720	600	-120	-20%
	EBITDAF>*	MAL	\$900	\$100	-\$800	-800%
	EBITDAF>*	PML	\$16,999	\$13,380	-\$3,619	-27%
	Dividends received*	MDCH	\$3,591	\$3,151	-\$440	-14%
	Profit before tax/(available dividends for Council) *	MDCH	\$3,004	\$2,587	-\$417	-16%
	Borrowing	Group	\$83,450	\$86,750	\$3,300	4%

*Profitability is expected to reduce significantly for MAL due to the negative impact of Covid-19 on passenger numbers in 2021. PML is expecting a reduction in profitability driven mainly by lower log volumes and less cruise ship visits.

* Accordingly, PML's dividend paid to MDCH and those subsequently received by Council will reduce in 2021 from those in the original SOI. However, PML intends to utilise tax losses from Council over the next few years through subvention payments which should make dividend reductions largely cash neutral.

8. The revised SOI also features new sustainability metrics developed by PML for:

- Employee diversity (gender and age)
- Fresh water withdrawal (Megalitres)
- General waste to landfill (Tonnes)
- Greenhouse gas Net Emissions Scopes 1+2⁴

Comment

9. MAL is currently in negotiation with the New Zealand Defence Force with regard to licence fee charges. This will have a flow-on effect on the level of landing fees charged.
10. If there is a significant change to MAL's performance targets and financials because of this, then the Committee will be advised and a revised SOI presented.

Attachments

Appendix 7.1 – MDCH revised 2021 SOI

Page 36

Appendix 7.2 – Legislative compliance schedule based on Schedule 8 Local Government Act 2002.

Page 46

Author	Adrian Ferris, Corporate Accountant
Authoriser	Martin Fletcher, Chief Financial Officer

Summary of decision-making considerations

Fit with purpose of local government

The proposal enables democratic local decision-making and action by, on behalf of communities and relates to significant financial investment.

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 a host of council policies and strategies in that the companies involved contribute significant funds directly to Council as well as provide substantial economic benefits to the province as a whole.

Nature of the decision to be made

Both PML & MAL have significant capital programs planned which impact this proposal.
MAL plans to build a new car park and PML is developing a new marina and ferry terminal.
Both entities are in the process of consulting with all relevant stakeholders, including local Iwi.

Financial considerations

No impact on council rates and, budget or net debt. This paper identifies the dividend streams paid to Council and its impact on gross debt levels.

Significance

The decision is considered of low significance under Council's Significance and Engagement Policy as the proposal is seeking approval for just one year.

Engagement

No engagement is proposed as the individual entities have already or are in the process of engaging stakeholders. Consultation is currently planned for the Ferry Terminal Development.

Risks: Legal / Health & Safety etc

There are no known significant risks or legal implications as each entity manages its own comprehensive safety management systems and engages its own legal advice.

Climate Change Implications

The SOI includes sub performance measures that advance the environmental aspirations of both entities. There are no known climate change implications to this decision.

MDCH revised 2021 SOI

PO Box 443
Seymour Street,
Blenheim 7240

Phone: 03 520 7400
Fax: 03 520 7496



**MDC
HOLDINGS LIMITED**

STATEMENT OF INTENT

FOR THE FINANCIAL YEAR ENDING 30 JUNE 2021

AND EACH OF THE IMMEDIATELY FOLLOWING TWO YEARS

1. Introduction

This Statement of Intent (SOI) is prepared in accordance with Section 64(1) of the Local Government Act 2002.

The SOI specifies for the Parent, MDC Holdings Limited (MDCH), and its subsidiaries the objectives, the nature and scope of the activities to be undertaken, and the performance targets and other measures by which the performance of the Group may be judged in relation to its objectives, amongst other requirements.

The process of negotiation and determination of an acceptable SOI is a public and legally-required expression of the accountability relationship between the company and its shareholder, the Marlborough District Council (Council).

The SOI is reviewed annually with the Council and covers a three year period.

MDCH is a Council Controlled Trading Organisation which has been established by the Council to act as a holding company for its main trading enterprises. MDCH is 100% owned by Council.

Port Marlborough New Zealand Limited (PML) and Marlborough Airport Limited (MAL) are wholly owned subsidiaries of MDCH. Separate SCI/SOI are completed by these companies for consideration and approval by MDCH.

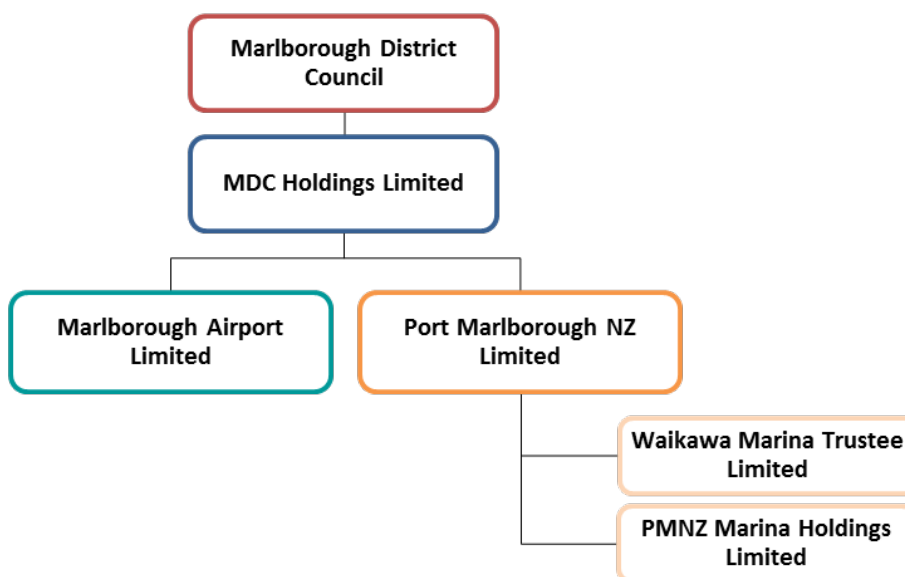
2. MDCH has the following objectives

- (a) to operate as a successful holding company, both in a financial and commercial sense;
- (b) to provide the means for bringing the main trading enterprises of the Council together into one structure;
- (c) to encourage and facilitate subsidiary companies to increase shareholder value;
- (d) to separate the commercial trading activities of the Council from the other functions carried out by the Council;
- (e) to provide an anticipated cashflow to the Council from its trading enterprises, by means of a regular stream of dividend income;
- (f) to obtain commercial borrowing facilities at the most attractive rates attainable;
- (g) to monitor the performance of each subsidiary company against the objectives and performance measures contained in their SOI/SCI and other benchmarks;

- (h) to provide a forum to Council advising on strategic issues relating to its trading investments including, but not limited to, ownership structures, capital structures, rates of return, joint venture opportunities; and
- (i) to own and oversee the operation of MAL for the dual objectives of promoting sustainable regional and economic development as well as maximizing the return on assets employed. In order to balance these objectives, MDCH may accept a lower return or slower return to profitability.

3. Nature and scope of the activities to be undertaken

The MDCH Group structure is summarized below:



MDCH will undertake the following activities:

- Obtain financing for its subsidiaries and Parent at the most attractive commercial rates available. MDCH currently has Bancorp as its principal debt management advisor;
- Consider and approve the SOI/SCI of its subsidiaries and negotiate its own SOI with Council;
- Monitor the financial and commercial performance of its subsidiaries against the targets contained in their SOIs and other industry benchmarks;
- Monitor the adequacy of governance arrangements in subsidiaries;
- Encourage open discussion and dialogue with the representatives of its subsidiaries;
- Provide commercial advice to Council and manage its commercial activities on request;
- Recommend and manage the appointment of new Directors to the Boards of its subsidiary companies.

4. Performance targets

4.1 MDCH performance targets for 2020-21 are as follows:

Performance targets	Key performance indicators
	(a) To continue to review the financing needs of:
<i>Financing</i>	<ul style="list-style-type: none"> • PML and its subsidiaries; and • MAL

Performance targets	Key performance indicators
---------------------	----------------------------

with a view to having adequate cost effective debt facilities in place

Governance

(b) To facilitate a good ongoing working relationship with subsidiaries and monitor their performance, including:

- reports and presentations from the Chair and Chief Executive of PML on current issues, the six monthly results, Draft SOI and Annual Report; and
- a report on the steps taken to ensure shareholder value is being maximized, on a regular basis.

(c) Develop a letter of shareholder expectations by 31 December, should it have any specific expectations it wants the subsidiary to incorporate into its forth coming SOI.

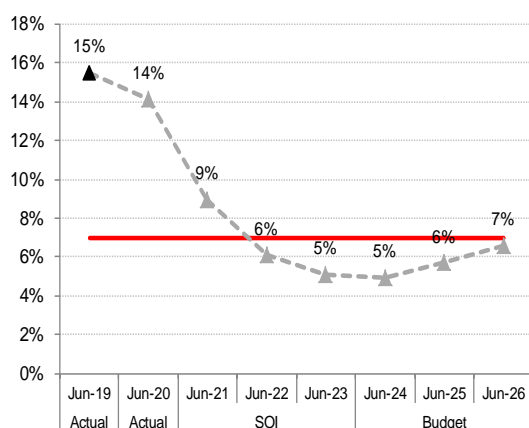
Financial¹

(d) The ratio of shareholders' funds to total assets² is projected to be greater than 12% for June 2020. The long-term ratio of shareholders' funds to total assets is to be greater than 7%.

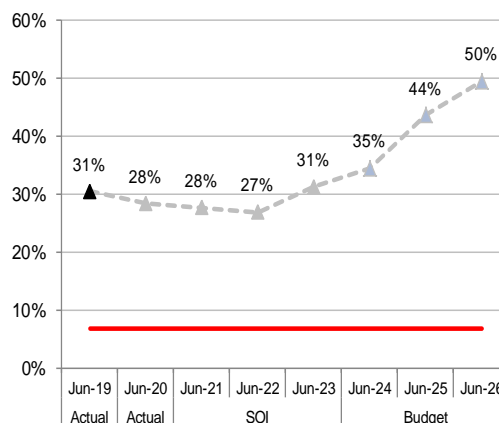
(e) Return after tax (excluding revaluations) on opening shareholders' funds is projected to be greater than 12%. The long-term return after tax (excluding revaluations) on opening shareholders' funds is to be greater than 7%.

Overview of MDCH financial targets:

Ratio of Shareholders Funds to total assets (>7%)



Tax paid return on opening Shareholders Funds (>7%)



¹ The financial ratios will be reviewed annually in the light of projected cash flows and the performance of its subsidiaries.

² Shareholders' funds (or total equity) are defined as the sum of the amount of paid up share capital, retained earnings, accumulated losses, revenues and capital reserves.

Total assets are defined as the sum of the net book value of current assets, investments, fixed assets and tangible assets as disclosed in MDCH's Statement of Financial Position prepared in accordance with Generally Accepted Accounting Practice (GAAP).

4.2 MAL performance targets from MAL 2020-21 SOI are as follows:

OUR PEOPLE

Objective	Activity/KPI	2021 Target
Ensure safe and efficient aircraft operations including a safe and healthy environment for staff and other stakeholders.	Identifying hazards and controlling or eliminating health & safety risks.	100% compliant with Health & Safety at Work Act (2015) and the NZCAA Part 139 Certificate rules & regulations.
	Lost time injuries	Nil
	Develop staff capability	New position created and increased professional development for existing staff.

CUSTOMERS

Objective	Activity/KPI	2021 Target
Be a welcoming gateway for travellers and airlines and pursue opportunities to increase the value of commercial activities.	Analyse customer survey results.	Identify key areas and implement improvements in a timely fashion.
	Passenger numbers	225,000 passengers.
	Offer new or improved services that maximise customer spend per budget.	Landside revenue per passenger > \$3.50*

*Landside revenue excludes aeronautical, investment property, cost recovery and financial revenue.

Infrastructure

Objective	Activity/KPI	2021 Target
Facilitate economic development through timely investment in infrastructure	Increase car parking capacity, variety of offer and reliability of equipment.	Phase 1: Car park extension completed by 30 June 2021.

Financial

Objective	Activity/KPI	2021 Target
Manage financial performance to ensure MAL achieves its strategic goals, maintains a sustainable business.	Achieve Profit target as set out in the Budget.	EBITDAF >\$100,000 ¹
	Maintain a sustainable financial position as set out in the Budget.	Cash flow from operations >- \$3,00,000 (deficit in 2021) SH funds/Total assets >22.8% ² Peak debt <\$5.6 million.
	Capital Expenditure (Phase 1 of Parking project)	<\$3.3 million

1 Earnings before interest, taxation, depreciation, amortisation and fair value movements (movements in fair value are not budgeted)
 2 Shareholder Funds to Total assets; Average equity/Average total assets; this measure is required by the Local Government Act to be included in this SOI.

Sustainability

Objective	Activity/KPI	2021 Target
Implement Policies and programmes that operate effectively and reflect our commitment to a sustainable and successful airport business.	Maintain CAA Part 139 Certification.	100% compliant.
	Successfully promote waste management minimisation and energy consumption reduction per the Environmental and Waste Management Plan.	Waste management & reduction culture firmly embedded in organisation. Adopt & implement Tourism Industry Association sustainability programme.
	Review the strategic plan.	Annual assessment of whether airport capabilities and development projects are in harmony with the long-term strategic plan.

Risk & Compliance

Objective	Activity/KPI	2021 Target
All known risks managed and industry best practice adhered to.	Safety management system.	Risks identified and controlled to as low as reasonably practical (ALARP).
	Compliance with audit standards	Unmodified audit opinion
	Independent (annual) internal audit and CAA external audit.	No major findings

4.3 PML performance targets from PML 2019-20 SCI are as follows:

Performance shall be judged against the following measures:

Perspective	KPI	Actual ³	Target		
		19 - 20	20 - 21	21 - 22	22- 23
HEALTH AND SAFETY	SAFETY LAG INDICATORS – Lost Time injuries (LTI) per 100.000 work hours	0.8	0	0	0
	Medical Treatment injuries (MTI) per 100,000 work hours	0.0	<2	<2	<2
	SAFETY LEAD INDICATORS – Near Hits Reported	18	25	30	35
	WELLNESS INDICATORS Annual health checks made available to all permanent staff	100%	100%	100%	100%

Perspective	KPI	Actual ³	Target		
		19 - 20	20 - 21	21 - 22	22- 23
SUSTAINABILITY	Employee Diversity – Gender Employee Diversity - Age	72%M 28%F 34%<50 years 66% 50+ years	Diversify Plan and Succession Plan Strategy implemented by 30 June 2021.		
	Fresh water usage('000m ³)	124	Nil increase	-3%	-3%
	Waste (Tonnes to landfill)	817	-3%	-3%	-3%
	Greenhouse Gas Net Emissions Scopes 1 + 2 ⁵	-795T CO _{2e}	No increase	-3% gross emissions	-3% gross emissions
CUSTOMERS	Ferry Sector revenue vs prior year		2.4%	6.3%	1.8%
	Export Log volume (JAS)	554,767	600,000	720,000	720,000
	Cruise ships (number visited)	49	12	15	25
	Marina Berth occupancy		92%	94%	80.0% ⁴
	Marina Boatshed occupancy		95.5%	99.5%	99.5%
FINANCIAL	Projected NOPAT ¹ (excluding asset and derivative revaluations)	\$7.08m	\$6.40m	\$7.25m	\$8.06m
	NOPAT ¹ /Return on average Shareholder Funds	4.7%	4.1%	4.5%	4.9%
	EBITDA ² (exclusive non cash revaluations)	\$15.20m	\$13.38m	\$15.73m	\$17.81m
	Equity Ratio	74.1%	65.6%	55.7%	50.4%

¹ NOPAT = Net Operating Profit After Tax

² EBITDA = Earnings Before Interest, Tax, Depreciation and Amortisation

³ data to be added upon completion of 2020 Annual Report

⁴ NW Waikawa Marina +252 berths to stock 2022/23; estimate 40% full by FY2023 thus estimate 20% average occupancy for year.

⁵ GHG Net Emissions = Scopes 1 + 2 emissions (715 t CO_{2e}) offset by GHG reductions Shakespeare Bay Forest (11,509 CO_{2e}) = -795 t CO_{2e}

5. Statement of Accounting Policies

The measurement and reporting of earnings and financial position is in accordance with International Financial Reporting Standards and the policies adopted by the Marlborough District Council Group.

The Accounting Policies adopted are the same as those contained in the in MDCH's 30 June 2019 Annual Report and available on Council's website

<https://www.marlborough.govt.nz/your-council/mdc-holdings-limited>

6. Dividend Distribution Policy

Profit retention and the level of dividends to be paid will be recommended from year to year by the Directors in accordance with results and circumstances prevailing, subject to solvency certification at the time.

It is the intention of the Directors to distribute, by way of dividend, all of the net tax paid profit available.

7. Corporate Governance

This statement gives readers an overview of the MDCH's main corporate governance policies, practices and processes adopted or followed by the Board.

Role of the Board of Directors

The Board is responsible for the proper direction and control of the MDCH's activities. The Board guides and monitors the business and affairs of MDCH on behalf of the shareholder, the Council, to whom it is accountable, within the framework of the objectives set out in this SOI.

All Directors use the New Zealand Institute of Directors' Code of Proper Practice for Directors as a guide to assist them in carrying out their duties.

The Board recommends to Council the appointment of Directors to subsidiary companies.

Responsibility to shareholder

Statement of Intent

In accordance with the Local Government Act 2002, MDCH submits a draft SOI for the coming financial year for consideration by MDCH's shareholder, the Council. The SOI sets out the company's overall objectives, intentions and financial and performance targets. Having considered any comments on the SOI by the Council, the company issues its SOI in final form.

Information flows

The Board aims to ensure that the Council is informed of all major developments affecting MDCH and group's state of affairs, while at the same time recognising that commercial sensitivity may preclude certain information from being made public. Within this constraint, information is communicated to the Council through periodic reports to the Council, occasional seminars and through both the Annual Report and the Half-Yearly Report.

Board composition and fees

The Board comprises six Directors: Mayor, two Councilors, two external Directors and the Council's Chief Executive. The Mayor and Councilor Directors are required to retire by rotation within three months following the triennial local government elections, but are eligible to be re-appointed. External Directors normally retire after two three year terms, but this may be extended for a further term. Appointments to MDCH are made directly by Council.

Fees for the MDCH Board are reviewed annually and any increases are based on the median movement in Non-Executive Director Fees for the previous year. Where a Director provides professional services over and above the normal role of a Director, he or she is entitled to charge for those services at commercial rates provided the conditions of the Board's Conflict of Interest policy are met.

Subsidiary and monitored companies

Monitoring

Each subsidiary and monitored company submits annually a draft SOI/SCI, which is evaluated initially by MDCH. MDCH reviews the SOI/SCI and suggests any changes that may be considered necessary.

It is established practice for representatives of the subsidiary Board and management to meet with MDCH at this time, and on at least one other occasion each year, to discuss the company's strategic direction and any significant issues that arise. The Board also receives such other reports as are necessary to perform its monitoring function. However, MDCH does not involve itself in the management of the subsidiary companies.

Board appointments

All Directors of subsidiary companies are selected for their commercial expertise and aptitude.

Financial results

Directors receive and review financial updates and other parent company reports at each meeting.

8. Information to be provided to Shareholder

MDCH will provide interim six monthly reports to its shareholder on the results of its trading.

Consolidated financial accounts will only be provided at financial year-end.

MDCH will provide information which meets the requirements of the Companies Act 1993, the Financial Reporting Act 2013, the Local Government Act 2002 and the reporting requirements prescribed from time to time by the Institute of Chartered Accountants of New Zealand in order to enable the shareholder to make an informed assessment of the Company's performance.

The Company will make the following reports available to its shareholder:

(a) Annual Statement of Corporate Intent

A Statement of Intent will be prepared in accordance with the Local Government Act 2002.

(b) Annual Report

An Annual Report will be prepared in accordance with the Local Government Act 2002, the reporting requirements prescribed from time to time by the Companies Act 1993, the Financial Reporting Act 2013 and in compliance with generally accepted accounting practices in New Zealand. The annual report shall contain the following:

- (i) Income Statement;
- (ii) Statement of Financial Position;
- (iii) Statement of Changes in Equity;
- (iv) Statement of Cash flows; and
- (v) Report on Activities.

(c) Half Yearly Reports

Half yearly reports will be prepared in accordance with the Local Government Act 2002, the reporting requirements prescribed from time to time by the Companies Act 1993 and the Institute of Chartered Accountants of New Zealand. The half-yearly reports will include the following:

- (i) Income Statement;
- (ii) Statement of Financial Position;
- (iii) Statement of Changes in Equity;
- (iv) Statement of Cash flows; and
- (v) Report on Activities.

9. Procedure for acquisition of shares in any Company or other organisation

All investment proposals for the acquisition of shares in the company or other organisation will be considered in the first instance by the Directors.

If any decision is contemplated to acquire assets to the value of which is more than 10% of the value of the MDCH's assets before the acquisition, the decision will be made only after the Directors have obtained the prior written approval of the Council, as majority shareholder.

10. Procedure or the disposition of shares

MDCH will not dispose of any shares in PML or MAL without the prior written approval of Council as majority shareholder.

11. Activities for which the directorate seeks compensation from the Local Authority

No compensation is sought or intended to be sought for any of MDCH's activities, from the shareholder or any other party.

12. Commercial value of Shareholder's investment

The commercial value of the shareholder's investment will firstly be based on the historical accounts maintained by MDCH in accordance with the accounting policies stated above. The commercial value of shareholder's funds is nominally forecast to be \$10,187,000 at 30 June 2020 (\$10,093,000 actual at 30 June 2019).

From time to time the Directors or the shareholder may request that an independent valuation of the shareholder's investment be undertaken. The manner and timing of this assessment will be determined by the purpose for which it is undertaken or by the terms of the request by the Directors or Shareholder.

13. Other matters

The Shareholder and Directors agree that the above matters are the only ones to be covered in this SOI and that there are no additional matters to be included.

MDC HOLDINGS LIMITED - BUDGET**FOR THE FINANCIAL YEAR ENDING 30 JUNE 2021****AND EACH OF THE IMMEDIATELY FOLLOWING TWO YEARS**

MDCH annual budgets and financial performance are based on Subsidiary Company and MDC best estimate. The following assumptions have been used to derive the June 2021 budget outlined below:

- That PML will have borrowings of \$60.5 million at the end of the budget year.
- That MAL will have borrowings of \$5.64 million at the end of the budget year.
- That MDCH will have total debt of \$86.74 million.
- That the proposed Capital Expenditure requiring finance will occur as scheduled.
- MDCH interest rates were calculated using the swap rates to maturity and a 2.0% rate for the remainder (floating) portion of debt.
- Dividends will be paid by PML as they have budgeted.

MDC Holdings Limited (Parent)
Proposed Income Statement

for the 12 months to:

	Notes	Actual Jun-19 \$ '000	Actual Jun-20 \$ '000	Budget		
				Jun-21 \$ '000	Jun-22 \$ '000	Jun-23 \$ '000
Income						
Interest income	a	1,337	1,157	1,196	2,433	2,920
Dividend income		3,655	3,424	3,151	3,000	3,370
Subvention income	b	228	213	219	220	231
Total Income		5,220	4,794	4,566	5,653	6,521
 Administration costs	c	51	57	58	59	72
Employee benefits expense	d	66	68	70	71	73
Interest expense	a	2,034	1,794	1,851	3,088	3,600
Loss on financial derivatives	e	514	598	-	-	-
Total operating expenditure		2,665	2,517	1,979	3,219	3,746
Profit before income tax		2,555	2,277	2,587	2,435	2,776
Income tax (expense)/credit		-	-	-	-	-
Profit after income tax		2,555	2,277	2,587	2,435	2,776
 <i>Notes:</i>						
<i>Profit (excl. derivatives revaluations)</i>		<i>3,069</i>	<i>2,875</i>	<i>2,587</i>	<i>2,435</i>	<i>2,776</i>
<i>MDCH net finance costs (excl. derivatives revals)</i>		<i>697</i>	<i>637</i>	<i>655</i>	<i>655</i>	<i>680</i>
<i>Total received from PML (dividend & subvention)</i>		<i>3,883</i>	<i>3,637</i>	<i>3,370</i>	<i>3,220</i>	<i>3,601</i>

Legislative compliance schedule based on Schedule 8 Local Government Act 2002

Local Government Act 2002 Schedule 8 Part 2 & 4: - Contents of Statements of Intent

Part 2 Clause (7) Subclause (1) The Statement of intent for a council-controlled organisation must include the information described in subclause (2) -

- a) For the group comprising the council-controlled organisation and its subsidiaries (if any); and
- b) In respect of the financial year to which it relates and each of the immediately following 2 financial years

Part 2 Clause (7), Subclause (2)

SOI Section

(a)	the objectives of the group; and	2
(b)	a statement of the Board's approach to governance of the group; and	7
(c)	the nature and scope of the activities to be undertaken by the company; and	3
(d)	the non-financial performance targets and other measures by which the performance of the group may be judged in relation to its objectives; and	4.1 – 4.3
(e)	any additional information that is required to be included in this statement of intent	13

Part 4 Clause (10) (Additional content of SOI of council-controlled organisations that are not trading organisations)

(a)	the major accounting policies of the organisation or group; and	5
(b)	Forecast financial statements of the organisation for the financial year to which the SOI relates, and each of the 2 following financial years.	Budget

8. 2021 Council Meeting Schedule

(includes Appendix 8.1)

(The Mayor) (Report prepared by N Chauval)

D050-001-01

Purpose

1. The purpose of this report is to set the **attached** meeting schedule for 2021 (Appendix 8.1).

RECOMMENDATION

That the meeting schedule for 2020 be approved.

Background

2. The **attached** draft schedule of meetings for 2021 has been prepared for consideration by Council.
3. The sequence of dates is similar to 2020.

Comments

4. Indicative dates have not been listed for Resource Consent Hearings. The Resource Hearings Sub-Committee will be advised by the Hearings Facilitator of any hearing.
5. Relevant agenda close off dates are indicated.

To Note

6. Members are requested to contact Mike Porter prior to meeting with any issues over dates so that those issues can be addressed.

Attachments

Appendix 8.1 – 2021 Council Meeting Schedule

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Author	Nicole Chauval, Support Services Administrator
Authoriser	Mike Porter, Democratic Services Manager

Appendix 8.1

2021 Council Meeting Schedule

NB: Indicative dates have not been listed for Resource Consent Hearings. The Hearings Facilitator will advise when a hearing is to be held.

All meetings to be held in Council Chambers unless indicated otherwise

Meeting Date	Agenda Closing Date	Committee/Council Meeting
Monday, 4 January 2021		DAY AFTER NEW YEAR'S DAY
Tuesday, 5 January 2021		
Wednesday, 6 January 2021		
Thursday, 7 January 2021		
Friday, 8 January 2021		
Saturday, 9 January 2021		
Sunday, 10 January 2021		
Monday, 11 January 2021		
Tuesday, 12 January 2021		
Wednesday, 13 January 2021		
Thursday, 14 January 2021		
Friday, 15 January 2021		
Saturday, 16 January 2021		
Sunday, 17 January 2021		
Monday, 18 January 2021		
Tuesday, 19 January 2021		
Wednesday, 20 January 2021		
Thursday, 21 January 2021		
Friday, 22 January 2021		
Saturday, 23 January 2021		
Sunday, 24 January 2021		
Monday, 25 January 2021		
Tuesday, 26 January 2021		
Wednesday, 27 January 2021		
Thursday, 28 January 2021	13 January 2021	Assets & Services (9.00 am)
Friday, 29 January 2021		
Saturday, 30 January 2021		
Sunday, 31 January 2021		

Monday, 1 February 2021		Council Briefing (9.00 am)
Tuesday, 2 February 2021		
Wednesday, 3 February 2021		
Thursday, 4 February 2021	20 January 2021	Environment (9.00 am)
Friday, 5 February 2021		
Saturday, 6 February 2021		
Sunday, 7 February 2021		
Monday, 8 February 2021		WAITANGI DAY
Tuesday, 9 February 2021		
Wednesday, 10 February 2021		
Thursday, 11 February 2021	27 January 2021	Planning, Finance & Community (9.00 am)
Friday, 12 February 2021		
Saturday, 13 February 2021		
Sunday, 14 February 2021		
Monday, 15 February 2021		
Tuesday, 16 February 2021		
Wednesday, 17 February 2021		
Thursday, 18 February 2021		
Friday, 19 February 2021		
Saturday, 20 February 2021		
Sunday, 21 February 2021		
Monday, 22 February 2021		
Tuesday, 23 February 2021		
Wednesday, 24 February 2021		
Thursday, 25 February 2021	10 February 2021	Council (Discuss 'Draft' Long Term Plan (LTP) and Budgets) (9.00 am)
Friday, 26 February 2021		
Saturday, 27 February 2021		
Sunday, 28 February 2021		

Monday, 1 March 2021		Council Briefing (9.00 am)
Tuesday, 2 March 2021		
Wednesday, 3 March 2021		
Thursday, 4 March 2021	17 February 2021	Assets & Services (9.00 am)
Friday, 5 March 2021		
Saturday, 6 March 2021		
Sunday, 7 March 2021		
Monday, 8 March 2021		Picton Regional Forum (1.30 pm Picton EOC)
Tuesday, 9 March 2021	23 February 2021	Grants (1.00 pm) (Committee Room)
Wednesday, 10 March 2021		
Thursday, 11 March 2021	24 February 2021	Environment (9.00 am)
Friday, 12 March 2021		
Saturday, 13 March 2021		
Sunday, 14 March 2021		
Monday, 15 March 2021		
Tuesday, 16 March 2021		
Wednesday, 17 March 2021		
Thursday, 18 March 2021	3 March 2021	Planning, Finance & Community (9.00 am)
Friday, 19 March 2021		
Saturday, 20 March 2021		
Sunday, 21 March 2021		
Monday, 22 March 2021		
Tuesday, 23 March 2021		
Wednesday, 24 March 2021		
Thursday, 25 March 2021		
Friday, 26 March 2021		
Saturday, 27 March 2021		
Sunday, 28 March 2021		
Monday, 29 March 2021		
Tuesday, 30 March 2021		
Wednesday, 31 March 2021		

Thursday, 1 April 2021	17 March 2021	Council (Adopt 'Draft' LTP and Budgets for public consideration) (9.00 am)
Friday, 2 April 2021		GOOD FRIDAY
Saturday, 3 April 2021		
Sunday, 4 April 2021		
Monday, 5 April 2021		EASTER MONDAY
Tuesday, 6 April 2021		
Wednesday, 7 April 2021		
Thursday, 8 April 2021		
Friday, 9 April 2021		
Saturday, 10 April 2021		
Sunday, 11 April 2021		
Monday, 12 April 2021		Council Briefing (9.00 am)
Tuesday, 13 April 2021		
Wednesday, 14 April 2021		
Thursday, 15 April 2021	31 March 2021	Assets & Services (9.00 am)
Friday, 16 April 2021		
Saturday, 17 April 2021		
Sunday, 18 April 2021		
Monday, 19 April 2021		
Tuesday, 20 April 2021		
Wednesday, 21 April 2021		
Thursday, 22 April 2021	7 April 2021	Environment (9.00 am)
Friday, 23 April 2021		
Saturday, 24 April 2021		
Sunday, 25 April 2021		ANZAC DAY
Monday, 26 April 2021		ANZAC DAY OBSERVED
Tuesday, 27 April 2021		
Wednesday, 28 April 2021		
Thursday, 29 April 2021	14 April 2021	Planning, Finance & Community (9.00 am)
Friday, 30 April 2021		

Saturday, 1 May 2021		
Sunday, 2 May 2021		
Monday, 3 May 2021		Council Briefing (9.00 am) Picton Regional Forum (1.30 pm Picton EOC)
Tuesday, 4 May 2021		
Wednesday, 5 May 2021		
Thursday, 6 May 2021		
Friday, 7 May 2021		
Saturday, 8 May 2021		
Sunday, 9 May 2021		
Monday, 10 May 2021		
Tuesday, 11 May 2021		
Wednesday, 12 May 2021		
Thursday, 13 May 2021	28 April 2021	Council (9.00 am)
Friday, 14 May 2021		
Saturday, 15 May 2021		
Sunday, 16 May 2021		
Monday, 17 May 2021		
Tuesday, 18 May 2021		
Wednesday, 19 May 2021		
Thursday, 20 May 2021		
Friday, 21 May 2021		
Saturday, 22 May 2021		
Sunday, 23 May 2021		
Monday, 24 May 2021		
Tuesday, 25 May 2021		
Wednesday, 26 May 2021		
Thursday, 27 May 2021		
Friday, 28 May 2021		
Saturday, 29 May 2021		
Sunday, 30 May 2021		
Monday, 31 May 2021		

Tuesday, 1 June 2021	19 May 2021	Special Hearing Committee (Hear submissions on 'Draft' LTP) (8.30 am)
Wednesday, 2 June 2021	19 May 2021	Special Hearing Committee (Hear submissions on 'Draft' LTP) (8.30 am)
Thursday, 3 June 2021	19 May 2021	Special Hearing Committee (Hear submissions on 'Draft' LTP) (8.30 am)
Friday, 4 June 2021		
Saturday, 5 June 2021		
Sunday, 6 June 2021		
Monday, 7 June 2021		QUEEN'S BIRTHDAY
Tuesday, 8 June 2021	26 May 2021	Council (Consider submissions on 'Draft' LTP) (9.00 am)
Wednesday, 9 June 2021	26 May 2021	Assets & Services (9.00 am)
Thursday, 10 June 2021	26 May 2021	Environment (9.00 am)
Friday, 11 June 2021	26 May 2021	Planning, Finance & Community (9.00 am)
Saturday, 12 June 2021		
Sunday, 13 June 2021		
Monday, 14 June 2021		
Tuesday, 15 June 2021		
Wednesday, 16 June 2021		
Thursday, 17 June 2021		
Friday, 18 June 2021		
Saturday, 19 June 2021		
Sunday, 20 June 2021		
Monday, 21 June 2021		
Tuesday, 22 June 2021		
Wednesday, 23 June 2021		
Thursday, 24 June 2021		
Friday, 25 June 2021		
Saturday, 26 June 2021		
Sunday, 27 June 2021		
Monday, 28 June 2021		
Tuesday, 29 June 2021		
Wednesday, 30 June 2021		

Thursday, 1 July 2021		
Friday, 2 July 2021		
Saturday, 3 July 2021		
Sunday, 4 July 2021		
Monday, 5 July 2021		Council Briefing (9.00 am)
Tuesday, 6 July 2021		
Wednesday, 7 July 2021		
Thursday, 8 July 2021	23 June 2021	Assets & Services (9.00 am)
Friday, 9 July 2021		
Saturday, 10 July 2021		
Sunday, 11 July 2021		
Monday, 12 July 2021		
Tuesday, 13 July 2021		
Wednesday, 14 July 2021		
Thursday, 15 July 2021	30 June 2021	Environment (9.00 am)
Friday, 16 July 2021		
Saturday, 17 July 2021		
Sunday, 18 July 2021		
Monday, 19 July 2021		
Tuesday, 20 July 2021		
Wednesday, 21 July 2021		
Thursday, 22 July 2021	7 July 2021	Planning, Finance & Community (9.00 am)
Friday, 23 July 2021		
Saturday, 24 July 2021		
Sunday, 25 July 2021		
Monday, 26 July 2021		
Tuesday, 27 July 2021		
Wednesday, 28 July 2021		
Thursday, 29 July 2021		
Friday, 30 July 2021		
Saturday, 31 July 2021		

Sunday, 1 August 2021		
Monday, 2 August 2021		Council Briefing (9.00 am)
Tuesday, 3 August 2021		
Wednesday, 4 August 2021		
Thursday, 5 August 2021	21 July 2021	Council (9.00 am)
Friday, 6 August 2021		
Saturday, 7 August 2021		
Sunday, 8 August 2021		
Monday, 9 August 2021		
Tuesday, 10 August 2021		
Wednesday, 11 August 2021		
Thursday, 12 August 2021		
Friday, 13 August 2021		
Saturday, 14 August 2021		
Sunday, 15 August 2021		
Monday, 16 August 2021		
Tuesday, 17 August 2021		
Wednesday, 18 August 2021		
Thursday, 19 August 2021	4 August 2021	Assets & Services (9.00 am)
Friday, 20 August 2021		
Saturday, 21 August 2021		
Sunday, 22 August 2021		
Monday, 23 August 2021		
Tuesday, 24 August 2021		
Wednesday, 25 August 2021		
Thursday, 26 August 2021	11 August 2021	Environment (9.00 am)
Friday, 27 August 2021		
Saturday, 28 August 2021		
Sunday, 29 August 2021		
Monday, 30 August 2021		
Tuesday, 31 August 2021		

Wednesday, 1 September 2021		
Thursday, 2 September 2021	18 August 2021	Planning, Finance & Community (9.00 am)
Friday, 3 September 2021		
Saturday, 4 September 2021		
Sunday, 5 September 2021		
Monday, 6 September 2021		Council Briefing (9.00 am) Picton Regional Forum (1.30 pm) Picton EOC)
Tuesday, 7 September 2021		
Wednesday, 8 September 2021		
Thursday, 9 September 2021		
Friday, 10 September 2021		
Saturday, 11 September 2021		
Sunday, 12 September 2021		
Monday, 13 September 2021		
Tuesday, 14 September 2021		
Wednesday, 15 September 2021		
Thursday, 16 September 2021	1 September 2021	Council (9.00 am)
Friday, 17 September 2021		
Saturday, 18 September 2021		
Sunday, 19 September 2021		
Monday, 20 September 2021		
Tuesday, 21 September 2021		
Wednesday, 22 September 2021		
Thursday, 23 September 2021		
Friday, 24 September 2021		
Saturday, 25 September 2021		
Sunday, 26 September 2021		
Monday, 27 September 2021		
Tuesday, 28 September 2021		
Wednesday, 29 September 2021		
Thursday, 30 September 2021	15 September 2021	Assets & Services (9.00 am)

Friday, 1 October 2021		
Saturday, 2 October 2021		
Sunday, 3 October 2021		
Monday, 4 October 2021		Council Briefing (9.00 am)
Tuesday, 5 October 2021		Grants (1.00 pm) (Committee Room)
Wednesday, 6 October 2021		
Thursday, 7 October 2021	22 October 2021	Environment (9.00 am)
Friday, 8 October 2021		
Saturday, 9 October 2021		
Sunday, 10 October 2021		
Monday, 11 October 2021		
Tuesday, 12 October 2021		
Wednesday, 13 October 2021		
Thursday, 14 October 2021	29 September 2021	Planning, Finance & Community (9.00 am)
Friday, 15 October 2021		
Saturday, 16 October 2021		
Sunday, 17 October 2021		
Monday, 18 October 2021		
Tuesday, 19 October 2021		
Wednesday, 20 October 2021		
Thursday, 21 October 2021		
Friday, 22 October 2021		
Saturday, 23 October 2021		
Sunday, 24 October 2021		
Monday, 25 October 2021		LABOUR DAY
Tuesday, 26 October 2021		
Wednesday, 27 October 2021		
Thursday, 28 October 2021	13 October 2021	Council (Adopt Long Term Plan Report) (9.00 am)
Friday, 29 October 2021		
Saturday, 30 October 2021		
Sunday, 31 October 2021		

Monday, 1 November 2021		MARLBOROUGH ANNIVERSARY
Tuesday, 2 November 2021		
Wednesday, 3 November 2021		
Thursday, 4 November 2021		
Friday, 5 November 2021		
Saturday, 6 November 2021		
Sunday, 7 November 2021		
Monday, 8 November 2021		Council Briefing (9.00 am) Picton Regional Forum (1.30 pm Picton EOC)
Tuesday, 9 November 2021		
Wednesday, 10 November 2021		
Thursday, 11 November 2021	27 October 2021	Assets & Services (9.00 am)
Friday, 12 November 2021		
Saturday, 13 November 2021		
Sunday, 14 November 2021		
Monday, 15 November 2021		
Tuesday, 16 November 2021	2 November 2021	Grants (9.30 am) (Committee Room)
Wednesday, 17 November 2021		
Thursday, 18 November 2021	3 November 2021	Environment (9.00 am)
Friday, 19 November 2021		
Saturday, 20 November 2021		
Sunday, 21 November 2021		
Monday, 22 November 2021		
Tuesday, 23 November 2021		
Wednesday, 24 November 2021		
Thursday, 25 November 2021	10 November 2021	Planning, Finance & Community (9.00 am)
Friday, 26 November 2021		
Saturday, 27 November 2021		
Sunday, 28 November 2021		
Monday, 29 November 2021		
Tuesday, 30 November 2021		

Wednesday, 1 December 2021		
Thursday, 2 December 2021		
Friday, 3 December 2021		
Saturday, 4 December 2021		
Sunday, 5 December 2021		
Monday, 6 December 2021		Council Briefing (9.00 am)
Tuesday, 7 December 2021		
Wednesday, 8 December 2021		
Thursday, 9 December 2021	24 November 2021	Council (9.00 am)
Friday, 10 December 2021		
Saturday, 11 December 2021		
Sunday, 12 December 2021		
Monday, 13 December 2021		
Tuesday, 14 December 2021		
Wednesday, 15 December 2021		
Thursday, 16 December 2021		
Friday, 17 December 2021		
Saturday, 18 December 2021		
Sunday, 19 December 2021		
Monday, 20 December 2021		
Tuesday, 21 December 2021		
Wednesday, 22 December 2021		
Thursday, 23 December 2021		
Friday, 24 December 2021		COUNCIL CLOSES
Saturday, 25 December 2021		
Sunday, 26 December 2021		
Monday, 27 December 2021		CHRISTMAS DAY
Tuesday, 28 December 2021		BOXING DAY
Wednesday, 29 December 2021		
Thursday, 30 December 2021		
Friday, 31 December 2021		

9. Decision to Conduct Business with the Public Excluded

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

- Confirmation of Public Excluded Minutes
- Committee Reports (Public Excluded Sections)
- Contract Issues

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.
Contract Issues	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.