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**MARLBOROUGH  
DISTRICT COUNCIL**



9 December 2022

Record No: 22255411  
File Ref: D050-001-02  
Ask For: Mike Porter

## **Notice of Council Meeting – Thursday, 15 December 2022**

Notice of the Council Meeting to be held in the Council Chambers, 15 Seymour Street, Blenheim on Thursday, 15 December 2022 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, 15 DECEMBER 2022 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, 15 DECEMBER 2022 commencing at 9.00 am**

### 1. Karakia

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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. Apologies

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### 3. Declaration of Interests

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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.

## **4. Minutes**

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- 4.1 Confirmation of the Minutes of the Council Meeting held on 27 October 2022  
(Minute Nos. Cncl-1022-129 to Cncl-1022-152)



**First Meeting following the 2022 Triennial General Elections  
of the Marlborough District Council  
held in the Council Chambers, 15 Seymour Street, Blenheim  
on THURSDAY 27 OCTOBER 2022 commencing at 3.00 pm**

### **Present**

The Mayor N P Taylor (in the Chair), Cllrs S R W Adams, J A Arbuckle, S J Arbuckle, A R Burgess, J D N Croad, D A Dalliessi, B A Faulls, M R K Flight, G A Hope, R J Innes, B J Minehan, J C Rosene and T P Sowman.

### **In Attendance**

Messrs M S Wheeler (Chief Executive) and M J Porter (Democratic Services Manager).

### **Karakia**

The meeting opened with a karakia.

### **Chair**

The Chief Executive was in the Chair in terms of Schedule 7 Clause 21(4) of the Local Government Act 2002, pending the completion of the required Declaration by the Mayor.

## **Cncl-1022-129 Statutory Declaration by the Mayor D050-003-03**

The Mayor made and signed the formal Declaration required under Schedule 7 Clause 14 of the Local Government Act 2002.

The Mayor then assumed the Chair and addressed Council.

## **Cncl-1022-130 Statutory Declaration by Councillors D050-003-03**

Councillors then proceeded to make and sign their respective Declarations under Schedule 7 Clause 14 of the Local Government Act 2002.

### **Apology**

Cllrs Arbuckle/Sowman:

**That the apology for absence from Cllr B G Dawson be received and sustained.**

### **Carried**

## **Cncl-1022-131 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 Nos. Cncl-0922-103 and Cncl-0922-112;
- The interest as declared under Minute No. Grnt-1022-127 (Marlborough Repertory Society).

## **Cncl-1022-132 Appointment of Deputy Mayor D050-003-04**

Section 41A of the Local Government Act 2002 (the Act) states that the Mayor has the power to appoint the Deputy Mayor. The Mayor announced that David Croad would be the Deputy Mayor.

**The Mayor/Clr Hope:**

**That the appointment of David Croad as the Deputy Mayor be noted.**

**Carried**

## **Cncl-1022-133      General Explanation**

**D050-003-04**

Circulated with the agenda were explanations of:

- the Local Government Official Information and Meetings Act 1987;
- the Local Authorities (Members' Interests) Act 1968;
- Sections 99, 105 and 105A of the Crimes Act 1961;
- the Secret Commissions Act 1910;
- the Financial Markets Conduct Act 2013;
- the Public Records Act 2005.

It was noted that should any member require clarification on any aspect they should discuss the matter with the General Counsel, Robert Foitzik.

**Cls Innes/Croad:**

**That the information be received.**

**Carried**

## **Cncl-1022-134      2022 Triennial Elections – Notification of Results**

**D050-004-022-07**

A report from the Electoral Officer detailing those who had been declared elected in terms of the Local Electoral Act 2001 was tabled at the meeting.

It was noted that a report from the Electoral Officer on the 2022 Triennial Election process will be prepared for a future Council meeting.

**The Mayor/Clr Hope:**

**That the information be received.**

**Carried**

## **Cncl-1022-135      Standing Orders**

**D050-003-04**

Staff reported that a Local Government New Zealand (LGNZ) working party has since refined the LGNZ Standing Orders template and updated it for 2022. A copy of the 2022 Marlborough District Council Standing Orders had been distributed to all elected members.

**Cls Faulls/Croad:**

**That Council agree that the 2022 Marlborough District Council Standing Orders, based on the Local Government New Zealand template, be adopted as the Standing Orders for this Council.**

**Carried**

## **Cncl-1022-136      Code of Conduct**

**D050-003-04**

Members noted that the original Code of Conduct was developed and adopted by Council in 2004 and that subsequent Councils have reconfirmed their commitment to the Code of Conduct.

It was reported that as in 2019 the 2022 version of the Code of Conduct was based on a template developed by a Local Government New Zealand (LGNZ) working party.

A copy of the 2022 Code of Conduct for Marlborough District Council was attached to the agenda.

Cllrs J Arbuckle/Sowman:

That Council agree that the 2022 Marlborough District Council Code of Conduct, based on the Local Government New Zealand template, be adopted as the Code of Conduct for this Council.

Carried

## **Cncl-1022-137 Committee Structure**

**D050-003-04**

Section 41A of the Local Government Act 2002 (the Act) states that the Mayor has the power to establish committees of Council. It further states that the Mayor has the power to appoint the chairperson of each committee and that this may be made before the other members of the committee are determined, and may appoint themselves.

**The Mayor/Cllr Dalliessi:**

**That the committee structure and associated chairpersons as set out hereunder be noted:**

### **ASSETS AND SERVICES COMMITTEE**

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

**Chair: David Croad**

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

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

**Chair: David Croad**

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

This Committee prepares for approval by Council the Regional Land Transport Plan [the Plan], or any variations to the Plan and provides Council with any advice and assistance in relation to its transport responsibilities. The Committee must adopt a policy that determines significance in respect of variations made to the Plan (under s18D of the Land Transport Management Act 2003 [the Act]) and the activities that are included in the Plan (under s16 of the Act). Membership of the Committee (refer s105 of the Act) is limited to four persons representing Council; and one person representing the New Zealand Transport Agency.

**Chair: Brian Dawson**

#### **ROAD NAMING SUB-COMMITTEE**

The focus of this Sub-Committee is the naming of Marlborough's roads.

**Chair: Deborah Dalliessi**

The following Forums/Working Groups will have representation from the above Standing Committee:

#### **ACCESS & MOBILITY FORUM**

#### **HOUSING GROUP FORUM**

**Chair: Mayor Nadine Taylor**

### **ECONOMIC, FINANCE AND COMMUNITY COMMITTEE**

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

**Chair: Jamie Arbuckle**

#### **District Licencing Committee (Statutory Committee)**

This Committee considers and determines applications, pursuant to the Sale and Supply of Alcohol Act 2012 [the Act], for: licences and manager's certificates; renewals of licences and manager's certificates;

temporary authorities to carry on the sale and supply of alcohol in accordance with s136 of the Act; the variation, suspension, or cancellation of special licences; the variation of licences (other than special licences) unless the application is brought under s280 of the Act; with the leave of the chairperson for the licensing authority, to refer applications to the licensing authority; and conduct inquiries and to make reports as may be required of it by the licensing authority under s175 of the Act. This Committee is also responsible for hearing and deciding on applications to Council's Gambling Venue Policy pursuant to the Gambling Act 2003.

Chair: Independent Commissioner (John Leggett)

### **Marlborough Regional Forestry**

(Joint Committee of MDC and Kaikōura DC)

Council owns 88.62% of the forestry estate and KDC owns the remaining 11.38%. The primary aim of production forest management is to create a resource that will maximise utilisation and provide the best financial return from the predominantly radiata pine forests.

Chair: Gerald Hope

### **Conduct Review Committee**

This Committee is established per the Code of Conduct. The Committee manages compliance with the Code of Conduct and with any statutory obligations.

Chair: Independent Chair

### **AUDIT AND RISK SUB-COMMITTEE**

The focus of this Sub-Committee is to oversee the audit of Council's Annual Report and Annual/Long Term Plan and consider and report as necessary on the findings of any audit management report.

Chair: Independent External Member

### **CBD & PARKING SUB-COMMITTEE**

The focus of this Sub-Committee is issues related to Blenheim CBD and parking in Marlborough.

Chair: Mayor Nadine Taylor

### **COMMERCIAL EVENTS FUND SUB-COMMITTEE**

This Sub-Committee evaluates and approves the funding applications for the Commercial Events Fund.

Chair: Jamie Arbuckle

### **GRANTS SUB-COMMITTEE**

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

Chair: Thelma Sowman

### **MDC HOLDINGS and MARLBOROUGH AIRPORT LIMITED**

### **SENIOR HOUSING SUB-COMMITTEE**

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

Chair: David Croad

### **SISTER CITY SUB-COMMITTEE**

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

Chair: Jonathan Rosene

### **SMALL TOWNSHIPS PROGRAMME SUB-COMMITTEE**

This Sub-Committee has delegated authority to develop criteria to assess project prioritisation using the Smart and Connected framework; approve all Small Township Fund projects; and monitor implementation of all Small Township Fund projects.

Chair: Barbara Faulls

### **YOUTH SUB-COMMITTEE**

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

Chair: Mayor Nadine Taylor

The following Forums/Working Groups will have representation from the above Standing Committee:

LTP Working Group

Chair: Jamie Arbuckle



**Older Persons Forum**  
**Chair: Thelma Sowman**

**Picton Regional Forum**

#### **ENVIRONMENT AND PLANNING COMMITTEE**

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

**Chair: Gerald Hope**

#### **ANIMAL CONTROL SUB-COMMITTEE**

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

**Chair: Barbara Faulls**

#### **CLIMATE CHANGE SUB-COMMITTEE**

The focus of this Sub-Committee is issues related to Climate Change.

**Chair: Gerald Hope**

#### **HEARING COMMITTEE**

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

**Chair: Jamie Arbuckle**

#### **WORKING FOR NATURE GRANTS SUB-COMMITTEE**

This Sub-Committee allocates Working for Nature Grants.

**Chair: Ben Minehan**

The following Forums/Working Groups will have representation from the above Standing Committee:

**Landscape Group**

**Chair: Raylene Innes**

**Sounds Advisory Group**

**Chair: Barbara Faulls**

**Note: The Mayor is a member of each Committee of Council (s41A(5) of the Local Government Act 2002)**

**Carried**

## **Cncl-1022-138 Committee Membership and Portfolios D050-003-04**

The Mayor tabled a suggested membership for Committees. It was agreed that the following Committee membership be adopted. It was noted that in terms of schedule 7 Clause 30 of the Local Government Act 2002 Council may at any time and from time to time appoint or discharge any member of a Committee with the right existing for a Committee at any time to appoint or discharge any member of a Sub-Committee appointed by that Committee. It was further noted that at least one member of every Committee, other than a Sub-Committee, must be an elected member of the Local Authority; and the minimum number of members of a Committee shall be three and the minimum number of members of a Sub-Committee shall be two.

The Mayor also tabled suggested portfolios under each standing committee.

**The Mayor/Clr Innes:**

**That the proposed committee membership as set out hereunder be adopted:**

#### **ASSETS AND SERVICES COMMITTEE**

**Deputy: Jonathan Rosene**

**Members: Scott Adams**  
**Sally Arbuckle**  
**Deborah Dalliessi**  
**Brian Dawson**  
**Matt Flight**  
**Mayor Nadine Taylor**  
**Iwi representative**

**Civil Defence Emergency Management Group**

(Statutory Committee)

Same membership as the Assets and Services Committee.

**Regional Transport Committee**

(Statutory Committee)

Members: Scott Adams

David Croad

Jonathan Rosene

New Zealand Transport Agency representative (Emma Speight)

**ROAD NAMING SUB-COMMITTEE**

Members: Sally Arbuckle

Brian Dawson

Iwi Representative

The following Forums/Working Groups will have representation from the above Standing Committee:

**ACCESS & MOBILITY FORUM**

Members: Deborah Dalliessi

Matt Flight

**HOUSING GROUP FORUM**

Member: Sally Arbuckle

**Assets and Services Committee Portfolios:**

Parking

Brian Dawson

A&S Finance

David Croad

3-Waters

Mayor Nadine Taylor

Bike-Walk and Public Transport

Jonathan Rosene

Refuse, Recycling and Resource Recovery

Deborah Dalliessi

Sporting and Community Facilities

Matt Flight

Reserves – Parks, Open Spaces and Cemeteries

Sally Arbuckle

Footpaths and Public Conveniences

Matt Flight

Property and Development

David Croad

Roading and Road Stopping

Brian Dawson

Rivers and Drainage

Scott Adams

**ECONOMIC, FINANCE AND COMMUNITY COMMITTEE**

Deputy: Brian Dawson

Members: Scott Adams

Sally Arbuckle

Allanah Burgess

David Croad

Deborah Dalliessi

Raylene Innes

Barbara Faulls

Matt Flight

Gerald Hope

Ben Minehan

Jonathan Rosene

Thelma Sowman

Mayor Nadine Taylor

Iwi representative

**District Licencing Committee**

(Statutory Committee)

Members: Two members appointed by the Independent Commissioner from the following:

Mayor Nadine Taylor (Deputy Chair)

Members from Council/Community (to be advised)

**Marlborough Regional Forestry  
(Joint Committee of MDC and Kaikōura DC)**

**Members:** Scott Adams  
Kaikoura District Council representative  
Forestry representative (Megan McKendry)

**Conduct Review Committee**

**Members:** Mayor Nadine Taylor  
David Croad  
Gerald Hope  
Thelma Sowman

**AUDIT AND RISK SUB-COMMITTEE**

**Members:** Mayor Nadine Taylor  
Jamie Arbuckle  
David Croad  
Brian Dawson  
Jonathan Rosene

**CBD & PARKING SUB-COMMITTEE**

**Members:** Jamie Arbuckle  
David Croad  
Brian Dawson  
Jonathan Rosene

**COMMERCIAL EVENTS FUND SUB-COMMITTEE**

**Members:** Brian Dawson  
Barbara Faulls  
Matt Flight  
Raylene Innes

**GRANTS SUB-COMMITTEE**

**Members:** Sally Arbuckle  
Allanah Burgess  
Sports Trust appointee  
Arts Sector appointee  
Community representatives (4)  
Iwi representatives (2)

**MDC HOLDINGS and MARLBOROUGH AIRPORT LIMITED**

**Members:** Mayor Nadine Taylor  
Jamie Arbuckle  
David Croad

**SENIOR HOUSING SUB-COMMITTEE**

**Members:** Jamie Arbuckle  
Deborah Dalliessi  
Matt Flight  
Raylene Innes

**SISTER CITY SUB-COMMITTEE**

**Members:** Sally Arbuckle  
Deborah Dalliessi  
Community representatives (5+)

**SMALL TOWNSHIPS PROGRAMME SUB-COMMITTEE**

**Members:** Scott Adams  
Sally Arbuckle  
Ben Minehan

**YOUTH SUB-COMMITTEE**

**Members:** Allanah Burgess  
Jonathan Rosene

The following Forums/Working Groups will have representation from the above Standing Committee:

**LTP Working Group**

Members: Scott Adams  
David Croad  
Brian Dawson  
Barbara Faulls  
Gerald Hope  
Raylene Innes  
Mayor Nadine Taylor

**Older Persons Forum**

Member: Jonathan Rosene

**Picton Regional Forum**

Members: Barbara Faulls  
Raylene Innes  
Ben Minehan

**Economic, Finance and Community Committee Portfolios:**

Financial Reporting, Funding, Policy, Investments  
and Debt Management

Economic Development

Libraries

Community

Arts, Culture and Heritage

Community Events

Mayor Nadine Taylor/Jamie Arbuckle

David Croad

Sally Arbuckle

Deborah Dalliessi

Mayor Nadine Taylor

Jonathan Rosene

**ENVIRONMENT AND PLANNING COMMITTEE**

Deputy: Barbara Faulls

Members: Jamie Arbuckle  
Allanah Burgess  
Raylene Innes  
Ben Minehan  
Thelma Sowman  
Mayor Nadine Taylor  
Rural representative  
Iwi representative

**ANIMAL CONTROL SUB-COMMITTEE**

Members: Ben Minehan  
Thelma Sowman

**CLIMATE CHANGE SUB-COMMITTEE**

Members: Jamie Arbuckle  
Allanah Burgess  
Raylene Innes

**HEARING COMMITTEE**

Members: Allanah Burgess  
Barbara Faulls  
Raylene Innes  
Ben Minehan  
Thelma Sowman

**WORKING FOR NATURE GRANTS SUB-COMMITTEE**

Members: Allanah Burgess  
Gerald Hope

The following Forums/Working Groups will have representation from the above Standing Committee:

**Landscape Group**

Member: Barbara Faulls

**Sounds Advisory Group**  
**Members:** Allanah Burgess  
 Raylene Innes  
 Ben Minehan

**Environment and Planning Committee Portfolios:**

Nautical and Coastal	Raylene Innes
Implementing Essential Freshwater	Allanah Burgess
Environmental Protection and Compliance	Ben Minehan
Science and Monitoring	Allanah Burgess
Biosecurity and Biodiversity	Barbara Faulls
Environmental Health	Thelma Sowman
Building Control	Raylene Innes
Animal Control	Barbara Faulls
Resource Consents	Jamie Arbuckle
MEP	Gerald Hope
Environmental Policy	Gerald Hope
Grovetown Lagoon	Ben Minehan

**Note:** The Mayor is a member of each Committee of Council (s41A(5) of the Local Government Act 2002)

**Carried**

## **Cncl-1022-139 Meeting Schedule**

**D050-001-01**

Members noted the following meeting dates set down for the remainder of the 2022 year.

**Cllrs Croad/Faulls:**

**That the following schedule be adopted:**

Meeting Dates	Closing Dates for Agendas	Committee/Council Meetings
Thursday 17 November	2 November	Assets & Services Committee (9.00 am)
Thursday 24 November	9 November	Environment & Planning Committee (9.00 am)
Thursday 1 December	16 November	Economic, Finance & Community Committee (9.00 am)
Thursday 15 December	30 November	Council (9.00 am)

**Carried**

## **Cncl-1022-140 Committee Personnel – Co-opted Members**

**D050-003-04**

Members noted that certain personnel were co-opted by the previous Council to serve on Committees.

**Cllrs Hope/Flight:**

1. That Megan McKendry be appointed by Council pursuant to Schedule 7 Clause 31(3) of the Local Government Act 2002 to serve on the Marlborough Regional Forestry Joint Committee.
2. That the Environment & Planning Committee consider the need for a rural representative on its Committee.
3. That iwi be approached for nominations for iwi representatives on the standing Committees and the Grants Sub-Committee.

**Carried**

**Cncl-1022-141 Sister City Sub-Committee****E100-003-05**

Staff reported that Council approved the establishment of a separate Sister City Sub-Committee in January 1994 to manage Council's Sister City activities, and involve greater community participation and sponsorship in the programme. It was also reported that the Sister City Sub-Committee will be hosting the Global Cities New Zealand Conference in November 2023 and may require more community (and/or Council) membership to ensure the success of the Conference.

Members agreed that advertisements be placed requesting registrations of interest from the community for at least five community representatives.

**Clrs Innes/Dalliessi:**

**That staff commence advertising for registrations of interest from the community for at least five community representatives on the Sister City Sub-Committee.**

**Carried**

**Cncl-1022-142 Grants Sub-Committee****D050-001-G02**

Members agreed that advertisements be placed requesting registrations of interest from the community for the community representatives on the Grants Sub-Committee.

**Clrs Sowman/Croad:**

**That staff commence advertising for registrations of interest from the community for community representatives on the Grants Sub-Committee.**

**Carried**

**Cncl-1022-143 District Licensing Committee****D050-001-D01**

Members agreed that advertisements be placed requesting registrations of interest for list members on the District Licensing Committee.

**Clrs S Arbuckle/Innes:**

**That staff commence advertising for registrations of interest for list members on the District Licensing Committee.**

**Carried**

**Cncl-1022-144 Appointment to Associated Organisations****D050-003-04**

There are a number of organisations where Council has direct representation; that required consideration for the new triennium.

**The Mayor/Clr J Arbuckle:**

**That the following schedule of appointments representing organisations be approved:**

<b>Organisation</b>	<b>Current Appointees</b>	
Business Trust Marlborough	Mr Mark Lucas (PF&C-1120-e-28)	<i>Refer to Committee when term expires</i>
Civic Honours	The Mayor, Clrs Jenny Andrews & Cynthia Brooks, Chief Executive, President Marlborough District Law Society, President Blenheim Ministers' Association and a representative from Rural Women (Cncl-1019-136)	<i>The Mayor, Clrs Gerald Hope &amp; Thelma Sowman, Chief Executive, President Marlborough District Law Society, President Blenheim Ministers' Association and a representative from Rural Women</i>
Civil Defence Trust (Darcy Christopher Foundation)	Mr Iain Holdaway and Ms Gayle Chambers (A&S-1119-174)	<i>Status Quo</i>

Civil Defence Trust (Darcy Christopher Foundation) – Advisory Trustee	Mr Richard Coningham (P.16/17.27)	<i>Status Quo</i>
Destination Marlborough Trust	Ms Lesley Udy (PF&C-0321-e-42) Mr Scott McKenzie (PF&C-0918-e-14)	<i>Refer to Committee when terms expire</i>
Marlborough Community Centre Trust	Mr Malcolm Williams (A.17/18.e.11) Mr Jim Samson (PF&C-0319-e-45)	<i>Refer to Committee when term expires</i>
Marlborough Environment Awards	Clr David Oddie (R.16/17.149)	<i>Refer to Committee</i>
Marlborough Housing for the Elderly Trust	<i>Clrs Jenny Andrews and Mark Peters</i> (Cncl-1019-136)	<i>Refer to Committee</i>
Marlborough Research Centre Board	Clr Mark Peters (Cncl-1019-136)	<i>Refer to Committee</i>
Marlborough Stadium Trust	Mr Luke van Velthooven (resigned) and Mr Matt Kerr (Cncl-1019-136)	<i>Ms Samantha Forrest and Mr Matt Kerr</i>
NZ Aviation Museum Trust	Mr William (Bill) Reid (Through to December 2025) (PF&C-0322-e-53) Mr Dean Heiford (additional Trustee) (C.16/17.134)	<i>Status Quo</i>
QEII Award	The Mayor (Cncl-1019-136)	<i>Status Quo</i>

**Carried**

## **Cncl-1022-145 Council's Proxy at MDC Holdings Limited AGM**

**D050-003-04**

Staff reported that it is a requirement of the Companies Act for companies to hold a general meeting of shareholders each year. The constitution of MDC Holdings Limited requires the company to call a general meeting of shareholders within six months of balance date ie; prior to 31 December. The Annual General Meeting has traditionally been held in December of each year. Members noted that it is necessary for Council as shareholder to appoint a proxy to attend and vote at the AGM.

**Clrs Croad/Dalliessi:**

**That the Mayor be appointed as proxy to vote on behalf of the Council as shareholder at the Annual General Meeting of MDC Holdings Limited.**

**Carried**

## **Cncl-1022-146 Introduction of Additional Items**

-

**The Mayor/Clr J Arbuckle:**

**That the following additional items be considered for reason of the urgent nature of the business and insufficient time being available to include the items on the original Agenda and Meeting Notice.**

**In Open Meeting:**

- **August 2022 Storm Event – Road Recovery update**

**Carried**

## **Cncl-1022-147     August 2022 Storm Event – Road Recovery update**

**R450-033-02-01**

Members noted that the purpose of the report was to provide an update and overview of the proposed allocation of funding available short term to address roading damage in Marlborough from the August 2022 and July 2021 storms and the planning work required to consider longer term levels of service. Mr Coningham spoke to the report with the aid of a powerpoint presentation (filed in CM – Record No. 22250757).

Mr Coningham reported that on 22 September 2022 Council was presented with an overview of the damage sustained to Marlborough's roading network post the 15 August 2022 extreme rain event. At the time Council wrote to Waka Kotahi requesting that the unspent Special Assistance Funding from the 2021 storm event (circa \$45M) be redirected to respond to the August 2022 event. Quick decisions were required to retain contractors within Marlborough and to provide basic road access. Approval of redirection of this funding was granted. However, it was conditional on Council and Waka Kotahi agreeing on appropriate Levels of Service for the Sounds Roding network that took into account Climate Change before any major reinstatement works proceeded. Council is negotiating with consultants Stantec to undertake a study to assist to determine appropriate Levels of Service over the Sounds Roding network. This study is far reaching and will look at all options from reinstatement of the roading network with enhanced resilience through to providing water-based transport access to various areas of the Sounds.

At that time recommendations were made to Council based on the limited information and engineering assessments that had been gathered to that date including identification of an initial short-term list of priority sections of various roads across Marlborough. Other factors were considered but could not in the short time frame for post emergency decision making be subject to extensive analysis. These factors included the availability of alternative transport methods, resilience of basic repairs, connectivity between towns and commercial impacts. An additional five weeks has passed since that previous report, allowing Marlborough Roads and the roading contractors to gain further information on the damage to the roading network and also to identify a proposed high-level programme of repairs for the Marlborough Roding network that can be addressed with the remaining Special Assistance Funding. At the time of reporting, the volume of faults identified on the roading network was 3,948 compared to the July 2021 event which was 1,648.

The report and associated appendices covered in detail further information.

### **The Mayor/Clr Croad:**

- 1. That Council approve the proposed allocation of the remaining Special Assistance Funding from the 2021 storm event (approximately \$25M at October 2022) noting the challenges and funding shortfalls that still remain after these funds are exhausted for the roading network.**
- 2. That the negotiation of a consultancy agreement with Stantec NZ for a long term strategy development by direct appointment under delegated expenditure limits be noted.**

### **Carried**

NB: Clr Dalliessi abstained from voting on the above issue.

## **Cncl-1022-148     Recording of Minutes**

-

### **The Mayor/Clr J Arbuckle:**

**That the Minutes of the Council Meeting held on 22 September 2022 (Minute Nos. Cncl-0922-103 to Cncl-0922-118) be recorded as a true and correct record of that meeting.**

### **Carried**

## **Cncl-1022-149     Recording of Minutes**

-

Cls Hope and Adams asked that their votes against the Better Off Funding item be recorded (neither of them were present at the Extraordinary Council meeting).

### **The Mayor/Clr Sowman:**

**That the Minutes of the Extraordinary Council Meeting held on 5 October 2022 (Minute Nos. Cncl-1022-122 to Cncl-1022-124) be recorded as a true and correct record of that meeting.**

### **Carried**



## Committee Reports

### Cncl-1022-150 Long Term Plan Working Group -

The Mayor/Clr Hope:

That the Working Group report contained within Minute Nos. LTP-1022-119 to LTP-1022-121 be received and the recommendations adopted.

Carried

### Cncl-1022-151 Grants Sub-committee -

The Mayor/Clr Dalliessi:

That the Sub-committee report contained within Minute Nos. Grnt-1022-125 to Grnt-1022-128 be received and the recommendations adopted.

Carried

### Cncl-1022-152 Decision to Conduct Business with the Public Excluded -

Cllrs J Arbuckle/Croad:

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	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 4.31 pm.

Confirmed this 15<sup>th</sup> day of December 2022

N P TAYLOR  
MAYOR

Record No. 22253378

## **4. Minutes**

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- 4.2 Confirmation of the Minutes of the Extraordinary Council Meeting held on 11 November 2022  
(Minute Nos. Cncl-1122-153 to Cncl-1122-156)

**Minutes of the  
EXTRAORDINARY MEETING of the MARLBOROUGH DISTRICT COUNCIL  
held in the Council Chambers, 15 Seymour Street, Blenheim  
on FRIDAY 11 NOVEMBER 2022 commencing at 3.00 pm**

## **Present**

The Mayor N P Taylor (in the Chair), Cllrs S R W Adams, J A Arbuckle, S J Arbuckle, A R Burgess, D A Dalliessi, B G Dawson, M R K Flight, G A Hope, R J Innes, B J Minehan and J C Rosene.

## **In Attendance**

Mr M S Wheeler (Chief Executive), Mr M F Fletcher (Chief Financial Officer) and M J Porter (Democratic Services Manager).

## **Karakia**

The meeting opened with a karakia.

The Mayor welcomed all to the meeting.

## **Apologies**

**The Mayor/Cllr J Arbuckle:**

**That the apologies for absence from Cllrs J D N Croad, B A Faulls and T P Sowman be received and sustained.**

## **Carried**

## **Cncl-1122-153 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.

## **Cncl-1122-154 Statutory Declaration by Councillor D050-003-03**

Councillor Dawson made and signed his Declaration under Schedule 7 Clause 14 of the Local Government Act 2002.

## **Cncl-1122-155 Remuneration of Councillors H500-009-002-22**

Members noted that the purpose of the report was to present background for the remuneration of Councillors to enable Council to formulate a proposal to the Remuneration Authority for the remuneration of Councillors for the period from the publication of official results of the 2022 Triennial Election to 30 June 2023.

Staff reported that the Remuneration Authority (Authority) have kept the "pool" approach for Councillors' remuneration post the 2022 Triennial Election. The Authority determined that the Incoming Council will decide on the distribution of the "pool" after the election. The Authority will still directly set the Mayor's remuneration – this does not affect the "pool".

The Authority determined that the minimum remuneration for a Councillor (with no added responsibility) will be \$38,306. The Authority further determined that the entire pool must be allocated; and that the base remuneration for a Councillor must not be set below the prescribed Councillor minimum allowable remuneration rate.

Staff provided options at the meeting. Members agreed to the following option.

**Cllrs Dawson/Flight:**

That Council present to the Remuneration Authority the following as its proposal for the 2022-23 remuneration of Councillors by Wednesday 16 November 2022:

Name of Position	Effective Date	Proposed Annual Total Remuneration	Number of Positions
<b>Deputy Mayor</b> Deputising for the Mayor at events, Chair of the Assets and Services Standing Committee [Standing Committee], Chair of the Civil Defence Emergency Management Group [Statutory Committee] and other sub-committees/working groups, Council spokesperson on Assets and Services/CDEM matters including delegation to release public excluded content, input into and discussion on draft agendas, attend weekly meetings with Executive Management – up to 10 hours per week in addition to the base Councillor role	12 November 2022	\$55,583	1
<b>Chairperson Standing Committee</b> Occasional deputising for the Mayor at events, Chair of either the Economic, Finance and Community Standing Committee or Environment and Planning Standing Committee [Standing Committee], will also Chair the Joint Committee, Sub-Committees or Working Groups, Council spokesperson on either Economic, Finance and Community, or Environment and Planning matters including delegation to release public excluded content, input into and discussion on draft agendas – up to 5.5 hours per week in addition to the base Councillor role	12 November 2022	\$50,250	2
<b>Chairperson Statutory/Joint Committee</b> Chair of Statutory Committee or Chair of a Joint Committee, Council spokesperson on respective areas, input into and discussion on draft agendas – up to 2.5 hours per week in addition to the base Councillor role	12 November 2022	\$44,750	1
<b>Deputy Chairperson Standing Committee</b> Deputy Chair of a Standing Committee [only], deputising for Chair when required, input into and discussion on draft agendas – up to 1.5 hours per week in addition to the base Councillor role	12 November 2022	\$43,250	2
<b>Councillor (with no additional responsibility) – base remuneration</b>	15 October 2022	\$40,250	8

**Carried**

## **Cncl-1122-156      Decision to Conduct Business with the Public Excluded**

**Cllrs J Arbuckle/Hope:**

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

- Land Purchase

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
Land Purchase	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as provided for under Section 7(2)(i).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.

**Carried**

The meeting closed at 4.05 pm.

Confirmed this 15<sup>th</sup> day of December 2022

N P TAYLOR  
**MAYOR**

Record No. 22253384

## **5. Committee Reports**

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### **5.1 Assets & Services Committee**

Assets & Services Committee Meeting held on 17 November 2022  
(Minute Nos. A&S-1122-157 to A&S-1122-167)



**Report and Minutes of a Meeting of the  
ASSETS & SERVICES COMMITTEE  
held in the Council Chambers, 15 Seymour Street, Blenheim  
on THURSDAY 17 NOVEMBER 2022 commencing at 9.00 am**

**Present**

Cls J D N Croad (Chairperson), J C Rosene (Deputy), S R W Adams, S J Arbuckle, D A Dalliessi, B G Dawson, M R L Flight and Mayor N P Taylor

**Also Present**

Cls B A Faulls, J A Arbuckle, B J Minehan and T P Sowman

**Also Present via Video Link**

Clr R J Innes (from 9.11am)

**In Attendance**

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

**Apologies**

No apologies were noted

**A&S-1122-157 Declaration of Interests**

-

Mayor Taylor and Clr Faulls declared an interest in Item 5 Draft Responsible Camping Bylaw 2022 Update.

ATTENDANCE: David Craig, Council's Management Accountant – Operations, was present for the following item.

**A&S-1122-158 Financial Report for the year to 30 September  
2022**

**F275-001-02**

The Financial Report for the Assets and Services and Property and Community Facilities (including parking) Departments for the year to 30 September 2022 was presented to members.

Mr Craig advised that the report is an Actual versus Budget variance report and it is important to appreciate that the reports do not show all sources of funding or the application of those funds.

It was reported that budget values include 2021-22 carryovers, which were approved in the August meeting cycle. The Forecast column provides projected end of year outcomes and are continually updated as progressed through the year. Entries have been completed to account for September revenues and expenditures, including outstanding retention values of \$2.15M for 41 separate construction contracts.

Members were advised that for the reporting period there is a surplus of \$0.2M. Income is unfavourable to budget by \$1.6M, expenditure is favourable to budget by \$1.8M and Capex is unfavourable to budget by \$17.2M.

The major variances between year to date actual and budget were detailed in the agenda item.

Members are welcome to contact Mr Craig directly if they have any queries.

**Cls Dawson/Flight:**

**That the financial report for the period ended 30 September 2022 be received.**

**Carried**

## **A&S-1122-159      Approval of Amendment to Victoria Domain Reserves Management Plan      R510-014-029**

Mr Lyall, Council's Manager Property and Community Facilities, noted that the purpose of the report was seek approval from the Committee on an amendment to the Victoria Domain Reserves Management Plan provisions specifically regarding the use of Memorial Park for vehicle and boat trailer parking. Two images of the temporary parking areas were shown (CM Record No 22241854)

By way of background members were advised that in June 2021, the Marlborough District Council (Council) adopted the new Victoria Domain Reserves Management Plan (Plan) after a comprehensive public consultation process. The new Plan allocated an area within Memorial Park for temporary parking.

During the 2021-2022 Christmas period the demand for vehicle and trailer parking exceeded the available parking area causing impacts on the surrounding area. This resulted in a number of traffic safety issues for the wider community along with a number of complaints being received.

Council met with Port Marlborough staff and the Picton Police seeking solutions to the parking supply and traffic safety issues before the next busy boating period in Easter 2022. A number of solutions were viewed as a potential remedy for the future with Council approving the proposed change to the Victoria Domain Reserves Management Plan and that it be notified for public submission.

The Hearings Committee that had heard the original submissions to the Plan were reconvened to hear submissions on the proposed change. Following on from the hearing and in considering evidence presented by submitters the Hearing Panel made the following recommendations.

- 1.1 A proposed helicopter landing site should be secured within Memorial Park and the remainder of Memorial Park be made available for temporary parking at peak times over holiday periods.
- 1.2 Efficient control and management by Port Marlborough of the temporary parking area including pedestrian accessways on Memorial Park is necessary to provide the best community outcome.
- 1.3 Council's Park Booking system will be used for holiday periods with peak parking requirements.
- 1.4 A licence to occupy the reserve area to be used for parking will be entered into between Port Marlborough and Council to meet Reserve Act requirements.
- 1.5 Council and Port Marlborough work together on a strategic plan for trailer parking in the Picton Marina vicinity.

Members raised whether the area identified is sufficient to accommodate the increasing boat numbers. Mr Lyall advised that Port Marlborough had noted at the Hearing that they were reasonably comfortable that the area would cater for the demand and will be managed to maximise the parking area. It was noted that Port Marlborough is also looking to free up some berthage area around the ramps so that parking/cueing space for boats is increased to alleviate congestion when boats are waiting to berth/or exit the marina.

In response to a query on the proposed temporary parking being located on grass and possible damage and the cost associated with that. Mr Lyall advised that a Licence to Occupy will be put in place with conditions included to mitigate any damage should that occur.

As part of discussions, it was noted that bollards will be installed to identify and separate the helicopter area from the parking area and the area for dog walkers would be clearly defined to ensure safety for all users.

**Cllrs Dawson/Dalliessi:**

- 1. That the Hearing Panel Decision Report of 30 September 2022 be received.**
- 2. That Council approves the amendments to the Victoria Domain Reserves Management Plan as noted in the Decision Report in accordance with Section 41 of the Reserves Act 1977.**

**Carried**



ATTENDANCE: Jane Tito, Council's Manager, Parks and Open Spaces, was present for the following item.

## **A&S-1122-160     Draft Responsible Camping Bylaw 2022 Update** **R510-005-17-01**

Ms Tito advised that the purpose of the report was to provide an update on progress of the Draft Responsible Camping Bylaw 2022.

In summary it was reported that Council reviewed its Freedom Camping Control Bylaw 2012 in 2019/20. After consultation and notification of a draft bylaw, the Responsible Camping Control Bylaw 2020 (2020 Bylaw) was adopted by Council on 27 November 2020, becoming effective from 1 December 2020. The bylaw provided for freedom camping at five sites across Marlborough (Wairau Diversion, Lake Elterwater, Renwick Domain, Taylor Dam and Wynen Street carpark, Blenheim).

In response to the adopted 2020 Bylaw, a claim for judicial review was lodged with the High Court in May 2021. The main points from the claim were detailed in the agenda item.

The Council decided to undertake further consultation to address these points and to consider other matters that had arisen since the 2020 Bylaw was adopted. Submissions closed at the end of January 2022 and 91 submissions were received.

A Hearing Panel consisting of Martin Williams (independent commissioner), former Mayor John Leggett and current Mayor Nadine Taylor heard from 20 submitters at a hearing on 28 March 2022. From considering submissions and also the decision of the High Court, the Hearing Panel issued an interim decision on 14 April.

The interim decision recorded that the 2022 Bylaw should be adopted in the form proposed in the Statement of Proposal, but the Panel also directed that further assessment of six sites and the five valley road areas should be undertaken by an independent consultant.

Following completion of the assessments the Hearing Panel determined that further submissions should be sought on the inclusion of the additional following sites and roads detailed in the agenda item.

44 submissions have been received and a hearing is scheduled for 6 December 2022.

Members were advised that once a final decision is issued from the Hearing Panel, the Council will be required to formally approve the bylaw, following the bylaw making requirements of the Local Government Act 2002.

**Cirs Dawson/S Arbuckle:**  
**That the information be received.**

### **Carried**

NB: The Mayor and Cllr Faulls declared an interest in the above and did not take part in discussions nor vote on the issue.

## **A&S-1122-161     Proposed Mountain Bike Skills Areas and New** **Tracks – Wither Hills Farm Park     R510-014-024-07**

It was noted that the purpose of the report was to decide whether to enable development of a permanent mountain bike skills area and new tracks in and around the Gentle Annie and Rotary Lookout Tracks on the Wither Hills.

Cllr Croad advised that consultation for the proposal closed on 9 November 2022. This hasn't provided sufficient time to consider the submissions received and to make an informed decision.

Cllr Croad then moved a motion that the item lie on the table to be discussed at the Council meeting on 15 December 2022 and prior to the Council meeting a workshop be held to provide members with an understanding of the proposal.

**Cllrs Croad/Rosene:**

1. **That the issue of the Proposed Mountain Bike Skills Areas and New Tracks – Wither Hills Farm Park Development lie on the table to be discussed at the Council meeting on 15 December 2022.**
2. **That prior to the Council meeting a workshop be held to provide members with an understanding of the proposal.**

**Carried**

NB: The following item was brought forward from Item 8 on the agenda.

ATTENDANCE: Cllr Innes withdrew from the meeting at 9.50 am during the following item.

ATTENDANCE: Robert Foitzik, Council's General Counsel was present via video link for the following item.

## **A&S-1122-162      Approval of Revised Terms of Reference (ToR) for Assets and Services Committee      L150-016-38-03**

Mr Foitzik advised that the purpose of the report was to revise the Terms of Reference for the Assets & Services Committee. The Terms of Reference were attached to the agenda item.

Members discussed the ToR and noted that a quorum number had not been indicated. It was reported that information on meeting quorums is contained within Council's Standing Orders which were adopted on 27 October 2022.

It was suggested that the ToR could defer to the Standing Orders and the Mayor proposed an amendment to the recommendation to include that the Quorum noted in the Standing Orders which Council adopted on 27 October 2022 be included in the ToR.

Before the motion was put Cllr Arbuckle noted that the current delegation limitations did not allow for committees to temporarily amalgamate if required. Examples of when this is likely to occur were identified and discussed. At the conclusion of the discussion it was agreed that the recommendation include an amendment to reflect the ability of committees to amalgamate albeit temporarily.

It was also noted that the Rivers and Drainage networks were included under the Activities Areas but were not included under the Responsibilities and Key Projects. Members agreed that they be included as an amendment to the motion.

**The Mayor/Cllr Dawson:**

**That the Committee approve the following amendments to the Terms of Reference:**

- (a) **Quorum - adopt the Quorum as contained in Standing Orders adopted on 27 October 2022.**
- (b) **Delegation Limitations – amend to allow the Committee Chair to refer matters to other committees if deemed appropriate**
- (c) **Responsibilities and Key Projects – add Rivers and Drainage networks**

**Carried**

*Postscript: Further discussion on the ToRs was undertaken at the subsequent Environment & Planning Committee and Economic, Finance & Community Committee meetings and the amendments agreed to at this meeting were applied to all ToRs. The updated ToR for this Committee are attached.*

## Assets & Services Committee

<b>Chair</b>	David Croad
<b>Deputy Chair</b>	Jonathan Rosene
<b>Membership</b>	Scott Adams Sally Arbuckle Deborah Dalliessi Brian Dawson Matt Flight Mayor Nadine Taylor Iwi Representative (to be advised)
<b>Quorum</b>	The quorum as per clause 11.1 of the Standing Orders 2022 for a meeting of the Committee is:  (a) half of the members physically present, where the number of members (including vacancies) is even; and (b) a majority of the members physically present, where the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	6 weekly
<b>Reports to</b>	Full Council

## Responsibilities

This Committee is responsible for reviewing strategy and policy for Council's infrastructure. In fulfilling their role on the Assets and Services Committee, members shall be impartial and independent at all times

### Activity Areas

1. Water, wastewater (sewerage) and storm water
2. Roads including road network; road safety (including walking and cycling strategies), parking, public transport
3. Solid waste and waste management (including recycling)
4. Rivers and drainage
5. Climate Change Action Plan
6. Road naming
7. Parks and Open Spaces Reserves
8. Sporting Reserves and Facilities
9. Community facilities and Halls
10. Cemeteries
11. Public conveniences
12. Regional Transport Committee (Statutory Committee)
13. Civil Defence Emergency Management Group (The delegation to act as this group is given to the Assets and Services Committee)

### Responsibilities and Key Projects

1. Contribute to the preparation or amendment of Annual Plan and Long-Term Plans
2. Oversee preparation and approval of 30-year Infrastructure Strategy and Asset Management Plan
3. Delivery of Annual Work Programme;
4. Overseeing provision of capital and maintenance programmes to deliver effective:

- a) water, wastewater and storm water networks (including collection, treatment, reticulation and disposal), and
  - b) rivers and drainage networks, and
  - c) road network (including roads, bridges, footpaths, cycleways, wharves, landscaping and ancillary services and facilities, areas of public amenity and street lighting).
5. Overseeing provision of transportation planning, public transport and road safety.
  6. Regional Transport Committee: prepares the Regional Land Transport Plan or any variations to the Plan for approval by Council and provides Council with advice and assistance in relation to its transport responsibilities)
  7. Overseeing provision of solid waste collection and disposal services (including kerbside solid waste and recycling collection services, waste minimisation programmes, landfills and transfer stations).
  8. Oversee the management and future planning for Parks and Open Spaces and Sporting Reserves and Facilities
  9. Oversee the management and future planning for community facilities, halls, cemeteries and public conveniences.
  10. Oversee the implementation, review and ongoing development of Council's Climate Change Action Plan
  11. Overseeing the development, maintenance, monitoring and evaluation, and implementation of the Group Plan as required under section 17 (1)(i) of the Civil Defence and Emergency Management Act 2014

## Powers

The Assets and Services Committee will have delegated authority to carry out activities within its terms of reference and the activity areas listed above (excluding all powers reserved to the Council by law, or by resolution of the Council).

The committee has:

1. All powers necessary to perform the committee's responsibilities, including:

- 1.1 approval of a submission to an external body
- 1.2 establishment of working parties or steering groups.

~~1. The committee has the powers to perform the responsibilities of another committee, where it is necessary to make a decision prior to the next meeting of that other committee.~~

~~2. If a policy or project relates primarily to the responsibilities of the Assets and Services Committee, but aspects require additional decisions by Council, the Assets and Services Committee has the powers to make associated decisions on behalf Council. For the avoidance of doubt, this means that matters do not need to be taken to more than one of these committees for decisions.~~

**2. Associated decision:** If a matter relates primarily to the responsibilities of the Assets and Services Committee, but aspects require additional decisions by the Civil Defence Emergency Management Group, Regional Transport Committee, and/or Road Naming Sub-Committee, then the Assets and Services Committee has the powers to make associated decisions on behalf of those other committee(s). For the avoidance of doubt, this means that matters do not need to be taken to more than one of these committees for decisions.

**3. Referral of decisions:** The Committee may, from time to time, refer matters which it would ordinarily consider, to another Committee, if it considers the matter/project would be better dealt with by that other Committee.

4. **Referral for urgency:** The Committee Chair is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. The Chairperson must make this referral in writing stating reasons for the referral.

### **Power to Act**

The Assets and Services Committee will:

1. Approve the adoption of strategies, policies and plans that relate to any activity area listed above where authorised by the Council;
2. Maintain the Council strategic relationships with NZ Transport Agency/Waka Kotahi;
3. Lodge and present submissions to external bodies on policies and legislation relevant to the Assets and Services Committee's Terms of Reference and any activity area listed above. (Note: Where timing constraints apply, the Chairperson (or in their absence, the Deputy Chairperson) has the authority to lodge submissions and seek retrospective approval;
4. Approve the review of bylaws under the Assets and Services Committee's jurisdiction and consider submissions; and
5. Initiate commencement of a consultation process, excluding initiating the special consultative procedure under the Local Government Act 2002 related to any activity area listed above.

### **Power to Recommend**

The Assets and Services Committee will:

1. Recommend the adoptions of strategies, policies and plans that relate to any activity area listed above where the final decision must be made by the Council;
2. Consider any proposal where public consultation is (or may be) required (including the use of the special consultative procedure) related to any activity area listed above, and to make recommendations to the Council as appropriate;
3. Recommend adoption of any new or amended bylaw related to any activity area listed above; and
4. Prepare a draft Assets and Services Strategy and recommend it for approval by the Council as part of the Long Term Plan.

## **Delegation Limitations**

The Assets and Services Committee may not delegate any of its responsibilities, duties or powers and its powers exclude powers that cannot be delegated to committees under the Local Government Act 2002.

## **Procedure**

The Chairperson will report back to the Council with recommendations of the Assets and Services Committee at the next Council meeting following each committee meeting.

NB: The following item was brought forward from Item 10 on the agenda.

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

## **A&S-1122-163     Bluegums Alternatives Assessment Review**

**C315-21-039-02**

Mr McNeil noted that the Bluegums landfill consent expires in 2030. The report, referred to as an *Alternatives Assessment Review* and attached to the agenda item, sets out the process to obtain a new resource consent for the site with the recommendation that work begins in 2023 at a cost of up to \$150k excluding GST, funded from the existing Bluegums Landfill capital budgets.

It was noted that there are currently several landfill consent applications being undertaken across New Zealand which has provided an insight into the opportunities and challenges associated with the process and highlighted that where adequate information or evidence of alternatives has not been presented the resource consent process has experienced considerable time delays.

Members were advised that the process that is followed in support of the resource consent application will determine whether the continuation of landfill operations is appropriate for the Bluegums location. The process will also identify other options for managing residual waste.

It was reported that the whole community is included in the Alternatives Assessment Review for Bluegums landfill.

**Cllrs Rosene/Dawson:**

- 1. That the report be received.**
- 2. That the process of obtaining a resource consent for Bluegums landfill post 2030 commences during 2023 with the undertaking of an Alternatives Assessment review at a cost of up to \$150k funded from the existing Bluegums landfill capital budgets.**

**Carried**

ATTENDANCE: Marlborough Stadium Trust's Luke van Velthooven (Trust Chairperson) and Matthew Kerr (Treasurer) were present for the following item.

## **A&S-1122-164     Marlborough Stadium Trust – Annual Report**

**R300-001-04**

Messrs van Velthooven and Kerr presented the Marlborough Stadium Trust's audited annual accounts and a report on its activities for the past financial year. A graph of the Marlborough Stadium Trust's 14 Year Trends was shown (filed in CM Rec. No. 22242483)

Members noted that a link to the Annual Report was included in the agenda item.

Members acknowledged the presence of Mr van Velthooven's family and Stadium staff in the public gallery.

The Council made a presentation to retiring Trustee (and Chair) Luke van Velthooven in recognition of his 26 years of service to the Marlborough Stadium Trust. The Mayor took the opportunity to thank Mr van Velthooven for his years of service to the Trust and the Marlborough community at large.

**Cllrs Croad/Mayor:**

**That the Marlborough Stadium Trust's Annual Report and financial accounts for the year ended 30 June 2022 be received.**

**Carried**

ATTENDANCE: The meeting adjourned at 10.56 am and resumed at 11.24 am

ATTENDANCE: The mayor withdrew from the meeting at 11.27 am during the following item.

ATTENDANCE: Geoff Dick, Council's Rivers and Drainage Engineering Manager was present for the following item.

## **A&S-1122-165      July and August 2022 – Extreme Wet Weather Across Marlborough and Flooding Impacts on Council Controlled River Systems      E210-017-06-01**

Members noted that the purpose of the report was to provide an initial summary of drainage and flooding impacts of the wet weather that occurred over the winter of 2022, and response completed or underway. To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 22242548).

In summary Mr Dick reported that winter (July and August) 2022 was generally very wet across the Marlborough Region and culminated in an extreme rainfall event that affected the whole of the top of the South Island on 16-20 August 2022. During the August event over 1000mm of rain fell in parts of northern Marlborough including the Upper Rai Valley and adjacent Sounds.

The wet winter and the very large August storm caused further major damage to parts of the regions roading network and significant flooding in many rivers and streams. In addition the August storm caused groundwater table levels on the Wairau plains to rise above ground level.

It was noted that a substantial emergency response was required (and is still underway) particularly to Council's roading network. In addition, the flooding impacts from the August storm has caused additional flood damage to Wairau Scheme assets plus many farms and private properties. There has been a large number of calls by landowners for recovery advice and assistance where appropriate.

Wairau Scheme flood works contained this second very large flood in 12 months. The peak flow was recorded at 4250 cumecs on 20 August or around a 25 year return period event. It was noted that the completed July 2021 flood damage repairs including some temporary holding works came through this second event well.

Members were advised that assessment of additional necessary repairs, to Wairau Scheme assets, plus any additional work recommended in Wairau Scheme tributaries, Picton and Sounds watercourses is still underway. A recommended updated repair work programme taking into account remaining July 21 flood damage and August 2022 repairs is proposed to be tabled at the Assets & Services February 2023 meeting

**Cllrs Dawson/Adams:**

**That the Committee receive the attached report and notes that:**

- (a) assessment of additional repairs and maintenance works is still underway including landowner assistance outside core Wairau Scheme and Picton/Waikawa works, with the aim to report back in February 2023.**
- (b) that work is already underway to further refine options for flood risk reduction for the lower terrace at Renwick that was significantly affected by the July and August rainstorms.**

**Carried**

ATTENDANCE: The Mayor rejoined the meeting at 12.06 pm during the following item.

## **A&S-1122-166      Information Package**

**Cllrs Croad/Rosene:**

**That the Assets and Services Information Package dated be received and noted.**

**Carried**

## **A&S-1122-167      Decision to Conduct Business with the Public Excluded**

**Cllrs Croad/Dawson:**

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

- Land Acquisition
- Road Widening

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
Land Acquisition Road Widening	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 12.11 pm.

Record No. 22242570



## **5. Committee Reports**

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### **5.2 Environment & Planning Committee**

Environment & Planning Committee Meeting held on 24 November 2022  
(Minute Nos. E&P-1122-171 to E&P-1122-188)



**Minutes of a Meeting of the  
ENVIRONMENT & PLANNING COMMITTEE  
held in the Council Chambers, 15 Seymour Street, Blenheim  
on THURSDAY, 24 NOVEMBER 2022 commencing at 9.00 am**

**Present**

Councillors G A Hope (Chairperson), B A Faulls (Deputy), J A Arbuckle, A R Burgess, R J Innes, B J Minehan, T P Sowman, and Mayor N P Taylor (from 9.22 am)

**Also Present**

Councillors S R W Adams, S J Arbuckle, J D N Croad, J C Rosene and Mr Simon Harvey

**In Attendance**

Mr H R Versteegh (Environmental Science and Policy Group Manager) and Ms G Ferguson (Consents and Compliance Group Manager) and Nicole Chauval (Committee Secretary)

**Apologies**

No apologies were received.

**E&P-1122-171 Declaration of Interests**

-

No interests with items on the agenda were declared.

**E&P-1122-172 Introduction of Additional Item**

-

Cllrs Hope/Faulls:

That the following additional item be considered (under Standing Order 9.12) for reason of the urgent nature of the business and insufficient time being available to include the item on the original Agenda and Meeting Notice:

In Open Meeting:

Rural Representative – Environment & Planning Committee 2022-25

Carried

**E&P-1122-173 Rural Representative – Environment & Planning  
Committee 2022-25**
**D050-001-E01**

Members noted that the purpose of the report was seek approval to appoint Mr Simon Harvey as the Rural Representative on the Environment & Planning Committee for the 2022-25 triennium.

Mr Harvey was introduced to members and the Chair provided a synopsis of Mr Harvey's experience in the rural sector.

Cllrs Faulls/Hope

That the Environment & Planning Committee agree that Mr Simon Harvey be appointed as the Rural Representative on the Environment & Planning Committee for the 2022-25 triennium.

Carried

ATTENDANCE: Mr Robert Foitzik, Council's General Counsel, was present for the following item.

## **E&P-1122-174      Approval of Revised Terms of Reference (ToR) for Environment & Planning Committee**

**L150-016-38-03**

Mr Foitzik reported that the purpose of the report was to seek approval of the revised Terms of Reference for the Environment & Planning Committee and once final to be published on Council's website. The draft Terms of Reference were attached to the agenda for members' information.

Clr Arbuckle queried whether further consideration needed to be given to point 11 under Powers as it appears any committee or sub-committee would have the ability to perform the responsibilities of another committee. He noted that currently the power to perform the responsibilities of another committee has previously only been applied to the now Economic, Finance & Community Committee or Council.

After some discussion members agreed that point 11 of the Terms of Reference be reviewed.

**Cirs Sowman/Fauls:**

**That the Terms of Reference for the Environment & Planning Committee be adopted once Point 11 (Powers) is reviewed and ratified at the next Council meeting.**

**Carried**

*Postscript: The updated ToR for this Committee were amended following the meeting and are attached as Attachment 1.*

## **E&P-1122-175      Animal Control Sub-Committee**

**D050-001-A04**

The minutes of the Animal Control Sub-Committee meeting held on 1 September 2022 were presented for ratification by the Committee.

Clr Fauls provided members with an update on the Blenheim Dog Park and advised that a review of the manageable space is currently being undertaken. Once that has been completed a revised plan will be brought back to the Sub-Committee for consideration.

**Cirs J Arbuckle/Sowman:**

**That the minutes of the Animal Control Sub-Committee meeting held on 1 September 2022 be ratified.**

**Carried**

ATTENDANCE: Mr Pere Hawes, Council's Manager Environmental Policy, was present for the following two items.

## **E&P-1122-176      Appeals on the PMEP**

**M100-09-01**

Mr Hawes noted that the Appeals on the PMEP report will be a standing item for this Committee as the Environmental Policy functions have been transferred to this Committee from the previous Planning, Finance & Community Committee.

In summary Mr Hawes noted that 51 notices of appeal on the PMEP were lodged with the Environment Court. Mediation on all topics except for Topic 2: Water Allocation and Use and Topic 13: Water Quality have now occurred. Mediation on Topic 2: Water Allocation and Use and Topic 13: Water Quality is scheduled for February to April 2022.

To date, well over half of all appeal points to the PMEP have been considered through formal mediation.

Good progress has been made in resolving appeals. Since the last report to the Planning, Finance and Community Committee, 10 further consent memoranda have been submitted to the Environment Court and the Court has issued nine consent orders. These consent orders are for the Natural Hazards, Heritage, Energy, Landscape, Transportation, Climate Change, Nuisance and Utilities topics.

Mr Hawes reported that as mediation is confidential it is not possible to report the nature of any negotiated outcome to the Committee. The outcome will become public information when a Consent Memorandum is lodged with the Court.

Mr Hawes advised that the Chair of this committee will be involved in the appeal resolution process.

**Cirs J Arbuckle/Burgess:**  
**That the report be received.**

**Carried**

## **E&P-1122-177      Decision of Minister of the Environment on a Combined Plan for Te Tau Ihu      L150-019-R01**

Mr Hawes reported that central government had proposed adopting the Randerson Report recommendation for there to be a single NBA plan for Marlborough, Nelson and Tasman, however, after a process of engagement, the Minister has decided that Marlborough will prepare its own Spatial Plan and NBA plan.

It was noted that this decision will be reflected in the Spatial Planning Bill and the Natural and Built Environment Bill currently being introduced to the House. The two Bills will go through the Select Committee process, including public submissions which will close 30 January 2023.

Members were advised that the submission period will fall between Committee meeting dates and it is proposed that a sub-committee be established to approve any Council submission on the Bills. It was agreed that a sub-committee be formed consisting of the Mayor, the Chair and Deputy Chair.

Members noted that there is merit in supporting the proposal for standalone planning by way of Council's submission as it further provides the opportunity for Council to continue to argue for self-determination in the event of submissions seeking a combined plan with NCC and TDC.

**Cirs J Arbuckle/Fauls:**

- 1. That the information be received.**
- 2. That a sub-committee consisting of the Mayor, and the Chair and Deputy Chair of the Environment and Planning Committee be established to approve any Council submission on the Natural and Built Environments Bill and the Spatial Planning Bill.**

**Carried**

ATTENDANCE: The Mayor joined the meeting at 9.22 am at the start of the following item.

ATTENDANCE: Sarah Brand, Council's Strategic Planner, was present for the following item.

## **E&P-1122-178      Giving Effect to the National Policy Statement for Freshwater Management – Implementation Work Programme Update      N100-001-04-01**

Ms Brand noted that the purpose of the report was to provide an update to the Committee on the work programme for the implementation of the National Policy Statement for Freshwater Management (NPSFM).

To highlight the report a powerpoint presentation was shown (presentation filed in CM Record No. 22249883).

By way of background members were advised that the Essential Freshwater package, introduced by central government in 2020, creates additional requirements for the Council in respect of freshwater management and protecting freshwater ecosystem health. This includes substantial changes to the NPSFM that the Council is required to give effect to through the Proposed Marlborough Environment Plan (PMEP).

It was reported that Happen Consulting undertook an audit of the Essential Freshwater package against the PMEP in May 2021. The MDC Essential Freshwater Audit report concluded that the current PMEP structure and provisions provided a suitable framework to begin the implementation of the NPSFM requirements.

Ms Brand advised that a detailed work programme was developed and reported to the Planning and Finance Committee in September 2022. The work programme is built around three rounds of engagement based on the process steps required by the National Objectives Framework (NOF). These will be undertaken between late 2022 through to late 2024.

The first round of engagement will look to confirm the FMU's for Marlborough and gather both the community's and tangata whenua's long-term visions and values for the region's freshwater.

Members were advised that engagement with tangata whenua has begun and final preparations for community engagement are being completed, including new Freshwater Management pages for the Council website with interactive mapping and surveys. Meetings with community groups, local industry groups and national groups will follow.

It was noted that the first round of community engagement will run from the beginning of December 2022 through to the end of February 2023. After which results will be collated, analysed, and used to form the basis of undertaking the next NOF steps and subsequent rounds of engagement.

**Cirs Innes/Sowman:**

**That the work programme update for the implementation of the NPSFM be received.**

**Carried**

ATTENDANCE: Mr Pere Hawe's, Council's Manager Environmental Policy, was present for the following four items.

## **E&P-1122-179      Variation 2 to the Proposed Marlborough Environment Plan – Ecologically Significant Marine Sites**

**M100-11-07**

Following a brief discussion members agreed that items 8, 9, 10 and 11 be dealt with collectively as they were all seeking to adopt variations and approval to proceed with the variations to public notification in accordance with Schedule 1 of the Resource Management Act 1991 (RMA).

Members were advised that for the four items a Section 32 report has been prepared and consultation with iwi authorities and statutory parties has occurred and advice received. The next step is for the variation to proceed to public notification.

Mr Hawes noted that it is recommended that the period for making submissions is 20 working days as required by the RMA.

Circulated separately, and prior to the meeting, were the combined maps that were part of the report that went with Item 8 - Variation 2 to the Proposed Marlborough Environment Plan – Ecologically Significant Marine Sites. Paper copies were available at the meeting.

**Cirs J Arbuckle/Fauls:**

**That Council:**

- 1. Adopt the variation and the accompanying Section 32 report for the purposes of public notification.**

2. Approve the public notification of the variation in accordance with Schedule 1, RMA as soon as practicable.
3. Approve a 20 working day timeframe for notification.
4. Confirm that the public notice be placed in the Marlborough Express, Blenheim Sun, Nelson Evening Mail, Dominion Post and Christchurch Press.

Carried

**E&P-1122-180      Variation 3 to the Proposed Marlborough  
Environment Plan – Meretoto/Ship Cove  
Heritage Resource**

**M100-11-07**

Cllrs J Arbuckle/Fauls:  
That Council:

1. Adopt the variation and the accompanying Section 32 report for the purposes of public notification.
2. Approve the public notification of the variation in accordance with Schedule 1, RMA to occur as soon as practicable.
3. Approve a 20-working day timeframe for notification.
4. Confirm that public notices will be placed in the Marlborough Express, Blenheim Sun, Nelson Evening Mail, Dominion Post and Christchurch Press.

Carried

**E&P-1122-181      Variation 4 to the Proposed Marlborough  
Environment Plan – Road Stopping Rezoning of  
Land**

**M100-11-11**

Cllrs J Arbuckle/Fauls:  
That Council:

1. Adopt the variation and the accompanying Section 32 report for the purposes of public notification.
2. Approve the public notification of the variation in accordance with Schedule 1, RMA to occur as soon as practicable.
3. Approve a 20-working day timeframe for notification.
4. Confirm that public notices will be placed in the Marlborough Express, Blenheim Sun, Nelson Evening Mail, Dominion Post and Christchurch Press.

Carried

**E&P-1122-182      Variation 6 to the Proposed Marlborough  
Environment Plan – East Coast Uplift Rezoning**

**M100-11-07**

Cllrs J Arbuckle/Fauls:  
That Council approve the preparation and consultation on a variation to the proposed Marlborough Environment Plan to amend the zoning of land uplifted by the 2016 Kaikōura earthquake.

Carried

ATTENDANCE: Mr Tonia Stewart, Council's Environmental Protection Officer, was present for the following item.

## **E&P-1122-183      Winery Wastewater & Grape Marc Monitoring Report**

**E360-006-02**

Members noted that the purpose of the report was to provide information to the Committee of the Compliance Group's ongoing monitoring of the discharge of winery wastewater and grape marc to land for the period 1 June 2021 – 31 May 2022.

To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 22249888).

Ms Stewart advised that Council reported on 38 out of 39 wineries that discharge winery waste to land within the rural environment for the 2021/2022 monitoring period. One winery did not provide their reports/information to Council on time.

It was reported that 22 wineries operate under permitted activity standards; 18 wineries operate under resource consent and 38 wineries assessed to date and reported on.

For the 2021/2022 monitoring period 13 wineries (34%) were assessed as fully compliant, 6 wineries (16%) were technically non-compliant and 19 Wineries (50%) were assessed as non-complaint. 5 non compliant have since been rectified – 4 under PMEP rule and 1 Resource Consent. Ms Stewart noted that the areas of non compliance have been repetitive over the last couple of years and the Compliance Team will be working with the wineries to ensure better management in these areas.

**Cllrs Hope/Minehan:**  
**That the information be received.**

**Carried**

ATTENDANCE: Scott Adams withdrew from the meeting at 10.12 am at the conclusion of the above report.

ATTENDANCE: Mr Mathew McCormick, Council's Environmental Protection Officer, Rob Besaans and Mark Spencer, GeoInsight, were present for the following item.

## **E&P-1122-184      Forestry Monitoring Report**

**E335-003-002-01**

Mr McCormick reported that the purpose of the report was to inform the Committee of the Compliance Group's monitoring programme of forestry activities for the period 1 July 2021 – 30 June 2022. A Compliance Snapshot was attached to the agenda item for members' information.

To highlight the report a powerpoint presentation was shown (presentation filed in CM Record No. 22249887). The GeoInsight Team also provided a powerpoint presentation showcasing their technology and system for forestry monitoring (presentation filed in CM Record No. 22249889).

In summary Mr McCormick advised that the 2021/22 results show a reduced number of compliant blocks on the initial monitoring visit compared to the previous monitoring period, but a continuation of no significantly non-compliant blocks being identified from last year. The overall compliance levels (following the completion of monitoring and remedial measures required) was 96%. Skid site compliance had been on an upward trend for the last four years until this period, two very wet June/July's are likely to have attributable to this decreased compliance of skid sites.

It was noted that growing awareness of the issues regarding slash in waterways, and waterway protection as a whole from previous years' of monitoring findings, is resulting in some forestry operations managing their operations around waterways to a very high standard.

**Cllrs Minehan/Fauls:**  
**That the information be received.**

**Carried**

ATTENDANCE: Cllr S Arbuckle withdrew from the meeting at 10.43 am at the conclusion of the above item.

ATTENDANCE: The meeting adjourned 10.43 am and resumed at 11.01 am.

ATTENDANCE: Ms Georgia Murrin, Council's Environmental Health Officer, was present for the following item.

## **E&P-1122-185      Environmental Health Activity Summary for 2021/2022 and Review of Survey Results**

**E350-004-009-02**

Ms Murrin noted that the purpose of the report was to provide the Environment Committee with a brief overview of the activities undertaken by the Environmental Health Team for the 2021/2022 registration year and detail the results of our customer surveys.

To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 22249886).

Members were advised that the Environmental Health Team have achieved all performance targets for the 2021/2022 year apart from the Market and Events target. This has been due to Covid-19 impacts with many of these markets/events being cancelled or postponed.

It was noted that surveys are sent to Council's registered operators after inspection (Health Act) or verification (Food Act). This year 10 survey responses were received with the overall mean result for satisfaction was 10 out of 10 and 40 responses were received on Food Act verification surveys with the overall mean result being 9.90 out of 10.

At the conclusion of the presentation it was raised that as a number of establishments may no longer have gaming machines that a review of the Gaming Machine policy may be appropriate. It was noted that there may be a sinking lid clause within the policy and staff to confirm whether that is the case.

It was noted that the Gaming Machine Policy had been reviewed three years ago and is not due for review again until 2024.

**Cllrs J Arbuckle/Sowman:**  
**That the information be received.**

**Carried**

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

## **E&P-1122-186      Biosecurity - Operational Plan Report 2021/2022**

**E315-002-005-10, E315-002-005-11**

Mr Underwood, Council's Biosecurity Manager presented the Biosecurity Operational Plan Report for 2021/2022 for approval.

To highlight this report a powerpoint presentation was shown (presentation filed in CM Record No. 12249885).

Members were advised that the report was completed at the end of the financial year and covers the activities of Council's Biosecurity Section. A review of the Biosecurity Operational Plan 2018-2028 was also carried out by staff on 30 August 2022 and no amendments are proposed because of the 2022 review.

It was noted that it has been a successful year with almost all the operational targets set achieved. There continues to be no establishment of all the pests under exclusion programmes within the Regional Pest Management Plan and most other programmes are meeting respective objectives set.

Mr Underwood noted that the emphasis being placed on good data collection continues to help shape up both long term trends and shows how the strategic species-led programmes are progressing. It was noted that this



information can assist in decisions needed around resourcing or even operational techniques to respond to any trends observed.

**Cllrs Faulks/Minehan:**

1. That the report be received.
2. That the annual report on the Biosecurity Operational Plan for the 2021/2022 financial year be approved by the Council in accordance with section 100B(2) of the Biosecurity Act 1993.

**Carried**

ATTENDANCE: Ms Charlotte Thomlinson, Council's Environmental Scientist - Hydrology, was present for the following item.

## **E&P-1122-187      Hydrology - Marlborough Flood Event Report, 16 20 August 2022      E375-000-001**

Ms Thomlinson, Council's Environmental Scientist – Hydrology presented the hydrological information from the Marlborough flood event, 16-20 August 2022.

To highlight the report a powerpoint presentation was shown (presentation filed in CM Record No. 22249884).

Cllr Burgess extended her thanks and appreciation to Ms Thomlinson and the Environmental Monitoring team for the mahi in capturing and providing the data to those that needed it during this event.

In response to a query on whether there was any data available on the incidences of land slips in relation to vegetation type. Mr Alan Johnson, Council's Environmental Science & Monitoring Manager, advised that for the August event GNS are currently undertaking a categorisation study for the Marlborough Sounds and a report is anticipated to be available to Council in 2023.

**Cllr Burgess/Mr Harvey:**

**That the report be received.**

**Carried**

ATTENDANCE: Cllr Adams re-joined the meeting at 11.50 am during the following item.

## **E&P-1122-188      Information Package**

Cllr J Arbuckle requested a copy of the swimming pool decision.

Cllr Croad declared an interest in the Pool Compliance for 2022 report as an affected party.

**The Mayor/Cllr Hope:**

**That the Regulatory Department Information Package dated be received and noted.**

**Carried**

The meeting closed at 11.57 am.

Record No: 22249892

## Attachment 1

## Environment and Planning Committee

(Previously Environment Committee)

<b>Chair</b>	Gerald Hope
<b>Deputy Chair</b>	Barbara Faulls
<b>Membership</b>	Jamie Arbuckle Allanah Burgess Raylene Innes Ben Minehan Thelma Sowman Mayor Nadine Taylor Rural Representative (to be advised) Iwi Representative (to be advised)
<b>Quorum</b>	The quorum as per clause 11.1 of the Standing Orders 2022 for a meeting of the Committee is:  (a) half of the members physically present, where the number of members (including vacancies) is even; and (b) a majority of the members physically present, where the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	6 weekly
<b>Reports to</b>	Full Council

### Responsibilities

#### Purpose:

1. To oversee the development, implementation, and review of Council's:
  - a. Environmental strategies, policies, plans, programs, and initiatives to address environmental issues in the region (including issues in the areas of land management, regional natural resources, compliance, monitoring, enforcement, coastal marine environment, maritime navigations and safety, biosecurity, and biodiversity).
  - b. Regulatory systems, processes, and tools to meet Council's related legislative responsibilities.

#### Specific responsibilities

2. The Committee's environmental responsibilities include the areas of land management, regional natural resources, compliance, monitoring, enforcement, coastal marine environment, maritime navigation and safety, biosecurity, and biodiversity.
  - a. Oversee the development and review of Council's:
    - i. Environmental strategies, policies, plans, programmes, and initiatives
    - ii. Regional resilience priorities
 and recommend these matters (and variations) to Council for adoption.
3. Review periodically the effectiveness of implementing and delivering Council's:
  - a. Environmental strategies, policies, plans, programmes, and initiatives
  - b. Regional resilience priorities.
4. Consider regional, national, and international developments; emerging issues and impacts; and changes in the legislative frameworks for their implications for Council's:
  - a. Environmental strategies, policies, plans, programmes, and initiatives
  - b. Regulatory systems, processes, and tools.

5. Recommend to Council changes to improve the effectiveness of Council's:
  - a. Environmental strategies, policies, plans, programmes, and initiatives
  - b. Regional resilience priorities
  - c. Regulatory systems, processes, and tools.
6. Ensure that the Committee's decision making:
  - a. Considers climate change-related risks (mitigation and adaptation)
7. The committee is responsible for appointing independent commissioners to carry out the council's functions or delegating the appointment power.
8. The committee is responsible for regulatory policy and bylaws. Where the committee's powers are recommendatory, the committee or the appointee will provide recommendations to the relevant decision-maker.
9. Recommending bylaws and charges to the Council for consultation and adoption .

**Activity areas:**

- Environmental science and monitoring
- Monitoring of consents
- Enforcement and prosecution policies
- Biosecurity
- Animal control
- Building control
- Noise Control
- Resource consent processing
- Alcohol Licence
- Fencing of swimming pools
- Food and health monitoring
- Harbour management

**Relevant legislation includes but is not limited to:**

- All Bylaws
- Biosecurity Act 1993
- Building Act 2004
- Dog Control Act 1996
- Fencing of Swimming Pools Act 1987
- Health Act 1956
- Land Transport Act 1998
- Local Government Act 1974
- Local Government Act 2002
- Maritime Transport Act 1994
- Psychoactive Substances Act 2013
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Waste Minimisation Act 2008

### **Powers**

1. All powers necessary to perform the committee's responsibilities, including:
  - a. approval of a submission to an external body
  - b. establishment of working parties or steering groups
- ~~2. The committee has the powers to perform the responsibilities of another committee, where it is necessary to decide prior to the next meeting of that other committee.~~

2. **Associated decision:** If a matter relates primarily to the responsibilities of the Environment and Planning Committee, but aspects require additional decisions by the Animal Control Sub-Committee, or Climate Change Sub-Committee, or Hearing Sub-Committee, and/or Working for Nature Grants Sub-Committee, then the Environment and Planning Committee has the powers to make associated decisions on behalf of those other committee(s). For the avoidance of doubt, this means that matters do not need to be taken to more than one of these committees for decisions.
3. **Referral of decisions:** The Committee may, from time to time, refer matters which it would ordinarily consider, to another Committee, if it considers the matter/project would be better dealt with by that other Committee.
4. **Referral for urgency:** The Committee Chair is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. The Chairperson must make this referral in writing stating reasons for the referral.

#### Delegation Limits (if any)

1. The committee does not have:
  - a. the power to establish sub-committees
  - b. powers that the Council cannot delegate or has retained to itself.

#### Procedure

The Chairperson will report back to Council with recommendations of the Environment and Planning Committee at the next Council meeting following each committee meeting.

## **5. Committee Reports**

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### **5.3 Economic, Finance & Community Committee**

Economic, Finance & Community Committee Meeting held on 1 December 2022  
(Minute Nos. EFC-1222-189 to EFC-1222-203)



**Report and Minutes of a Meeting of the  
ECONOMIC, FINANCE & COMMUNITY COMMITTEE  
held in the Council Chambers, 15 Seymour Street, Blenheim  
on THURSDAY 1 DECEMBER 2022 commencing at 9.00 am**

## **Present**

Councillors J A Arbuckle (Chairperson), B G Dawson (Deputy), S R W Adams, S J Arbuckle, J D N Croad, D A Dalliessi, R J Innes, B A Faulls, M R K Flight, G A Hope, B J Minehan, J C Rosene, T P Sowman, Mayor Nadine Taylor

## **In Attendance**

Mr M F Fletcher (Chief Financial Officer), Mr D G Heiford (Manager, Economic, Community & Support Services) and N Chauval (Committee Secretary)

## **Apologies**

**Cirs Arbuckle/Croad:**

**That the apology for absence from Clr A R Burgess be received and sustained.**

**Carried**

## **EFC-1222-189 Declaration of Interests**

-

Clr Faulls and Clr Innes declared an interest in Item 4 - Destination Marlborough Annual Report 2021-22

Clr Hope declared an interest in Item 7 – Marlborough Research Centre Trust Annual Report 2021-22

Clr Dawson declared an interest in Item 11 – Economic Development Update

ATTENDANCE: Mr Keith Taylor, Chair and Mr Rhys Welbourn, Chief Executive Port Marlborough NZ Ltd, Adrian Ferris, Council's Corporate Accountant and Matt Kerr, Chair Marlborough Airport Ltd were present for the following item.

## **EFC-1222-190 Port Marlborough NZ Ltd and Marlborough Airport Ltd Annual Reports for the Year Ended 30 June 2022**

**S400-004-002-22**

Messrs Welbourn and Taylor presented Port Marlborough New Zealand Limited's Annual Report 2022 with a powerpoint presentation (presentation filed in CM Record No. 22253531)

Messrs Ferris and Kerr presented Marlborough Airport Limited's Annual Report 2022 with a powerpoint presentation (presentation filed in CM Record No. 22253563).

Members noted that the Annual Reports were available on each respective website and that links were included in the agenda item.

Members asked a number of questions at the meeting.

At the conclusion of Port Marlborough's Report The Mayor acknowledged Keith Taylor on his retirement as Chair of Port Marlborough Ltd and the significant contributions he's made during the 13 years he has been on the board.

**Clr Arbuckle/The Mayor:**

**That the Annual Reports for Port Marlborough NZ Ltd and Marlborough Airport Ltd for the financial year ended 30 June 2022 be received.**

**Carried**

ATTENDANCE: Jacqui Lloyd, General Manager Destination Marlborough, was present for the following item.

## **EFC-1222-191      Destination Marlborough – Annual Report 2021/22**

**E100-004-01**

Jacqui Lloyd presented the Destination Marlborough Annual Report and the Audited Annual Accounts for 2021/22. Prior to the meeting the Marlborough Destination Management Plan Summary Document was circulated to members.

A powerpoint presentation was shown to support the report (presentation filed in CM Record No. 22252916).

Members were advised that Destination Marlborough (DM) is required through their Trust Deed to provide Council with an annual report and audited accounts. The presentation of the 2021/22 report and accounts was delayed by the Local Government Elections.

Corie Boley Destination Marlborough's recently appointed Marketing Manager was introduced to members.

**Cirs Croad/Arbuckle:**

- 1.      That Destination Marlborough Trust's Annual Report for 2021/22 be received.**
- 2.      That Destination Marlborough Trust's audited accounts for 2021/22 be received.**

**Carried**

NB: Cirs Faulks and Cirs Innes declared an interest in the above and did not take part in discussions nor did they vote on the item.

NB: The following item was brought forward from Item 6 on the agenda.

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

## **EFC-1222-192      Annual Resident Survey 2022**

**F275-A21-03-02**

Glyn Walters advised that the purpose of the report was to present the results of the 2022 Annual Resident Survey. A copy of the survey is available at [www.marlbrough.govt.nz/your-council/long-term-and-annual-plans-policies-and-reports/residents-satisfaction-survey](http://www.marlbrough.govt.nz/your-council/long-term-and-annual-plans-policies-and-reports/residents-satisfaction-survey)

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 level with Marlborough District Council has generally been comparatively high over the last decade, the satisfaction level decreased again this year to 62% from 68% in 2021.

Overall, 36 out of 46 (76%) services rated by residents achieved satisfaction of 60% or above, with 12 services achieving 80% satisfaction or higher. Eight services recorded higher average satisfaction ratings in 2022 compared to last year: public libraries, sewerage, resource recovery, dog and wandering livestock control, RMA resource consents and monitoring, and Building Act consents administration. Only two services recorded a statistically significant decline: sealed roads and COVID-19 recovery.

When benchmarked against other councils, Marlborough District Council's overall satisfaction rating is still on a par with the New Zealand national benchmark.

**Cirs Arbuckle/Dawson:**

**That the information be received.**

**Carried**

NB: The following item was brought forward from Item 7 on the agenda.

ATTENDANCE: Mr Bernie Rowe, Chairman, and Mr Gerald Hope, Chief Executive and Mr John Patterson Marlborough Research Centre was present for the following item.

**EFC-1222-193      Marlborough Research Centre Trust Annual  
Report 2021-22      E100-009-01**

Messrs Rowe, Hope and Patterson presented the Marlborough Research Centre Trust Annual Report 2021-22 and the Financial Overview and Highlights for 2021-22 with a powerpoint presentation (presentation filed in CM Record No. 22253771). Members acknowledged the presence of Ivan Sutherland and Edwin Pitts (Trustees and Board Chairman), and Susan Foster (Office and Accounts Manager) in the public gallery.

Members noted that the Annual Report was available on the Council website and the links were included in the agenda item. The Financial Overview and Highlights 2021-22 was circulated separately to the agenda and is available on the website.

Members asked a number of questions at the meeting.

**Cllrs Arbuckle/Croad:**

**That the Marlborough Research Centre Annual Report 2021/22 and Financial Overview and Highlights Report for 2021/22 be received.**

**Carried**

NB: Cllr Hope declared an interest in the above and did not take part in discussions as an elected member, nor did he vote on the issue.

ATTENDANCE: The meeting adjourned at 11.28 am and resumed at 11.38 am.

ATTENDANCE: Robert Foitzik, Council's General Counsel, was present for the following item.

**EFC-1222-194      Approval of Revised Terms of Reference (ToR)  
for Economic, Finance and Community  
Committee      L150-016-38-03**

Mr Foitzik noted that the purpose of the report was to seek approval of the revised Terms of Reference for the Economic, Finance & Community Committee and once final to be published on Council's website.

Members were advised that following the Assets & Services and Environment & Planning Committee meetings the amendments noted at those meeting have been included with this Committee's Terms of Reference. The amended ToR were presented for members' information.

Members acknowledged the work that Mr Foitzik and Ms Mavi had undertaken to reflect the purpose, scope and authority of the committees.

The amended ToR are attached as Attachment 1.

**Cllrs Arbuckle/Croad:**

**That the Committee approve the revised Terms of Reference for the Economic, Finance & Community Committee with amendments as deemed appropriate to accurately reflect the purpose, scope and authority of the Committee. (Refer Attachment 1)**

**Carried**

**EFC-1222-195      Commercial Event Fund Sub-Committee  
E100-002-006-26**

The Minutes of the Commercial Events Fund Sub-Committee meeting held on 27 September 2022 were attached for ratification by the Committee.



**Cllrs Faulks/Croad:**

**That the Minutes of the Commercial Events Fund Sub-Committee meeting held on 27 September 2022 be ratified.**

**Carried**

## **EFC-1222-196      Small Townships Programme Sub-Committee D050-001-S03**

The Minutes of the Small Townships Programme Sub-Committee meeting held on 10 November 2022 were attached for ratification by the Committee.

Cllr Adams noted the decision from the Sub-Committee to send a letter to the Regional Transport Committee identifying the Committee's concern in respect of speeds in and around small townships.

Members noted that it is positive that the Community Projects Fund has been reinstated and suggested that the sub-committee consider whether a project cap is appropriate and to consider increasing the fund to \$75,000 pa based on 10% of budget.

**Cllrs Faulks/Adams:**

**That the Minutes of the Small Townships Programme Sub-Committee meeting held on 10 November 2022 be ratified.**

**Carried**

## **EFC-1222-197      Housing for Seniors Sub-Committee      D050-001-H01**

The Minutes of the Housing for Seniors Sub-Committee meeting held on 17 November 2022 were attached for ratification by the Committee.

**Cllrs Croad/Dalliesi:**

**That the Minutes of the Housing for Seniors Sub-Committee meeting held on 17 November 2022 be ratified.**

**Carried**

ATTENDANCE: Dorian Vermaas, Economic Portfolio Manager was present for the following item.

## **EFC-1222-198      Economic Development Update      E100-010-01**

Members noted that the purpose of the report was to provide an update on the activities of Council's Economic Development team between August and November.

To highlight the report a powerpoint presentation was shown (presentation filed in CM Record No. 22252916).

A You Tube video on Innovate Marlborough was unable to be shown due to a technical issue at the meeting. The following link was circulated <https://youtu.be/O7XcrPyf3HM>

**Cllr Arbuckle/The Mayor:**

**That the information be received.**

**Carried**

NB: Cllr Dawson declared an interest in the above item and did not take part in discussions nor vote on the item.

ATTENDANCE: Tessa Dever, Council's Financial Accountant was present for the following two items.

**EFC-1222-199      Financial Report for Council – Period Ended 30  
September 2022      F275-001-01**

Martin Fletcher presented Council's financial report for the period ended 30 September 2022.

Mr Fletcher introduced the Finance Team who were present in the public gallery to members.

Members were advised that for the year to date we are \$0.7M surplus ahead of budget but are forecasting a \$0.8M deficit by year end. The following major variances between actual and budget were noted, lower than anticipated development contributions as subdivisions have not reached the title issue stage required to contribute; higher than anticipated roading reinstatement expenditure due to the impacts of the August 2022 flood event. In the 2022/23 year \$14.2M has been spent on the July 2021 and August 2022 events with the initial \$85.3M approved by Waka Kotahi now being utilised for both events. Accounting entries will be made at year end to move some of these costs to capital; Lower than anticipated grants uplifted by community-based organisations; and Lower external and internal interest expenses are lower than anticipated due to the savings, deferrals and delays in past capital expenditure programmes resulting in less external borrowings.

Comments were provided in the report on the variances greater than \$100,000.

**Cllrs Arbuckle/Croad:**

**That Council receive the Financial Report for the period ending 30 September 2022.**

**Carried**

ATTENDANCE: Cllr Faulls withdrew from the meeting at 12.17 pm during the following item.

**EFC-1222-200      Debtors Overdue Reports as at 31 October 2022  
F220-002-020-21**

Cllr Arbuckle noted that this and the subsequent item are usually included in the Information Package. They will be agenda items for the first meetings for the benefit of new Councillors.

It was noted the purpose of the report was to advise Council on the over debtor position as at 31 October 2022.

The report details the level of debt relating to a number of revenue streams which were noted in the agenda item.

Also attached for members' information was the Water Billing Debtors' report as at 31 October 2022.

Information to be circulated to members on the numbers that are outstanding at six months.

**Cllrs Arbuckle/Dawson:**

**That the information be received.**

**Carried**

**EFC-1222-201      Rates Report as at 31 October 2022      F270-36-21**

Mr Fletcher noted that the purpose of the report was to advise Council of the rates position as at 31 October 2022.

Members were advised that the prepaid rates to 31 October 2022 are \$2,126,121. The value of the penalty run on 13 September 2022 was \$87,761.07 (1439 properties), with last year for the same period being \$61,986 (1043 properties). The Rates Team are constantly working with ratepayers to provide them with affordable repayment options.

It was reported that an update on debt management will be included in the rates report in early 2023.

Cllrs Croad/Arbuckle:  
That the information be received.

Carried

## **EFC-1222-202 Information Package**

Cllr Arbuckle/The Mayor:  
That the Economic, Finance & Community Information Package dated be received and noted.

Carried

## **EFC-1222-203 Decision to Conduct Business with the Public Excluded**

Cllrs Arbuckle/Adams:  
That the public be excluded from the following parts of the proceedings of this meeting, namely:

- Sub-Committee Minutes (Public Excluded Sections)
- Lease Arrangement
- Property Sale
- Notification Issues 2021/22
- Investigations 2021/22
- Debtors Report

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Minutes and Committee Reports	As set out in the Minutes and Reports	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.
Lease Arrangement  Property Sale	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as provided for under Section 7(2)(i).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.

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
<p><b>Notification Issues 2021/22</b></p> <p><b>Investigations 2021/22</b></p> <p><b>Debtors Report</b></p>	<p>In order to protect the privacy of natural persons, as provided for under Section 7(2)(a).</p>	<p>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.</p>

**Carried**

The meeting closed at 12.54 pm.

Record No: 22253812

## **5. Committee Reports**

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### **5.4 Grants Sub-Committee**

Grants Sub-Committee held on 22 November 2022  
(Minute No. Grnt-1122-168 to Grnt-1122-170)



**Minutes of a Meeting of the  
GRANTS SUB-COMMITTEE**  
held in the Council Chambers, 15 Seymour Street, Blenheim  
on TUESDAY 22 NOVEMBER 2022 commencing at 9.30 am

### **Present**

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

### **In Attendance**

Jodie Griffiths (Community Partnerships Advisor), Natalie Lawler (Community Partnerships Project Support) and Nicole Chauval (Committee Secretary)

### **Apologies**

No apologies were received.

## **Grnt-1122-168      Role and Responsibilities – Declaring an Interest      C150-001-000-01**

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

Council's District Secretary's advice is that Committee members, once they have declared an interest, leave the room for that particular application. Members were advised that it is important that it be seen that matters are processed without any influence especially where, for example, there are competing applications; some organisations may not have a representative around the table. 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 a split vote.

**Karen Hartshorne/Sally Wadworth:**  
That the information be received.

**Carried**

## **Grnt-1122-169      Process for Decision Making      C150-001-000-01**

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 that this could be consistently applied when considering grant applications.

**Graeme Haymes/Cynthia Brooks:**  
That the information be received.

**Carried**

**Grnt-1122-170 Council Community Grants Allocation****C150-001-000-01**

Council provides \$300,000 per annum for grants to be allocated under specific criteria and eligibility conditions to community organisations providing Arts & Culture; Community Welfare/Social Services; Heritage and Sport and Recreation.

This year additional funding of \$14,000 has been made available from the MSD Post-Covid Recover Fund.

Members were advised that 100 applications were received with 98 applications considered to be eligible for funds and two applications were considered to be ineligible. Total funds requested were \$558,117.81.

ATTENDANCE: The meeting adjourned at 11.02 am and resumed at 11.15 am.

ATTENDANCE: Cllr S Arbuckle joined the meeting 11.17 am as an observer and withdrew from the meeting at 12.02 pm.

ATTENDANCE: Cllr Burgess joined the meeting at 12.42 pm as an observer and withdrew from the meeting at 3.00 pm.

ATTENDANCE: The meeting adjourned at 1.02 pm and resumed at 1.34 pm.

The Committee made the following recommendations:

Organisation	Project Description	Actual
Havelock Menzshed Society Incorporated	To assist with payment of rent 2023	\$1,500.00
Marlborough Tennis Association Inc.	Annual cost of hiring facilities	\$4,000.00
Royal New Zealand Pipe Band Association Canterbury Centre Incorporated	Traffic management, accommodation	\$5,000.00
New Zealand Council of Victim Support Groups Inc	Cost to support Marlborough victim's 24/7	\$4,000.00
Moutere Rugby Football Club	Costs of a public nature <b>Note: Suggest they make a submission to the Annual Plan.</b>	\$5,500.00
Blenheim Musical Theatre Incorporated	Hire of the ASB Theatre in May 2022 <b>(Jenny Andrews declared a conflict of interest and withdrew from the meeting for this item and Cllr Sowman assumed the chair. Cynthia Brooks declared a conflict of interest and withdrew from the meeting for this item.)</b>	\$10,000.00
Crossroads Marlborough Trust	Crossroads Community Kitchen & Koha Cafe	\$5,000.00
Churchward Park Scout Group	To work with the youth of Marlborough	\$5,000.00
Alzheimers Society Marlborough Inc	Running costs for our 3 vans <b>(Jenny Andrews declared a conflict of interest and withdrew from the meeting for this item and Cllr Sowman assumed the chair.)</b>	\$5,000.00
St John Marlborough	Health Shuttle Running Costs <b>(Graeme Haymes declared a conflict of interest and withdrew from the meeting for this item.)</b>	\$10,000.00
Pelorus Area Health Trust	Administrator's wages	\$3,000.00
Hockey Marlborough Incorporated	Operational Costs	\$4,000.00
Age Concern Marlborough Inc	Assistance towards overhead expenses <b>(Jenny Andrews declared a conflict of interest and withdrew from the meeting for this item and Cllr Sowman assumed the chair.)</b>	\$5,000.00
Wairau Youth and Family Trust	24-7 Youth Worker wages and Admin Costs	\$5,000.00

Organisation	Project Description	Actual
Blenheim Bowling Club (Inc)	Battery & Pads for the AED defibrillator	\$675.00
Pelorus Community Preschool	Replacement hand-basins and splashback	\$4,186.00
Marlborough Hospice Trust	Electricity costs at the Hospice Shop	\$4,223.00
Havelock Community Association Inc	Purchase of a smart TV and trolley	\$760.00
Marlborough Multiple Sclerosis Society	Wages and operational expenses.	\$5,000.00
Connect Marlborough Trust	Operational costs + 5 programs	\$8,500.00
Picton Community Early Learning Centre	Borer Treatment & Safety Matting <b>Condition: Tagged for matting.</b>	\$4,812.00
Blenheim Swimming Club Incorporated	To meet coaching fees	\$5,000.00
The Marlborough Tennis Club Inc.	3 tennis nets and 3 centre straps	\$1,604.00
Blenheim Croquet Club Inc	Maintenance of lawns	\$4,750.00
Inner Wheel Club of Marlborough	Breast cancer patients	\$1,000.00
Selmes Garden Charitable Trust	Operations and a new IT system	\$5,000.00
Havelock Museum Society Inc.	Building Maintenance	\$895.00
Rangers Association Football Club	Club Operating Costs for 2023 season	\$5,000.00
Rarangi District Residents' Association	Tables chairs av system ops costs	\$5,800.00
Youthline Central South Island	Building a youth community that cares.	\$4,434.00
Marlborough Vintage & Farm Machinery Society Inc	Admin Funding	\$5,000.00
Havelock Bowling Club	Free standing oven and water fountain	\$3,743.00
Picton Rowing Club Incorporated	Insurance costs	\$3,084.00
Marlborough District Brass Band Incorporated	Theatre Hire for ANZAC Concert	\$2,000.00
Life Education Trust Marlborough	Operating costs	\$5,000.00
Bread of Life OSCAR 4 Kids	Van Rental	\$5,000.00
Grey Power Marlborough	Replacement letter folding machine	\$2,292.00
Dillons Point Community Playgroup	Updating playground shade sails	\$7,366.00
Marlborough Rock and Mineral Club	Host National Rock and Mineral Show	\$1,500.00
Pine Valley Outdoor Centre	Replace mattresses in camp	\$8,621.00
Marlborough Netball Centre Incorporated	Wages, sporting equipment	\$6,000.00
Brooklyn Croquet Club Inc.	Lawn development & maintenance	\$5,000.00
Marlborough Orienteering Club	Update orienteering map <b>Condition: Tagged for Cartography, field work, travel.</b>	\$3,000.00
Marlborough Touch Association	Operations Grant/Groundmarking	\$4,500.00
Marlborough Golf Club	Irrigation Dam Costs <b>Condition: Tagged for professional fees</b>	\$3,500.00
Blenheim & Districts Highland Pipe Band (Inc)	Equipment - new drums	\$7,000.00
Rai Valley A&P Show	Operating expenses and overheads	\$3,000.00
Royal New Zealand Plunket Trust Marlborough	Family Support Services	\$3,500.00
Open Home Foundation	Operating Costs <b>Condition: Tagged for training costs.</b>	\$3,000.00
Good Bitches Trust	To support chapter running costs	\$2,500.00
Havelock Vision 2020 Charitable Trust	Community Liaison Officer & projects	\$3,000.00
Volunteer Marlborough Charitable Trust	Vehicle for regional outreach purposes. <b>Condition: Tagged for fuel costs.</b>	\$1,500.00
Marlborough Boys College Rowing Group	Partial recompense of 2 coaches	\$6,000.00
Beavertown Badminton Club	Nets, shuttles & hall hire <b>Condition: Tagged for hall hire.</b>	\$3,000.00



Organisation	Project Description	Actual
Wairau Rowing Club Incorporated	Assistance with our Insurance Bills	\$5,000.00
Marlborough Community Development Trust	Salary, seed funding, equipment <b>Condition: Tagged for pilot programme.</b>	\$3,000.00
Renwick Playcentre	Facilitator Wages	\$4,000.00
The Brain Injury Association (Nelson) Inc.	Brain injury prevention campaign <b>Condition: Tagged to include helmets.</b>	\$5,000.00
AWRA Avon Waihopai Residents Association Incorporated	Upgrade to Community Hall.	\$2,500.00
Barnardos New Zealand	Barnardos Active Dads Marlborough <b>Condition: Tagged for local activities/events.</b>	\$5,000.00
Creative Kids Trust Board	Opex - Wages	\$3,000.00
Maternal Mental Wellbeing Marlborough	To run two 8 week therapy sessions	\$4,500.00
CCS Disability Action Nelson Marlborough Incorporated	Operating costs	\$2,000.00
Wairau Valley Community Hall Board	A ride on lawn mower	\$2,500.00
Picton Men's Community Shed	The operation of the Shed	\$2,000.00
Renwick Smart + Connected	Renwick S+C Community St Patrick's Day <b>Note: Cynthia Brooks to advise them that free advertising can be received when advertising in community notices on local radio station.</b>	\$2,500.00
Marlborough Kart Club Incorporated	Stainless steel tables and pie warmer	\$2,000.00
Blenheim Choral Society	Fees for soloists for Handel's Messiah <b>Note: Suggest they consider applying for a Creative Communities grant.</b>	\$1,000.00
Marlborough Readers and Writers Charitable Trust	Contribution towards event co-ordinator.	\$3,000.00
The National Foundation for the Deaf Incorporated	Hearing Screening Programme Marlborough	\$4,000.00
Port Marlborough Pavilion	Tables and Table Trolley	\$4,375.00
Marlborough Stamp Collectors Club	Insurance for clubrooms, audit costs <b>(Cynthia Brooks declared a conflict of interest and withdrew from the meeting for this item)</b>	\$1,500.00
Marlborough Model Railway Club inc	To Pay insurance	\$800.00
Nopera Golf Club Incorporated	Turf & Fuel costs	\$2,500.00
Marshlands Branch of Marlborough Pony Club	Stage 2 Waihopai Grounds cross country	\$4,000.00
Marlborough Water Polo Club	Purchase clothing for tournaments	\$1,000.00
Picton Golf Club Incorporated	Fertilizer, seed, sand	\$2,000.00
Picton Quilters	Insurance and room rental	\$750.00
Blenheim Early Childhood Centres and Kindergartens Incorporated	Early Intervention Teachers wages <b>Note: Insufficient information.</b>	Declined
CARE Marlborough Inc	Community Cooking Classes <b>Condition: Tagged for venue hire.</b>	\$880.00
Marlborough Group, NZ Riding for the Disabled Assn Inc	Installation of Solar Panels	\$3,500.00
Kaipupu Point Mainland Island Society Inc	Kaipupu Signage Project <b>Note: Insufficient funds.</b>	Declined
Dressage Marlborough Group	Annual Operating Expenses	\$1,000.00
Marlborough Boys College Rugby Club Inc	Strength & Conditioning coach 2023	\$2,000.00

Organisation	Project Description	Actual
New Zealand Chinese Association - Marlborough and Nelson Branch Incorporated	Chinese culture stage play development <b>Condition: Tagged for venue hire.</b>	\$750.00
The Girl Guides Association New Zealand Incorporated (known as GirlGuiding New Zealand)	Delivering Guiding in Marlborough <b>Condition: Tagged for programme delivery.</b>	\$2,500.00
Envirohub Marlborough	Waitohi Community Garden Stage 3 <b>Note: Insufficient information. Suggest they reapply once stage has been completed.</b>	Declined
Awatere Early Learning Centre Incorporated	Staff office chairs	\$500.00
Rapaura Tennis Club Inc	Coaching costs and heritage work. <b>Condition: Tagged to balls, rackets and fitness aids.</b>	\$1,200.00
QC Drive Neighbourhood Support Group	AED Defibrillator & electrode pads <b>Noted: Insufficient funds.</b>	Declined
The Friends of Renwick Museum & Watson Memorial Library Society Inc	Pilot an information hub for Renwick. <b>(Jenny Andrews declared a conflict of interest and withdrew from the meeting for this item and Cllr Sowman assumed the chair. Cynthia Brooks declared a conflict of interest and withdrew from the meeting for this item.)</b>	\$2,000.00
Rainbow Sports Club Incorporated	Rental gear clothing	Declined
Marlborough Falcon Conservation Trust	Tilt and zoom mobile camera	Declined
Baseball New Zealand Incorporated	Regional Development Officer	Declined
Chosen Youth	Weekly Services	Declined
The Salvation Army Trust	Community - Positive Lifestyle Programme	Declined
Abbeyfield Marlborough Inc.	Seeding funding to set up the project	Declined
Tasman Regional Sports Trust	Salary support and equipment	Declined

### SCHEDULE 'A' - Ineligible Applications

Marlborough Mountain Bike Club Incorporated - 2021 Nationals Branch	1.7 Tonne Mini Excavator	Ineligible
Wine Marlborough	50 Years of Marlborough Grape Growing	Ineligible

**Graeme Haymes/Deborah Dalliessi:**

1. That Council approve the above listed grants to community organisations totalling \$314,000.
2. That it be noted that the applications listed in 'Schedule A' do not qualify for assistance.

#### Carried

During consideration of the applications the following was noted:

1. Consideration be given to including in the grant criteria that preference will be given to quotes from local suppliers.
2. That the Youth Council view and considered any youth related Grant applications received.
3. That when collating applications into groups they also been collated into sub-groups within each group eg education and then early childhood education.
4. That some power companies support charities in regard to electricity charges and suggested encouraging relevant groups to investigate.

**Audit Visits**

Members suggested that the following audit visits be undertaken.

1. Crossroads Marlborough Trust
2. Open Home Foundation
3. Volunteer Marlborough Charitable Trust
4. Barnardos NZ
5. NZ Chines Assn Marlborough and Nelson Branch

The meeting closed at 4.51pm.

Record No: 22237899

## 6. Elected Members' Allowances and Reimbursement Policy

(The Mayor) (Report prepared by M Porter)

H500-009-002-22

### Purpose of report

1. The purpose of this report is to seek Council's adoption of an *Elected Members' Allowance and Reimbursement Policy* (Policy) for the 2022 to 2025 triennium.

### Executive Summary

2. Council need to consider whether to include the various allowances as identified by the Remuneration Authority in its *Elected Members' Allowance and Reimbursement Policy* for the 2022 to 2025 triennium.
3. The 2019-2022 Policy document is attached for Members' guidance. This includes some allowances as identified by the Remuneration Authority (does not include the Travel Time Allowance), along with Council's specific policy components from previous terms of Council.

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### RECOMMENDATION

No recommendation pending discussion by Council.

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### Background

4. Council must maintain an *Elected Members' Allowance and Reimbursement Policy* and this must be within the limits as set by the Remuneration Authority (Authority).
5. The current policy is attached for information.

### Elected Members Allowances

6. Elected members may be entitled to receive the following allowances, but it should be noted that all allowances are entirely at the discretion of Council within the limits set by the Remuneration Authority:
  - **Vehicle Mileage Allowance** – to reimburse costs incurred on eligible travel associated with local authority business;
  - **Travel Time Allowance** – to reimburse costs incurred for eligible time spent travelling within New Zealand associated on local authority business;
  - **ICT Allowances** – to reimburse costs incurred for the provision of information and communications technology required by the elected member to perform their local authority functions; and
  - **Childcare Allowance** – to contribute towards the expenses incurred by an eligible member for the provision of childcare while the member is engaged on local authority business.

### Vehicle Mileage Allowance

7. The Authority states that member's travel is eligible for the allowance if it occurs on a day when the member is not provided with a motor vehicle by Council and the member is travelling in a private vehicle on Council business by the most direct route that is reasonable in the circumstances. The current allowance for a petrol or diesel vehicle is 83 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term (usually a financial year) and 31 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term. There are different rates for the "after 14,000 kilometres" depending on whether the vehicle is a petrol hybrid or electric.
8. An informal policy for many years now is that members representing the Blenheim Ward or those representing the Wairau-Awatere or Marlborough Sounds Wards that reside permanently in the

Blenheim Ward area, are not eligible for the vehicle mileage allowance for “day-to-day” travel to the District Administration Building in Blenheim. Of course these members are still eligible for the vehicle mileage allowance for travel to other locations whilst on or attending to Council business.

9. This policy should now include any member representing the Marlborough Māori Ward that reside outside the Blenheim Ward area.
10. Council has always adopted this allowance.
11. Staff arrange for reimbursement of travel to members for attendance at Council and Standing Committee Meetings (where the member has been appointed to that Committee) only. Members are responsible for claiming all other travel expenses.

#### Travel Time Allowance

12. The Authority states that members (but not the Mayor) are entitled to claim an allowance (\$40 per hour) for time travelled within New Zealand on local authority business, provided Council agrees to adopt a travel time allowance policy; the journey is by the quickest form of transport reasonable in the circumstances; the travel time exceeds one hour; and the travel time does not exceed nine hours (including the first hour which is not covered) within a 24 hour period.
13. The allowance is available each day for any business on behalf of Council or between the member's residence and the District Administration Building.
14. This allowance is not available for overseas travel.
15. Council has never adopted this allowance. If Council did adopt this, it would be up to the member to claim.

#### Communications Allowances

16. The Authority has a view that elected members should not carry the costs of communicating with councils or with ratepayers. It is the responsibility of each council to decide the communications equipment needed to carry out its business effectively and efficiently and decisions about equipment for members should flow from that.
17. It has been this Council's view that members be issued with a Council owned iPad and Council email address.
18. Council has also in the past reimbursed members for home internet connections to their place of residence. This is now capped at \$800 per annum (up from \$400 last term). Members are responsible for claiming this allowance.
19. There are many variations of this allowance but the above is in-line with what Council has adopted for a number of years.

#### Childcare Allowance

20. In 2019 the Remuneration Authority introduced a childcare allowance for local authority elected members who have responsibility for caring for children under the age of 14 years. The allowance is a contribution towards expenses incurred by the elected member for the provision of childcare while the member is engaged on local authority business.
21. The introduction of the allowance was in response to widespread concern from the local government sector that a lack of financial support for childcare created a barrier for people, in particular women, to enter into elected positions. Research shows that a number of councils in similar jurisdictions (Australia and the United Kingdom) provide their elected members with allowances to cover costs associated with child and dependent care whilst the elected member is on local authority business.
22. Councils can reimburse eligible elected members for childcare while engaged on council business up to a sum of \$6,000 per annum for each child under 14 year of age.
23. Council adopted this allowance last term.

***Actual and Reasonable Expenses***

24. It is customary for members to be reimbursed for expenses incurred whilst on or attending to Council business (e.g. taxi fares, hotel expenses etc when travelling).
25. Whilst this reimbursement is not identified by the Authority in its various determinations, staff consider that it should form part of the Policy.

***Parking Permits***

26. Council provides parking permits for elected members' use in Council's Alfred Street Carpark whilst on official Council business.
27. It is suggested that this continue.

Author	Mike Porter, Democratic Services Manager
Authoriser	Dean Heiford, Economic, Community and Support Services Department

## **Elected Members' Allowances and Reimbursement Policy**

At the Council meeting on 12 December 2019, the following policy was adopted:

- That Council reimburse elected members on an actual and reasonable basis for expenses incurred whilst on or attending to Council business (e.g. taxi fares, hotel expenses etc when travelling).
- That Council reimburse elected members for mileage incurred whilst on or attending to Council business (at the rate as defined by the Remuneration Authority's Local Government Elected Members Determination in force at the time) (NB: Elected Members representing the Blenheim Ward or those representing the Wairau-Awatere or Marlborough Sounds Wards that reside permanently in the Blenheim Ward area, are not eligible for the vehicle mileage allowance for "day-to-day" travel to the District Administration Building in Blenheim).
- That Council provides parking permits for elected members' use in Council's Alfred Street Carpark whilst on official Council business only.
- That Council provide elected members with an iPad or similar device and a Council email address.
- That Council reimburse elected members for home internet connections to their place of residence to a maximum of \$400 per annum.
- That Council reimburse eligible elected members for childcare while engaged on council business up to a sum of \$6,000 per annum for each child under 14 years of age.

## 7. 2023 Council Meeting Schedule

(includes Appendix 7.1)

(The Mayor) (Report prepared by M Porter)

D050-001-01

### Purpose of report

1. The purpose of this report is to set the **attached** meeting schedule for 2023 (see Appendix 7.1).

### RECOMMENDATION

That the meeting schedule for 2023 be approved.

### Background

2. The attached draft schedule of meetings for 2023 has been prepared for consideration by Council.
3. The dates (and especially day changes for Standing Committees) have been made in conjunction with the Chairs of Committees.

### Comments

4. The six weekly cycle will (in the main) be, 1<sup>st</sup> week clear, 2<sup>nd</sup> week Assets & Services on Tuesday morning with Environment & Planning on Thursday morning, 3<sup>rd</sup> week clear, 4<sup>th</sup> week Economic, Finance & Community on Tuesday morning, 5<sup>th</sup> week clear, 6<sup>th</sup> week Council on Thursday. However, this does not always work but is the premise of the new schedule.
5. Standing Committees and Council will all start at 9.00 am
6. Relevant agenda close off dates are indicated.
7. Scheduled Council Briefings will start at 8.30 am and will run to 12.30 pm.

### Summary

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

Author	Mike Porter, Democratic Services Manager
Authoriser	Dean Heiford, Economic, Community and Support Services Department



## 2023 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**

Sounds Advisory Group and Animal Control Sub-Committees dates to come..... Other Sub-Committees/Working Groups are ad hoc and dates will be advised as soon as we are aware of them.....

Meeting Date	Agenda Closing Date	Committee/Council Meeting	Calendar Appt
Monday, 9 January 2023			
Tuesday, 10 January 2023			
Wednesday, 11 January 2023			
Thursday, 12 January 2023			
Friday, 13 January 2023			
Monday, 16 January 2023			
Tuesday, 17 January 2023			
Wednesday, 18 January 2023			
Thursday, 19 January 2023			
Friday, 20 January 2023			
Monday, 23 January 2023			
Tuesday, 24 January 2023			
Wednesday, 25 January 2023			
Thursday, 26 January 2023			
Friday, 27 January 2023			
Monday, 30 January 2023		Council Briefing (8.30 am)	
<b>Tuesday, 31 January 2023</b>	<b>18 January 2023</b>	<b>Assets &amp; Services (9.00 am)</b>	
Wednesday, 1 February 2023			
<b>Thursday, 2 February 2023</b>	<b>18 January 2023</b>	<b>Environment &amp; Planning (9.00 am)</b>	
Friday, 3 February 2023			
<del>Monday, 6 February 2023</del>		WAITANGI DAY	
<b>Tuesday, 7 February 2023</b>	<b>25 January 2023</b>	<b>Economic, Finance &amp; Community (9.00 am)</b>	
Wednesday, 8 February 2023			
Thursday, 9 February 2023			
Friday, 10 February 2023			
Monday, 13 February 2023			
Tuesday, 14 February 2023			
Wednesday, 15 February 2023			
Thursday, 16 February 2023			
Friday, 17 February 2023	3 February 2023	Regional Transport Committee (11.00 am)	
Monday, 20 February 2023			
Tuesday, 21 February 2023			
Wednesday, 22 February 2023			

Meeting Date	Agenda Closing Date	Committee/Council Meeting	Calendar Appt
Thursday, 23 February 2023	8 February 2023	Small Townships Programme (1.00 pm)	
Friday, 24 February 2023			
Monday, 27 February 2023			
Tuesday, 28 February 2023			
Wednesday, 1 March 2023			
<b>Thursday, 2 March 2023</b>	<b>15 February 2023</b>	<b>Council (Discuss 'Draft' Annual Plan (AP) and Budgets) (9.00 am)</b>	
Friday, 3 March 2023			
<b>Monday, 6 March 2023</b>		<b>Council Briefing (8.30 am)</b>	
		Picton Regional Forum (1.30 pm Picton EOC)	
<b>Tuesday, 7 March 2023</b>	<b>22 February 2023</b>	<b>Assets &amp; Services (9.00 am)</b>	
Wednesday, 8 March 2023			
<b>Thursday, 9 March 2023</b>	<b>22 February 2023</b>	<b>Environment &amp; Planning (9.00 am)</b>	
Friday, 10 March 2023			
Monday, 13 March 2023			
Tuesday, 14 March 2023			
Wednesday, 15 March 2023			
Thursday, 16 March 2023			
Friday, 17 March 2023			
Monday, 20 March 2023			
<b>Tuesday, 21 March 2023</b>	<b>8 March 2023</b>	<b>Economic, Finance &amp; Community (9.00 am)</b>	
Wednesday, 22 March 2023	8 March 2023	<b>Grants (1.00 pm Council Chambers)</b>	
Thursday, 23 March 2023	8 March 2023	Housing for Seniors (1.00 pm)	
Friday, 24 March 2023			
Monday, 27 March 2023			
Tuesday, 28 March 2023	14 March 2023	Audit & Risk Sub-Committee (1.30 pm)	
Wednesday, 29 March 2023			
Thursday, 30 March 2023			
Friday, 31 March 2023			
<b>Monday, 3 April 2023</b>		<b>Council Briefing (8.30 am)</b>	
Tuesday, 4 April 2023			
Wednesday, 5 April 2023			

Meeting Date	Agenda Closing Date	Committee/Council Meeting	Calendar Appt
<b>Thursday, 6 April 2023</b>	<b>22 March 2023</b>	<b>Council (Adopt 'Draft' AP and Budgets for public consideration) (9.00 am)</b>	
Friday, 7 April 2023		GOOD FRIDAY	
<del>Monday, 10 April 2023</del>		EASTER MONDAY	
Tuesday, 11 April 2023			
Wednesday, 12 April 2023			
Thursday, 13 April 2023			
Friday, 14 April 2023			
Monday, 17 April 2023			
<b>Tuesday, 18 April 2023</b>	<b>3 April 2023</b>	<b>Assets &amp; Services (9.00 am)</b>	
Wednesday, 19 April 2023			
<b>Thursday, 20 April 2023</b>	<b>4 April 2023</b>	<b>Environment &amp; Planning (9.00 am)</b>	
Friday, 21 April 2023			
Monday, 24 April 2023			
<del>Tuesday, 25 April 2023</del>		ANZAC DAY HOLIDAY	
Wednesday, 26 April 2023			
Thursday, 27 April 2023			
Friday, 28 April 2023			
Monday, 1 May 2023		Picton Regional Forum (1.30 pm Picton EOC)	
<b>Tuesday, 2 May 2023</b>	<b>19 April 2023</b>	<b>Economic, Finance &amp; Community (9.00 am)</b>	
Wednesday, 3 May 2023			
Thursday, 4 May 2023			
Friday, 5 May 2023			
<b>Monday, 8 May 2023</b>		<b>Council Briefing (8.30 am)</b>	
Tuesday, 9 May 2023			
Wednesday, 10 May 2023			
Thursday, 11 May 2023			
Friday, 12 May 2023			
Monday, 15 May 2023			
Tuesday, 16 May 2023			
Wednesday, 17 May 2023			
<b>Thursday, 18 May 2023</b>	<b>3 May 2023</b>	<b>Council (9.00 am)</b>	
Friday, 19 May 2023			
Monday, 22 May 2023			
Tuesday, 23 May 2023			
Wednesday, 24 May 2023			

Meeting Date	Agenda Closing Date	Committee/Council Meeting	Calendar Appt
Thursday, 25 May 2023			
Friday, 26 May 2023			
Monday, 29 May 2023			
Tuesday, 30 May 2023			
Wednesday, 31 May 2023			
Thursday, 1 June 2023			
Friday, 2 June 2023			
<del>Monday, 5 June 2023</del>		KING'S BIRTHDAY	
<b>Tuesday, 6 June 2023</b>	<b>24 May 2023</b>	<b>Special Hearing Committee (Hear submissions on 'Draft' AP) (8.30 am)</b>	
<b>Wednesday, 7 June 2023</b>	<b>24 May 2023</b>	<b>Special Hearing Committee (Hear submissions on 'Draft' AP) (8.30 am)</b>	
<b>Thursday, 8 June 2023</b>	<b>24 May 2023</b>	<b>Special Hearing Committee (Hear submissions on 'Draft' AP) (8.30 am)</b>	
Friday, 9 June 2023			
<b>Monday, 12 June 2023</b>	<b>29 May 2023</b>	<b>Council (Consider submissions on 'Draft' AP) (9.00 am)</b>	
<b>Tuesday, 13 June 2023</b>	<b>30 May 2023</b>	<b>Economic, Finance &amp; Community - Combined (9.00 am)</b>	
Wednesday, 14 June 2023			
Thursday, 15 June 2023			
Friday, 16 June 2023	2 June 2023	Regional Transport Committee (11.00 am)	
Monday, 19 June 2023			
Tuesday, 20 June 2023			
Wednesday, 21 June 2023			
Thursday, 22 June 2023	7 June 2023	Small Townships Programme (1.00 pm)	
Friday, 23 June 2023			
Monday, 26 June 2023			
Tuesday, 27 June 2023	14 June 2023	Housing for Seniors (1.00 pm Committee Room)	
Wednesday, 28 June 2023	14 June 2023	Audit & Risk Sub-Committee (1.30 pm)	
<b>Thursday, 29 June 2023</b>	<b>14 June 2023</b>	<b>Council (Adopt AP and set Rates) (9.00 am)</b>	

Meeting Date	Agenda Closing Date	Committee/Council Meeting	Calendar Appt
Friday, 30 June 2023			
<b>Monday, 3 July 2023</b>		<b>Council Briefing (8.30 am)</b>	
		Picton Regional Forum (1.30 pm Picton EMOC)	
Tuesday, 4 July 2023			
Wednesday, 5 July 2023			
Thursday, 6 July 2023			
Friday, 7 July 2023			
Monday, 10 July 2023			
<b>Tuesday, 11 July 2023</b>	<b>28 June 2023</b>	<b>Assets &amp; Services (9.00 am)</b>	
Wednesday, 12 July 2023			
<b>Thursday, 13 July 2023</b>	<b>28 June 2023</b>	<b>Environment &amp; Planning (9.00 am)</b>	
Friday, 14 July 2023		MATARIKI	
Monday, 17 July 2023			
Tuesday, 18 July 2023			
Wednesday, 19 July 2023			
Thursday, 20 July 2023			
Friday, 21 July 2023			
Monday, 24 July 2023			
<b>Tuesday, 25 July 2023</b>	<b>12 July 2023</b>	<b>Economic, Finance &amp; Community (9.00 am)</b>	
Wednesday, 26 July 2023			
Thursday, 27 July 2023			
Friday, 28 July 2023			
Monday, 31 July 2023			
Tuesday, 1 August 2023			
Wednesday, 2 August 2023			
Thursday, 3 August 2023			
Friday, 4 August 2023			
<b>Monday, 7 August 2023</b>		<b>Council Briefing (8.30 am)</b>	
Tuesday, 8 August 2023			
Wednesday, 9 August 2023			
<b>Thursday, 10 August 2023</b>	<b>26 July 2023</b>	<b>Council (9.00 am)</b>	
Friday, 11 August 2023			
Monday, 14 August 2023			
Tuesday, 15 August 2023			
Wednesday, 16 August 2023			
Thursday, 17 August 2023			
Friday, 18 August 2023			
Monday, 21 August 2023			

Meeting Date	Agenda Closing Date	Committee/Council Meeting	Calendar Appt
<b>Tuesday, 22 August 2023</b>	<b>9 August 2023</b>	<b>Assets &amp; Services (9.00 am)</b>	
Wednesday, 23 August 2023			
<b>Thursday, 24 August 2023</b>	<b>9 August 2023</b>	<b>Environment &amp; Planning (9.00 am)</b>	
Friday, 25 August 2023			
Monday, 28 August 2023			
Tuesday, 29 August 2023			
Wednesday, 30 August 2023			
Thursday, 31 August 2023			
Friday, 1 September 2023			
<b>Monday, 4 September 2023</b>		<b>Council Briefing (8.30 am)</b>	
		Picton Regional Forum (1.30 pm Picton EMOC)	
<b>Tuesday, 5 September 2023</b>	<b>23 August 2023</b>	<b>Economic, Finance &amp; Community (9.00 am)</b>	
Wednesday, 6 September 2023			
<b>Thursday, 7 September 2023</b>	<b>23 August 2023</b>	<b>Housing for Seniors (1.00 pm Committee Room)</b>	
Friday, 8 September 2023			
Monday, 11 September 2023			
Tuesday, 12 September 2023			
Wednesday, 13 September 2023			
Thursday, 14 September 2023			
Friday, 15 September 2023			
Monday, 18 September 2023			
Tuesday, 19 September 2023			
Wednesday, 20 September 2023			
<b>Thursday, 21 September 2023</b>	<b>6 September 2023</b>	<b>Council (9.00 am)</b>	
Friday, 22 September 2023			
Monday, 25 September 2023			
Tuesday, 26 September 2023	13 September 2023	Grants (9.30 am Committee Room)	
Wednesday, 27 September 2023			
Thursday, 28 September 2023			
Friday, 29 September 2023			
<b>Monday, 2 October 2023</b>		<b>Council Briefing (8.30 am)</b>	
<b>Tuesday, 3 October 2023</b>	<b>20 September 2023</b>	<b>Assets &amp; Services (9.00 am)</b>	
Wednesday, 4 October 2023			
<b>Thursday, 5 October 2023</b>	<b>20 September 2023</b>	<b>Environment &amp; Planning (9.00 am)</b>	

Meeting Date	Agenda Closing Date	Committee/Council Meeting	Calendar Appt
Friday, 6 October 2023			
Monday, 9 October 2023			
Tuesday, 10 October 2023	27 September 2023	Grants (1.00 pm Committee Room)	
Wednesday, 11 October 2023			
Thursday, 12 October 2023			
Friday, 13 October 2023			
Monday, 16 October 2023			
<b>Tuesday, 17 October 2023</b>	<b>4 October 2023</b>	<b>Economic, Finance &amp; Community (9.00 am)</b>	
Wednesday, 18 October 2023			
Thursday, 19 October 2023	4 October 2023	Small Townships Programme (1.00 pm Committee Room)	
Friday, 20 October 2023			
<del>Monday, 23 October 2023</del>		LABOUR DAY	
Tuesday, 24 October 2023			
Wednesday, 25 October 2023	11 October 2023	Audit & Risk Sub-Committee (1.30 pm)	
<b>Thursday, 26 October 2023</b>	<b>11 October 2023</b>	<b>Council (Adopt Annual Report – only item) (9.00 am)</b>	
Friday, 27 October 2023			
Monday, 30 October 2023		MARLBOROUGH ANNIVERSARY	
Tuesday, 31 October 2023			
Wednesday, 1 November 2023			
<b>Thursday, 2 November 2023</b>	<b>18 October 2023</b>	<b>Council (9.00 am)</b>	
	18 October 2023	Housing for Seniors (1.00 pm Committee Room)	
Friday, 3 November 2023			
<b>Monday, 6 November 2023</b>		<b>Council Briefing (8.30 am)</b>	
		Picton Regional Forum (1.30 pm Picton EOC)	
Tuesday, 7 November 2023			
Wednesday, 8 November 2023			
Thursday, 9 November 2023			
Friday, 10 November 2023			
Monday, 13 November 2023			
<b>Tuesday, 14 November 2023</b>	<b>1 November 2023</b>	<b>Assets &amp; Services (9.00 am)</b>	
Wednesday, 15 November 2023			
<b>Thursday, 16 November 2023</b>	<b>1 November 2023</b>	<b>Environment &amp; Planning (9.00 am)</b>	

Meeting Date	Agenda Closing Date	Committee/Council Meeting	Calendar Appt
Friday, 17 November 2023	3 November 2023	Regional Transport Committee (11.00 am)	
Monday, 20 November 2023			
Tuesday, 21 November 2023			
Wednesday, 22 November 2023			
Thursday, 23 November 2023			
Friday, 24 November 2023			
Monday, 27 November 2023			
<b>Tuesday, 28 November 2023</b>	<b>15 November 2023</b>	<b>Economic, Finance &amp; Community (9.00 am)</b>	
Wednesday, 29 November 2023			
Thursday, 30 November 2023			
Friday, 1 December 2023			
<b>Monday, 4 December 2023</b>		<b>Council Briefing (8.30 am)</b>	
Tuesday, 5 December 2023			
Wednesday, 6 December 2023			
Thursday, 7 December 2023			
Friday, 8 December 2023			
Monday, 11 December 2023			
Tuesday, 12 December 2023			
Wednesday, 13 December 2023			
<b>Thursday, 14 December 2023</b>	<b>29 November 2023</b>	<b>Council (9.00 am)</b>	
Friday, 15 December 2023			
Monday, 18 December 2023			
Tuesday, 19 December 2023			
Wednesday, 20 December 2023			
Thursday, 21 December 2023	7 December 2023	Audit & Risk Sub-Committee (1.30 pm)	
Friday, 22 December 2023		COUNCIL CLOSES	
Monday, 25 December 2023		CHRISTMAS DAY - OBSERVED	
Tuesday, 26 December 2023		BOXING DAY - OBSERVED	
Wednesday, 27 December 2023			
Thursday, 28 December 2023			
Friday, 29 December 2023			



## 8. 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)
- Staffing Proposal

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:

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