

# Appendices



# Council Committees and Members

For this term of Council, the following Committee structure (and membership) was put into place on 31 October 2019. It has three standing committees, a joint committee with Kaikoura District Council, three statutory committees and eleven sub-committees. Pursuant to Section 41(a)(5) of the Local Government Act 2002 the Mayor is a member of each Committee of Council.

## Assets & Services Committee

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

Clr Nadine Taylor (Chairperson) (Deputy)	Clr Michael Fitzpatrick
Clr Jenny Andrews	Clr Cynthia Brooks
Clr Brian Dawson	Clr Francis Maher
Clr Mark Peters	Mayor John Leggett
Iwi representative - Richard Hunter	

## Civil Defence Emergency Management Group (Statutory Committee)

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

Clr Nadine Taylor (Chairperson) (Deputy)	Clr Michael Fitzpatrick
Clr Jenny Andrews	Clr Cynthia Brooks
Clr Brian Dawson	Clr Francis Maher

Clr Mark Peters	Mayor John Leggett
Iwi representative - Richard Hunter	

## Parking Sub-Committee

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

Clr Brian Dawson (Chairperson)	
Clr Michael Fitzpatrick	Clr Francis Maher

## Regional Transport Committee (Statutory Committee)

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

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

Clr Francis Maher (Chairperson) (Deputy)	Clr Michael Fitzpatrick
Clr Brian Dawson	Clr Nadine Taylor
New Zealand Transport Agency representative (Jim Harland)	

## 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.

Independent Chairperson – to be advised

Clr Jenny Andrews  
Clr Mark Peters

Clr David Oddie  
Mayor John Leggett

## District Licensing Committee (Statutory Committee)

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

Mayor John Leggett (Chairperson)

Two members appointed by the Chairperson from the following:

Clr Nadine Taylor (Deputy)

Members from the community (Christine McNeil, Graeme Barsanti, Hamish Beard, Liz Hawthorne, Lynette Rayner, Margaret McHugh)

## Environment Committee

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

Mayor John Leggett (Chairperson)

Clr Gerald Hope (Deputy)

Clr Jamie Arbuckle

Clr Barbara Faulls

Iwi representative (to be advised)

Clr David Oddie (Deputy)

Clr David Croad

Clr Thelma Sowman

Rural representative (to be advised)

## Animal Control Sub-Committee

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

Clr Jamie Arbuckle (Chairperson)

Clr Barbara Faulls

Clr Thelma Sowman

## Resource Hearing Sub-Committee

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

Clr David Oddie (Chairperson)

Clr Jamie Arbuckle

Clr Barbara Faulls

Clr David Croad

Mayor John Leggett

## Marlborough Regional Forestry (Joint Committee)

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

Clr Gerald Hope (Chairperson)

Clr Francis Maher

Kaikoura District Council representative

Forestry representative (Leo Jelinek)

## Planning Finance & Community Committee

This Committee is responsible for the Marlborough Environment Plan; implementation of Growing Marlborough and 'Smart and Connected' Economic Development Strategies; CBD and Small Township Revitalisation programmes; Destination Marlborough; Picton Forum; Sounds Advisory Group; 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.

Clr Mark Peters (Chairperson)

Clr Jenny Andrews

Clr Cynthia Brooks

Clr Barbara Fauls

Clr Gerald Hope

Clr David Oddie

Clr Nadine Taylor

Iwi representative (to be advised)

Clr David Croad (Deputy)

Clr Jamie Arbuckle

Clr Brian Dawson

Clr Michael Fitzpatrick

Clr Francis Maher

Clr Thelma Sowman

Mayor John Leggett

## 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.

Ian Marshall CA (Independent External Member) (Chairperson)

Clr David Croad

Clr Mark Peters

Mayor John Leggett

Clr David Oddie

Clr Nadine Taylor

## Commercial Events Fund Sub-Committee

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

Clr Michael Fitzpatrick (Chairperson)

Clr Jamie Arbuckle

Clr Thelma Sowman

Clr Barbara Fauls

Destination Marlborough  
Representative

## Grants Sub-Committee

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

Clr Jenny Andrews (Chairperson)

Clr Cynthia Brooks

Sports Trust appointee

(Karen Hartshorne)

Community representatives (Deborah Dalliessi, Graham Haymes,  
Sally Wadworth)

Two iwi representatives (to be advised)

Clr Thelma Sowman

Arts Sector appointee

(Kate Parker)

## Housing for Seniors Sub-Committee

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

Clr Cynthia Brooks (Chairperson)

Clr Jenny Andrews

Clr Mark Peters

Grey Power Marlborough representative (Mr Philip Hunnisett)

Clr Gerald Hope

Clr Michael Fitzpatrick

## Sister City Sub-Committee

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

Clr Gerald Hope (Chairperson)

Clr Barbara Faulls

Community representatives (Bill Floyd, Cathie Bell, Fiona Fenwick, Lily Stuart, Margaret Western, Peter Watt, Zoe Gray)

Clr Thelma Sowman

Council has two sister cities, Tendo and Otari in Japan, and a sister region with Ningxia in China.

## 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.

Clr Cynthia Brooks (Chairperson)

Clr Jamie Arbuckle

Clr Barbara Faulls

## Te Ao Māori Sub-Committee

The aim of this Sub-Committee is to improve Council's access to cultural advice and long-term partnerships with Māori, with its focus on:

- Increasing access to knowledge and education for Councillors and staff in Te Ao Māori and tikanga, iwi across Te Tau Ihu and Te Tiriti o Waitangi;
- Creating a visible Māori presence in Council buildings through artwork and bi-lingual signage;
- Developing opportunities to increase Council engagement with Te Tau Ihu iwi; and
- Development of a structure within Council to plan and manage this work.

Mayor John Leggett (Chairperson)

Clr Cynthia Brooks

Clr Mark Peters

Iwi representatives (to be advised)

Clr David Croad

Clr Nadine Taylor

## Youth Sub-Committee

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

Mayor John Leggett (Chairperson)

Clr Jenny Andrews

Clr Thelma Sowman

## Appointment of Councillors and Staff to Subsidiaries

### MDC Holdings Limited and Marlborough Airport Limited

Mayor John Leggett (Director)

Chair of Planning, Finance and Community Committee (Clr Mark Peters) (Director)

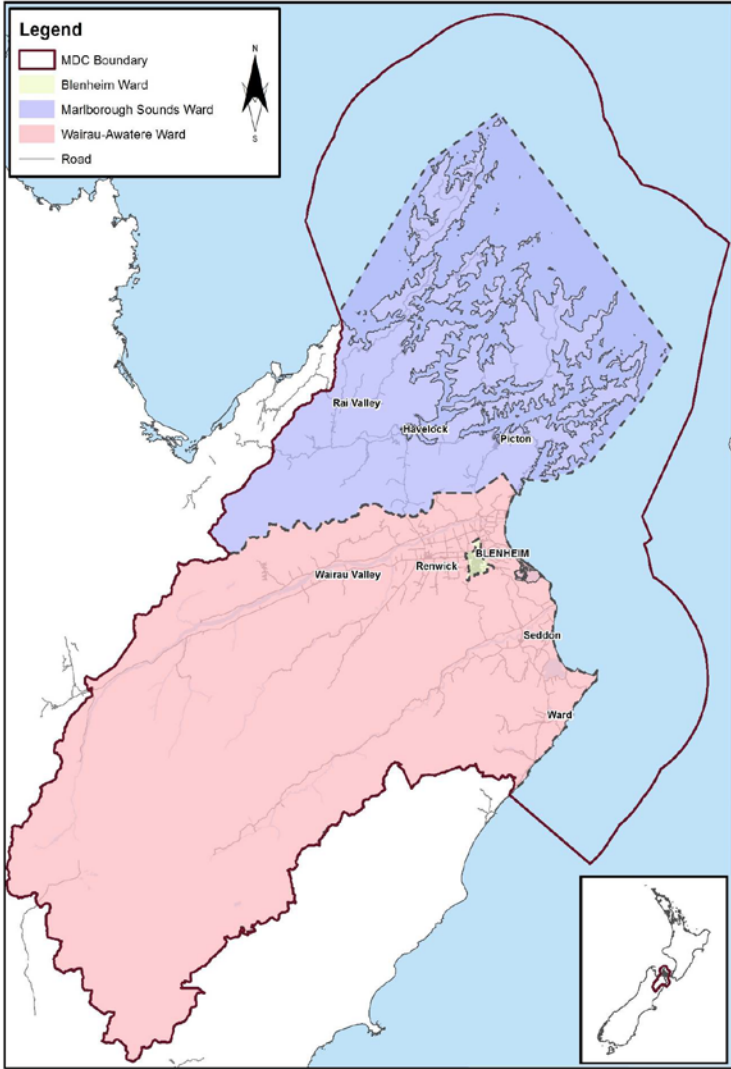
Clr David Oddie (Director)

Chief Executive (Mark Wheeler) (Director)

### Port Marlborough NZ Limited

Chief Financial Officer (Martin Fletcher) (Director)

# Ward Boundaries



# Council Staff Structure

**Mark Wheeler**  
CHIEF EXECUTIVE

**Martin Fletcher**  
CHIEF FINANCIAL OFFICER  
Finance & Accounting  
Financial Performance (overall)  
Functional Reviews  
Funding Policy  
Policy Issues  
Strategic Planning  
Subsidiaries  
Treasury Management

**Robert Foitzik**  
GENERAL COUNSEL  
Coordination of corporate legal services  
Management of external legal providers  
Legal budget  
Legislative compliance  
Contracts Management  
Risk and Insurance  
Employment relations advice  
Privacy and LGOIMA requests

**Stacey Young**  
CHIEF INFORMATION OFFICER AND MANAGER  
IT DEPARTMENT  
Information and Data Governance and Management  
Web and Digital Services  
Information Technology  
Land Information Memorandums  
Corporate Systems  
Cybersecurity and Infrastructure  
Digital Service Deliver

**Glyn Walters**  
COMMUNICATIONS MANAGER  
Communications and Engagement  
Council News Publishing  
Media Relations  
Internal Communications  
Social Media, Photography and Videography  
Emergency Public Information

**Jamie Lyall**  
MANAGER PROPERTY & COMMUNITY FACILITIES DEPARTMENT  
Cemeteries  
Central Business District  
Civic Projects  
Commercial Development  
Halls & Museums  
Public Conveniences  
Property  
Parking  
Reserves  
Residential Subdivisions  
Senior Housing  
Sports Parks  
Strategic Acquisitions  
Swimming Pool

**Dean Heiford**  
MANAGER ECONOMIC, COMMUNITY & SUPPORT SERVICES DEPARTMENT  
Arts & Cultural Matters  
Community Development  
Corporate Issues  
Customer Service Centres  
Democratic Process  
Economic Development  
General Administration  
Grants & Donations  
Human Resources  
Libraries  
Marlborough Award  
Marlborough Airport Ltd  
Office Services  
Regional Events  
Regional Tourism  
Sister Cities

**Richard Coningham**  
MANAGER ASSETS & SERVICES EPARTMENT  
Civil Defence & Emergency Management  
Land Transport  
Recycling  
Rivers & Drainage  
Sewerage  
Stormwater  
Waste Management  
Water

**Hans Versteegh**  
ENVIRONMENTAL SCIENCE & POLICY GROUP MANAGER  
Biosecurity (Animal & Plant Pests)  
Environmental Monitoring  
Environmental Policy  
Flood Forecasting  
Harbours

**Gina Ferguson**  
CONSENTS & COMPLIANCE GROUP MANAGER  
Animal Control  
Alcohol Licensing  
Building Control  
Compliance, Monitoring and Enforcement  
Environmental Health  
Hazardous Substances and New Organisms  
Noise Control  
Pollution Response  
Resource Consents

**KAIHATU**  
To be appointed



# MDC Directory

## Contact Details

PO Box 443, Blenheim 7240

Telephone: (03) 520 7400

Facsimile: (03) 520 7496

Email: [mdc@marlborough.govt.nz](mailto:mdc@marlborough.govt.nz)

Web: [www.marlborough.govt.nz](http://www.marlborough.govt.nz)

## Addresses

District Administration Building  
15 Seymour Street, Blenheim 7201

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

Harbour Control  
Mariner's Mall, Picton

Marlborough Library  
Corner Arthur and Seymour Streets, Blenheim

Works and Operations Depot  
Wither Road, Blenheim

Reserves Depot  
Pollard Park, Blenheim

## Bankers

Bank of New Zealand, Blenheim

Westpac, Blenheim

## Auditor

Rehan Badar, Audit New Zealand, Wellington on behalf of the Auditor General

## General Statistics

Population (Census count June 2018) 48,700

Inter-Census Population Movement (+) 5.2%

District Area 17,517 square kilometres

**as at 30 June 2020**

Rateable Land Value \$9,230,536,400

Rateable Capital Value \$19,866,979,500

Number of Rate Assessments 26,913

# Glossary of Terms

Accruals	Expenses incurred during the current year for which invoices have not been processed.
Activity	A good or service provided by, or on behalf of, a local authority or a Council-controlled organisation eg: water supply, transport networks.
Allotment	Has the meaning given to it in S218(2) of the Resource Management Act 1991.
Allotment Area	Is the total land area of an allotment.
Applicant	Is the person/persons that apply for resource consent, building consent or service connection.
Asset Management Plan	Council documents outlining how each main asset class will be managed, upgraded and expanded as required.
Asset Sales	Refers to the sale of MDC assets eg: cars, property.
Borrowings	This is the amount of external loans.
Capital Expenditure	The cost of capital works for network infrastructure, reserves and community infrastructure.
Catchment	The area served by a particular infrastructure investment.
Charge	These are referred to in the Local Government (Rating) Act 2002 as targeted rates and are calculated as a fixed amount per rating unit.
Commercial	Any activity involving commercial transactions, or providing commercial or administrative services, and includes, non-school activities, offices and banks; but excludes premises or activities involving industrial manufacture or production and retail trade.
Community Facilities	Reserves, network infrastructure, or community infrastructure for which development contributions may be required in accordance with S199 of the Local Government Act 2002.
Community Infrastructure	The following assets when owned, operated or controlled by a territorial authority: <ul style="list-style-type: none"> <li>(a) Community centres or halls for the use of a local community or neighbourhood and the land on which they are or will be situated;</li> <li>(b) Play equipment that is located on a neighbourhood reserve;</li> <li>(c) Toilets for use by the public.</li> </ul>
Community Outcomes	The outcomes that a local authority aims to achieve in meeting the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions.

CV	Capital Value.
Departmental Management	Allocation of Departmental Manager costs to activities.
Development	(a) Any subdivision, building (as defined in section 8 of the Building Act 2004), land use, or work that generates a demand for reserves, network infrastructure, or community infrastructure; but (b) Does not include the pipes or lines of a network utility operator.
Development Contribution	A contribution: (a) Provided for in a development contributions policy included in the Long Term Plan of a territorial authority; and (b) Calculated in accordance with the methodology; and Comprising- (i) money; or (ii) land, including a reserve or esplanade reserve (other than in relation to a subdivision consent), but excluding Māori land within the meaning of Te Ture Whenua Māori Act 1993, unless that Act provides otherwise; or (iii) both.
Development Contributions Policy	The policy on development contributions adopted under section 102(1).
District	The District of a territorial authority.
District Wide	Applies to every property in the District.
Equity	Represents the net worth of the MDC if all assets were sold for the values recorded and the liabilities were extinguished.
Financial Contributions	Has the same meaning as financial contributions in S108(9)(a)-(c) of the Resource Management Act 1991.
Financial Strategy	Council's Financial Strategy included in the Long Term Plan.
General Revenues Applied	Share of revenues generated by Council as a whole as compared to a specific activity eg: interest and dividends.
Geographic Areas	The District is divided up into six geographic areas for the purpose of funding general works and services. The geographic areas are Blenheim, Blenheim Vicinity, Picton, Picton Vicinity, General Rural and Sounds Admin Rural.

Goods and Services Tax (GST)	Goods and services tax under the Goods and Services Tax Act 1985.
Greenfields Area	Are defined as those areas where building capacity exists on the perimeter of the city.
Gross Floor Area (GFA)	For the purposes of development contributions, the sum of the area of all floors of all buildings on any site measured from the exterior faces of the exterior walls, or from the centre lines of walls separating two abutting buildings but excluding: <ul style="list-style-type: none"> <li>• Carparking;</li> <li>• loading docks;</li> <li>• vehicle access and manoeuvring areas/ramps;</li> <li>• plant and equipment enclosures on the roof;</li> <li>• service station canopies;</li> <li>• pedestrian circulation space in an enclosed retail shopping centre;</li> <li>• any foyer/lobby or a primary means of access to an enclosed retail shopping centre, which is accessed directly from a public place.</li> </ul>
Household Equivalent Unit (HEU)	An average residential dwelling occupied by a household of average size.
Impervious Surface Area	For the purpose of development contribution Impervious Surface Area (ISA) means the area of any site which is not capable of absorbing water and includes any area which: <ul style="list-style-type: none"> <li>• falls within the definition of coverage;</li> <li>• is covered by decks;</li> <li>• is occupied by swimming pools;</li> <li>• is used for parking, manoeuvring or loading of motor vehicles;</li> <li>• Is paved with a continuous surface with a run-off coefficient of greater than 0.45.</li> </ul>
Increase (Decrease) in Reserves	Increase in reserves are generally surpluses on operations. Decrease from reserves assist to fund capital expenditure.
Industrial	Means: <ol style="list-style-type: none"> <li>(a) any premises used for any industrial or trade purposes; or</li> <li>(b) any premises used for the storage, transfer, treatment, or disposal of waste materials or for other waste-management purposes, or used for composting organic materials: or</li> <li>(c) any other premises from which containment is discharged in connection with any other industrial or</li> </ol>

	<p>trade process.</p> <p>(d) any activity where people use materials and physical effort to:</p> <ul style="list-style-type: none"> <li>• extract or convert natural resources;</li> <li>• produce goods or energy from natural or converted resources;</li> <li>• repair goods;</li> <li>• store goods (ensuing from an industrial process).</li> </ul>
Infrastructural Assets	Fixed assets that are not generally regarded as tradable and which provide a continuing service to the community - such as reserves and parks, toilets, memorials, roads, bridges and wharves, water and sewerage schemes.
Infrastructure Strategy	Council's Strategy setting out the principal long term (30 years) infrastructure requirements of the District.
LGA	The Local Government Act 2002.
Loans/Debt	The raising of internal loans for capital items, such as a sewerage or water scheme.
Local Authority	A regional Council or territorial authority.
LTP	2021-2031 Long Term Plan.
LTP 2021-31	These are the \$ values budgeted for 2021-31 in the LTP.
LV	Land Value.
MEP	Marlborough Environment Plan.
Network Infrastructure	The provision of roads and other transport, water, wastewater, and stormwater collection and management.
Network Utility Operator	Has the meaning given to it by section 166 of the RMA
Non-Residential Development	Any activity in a non-residentially zoned area, excluding rural areas, or where the predominant activity is not residential or rural.
Operational Assets	Tangible assets that are generally regarded as tradable, such as buildings and improvements, library books, office equipment, plant and machinery, land and forestry crops.
Other Revenue	Revenue specifically generated by the activity.
Overhead Allocation	The allocation of Customer Services, Office Services, Human Resources, General Management, Information Management Services and Corporate Finance net costs.

PMEP	Proposed Marlborough Environment Plan.
Prepayments	Amounts paid to creditors by the MDC in the current year that relate to future years.
Property Value	For rating purposes this refers to either the “land” or “capital” value of a property.
Public Debt	The amount of borrowed funds that the MDC owes to external parties,
Public Equity	Represents the net worth of the MDC if all assets were sold for the values recorded and the liabilities were extinguished.
Rate/Rates	The Local Government (Rating) Act 2002 defines Rate – (a) means a general rate, a targeted rate, or a uniform annual general charge that is set in accordance with subpart 2 of Part 1; and (b) includes a penalty added to a rate in accordance with section 58; but (c) does not include a lump sum contribution.
Residential Development	Any activity in a residentially zoned area or where the predominant activity is not non-residential or rural.
RMA	The Resource Management Act 1991.
Resource Management Plan	The Wairau/Awatere Resource Management Plan and the Marlborough Sounds Resource Management Plan.
Section Management	Allocation of Section Manager costs when they are responsible for more than one activity.
Service Catchment	The same as catchment.
Service Connection	A physical connection to a service provided by, or on behalf of, a territorial authority.
Statement of Cashflows	Describes the cash effect of transactions and is broken down into three components: operating, investing and financing activities.
Statement of Comprehensive Revenue and Expense	Can also be referred to as the Income Statement, Profit and Loss, or the Operating Statement. It shows the financial results of various MDC activities at the end of each period as either a surplus or deficit. It does not include asset purchases or disposals.
Statement of Financial Performance	This can also be referred to as the Income Statement, Profit and Loss Statement, or the Operating Statement. It shows the financial results of various MDC activities at the end of each period as either a surplus or deficit. It does not include asset purchases or disposals.
Statement of Financial	Shows the assets, liability and equity at the end of each period. It can also be referred to as the Balance

Position	Sheet.
Subdivision	Has the same meaning as section 218 of the Resource Management Act 1991.
Subsidies	Amounts received from other agencies for the provision of services eg: NZTA roading subsidies.
Third Party Funds	Funding or subsidy, either in full or in part, from a third party eg: subsidies for the roading network.
Transfer to/from Reserves and Capex transfer from Reserves	Transfers of funds to reserves are generally surpluses on operations, Transfers from reserves assist to fund projects/expenditure that meet the purpose of the reserve. Capex transfers from reserves assist to fund capital expenditure.
Unit of Demand	The measure of demand for community facilities.
User Charges	The charges levied for use of MDC services eg: building consent fees, health inspections.
Working Capital	This is the remainder left when the value of current liabilities is deducted from the value of current assets. It is a measure used to indicate the short-term solvency of an entity.





The background features a stylized illustration of a plant stem with several large, light green leaves. The leaves are arranged in a fan-like pattern, with some pointing upwards and others downwards. The stem is a simple, light green line. The overall aesthetic is clean and natural, with a soft, light blue gradient background.

 Only Marlborough

[www.marlborough.govt.nz](http://www.marlborough.govt.nz)