

**KAIKOURA DISTRICT COUNCIL MEETING HELD AT 9.00AM ON  
WEDNESDAY 20 JULY 2016 AT MEMORIAL HALL SUPPER ROOM,  
ESPLANADE, KAIKOURA.**

**AGENDA**

1. *Apologies*
2. *Open Forum – Session for members of the public wishing to comment on items included in this agenda.*

*The Council meeting will adjourn following following this item and will resume at 1pm following the Environmental Services meeting and a tour of works.*

3. *Matters of Importance to be raised as Urgent Business*

4. *Public Forum*

<b>TIME</b>	<b>NAME</b>	<b>SUBJECT</b>
1.00pm	Ari Boyd	Maori Wardens

5. *Finance Report* *page 14*
6. *Library Report* *page 16*
7. *Civil Defence Report* *page 17*
8. *Request for Temporary Road Closure – Longboard Festival 2017* *page 19*
9. *Removal of Building Line Restriction* *page 24*
10. *Kaikoura Economic Development – Proposed Strategy & Approach* *page 26*
11. *Civic Building Report* *page 29*
12. *Committee Updates*
13. *Mayor’s Report* *page 30*
14. *Minutes to be Confirmed:*
  - *Council 20/06/2016* *page 31*
15. *Reports to be Adopted:*
  - *Environmental Services Committee 20/06/2016* *page 54*
  - *Finance, Audit & Risk Committee 16/05/2016* *page 56*
16. *Minutes to be Received:*
  - *Kaikoura Zone Water Committee 25/05/2016* *page 59*

**17. Minutes Action List Update**

MEETING	ACTION REQUIRED	BY	DATE ACTIONED
Council	It was requested that a tour be organised for Councillors to visit sites where recent work had been undertaken, as well as the Civic Centre and the Airport.	Operations Manager	Tour organised during the morning of Wednesday 20 July.

**18. Urgent Business**

**19. 2.30pm NZ Police Update**

- An update from Kaikoura Police will be provided in Public Excluded.

**20. Council Public Excluded Session**

*Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting, namely*

- Confirmation of Minutes of Council Public Excluded meeting on 20/06/2016*
- Adoption of Report Finance, Audit & Risk Public Excluded meeting 16/05/2016*
- Civic Building Report*
- New Zealand Police Update*

*The general subject 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) and 7(2)(i) of the Local Government Information and Meetings Act 1987 for the passing of this resolution are as follows:*

General subject of each to be considered	Reason for passing this resolution in relation to each matter	Grounds of the Act under which this resolution is made
Minutes of the Council Public Excluded meeting 20/06/2016	The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Local Authority to protect information where the making available of that information would likely unreasonably to prejudice the commercial position of the person who supplied the information or who is the subject of the information and to enable the Local Authority to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between members or officers or employees of any local authority; to protect the privacy of natural persons; to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source, and it is in the public interest that such information should continue to be supplied.	Section 48(1)(a) and 7(2)(b)(ii), Section 48(1)(a) and 7(2)(a), 7(2) (f)(i) and 7(2)(a) and 7(2)(c)(i).

Civic Centre Project Report	The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Local Authority to protect information where the making available of that information would likely unreasonably to prejudice the commercial position of the person who supplied the information or who is the subject of the information.	<b>Section 48(1)(a) and 7(2)(b)(ii).</b>
Report of Finance, Audit and Risk Public Excluded Meeting 16/05/2016	The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to protect the privacy of natural persons; to enable the Local Authority to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between members or officers or employees of any local authority; to enable the Local Authority to protect information where the making available of that information would likely unreasonably to prejudice the commercial position of the person who supplied the information or who is the subject of the information.	<b>Section 48(1)(a) and 7(2)(a), 7(2)(f)(i), 7(2)(b)(ii).</b>
New Zealand Police Update	The exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source, and it is in the public interest that such information should continue to be supplied.	<b>Section 48(1)(a) and 7(2)(c)(i)</b>

## Summarised Finance Report for the period to 30 June 2016

### Summary Statement of Comprehensive Revenue & Expense

	Budget 30/06/2016	Actual 30/06/2016	Actual 30/06/2015
Rates revenue	5,512,260	5,548,328	5,257,593
All other revenue	3,282,764	2,549,665	3,123,078
<b>TOTAL REVENUE</b>	<b>8,795,024</b>	<b>8,097,993</b>	<b>8,380,671</b>
Operating expenses	11,392,187	10,311,257	9,443,123
Net surplus/(deficit)	(2,597,163)	(2,213,264)	(1,062,452)
Other comprehensive revenue	-	-	115,814
<b>Total revenue &amp; expense</b>	<b>(2,597,163)</b>	<b>(2,213,264)</b>	<b>(946,638)</b>

The financial statements are for the year ended 30 June, but there will be a number of end-of-year adjustments to make over the next few months and some of these adjustments will be significant. The year-end results are being compiled for the Marlborough Regional Forestry joint venture, and once these figures are available we will disclose our share of the venture revenues and expenses.

### Summary Statement of Financial Position

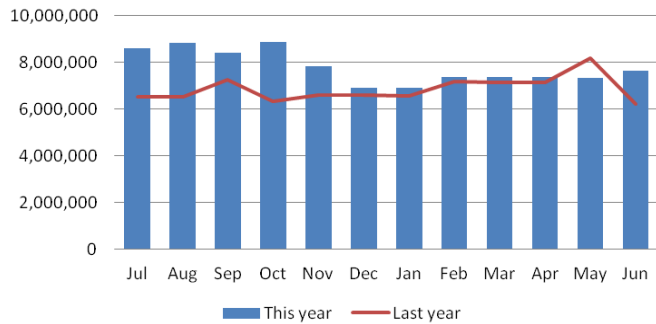
	Budget 30/06/2016 Full year	Actual 30/06/2016 Full year	Actual 30/06/2015 Full year
Current assets	4,085,367	3,166,835	5,168,281
Non-current assets	172,054,802	164,982,698	163,886,515
Current liabilities	(3,485,313)	(4,799,303)	(4,384,308)
Non-current liabilities	(8,756,488)	(5,713,899)	(4,820,915)
<b>TOTAL NET ASSETS</b>	<b>163,898,368</b>	<b>157,636,331</b>	<b>159,849,573</b>
Ratepayers equity	80,415,371	87,203,650	87,910,652
Special funds	2,055,309	1,072,118	2,605,358
Asset revaluation reserve	81,427,688	69,333,563	69,333,563
<b>TOTAL EQUITY</b>	<b>163,898,368</b>	<b>157,609,331</b>	<b>159,849,573</b>

Cash increased since last month, with the receipt of the fourth rates instalment; which also resulted in a corresponding decrease in trade receivables. The current portion of loans increased to reflect those loans which fall due within the next twelve months.

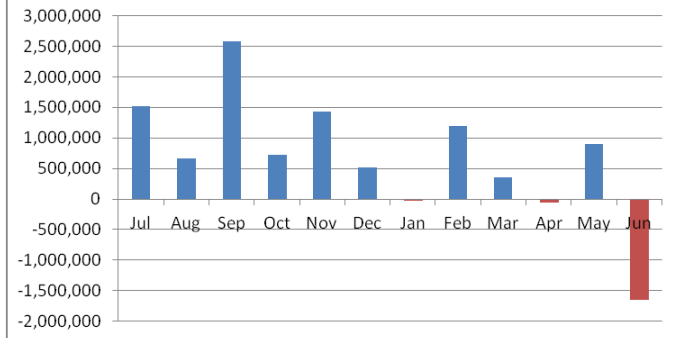
Working capital dropped below zero at year end, with current liabilities exceeding current assets. A cluster of loans falls due within the next 12 months and they will be refinanced when they mature. Liquidity is currently 2.07:1.

# Financial Dashboard

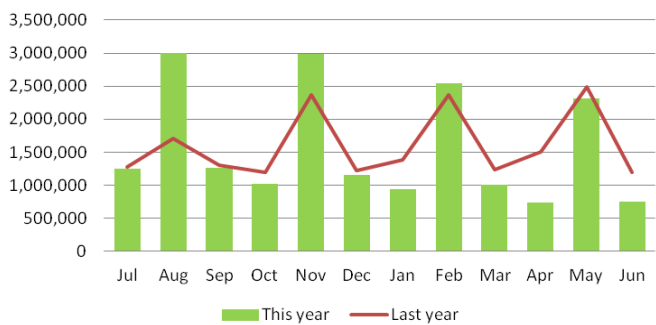
## Term borrowings (loans)



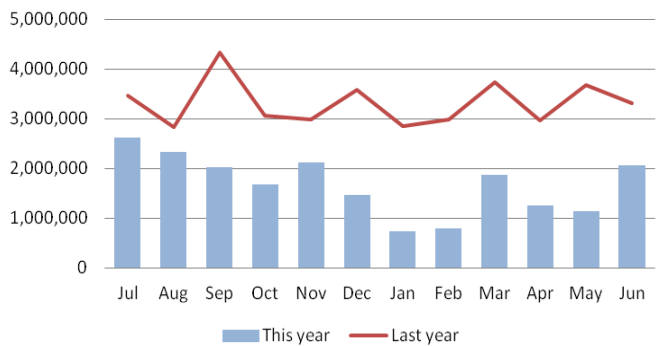
## Working capital



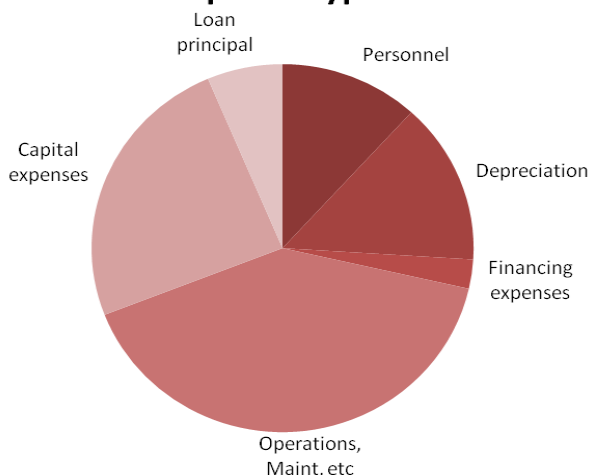
## Trade receivables



## Cash & term deposits



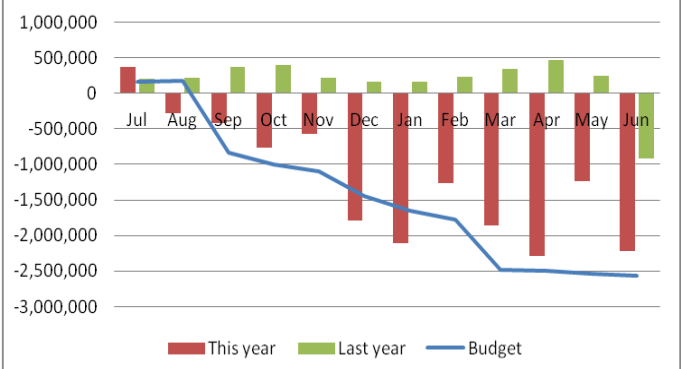
## Expense types



Top 10 capital projects	Budget \$000's	Amount Spent \$000's	Within budget	Within time
Civic centre	4,900	6,474	No	No
Footpaths	500	168	Yes	No
Lions pool	200	26	Yes	No
Harbour	170	21	Yes	No
Road reseals	100	-	Yes	No
Road rehab	100	10	Yes	No
Bridges	90	-	Yes	No
Urban water	80	294	No	Yes
Unsealed Rds	60	88	No	Yes
Rd drainage	50	270	No	Yes

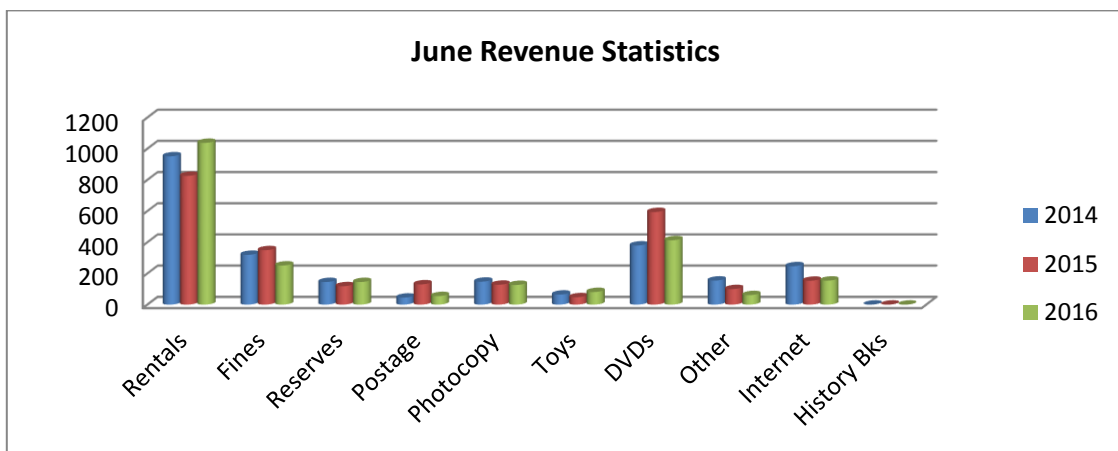
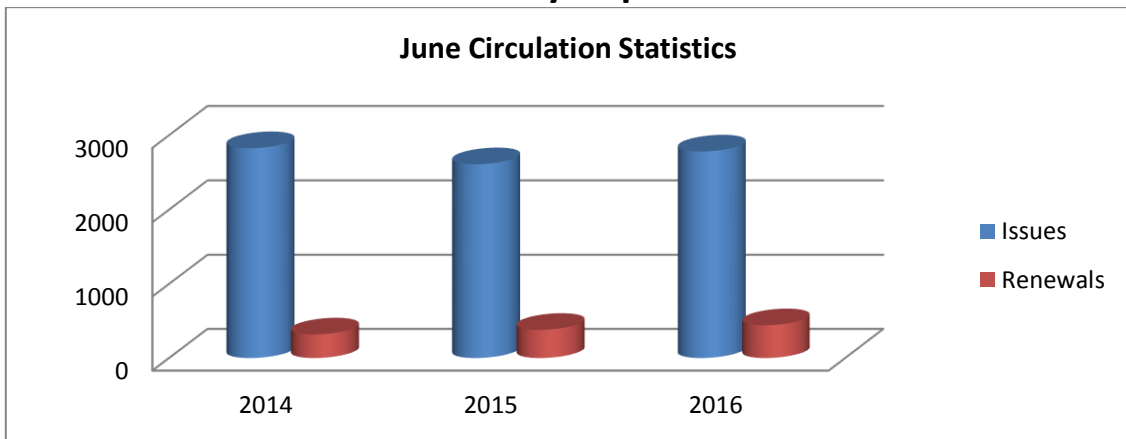
- The Civic Centre is due for completion in Sept/Oct, and a valuation is underway
- Footpath work has commenced
- Bridges, road reseals and rehabilitation have been deferred to 2016/2017
- Harbour rock removal will carry over to 2017
- The water budget was amended to \$300k
- Road drainage (culverts) work is ongoing

## Operating surplus/(deficit)



The full financial report is contained within the Finance, Audit & Risk Committee agenda

# Library Report



## Administration

- On the 7<sup>th</sup> June 2016 the owners of Harakeke Mall contacted the Kaikoura District Council CEO to inform that the Library lease would not be renewed and a final date was negotiated. Kaikoura District Library will commence our move process and will be closed from the 8<sup>th</sup> July 2016 until the Library can reopen in the new premises. The public have been notified and encouraged to take extra items prior to the closure. Thursday 7<sup>th</sup> July will be the final day public will have access to the Library collections.

- Builders at Robbies cut phone lines to shops at Harakeke Mall on Saturday the 18<sup>th</sup> June 2016. The Library was without phone and internet access. Chorus came in on Sunday the 19<sup>th</sup> June 2016 to re-install access for the Library and other shops effected.

## Class Visits

- Lynton Downs School enjoyed a visit on the 24<sup>th</sup> June 2016.
- Adult learning group enjoyed 4 visits on the 2<sup>nd</sup>, 13<sup>th</sup>, 23<sup>rd</sup> & 30<sup>th</sup> June 2016.

## Technology

- Kyle from Hurunui IT support visited on the 23<sup>rd</sup> June 2016 to add library staff to KDC server providing new email access.

<b>Prepared by</b>	Cheryl Barker, District Librarian
<b>Authorised by</b>	Angela Oosthuizen, Chief Executive Officer

# Civil Defence Report

## Staff Training

Nine new staff members participated in the Introduction to the Emergency Operation Centre course in May. From the feedback received, the course was a useful introduction to staff responsibility in a civil defence emergency.

## Tourism and Civil Defence

Winter Tourism and Emergency Management Workshops:

This year, the tourism and disaster workshops are focusing on recovering after emergencies of all sizes. There will be five workshops that focus on business continuity.

The first workshop will be held on the 21<sup>st</sup> of July at 1:30pm at the Supper Room and will focus on insurance.

Upcoming Workshops (same time, same place, dates: TBA)

- Health and Safety Act- Tourism and Emergencies – Your responsibilities and how to meet them
- Business Continuity Planning –Part One –How to begin to make a plan
- Business Continuity Planning –Part Two - The nitty-gritty for your business
- Destination Kaikoura –recovering from emergency as a district

## Regional Approach to Managing Natural Hazard Risk

A regional approach to natural hazard risk is being developed for Canterbury under the Canterbury Risk Reduction Forum. The regional approach is a collaborative initiative currently involving all local authorities in the region and Canterbury Civil Defence Emergency Management.

Individual organisations participating in the development and implementation of the regional approach will benefit through greater efficiencies in achieving their own outcomes relating to planning for and management of natural hazard risk in their communities.

The first stage of the regional approach involves a one to two-year work programme focused on key issues and opportunities relating to roles and responsibilities, collaboration and coordination, regional research, and communication and engagement.

It is anticipated that this work programme will form the foundation to develop a bigger, longer term work programme for progressing managing natural hazard risk in Canterbury.

This work reflects a greater emphasis within the Canterbury Civil Defence Emergency Management Group to work together on broad topics such as public education and alerting.

## Group Welfare Plan

After a series of workshops, The Canterbury Civil Defence Emergency Management Group Welfare Plan has been released reflecting the changes to the National CDEM Plan 2015.

The Canterbury Civil Defence Emergency Management (CDEM) Group is responsible for leading the development of regional welfare planning and supporting the development of local welfare arrangements to ensure a consistent approach to welfare across the Canterbury CDEM Group area.

The (CDEM) Group Welfare Plan is to provide strategic direction and clarity for the delivery of welfare in an emergency management context for the Canterbury area. It clarifies CDEM welfare arrangements and structures and outlines agreed and statutory roles of responsible and support agencies for welfare delivery and how this will translate into arrangements for the communities that make up the Canterbury CDEM Group area.

The National CDEM Plan 2015 raises the bar for welfare services both in expectation and commitment not only for the Canterbury CDEM Group but also for other welfare service agencies.

We are currently working to firm up commitments at the local level and to write a Welfare Plan for the district to reflect the changes in the way welfare is delivered.

**Joint Emergency Operations Centre Support Team**

The aim of the initiative is to create a team of highly trained professionalised Emergency Operations Centre operatives who will support Local Authority Emergency Operations Centres in the Canterbury Region during an emergency / natural disaster. A memorandum of understanding, policy document and standard operating procedures are being drafted.

<b>Prepared by</b>	Kd Scattergood, Emergency Management Officer
<b>Authorised by</b>	Angela Oosthuizen, Chief Executive Officer



## **Request for Temporary Road Closure – Kaikoura Longboard Festival 2017**

Attached is a request from the organisers of the Kaikoura Longboard Festival 2017 for the temporary closure of Ingles Drive and Greenburn Way on the 21<sup>st</sup> & 22<sup>nd</sup> of January 2017 for the purpose of the Kaikoura Longboard Festival 2017.

The road was temporary closed in January 2014, 2015 and 2016 for this event. The organiser have contacted residents effected by the event in previous years and will do so again in the lead up to the event. A maximum number of competitors has been set however it is envisaged maximum numbers will not be reached. The request outlines what will be undertaken in terms of traffic management, safety, waste etc.

The Transport (Vehicular Traffic Road Closure) Regulations 1965 states the Controlling Authority, in this case the Kaikoura District Council, may agree to temporarily close the road. A notice of its intention to close the road must be advertised 42 days before the proposed period of closure and any person affected by the closure may lodge an objection no later than 28 days prior. Objections can then be heard and if after considering the objections the Council decides to close the road further public notice must be given.

***Recommendation:***

***It is recommended that under Transport (Vehicular Traffic Road Closure) Regulations 1965 the Council agree to close Ingles Drive and Greenburn Way from 9.00am to 6.00pm on the 21<sup>st</sup> and 22<sup>nd</sup> of January 2016.***

<b>Prepared by</b>	Suzanne Syme, Executive Officer
<b>Authorised by</b>	Angela Oosthuizen, Chief Executive Officer

## Letter Regarding Road Closure for a Gravity Sports Event

To the Kaikoura District Council,

On January 17th & 18th 2015, and January 23rd & 24th 2016 The Kaikoura Longboard Festival was successfully held at the Ocean Ridge subdivision on a closed road track. These two events respectively attracted 38 and 35 riders respectively, who competed in a downhill skateboarding race. Following these successes, we would like to repeat this event for the fourth time in 2017.

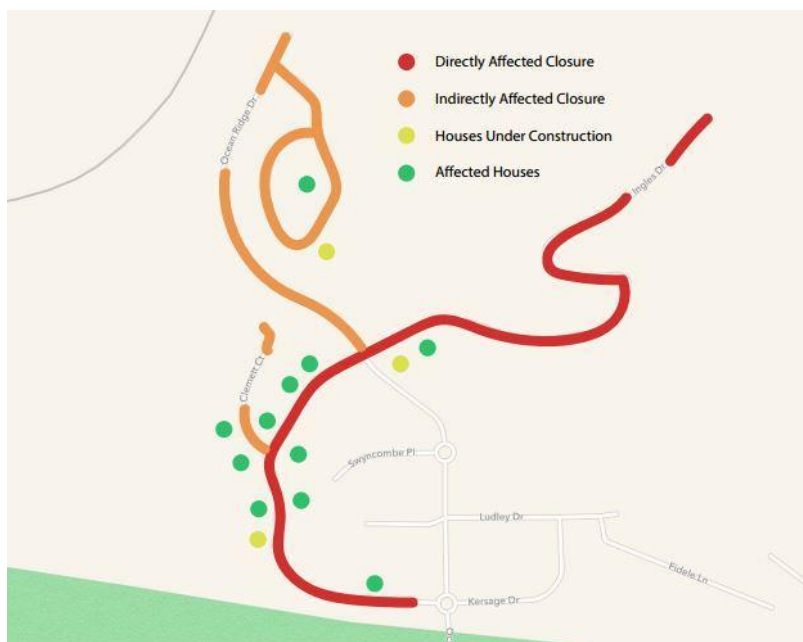
This proposal letter will cover:

- Location
- Date/Times
- Traffic Management
- People on Site & Noise
- Waste Management
- Accommodation
- Food & Beverages
- Safety Plan
- Site Plan

Please also find links to the risk assessment and management strategies, volunteer manual and official event rules in the resources section at the bottom of this letter.

### Location

The proposed location for this event is the Ocean Ridge subdivision, with the section of road to be closed starting from the top of Ingles Drive carrying on down into Greenburn Way, ending before the roundabout. This is marked on the map below – highlighted in red is the proposed section of road to be closed, and highlighted in orange are the roads that will be affected by this road closure.



**Figure 1:** Satellite view of the Ocean Ridge subdivision. Red marks the section of road proposed to be closed, orange marks the roads affected by the closure.

## **Date/Times**

The proposed dates for the 2017 event are Saturday 21<sup>st</sup> and Sunday 22<sup>nd</sup> of January. The road would be closed at 9:00am each day, reopening again at 6:00pm. Impact protection on the main corners however will ideally be set up along the side of the road during the evening of Friday 20<sup>th</sup> of January. This will not obstruct the road for vehicles in any way. As per previous years the track will be completely cleared and returned to its previous state following the end of the event on Sunday afternoon.

## **Traffic Management**

There will be less than 100 vehicle movements per day.

The impact of this event on residents is of high priority to us and with the traffic safety plan, easily mitigated. Restricted access will apply only to vehicles, with pedestrians still having full access to sidewalks. All properties on the section of closed road are within 150m of sections not closed to traffic, allowing plenty of space to park. Guests of residents will have the same vehicle access rights as residents, provided that these residents are able to provide off-road parking on their properties for the visiting guests. To access the closed road, residents (and guests) are required to notify a marshal who will check that the course is clear before allowing their vehicle through. Feedback from a resident positioned in the middle of the course was that during the 2015 event, his wait time was always less than 1 minute when attempting to leave or enter his property.

## **General Traffic**

During the hours of 9am-6pm on the two days of the event, it is proposed that the road be fully closed to vehicles belonging to the general public. The general public is defined as people who are neither residents of Greenburn Way nor spectators requiring parking.

## **Residents**

In 2015 we visited each house to ask the homeowners how they felt the event had been run earlier in the year, and if they had suggestions for improvement. Like previous years, the feedback was all very positive; no one had issues with the event being held again, as long as it was run at the same standard. Residents who were not home at the time were left a letter asking for feedback via email. This is will again be happening in regards to the 2016 event. Where possible, we have collected residents' email addresses so we can keep in touch with them throughout the planning stages for a 2017 event.

There are fourteen residential addresses affected by the road closure, with a number of these being holiday homes. It is requested that residents do not park their vehicles on the section of closed road. Marshals will be located at the end of Greenburn Way and the Ocean Ridge Drive/Ingles Drive intersection. The residents of these fourteen properties will be contacted again directly prior to the event, and communication maintained throughout the weekend in order to minimise any possible inconvenience.

## **Spectators/Competitors**

It is suggested that any spectators and competitors park their vehicles on Knowles Crescent and Ocean Ridge Drive on the northern side of Ingles Drive. Spectators would have access to this area after notifying a course marshal located on the intersection of Ingles Drive and Ocean Ridge Drive.

## **Road Closure Signs**

The closed section of road will be marked with cones and signage. Cones will be placed on the Ocean Ridge Drive/Ingles Drive intersection and 30m from the end of Greenburn Way. Signage at these

points will notify the public of the road closure and who to contact if they need access to the sections of closed road.

## **People on Site and Noise**

The event will be restricted to a maximum of 64 riders; however numbers are realistically expected to be lower than this, with the 2016 event attracting 35 riders. As longboarding is generally not a highly spectated sport, the total number of people on top of this will remain low.

The sound skateboarders make going down a hill is similar to that of a passing bike and is caused by wheels on the road and air displacement. This should cause fewer disturbances to residents than a car going past and should be barely audible from within a house. A public address system will be used at the top of the hill to call riders forward to the start line; this is a fair distance away from any residences and will be used facing away from the houses, in order to cause minimal disturbance.

## **Waste Management**

Transportable "Port-a-Loo" style toilets from Kaikoura Hire will be used.

There will be bins provided throughout the whole area. All rubbish will be taken back to Christchurch to be disposed of. As per the volunteer manual, one person will be appointed the position of waste manager and will be responsible for keeping the bins and Port-a-loos in a respectable condition.

## **Accommodation**

All participants of the event will be required to stay at the Kaikoura Coastal Campground's Goose Bay site or at an accommodation facility in the Kaikoura Township. Goose Bay is the preferred option, where we will have a specific area reserved for event competitors. There will be no freedom camping permitted on the hill or nearby beach.

## **Food and Beverages**

No alcohol will be available. At this point no food will be provided, however we are looking into inviting a food truck along to the event. Free water will be provided on location along with sunscreen in popular spots along the track.

## **Safety Plan**

The safety of our competitors and spectators is of the highest priority. Impact protection will be placed on the main corners as well as around all lamp posts. The use of over five hundred tyres worked well in 2016, for the upcoming event we will look into doing this again.

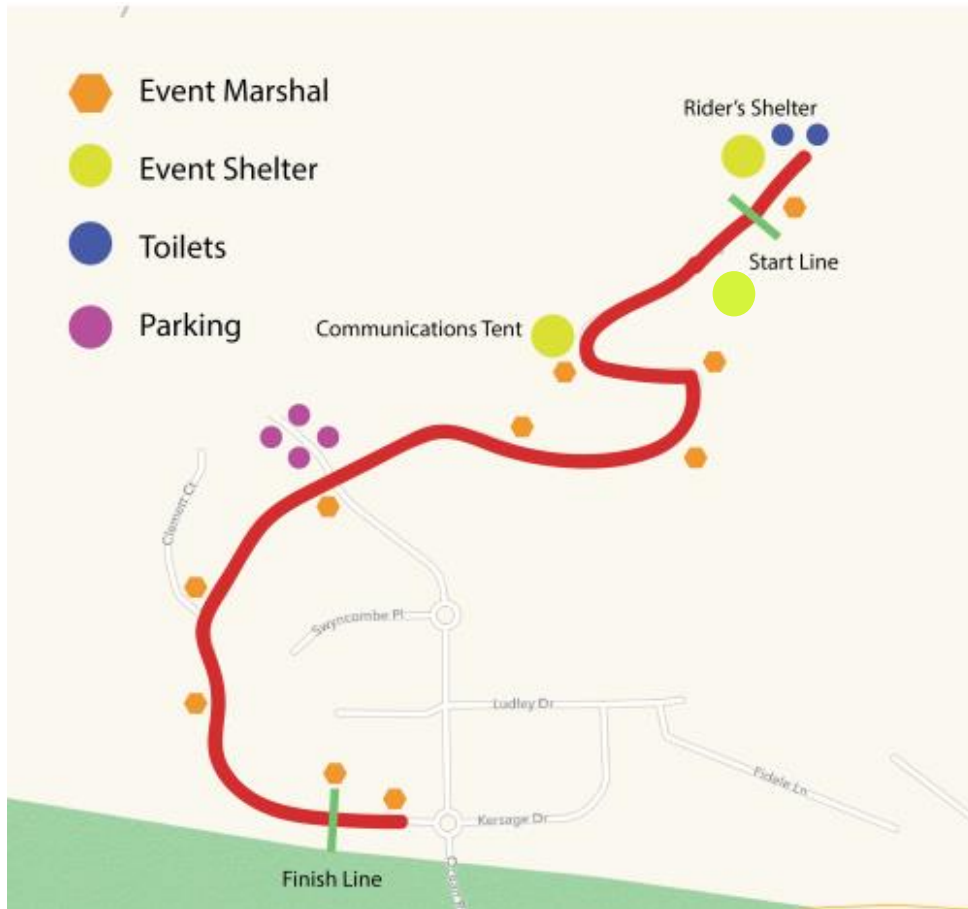
There will be an ambulance on site during competition hours. Competitors will be required to undergo a safety gear check prior to racing. This will involve ensuring that their full-face helmets meet safety certifications, and they have adequate knee and hand protection. Full leather suits are highly encouraged. Competitors' boards will also be checked to make sure they are mechanically sound.

As per the volunteer manual, all volunteers of the event will be fully aware of safety procedures should an incident occur. These will be covered during the Friday night prior to the event and recapped each morning and lunch break on the days of racing. Each volunteer also wears a lanyard with clear instructions of what to do in an emergency. On this lanyard is also a whistle, which can be used to draw attention if a situation should occur.

## **Site Plan**

The set up of the event will be very similar to previous years, with the three competitor/spectator shelters, one at the very top of the course and two on the first corner of the track, the preferred

viewing point along the course. These will provide the needed sun shelter as asked for in feedback from the previous events.



**Figure 2:** Satellite view of the Ocean Ridge subdivision, showing location of event shelters and marshals positioning

Thank you for your time and consideration,

The Kaikoura Longboard Festival Committee:

Caitlin Daley  
Tom de Rooy  
kaikouralongboard@gmail.com  
0212629621

## Resources:

Risk assessment and management strategies:

[https://docs.google.com/document/d/1mvkKBgvzgAEK5y83RKN1-SqiY1jFRZD3Qt\\_NHKOSvWs/edit?usp=sharing](https://docs.google.com/document/d/1mvkKBgvzgAEK5y83RKN1-SqiY1jFRZD3Qt_NHKOSvWs/edit?usp=sharing)

Rules:

[https://docs.google.com/document/d/181pUNVdsiu8i66Vo\\_uN7YB8iuHs6GAR8i-0QIJHesZo/edit?usp=sharing](https://docs.google.com/document/d/181pUNVdsiu8i66Vo_uN7YB8iuHs6GAR8i-0QIJHesZo/edit?usp=sharing)

Volunteer Manual:

<https://docs.google.com/document/d/1z6w0pMit7U8tISADNPaa6Udqzu6eDo4RdBaP8yFI7iE/edit?usp=sharing>

# Removal of Building Line Restriction for Properties neighbouring Whakatu Lane, South Bay

Requested by: Alex McCormack, Planning officer on behalf of Rob Lewington owner of 6 Moa Road who has recently applied for resource consent at this address.

## Details

A Building line restriction exists on the titles of 6 Moa Road and 128 South Bay Parade (referred to on the titles as “Interest 59891 Notice imposing Building Line Restriction”). See attached map.

The building line restriction was put in place by resolution of Kaikoura County Council on 17<sup>th</sup> November 1967 as follows:

*“Pursuant to section 31(6) of the Counties Amendment Act 1961, the Kaikoura County Council hereby declares by resolution dated 17<sup>th</sup> November 1967, that the building line restriction of five feet (5’) from the boundary of Whakatu Lane is hereby re-imposed”* (Note: 5 feet = 1.524m)

The minutes of this meeting confirm the restriction; however provide no reasoning for it. I am unable to locate the original resolution that the “re-imposed” from refers to.

It was likely imposed as a planning mechanism, probably for a similar purpose as the internal boundary setback provisions of the current plan. Quality Planning has the following to say about building line restrictions:

*Building Line Restrictions “would specify that buildings were not allowed to be sited within a certain distance from the centreline of the road or the road boundary. Although they have little real relevance, they still have legal standing and can only be removed under section 327A of the Local Government Act 1974, or must be complied with”.*

Section 327A of the Local Government Act provides:

### **327A Building-line restrictions**

*Where a building-line restriction has been imposed under this Act or any former enactment, and the Council subsequently determines that the building-line restriction be cancelled, the Council shall send notice of cancellation to the District Land Registrar or Registrar of Deeds, as the case may require, who shall amend his or her records accordingly.*

The current plan provides an internal boundary separation distance of 2m. There are exceptions to this rule. For example garages with a boundary wall of less than 6m may be located up to 0.5m from the boundary provided the wall adjacent to the boundary contains no windows.

As Kaikoura has an operative plan covering boundary separation this building line restriction is no longer required. Any building work proposed is now most appropriately controlled by the District Plan and Resource Management Act. It is therefore requested Council removes this restriction.

## Requested Resolution

In accordance with section 327A of the Local Government Act 1974 Kaikoura District Council declares by resolution that the building line restriction of five feet (5’) from the boundary of Whakatu Lane is hereby removed.

<b>Prepared by</b>	Alex McCormack, Planning Officer
<b>Authorised by</b>	Angela Oosthuizen, Chief Executive Officer

## Map of Whakatu Lane Building Line Restriction

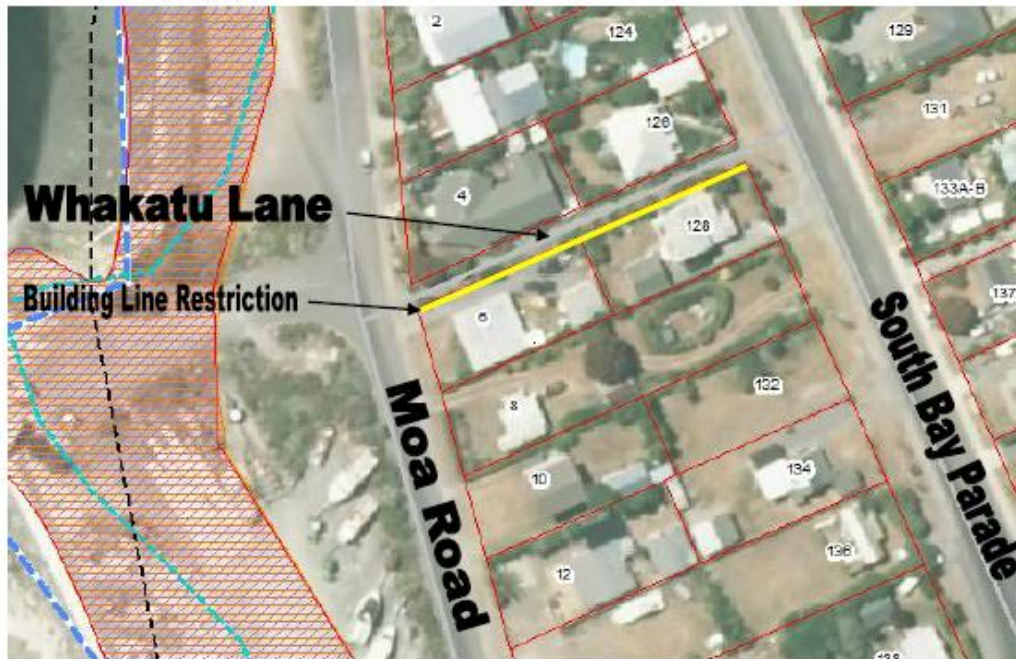


Figure 1: Looking west toward South Bay from half way into Whakatu Lane

# Kaikoura Economic Development-Proposed Strategy and Approach

## Purpose

To present Council with a report detailing the proposed Economic Development Strategy and approach.

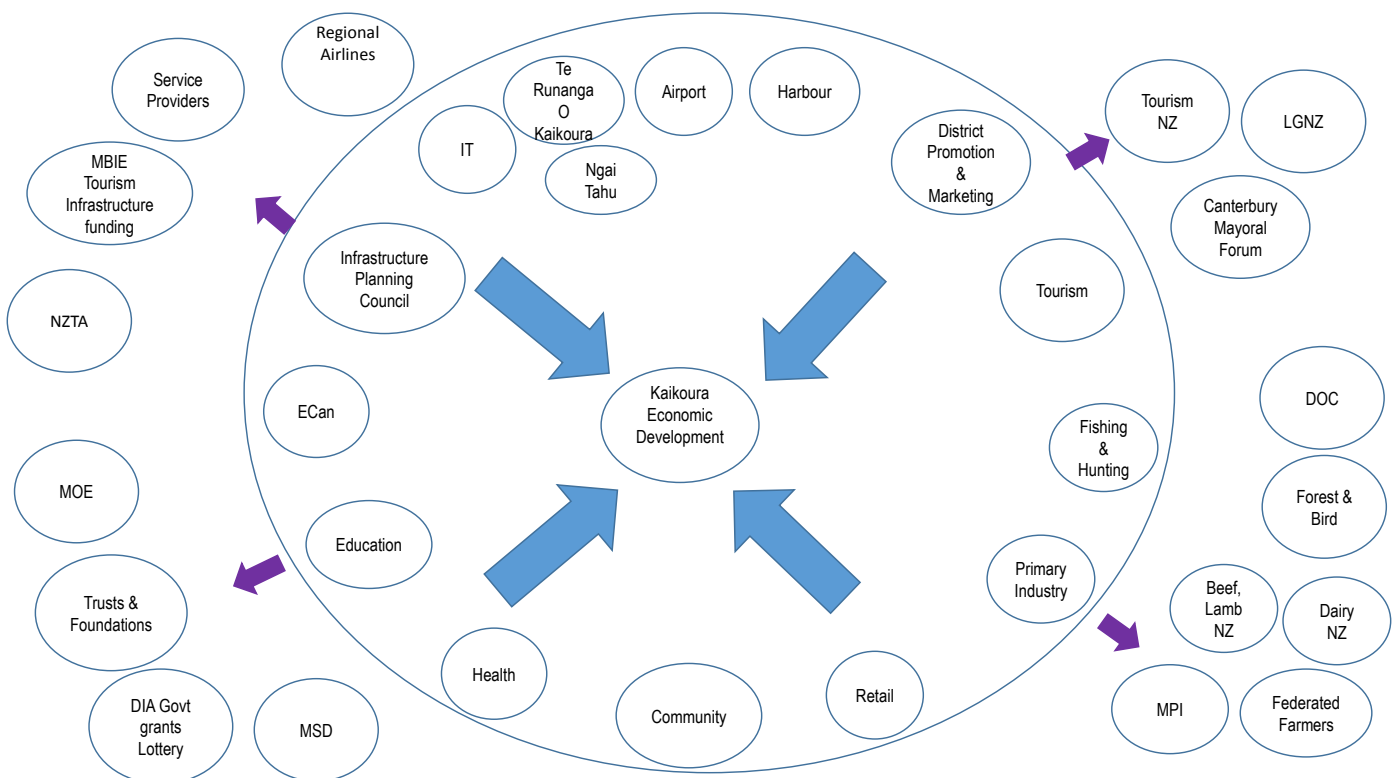
## Background

Local business people and entrepreneurs are the fundamental ingredients to initiate and underpin regional economic growth and development. Local Councils possess knowledge and understanding of their local communities and can offer insights into regional opportunities. Councils are perfectly positioned to work with local stakeholders to facilitate and drive a bottom-up approach to economic development.

A major ongoing focus for our Council will be how to best advocate and foster economic development. Tourism has been the central pillar of our economic growth but further growth of core tourism related development infrastructure and activities must remain a focus in the short term. In the medium-to longer-term, fostering economic diversification in the district will increasingly become a Council focus and priority. In 2016/2017 we are initiating a forum of key local stakeholders to develop a longer-term broad-based Economic Development Strategy and a Three Year Action Plan.

## The Stakeholders in Kaikoura's Economic Development

The diagram below shows the various local stakeholders that will affect the Economic Development approach adopted. At a national level there are the various government departments and stakeholders that need to be approached and lobbied as these entities have the influence and resources to support Kaikoura in its development endeavours. A forum-based approach needs to be adopted to approach these national bodies in a structured and coordinated way.





As is evident from the above, there are numerous stakeholders each with the vested interest of the various groups and parties which they represent.

The most important part of the process will be the identification of key role-players from within these various groups to bring their expertise to bear towards this common goal. To guarantee an inclusive process that ensures all interests are represented and input canvassed, it is proposed that formal expressions of interest be called for.

A Working Group of Councillors and staff would review the expressions of interest and select suitably qualified and experienced representatives for the economic development forum based on their experience and the technical merit of their applications.

These selected forum members would form the Kaikoura Economic Development (KED) Working Committee which would drive the process.

It is anticipated that this process could be initiated and completed by the end of August 2016.

### **Proposed Economic Development Approach**

The approach to the economic development focus can be grouped into two distinct phases:

#### **Phase 1**

1. Call for formal expressions of interest from local stakeholders in the various identified areas and formation of the KED Forum.
2. To initiate this forum, it is suggested that an external facilitator be selected to assist with the development of an action-orientated Economic Development Plan (EDP). This will involve the identification of all prior economic development strategies and plans. It is particularly important that this EDP is aligned with current and future government strategies and associated funding mechanisms.
3. The Facilitator will then meet with the KED Forum to agree and finalise the development of the EDP. This will involve facilitating a group session(s) to identify potential projects, followed by prioritising the projects and formulation into a clear holistic and communicable EDP to facilitate successful funding applications. This will include obtaining feedback from stakeholders and final vetting and agreement from Council on the Plan. It is planned that this forum be planned for late August to September 2016.

#### **Phase 2**

The EDP will then be developed further and honed into an approach and advocacy strategy for funding for the identified economic development projects. The next steps would involve central governmental approach which will involve arranging meetings with policy teams from the MBIE and Council representatives to determine which funding can be leveraged for any of the identified projects. There may also be aspects to be addressed internally (e.g. planning framework).

### **Council Community and Economic Development Resource**

The specific work streams from the EDO role will be directed by the outcomes from the forum; but it is anticipated the role will largely include the following functions:

- Providing an advisory service to community groups in response to community based development projects.
- Assisting with applications for community based projects and development of appropriate funding structures.
- Funding applications for Council projects associated with infrastructure development.
- Funding applications for community based projects associated with community development (pools, library, reserves, beautification).

- Liaising with Government and external agencies to identify funding available for Council projects.
- Working together with local fundraising efforts to leverage funding for community and Council based projects.
- Business networking and support.
- Working with the Economic Development Forum to develop strategy and action plans and prioritise projects.
- Compile Airport and Harbour development plans in conjunction with users and committee in liaison with the Council Planning Team.
- Assist with the facilitation of projects key to the development of Kaikoura, including
  - An anchor hotel
  - Marina and passenger jetty developments
  - Cycleway developments
  - Improved IT infrastructure and connectivity

Given the funding approved in the Annual Plan it is anticipated that the current budget would only fund a part-time contractor role. It is proposed that the role be advertised and filled so that there is continuity and ongoing involvement in the development of the EDP and funding.

#### **Recommendation**

***That the Economic Development Report be received for information and consideration.***

<b>Prepared by</b>	Angela Oosthuizen, Chief Executive Officer
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## Civic Centre Building Report

**Purpose:**

This report provides Council with an update on the timeline and construction of the project.

**Updated timeline**

Services	Comment	Completion Date
Plumbing	Largely completed with final fit-off to be completed post painting and floor covering completed	June 2016
Electrical	95% complete	July 2016
Fire sprinkler	Completed	July 2016
Internal walls	95% complete	July 2016
Partitions		August 2016
Suspended ceilings	To be finalised by 22 July 2016	In progress
Interior painting	20% complete	June 2016
Reception desks	75% complete	In progress
Kitchen	Completed	June 2016
Bathroom flooring and carpeting	Bathroom flooring completed Carpeting on order	July – August 2016
Internal staircase finishing		August 2016
Exterior works: kerb & channel, block wall, entrance ramp, concreting, handrails, fencing & external plastering.	Kerb and channel complete	August 2016
Exterior stairs	Rear ramp concreted and constructed; council to build ramp, finalise landscaping and path adjacent to rear ramp.	August 2016

**Recommendation:**

*That this report be received for information.*

<b>Prepared by</b>	Angela Oosthuizen, Chief Executive Officer
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## Mayor's Report

June was busy on the tourism front. Glenn has been to Quanzhou with Christchurch Airport as part of the regional promotions, putting Kaikoura on the map. Glenn also helped me at the Mayoral Forum Visitor Strategy meeting in Christchurch. We had presentations from Deborah Gray, Tourism New Zealand, and Michael Webster, MBIE. The numbers out of Asia continue to grow and 2016 will be another busy season with increased flights coming in to Christchurch. More flights are also coming in from the USA to Auckland. Tourism New Zealand marketing is concentrating on lifting the shoulder seasons. MBIE will be releasing more up to date regional tourism data from July 2016. TIA & CIAL are working together looking at different models around the world to develop a mechanism for levying visitors. The regions Councils are compiling a list of land that is zoned ready for hotel or other development, this will enable investors to find investible propositions earlier.

The key message from the forum is we need to be coordinated and we need to advocate for solutions for infrastructure issues, but we should be lobbying central Govt for a solution. This issue is gaining momentum through lobbying.

Dr Stephen Hardman & Natasha Kuang, a student from Canterbury University attended the forum. Students will be visiting Peking University in Beijing in November and will undertake projects on their return that will help to develop relationships between China and our region, including signage and other ways of sharing information. The University of Canterbury would like these projects to contribute to the visitor experience in the Canterbury region, in particular through the alignment with the Visitor Strategy.

The recently announced infrastructure funding criteria has not yet been released, once it is released we will then be able to apply.

Our Coastal Pacific and the Tranz Alpine express are enjoying better times as a result of increased patronage, this is a plus and Kiwi Rail are looking to put more rolling stock on the line.

Local operator David Stanford has begun removing trees above the racecourse. This area should be able to be planted next year, which will begin the enhancement of the southern entrance to Kaikoura.