

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD ON
WEDNESDAY 30 NOVEMBER 2022, 10.30AM, AT TOTARA, COUNCIL CHAMBERS,
96 WEST END, KAIKOURA**

PRESENT: Mayor C Mackle (Chair), Deputy Mayor J Howden, Councillor V Gulleford, Councillor T Blunt, Councillor R Roche, Councillor K Heays, Councillor J Diver

IN ATTENDANCE: W Doughty (Chief Executive), D Clibbery (Senior Manager Operations), Becky Makin (Executive Officer)

1. KARAKIA

2. APOLOGIES

Apologies were received from Councillor L Bond.

Moved: Mayor C Mackle
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

3. DECLARATIONS OF INTEREST Nil

4. PUBLIC FORUM

10.32 J Van Berkel, G Scott – Multi-Use Court Final Report Recommendations

J Van Berkel spoke to the submission included in the Agenda, he expressed concern that the process of the project meetings and the recommendations in the Sports Tasman report did not meet the outcome of what was initially recommended to the tennis users. The understanding by the tennis users was that one court would be designated for tennis. J Van Berkel outlined how a two-level court facility would create a natural separation of the courts. The speakers clarified that the parking situation was outside the scope of the report and is seen as one of the challenges in the report.

5. FORMAL DEPUTATIONS Nil

6. MINUTES TO BE CONFIRMED

6.1 Council Meeting minutes dated 26 October 2022

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Council Meeting held on 26 October 2022.*

Moved: Mayor C Mackle
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

6.2 Council Extraordinary Meeting minutes dated 15 November 2022

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Council Extraordinary Meeting held on 15 November 2022.*

Moved: Deputy Mayor J Howden

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

7. MATTERS ARISING AND ACTIONS

The Chief Executive confirmed that the remuneration authority application was submitted within the required timeframe to make the pre-Christmas determination.

8. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS

Councillor T Blunt raised a matter of urgent business in relation to the Local Elections.

Councillor J Diver requested to include a verbal report to Item 9.1 Multi-Use Court Final Recommendations.

RESOLUTION

THAT the Council agreed to add Councillor J Diver's verbal report to the Agenda.

Moved: Councillor R Roche

Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

9. MATTERS FOR DECISION

9.1 Multi-Use Court Final Report Recommendations

Councillor J Diver presented his verbal report. The details are highlighted below:

- The rugby club met at the Takahanga Domain last week, J Diver attended in an independent capacity and offered solutions on how the court area could be managed and how it could fit in with the multi-sports use.
- A further meeting had been scheduled for the following Tuesday with the sport groups/users.
- Councillor J Diver met with the two public forum speakers on Monday. J Van Berkel presented his plan for the multi-use court and intended to take to the meeting on Tuesday to seek feedback.
- The report from Sports Tasman does not fully include everything which was requested by the group.
- Councillor J Diver had followed up with Mike Russell, Works Manager around raising the courts.
- The Pool Trust could potentially be a vehicle that the project could use for managing financial aspects of the project.
- The working group did not unanimously sign off on the recommendations from Sports Tasman.
- Councillor J Diver suggested that other organisations proposals should be considered, and a recommendation brought back to Council for the December meeting.

S Haberstock confirmed that a Council Officer will assist with the minutes, agenda and administration, however there would not be any budget or resource to upgrade other existing facilities (i.e. school netball courts) or to manage the overall project.

RESOLUTION

THAT the Council:

- a) *Receives this report*
- b) *Support the report recommendations of progressing the proposed work to the next stage, noting that the project needs to continue to be driven by the Kaikōura Community Courts Group with Council officer input and support*
- c) *Notes that ongoing progress will be reported back to Council.*

Moved: Councillor T Blunt
Seconded: Councillor R Roche

MOTION LOST

The Council agreed that in light of Councillor J Diver's verbal update, that the motion was amended to request the Kaikōura Community Courts Group to provide a report to the Council at the December meeting.

AMENDED RESOLUTION

THAT the Council:

- a) *Receives this report*
- b) *Requests the Kaikōura Community Courts Group to provide a report to the December meeting on the recommendations*
- c) *Notes that ongoing progress will be reported back to Council.*

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

9.2 Rehousing of the District Plan

It was noted that the District Plan has been updated as per the requirements of the Ministry of Environment to be in the nationally consistent format. The CEO acknowledged the team for this piece of work noting that it was one of the milestones of the District Plan review that had been achieved. Three hard copies were requested from elected members.

RESOLUTION

THAT the Council:

- a) *Receives this report*
- b) *Adopts the NPS formatted version of the Kaikōura District Plan.*

Moved: Councillor T Blunt
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

9.3 Class 4 Gambling Policy Review

Following the Hearings and Deliberations to the policy review held prior to the meeting, Council staff handed out an amendment to Clause 7 of the policy.

The following amendment was voted on and approved as part of resolution (b) Attachment 2.

“RELOCATION OF CLUBS

Council will consider granting consent in respect of a class 4 gaming venue where the venue is intended to replace an existing venue within the district. This will apply only in the following circumstances:

- (i) The proposed new venue has been newly constructed or refurbished for the purposes of the primary activity of the venue.*
- (ii) No relocating class 4 venue will be permitted within 100m of kindergartens, early childhood centres, schools, places of worship, or other community facilities, measured from the closest boundary point of each allotment.*
- (iv) No relocating class 4 venue will be permitted to relocate within 100m of another class 4 venue, measured from the closest boundary point of each allotment.*
- (v) The relocating of class 4 venues must be within the Business A and B zones as per the Kaikōura District Plan”.*

RESOLUTION

THAT the Council:

- a) Receives this report*
- b) Accept the suggested changes to the Class 4 Gambling Policy as outlined in Attachment 2 and suggest any further amendments based on deliberations*
- c) Approves the draft Class 4 Gambling Policy as outlined in Attachment 2 subject to inclusion of any agreed amendments*
- d) Note that the operative date of the revised policy shall be the 8th December 2022.*

Moved: Deputy Mayor J Howden

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

10. MATTERS FOR INFORMATION

Councillor T Blunt left the room at 11.38am.

10.1 Mayoral Verbal Update

Mayor C Mackle reported that he and the Deputy Mayor attended the Rural and Provincial Growth Sector meeting in November. The main topic was the Future for Local Government (FFLG) where Jim Palmer spoke. They then visited parliament and attended the second reading of the Water Services Entity Bill together with other Mayors, Deputy Mayors and CE's

Councillor T Blunt re-entered the room at 11.39am.

Discussion was held around whether a workshop could be arranged for the community in the new year with a representative from the panel to provide an overview of the FFLG draft report. The aim would be for KDC's submission to be formed by the communities' views.

RESOLUTION

THAT the Council accept the Mayor's verbal update.

Moved: Councillor V Gulleford

Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

10.2 CEO Monthly Report

The Chief Executive highlighted that the number one issue from his perspective at present was the team. It has been another big year for everyone including managing the impacts of Covid 19 in both the organisation and in the community. Resourcing challenges together with reform uncertainties and additional workload is adding to the challenges. He highlighted the considerable achievements the team has made this year despite those challenges.

The Chief Executive also advised that the funding agreement for the MBIE responsible camping had been received today and did not include any caveats.

The Chief Executive acknowledged Mark Mitchell, Building Control Manager for his contribution over the last 5 years. He has built the reputation of the team with both IANZ as the accrediting agency and the local building population of Kaikōura. Councillor T Blunt asked that his comments be recorded; he acknowledged Mark for his hard work especially within his first 18 months which got KDC through its BCA accreditation. Mark did an outstanding job getting everyone to follow the national rules.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

The meeting adjourned at 12.01pm and reconvened at 12.35pm.

10.3 Works & Services BAU Report

A footpath working group will be convened to prioritise footpath sections and how best to utilise the allocated budget of \$160k per annum. The first meeting is expected to be scheduled before the end of 2022, with an Officers report to come to the Council meeting in January 2023. The Senior Manager would liaise with IWK to provide monthly diversion landfill reports.

The Senior Manager highlighted that the Works and Services report roading depreciation had been removed from the actual spend graphs to show a truer representation of work and spend to date.

An error in the figure on page 69 was noted, where the approximate area (highlighted) was incorrectly placed in the reserve instead of the IWK site.

RESOLUTION

THAT the Council receives this report for information.

Moved: Mayor C Mackle
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

Councillor T Blunt left the room at 12.43pm.

10.4 Finance Reports to 31 October 2022

There were no significant issues relating to the 4 months. Council staff clarified that depreciation has been included on the roading graphs for these financial reports as it needs to be budgeted for Audit NZ as an operating expense (the works and services report graphs will continue to show actual spend without depreciation).

RESOLUTION

THAT the Council receives this report for information.

Moved: Mayor C Mackle
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

10.5 Finance Quarterly Reports to 30 September 2022

RESOLUTION

THAT the cover report and the listed attachments be received.

Moved: Mayor C Mackle
Seconded: Councillor R Roche

Councillor T Blunt was not present.

CARRIED UNANIMOUSLY

Councillor T Blunt re-entered the room at 1.25pm

10.6 Community Services Update Report

S Haberstock would provide statistics on visitors requesting i-site information and pursue with Lynette Buurman the possibility of having an i-site appointed person placed in the Library for a limited time (noting there will be limited space for i-site material).

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor R Roche
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

10.7 Kaikoura Youth Council Report

RESOLUTION

THAT the Council receives this report for information.

Moved: Mayor C Mackle
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

10.8 Planning Update Report

Councillor J Diver requested a copy of the reports previously tabled to Council on the Signs Bylaw review.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

10.9 Building and Regulatory Update Report

The Council acknowledged Mark Mitchell for his work and thanked him on behalf of the community. It was noted that the next steps with the earthquake prone building legislation is to identify the non-priority routes.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

The meeting then moved back to Item 8. Matters of Importance to be raised as urgent business.

8. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS

Councillor T Blunt raised that it was brought to his attention during the Local Elections that he heard the Chief Executive had three full time staff working for him and asked for clarification. It was clarified that the Chief Executive employs all staff so technically all staff work for him. Specifically, the Executive Office has two full time staff who cover governance support, council & all its committees, human resources administration, health and safety administration, executive assistance to the Mayor and the Chief Executive, support to Senior Management team, Payroll admin and LGOIMA requests.

11. CLOSED OF MEETING

There being no further business, the meeting was declared closed at 2.10pm.

Moved: Mayor C Mackle
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

CONFIRMED _____ Chairperson

Date

NB: Due to the proceedings of the day, the Council Public Excluded Session was held prior to the main Council meeting at 9.33am and the resolution to move into the session is included in the Hearings & Deliberations minute.

**COUNCIL ACTIONS AS AT 15 DECEMBER 2022
OPEN ACTION ITEMS**

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
1	Bike Link Crossing (Mill Road Railway)	D Clibbery	-	D Clibbery has followed up with Kiwirail. Still waiting on decision on application.
2	IWK Reporting: monthly landfill reports & 6 monthly reports to include education in the community	D Clibbery	-	To discuss with IWK
3	Progress Reports: Te Ha, Kaikoura Wildlife Centre Trust, KORl, Kaikoura Cycling Club, Kaikoura Dark Sky Trust, Mayfair, Kaikoura Red Cross Branch, Takahanga Bowling Club, Kaikoura Croquet Club, Kaikoura Bowling Club Incorporated		February 23 May 23 July 23	
4	Future for local government workshop to be scheduled for New Year	W Doughty	February 2023	
5	Footpath programme progress report	D Clibbery	January 2023	
6	Report back on the number of I site queries type of queries to front desk and library	S Haberstock	January 2023	
7	Three hard copies of the rehoused District Plan were requested for elected members.	B Makin	January 2023	

CLOSED ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
	Better off funding agreement – CE to bring back to Council for final approval	W Doughty	-	Completed - Brought to Council December 2022.
	Circulate council reports on Signs Bylaw review to Councillor J Diver	W Doughty / B Makin		Completed – emailed to Councillor 15/12/2022