

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD ON
WEDNESDAY 27 OCTOBER 2021, 9.00AM, AT TOTARA, COUNCIL CHAMBERS, 96
WEST END, KAIKOURA**

PRESENT: Mayor C Mackle (Chair), Deputy Mayor J Howden, Councillor N Pablecheque, Councillor L Bond, Councillor R Roche, Councillor V Gulleford, Councillor D Millton, Councillor T Blunt

IN ATTENDANCE: W Doughty (Chief Executive), M Dickson (Senior Manager Corporate Services), D Clibbery (Senior Manager Operations), C Kaa (Management Accountant), S Murphy (Works & Services Manager), B Makin (Executive Officer).

1. **KARAKIA**
2. **APOLOGIES** Nil
3. **DECLARATIONS OF INTEREST** Nil
4. **PUBLIC FORUM** Nil
5. **FORMAL DEPUTATIONS** Nil
6. **WORKS AND SERVICES COMMITTEE MEETING**

The meeting adjourned to the Works and Services Committee meeting at 9.01 am.
The meeting reconvened at 9.10 am.

7. MINUTES TO BE CONFIRMED

7.1 Council meeting minutes dated 29 September 2021

RESOLUTION

THAT Council:

- *Confirms as a true and correct record, the circulated minutes of a Council Meeting held on 29 September 2021.*

Moved: Cr L Bond

Seconded: Cr V Gulleford

CARRIED UNANIMOUSLY

8. MATTERS ARISING AND ACTIONS

The Matters Arising and Action list was reviewed and noted by Council:

- Bike Link –The Chief Executive would follow up with KiwiRail for a response.

9. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS Nil

10. REPORT FROM THE CHAIR OF FINANCE, AUDIT & RISK COMMITTEE

10.1 Finance Report to 30 September 2021

The Chair of the FAR Committee meeting held on 26 October 2021 thanked D Brandish (Independent Member) who had attended the meeting in person and provided expertise to Council staff.

The FAR Committee had been advised that shared service IT costs with the Hurunui District Council (HDC) have accumulated due to invoices not being issued. It was noted that these costs do not affect the year-end results. Council staff are arranging a payment process with HDC to ensure shared service costs are more frequently met.

RESOLUTION

That Council receives the Finance Report to 30 September 2021.

Moved: Deputy Mayor J Howden

Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

10.2 Risk Management Report

It was noted that two new risks have been added to the register: a Covid 19 related risk for the capital programme delivery, and a Wakatu Quay Development risk.

RESOLUTION

That Council:

- a) *Receives the Risk Management report*
- b) *Notes the contents of the Risk Management Report (including Risk Register)*
- c) *Provides any feedback for staff consideration.*

Moved: Cr N Pablecheque

Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

11. MATTERS FOR DECISION

11.1 Submissions – Leasing of Old Pool Site

Two submissions were received for the proposed lease of the old pool site. D Clibbery highlighted the submitter's comments around: the re-configuration of the reserve land and the public toilet, not having an exit clause and the form of the retaining wall. Suggested responses were provided on page 31 of the Agenda. It was noted that the developer would meet the costs to demolish the current existing structure, however they are not responsible for demolishing their own structure. Council staff suggested that a fund is put aside in the unlikely event that the development fails.

The proposed concession lease is for a term of 33 years, which is the maximum term reserve land can be leased. It was noted that the lease does not give right to construct and that a standard consenting process still needs to be followed which would give opportunity for any further community engagement.

RESOLUTION

- *That the report is received.*
- *That amendments are made to the draft lease document in accordance with the suggestions made in this report and to address any other issues identified by Council.*

- *That Council gives consideration to progressively building a fund using a proportion of the rental revenue from the lease for the potential purpose of meeting the cost of structure demolition and site remediation at the end of the lease.*

Moved: Mayor C Mackle

Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

11.2 Awarding of Lease for Old Pool Site

RESOLUTION

That the Council approves the granting of a concession lease with a term of 33 years to Joseph and Associates ('J&A') or an associated special purpose entity nominated by J&A, for the purpose of developing and operating a commercial hot pool, health and wellness facility on the site of the former community swimming pool on the Esplanade, subject to a the terms contained in the attached draft lease document and any minor amendments to those terms approved by Council's Chief Executive.

Moved: Deputy Mayor J Howden

Seconded: Cr L Bond

CARRIED UNANIMOUSLY

11.3 Consolidating the Mayoral Fund and the Mayoral Earthquake Relief Fund

The Council requested that an acknowledgment is communicated via KDC's website on 14 November 2021 thanking those who donated after the 2016 Kaikoura Earthquake. It was noted that a small number of requests come through the Mayoral Fund.

RESOLUTION

- 1) *That the Council receives this report.*
- 2) *That the Council approves the consolidation of the Mayoral Fund and the Mayoral Earthquake Relief Fund, into one Mayoral Fund.*
- 3) *That the Council approves the suggested criteria for supporting the Mayor in assessing financial hardship needs.*

Moved: Deputy Mayor J Howden

Seconded: Cr V Gulleford

CARRIED UNANIMOUSLY

11.4 Policy Approvals

RESOLUTION

- 1) *That the Council receives this report*
- 2) *That the Council notes that the Finance Audit and Risk Committee endorsed the updated policies at their August meeting.*
- 3) *That the Council approves the Sensitive Expenditure Policy and the Risk Management Policy, noting that these were endorsed by the Finance, Audit & Risk Committee in August 2021.*

Moved: Cr N Pablecheque

Seconded: Cr L Bond

CARRIED UNANIMOUSLY

11.5 Alternation of Standing Orders

The changes to the Standing Orders were recommended following the Elected Member's Mid-Term Review and Standing Orders training with Meetings & Governance Solutions.

RESOLUTION

That the Council re-adopts the Standing Orders with the below alternations:

- *Deputations are to be approved by the Chairperson, or an official with delegated authority, at least two working days before the meeting. (Clause 16. Ref: page 39)*
- *Petitions must be received by the chief executive at least two working days before the date of the meeting. (Clauses 17.1 & 17.2 Ref: page 41)*
- *With regards to the release of public excluded information, the Chief Executive will report back to Council on an annual basis of the nature of the information released. (Clause 18.5. Ref: page 43)*
- *Chairperson does not have a casting vote except where the Law requires it. (Clause 19.3 & Appendix 8. Ref: pages 43 & 74)*
- *With regards to options for speaking and moving, Option C applies unless on the recommendation of the chairperson at the beginning of a meeting, the meeting resolves [by simple majority] to adopt either Option A or Option B for the meeting generally, or for any specified items on the agenda. (Clause 22.1. Ref: page 49)*
- *Page numbering be updated accordingly by the Executive Officer.*

Moved: Cr N Pablecheque

Seconded: Cr D Millton

CARRIED UNANIMOUSLY

11.6 Natural Hazards Technical Report

It was noted that following the assessment by GNS the mapped area for the debris fans has reduced.

RESOLUTION

That the Council:

- *Receives the following report:*
 - *District-scale landside risk analysis of debris inundation for the Kaikōura District– GNS Science Consultancy Report 2021/89.*
- *Notes that a variety of inputs can be used for local personal risk (LPR) and annual individual fatality risk (AIFR). Plan Change 3 has used the “Upper Scenario Risk Threshold” and assumed that a person would be present 24 hours per day. This more conservative approach is in line with the views of community risk workshops held as part of the process. This creates a threshold for requiring a resource consent.*
- *Notes that the Phase 2 work provides a range of risk thresholds. Occurrence greater than or equal to 10⁻⁴ (1 in 10,000 years), a similar approach to that used by Christchurch City Council) has been considered as the appropriate threshold to determine if resource consent is required.*
- *Notes that a 10⁻⁴ threshold results in a reduced mapped area for debris than previously notified within the Natural Hazards Plan Change 3.*
- *Notes that the Debris Flow Fan Overlay and the Landslide Debris Inundation Overlay will be merged into a single overlay titled “Debris Inundation Overlay”.*

Moved: Mayor C Mackle

Seconded: Cr L Bond

CARRIED UNANIMOUSLY

The Hearings for the Natural Hazards Plan Change are scheduled for 9 and 10 November (with 11

November as a reserve date).

12. MATTERS FOR INFORMATION

12.1 Mayoral Verbal Update

Mayor C Mackle attended the Youth Awards on 23 October 2021. He commented that it was a well-run enjoyable event and recommended that the Councillors attend next year's event.

From discussions in the community there is still some unease around Covid-19, however the businesses in the town have picked up at the weekends.

Discussions have been held by LGNZ to raise awareness of what was in the vaccine to settle speculations and LGNZ will be sending guidance on whether vaccines will be mandated (for certain roles within Local Government) following any central government directive.

12.2 CEO Monthly Report

It was noted that the LIM Officer had received a Leadership Award at the Youth Awards. This recognised her support to youth and how she leads by example.

A letter of thanks from the Kekerengu Community Centre on page 173 of the Agenda was highlighted. The Chief Executive advised that the Building Control & Buildings Manager has provided advice to the community group around building consents and connections had also been made for the group for additional funding opportunities.

Mayor C Mackle, Deputy Mayor J Howden and the Chief Executive attended the LGNZ Zones 4 and 5 Conference on 14 and 15 October 2021. Unity and strong support between the councils was noted. Credit was given to the DIA for attending such events.

RESOLUTION

That Council receives this report.

Moved: Cr R Roche

Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

The meeting adjourned at 10.06 am and reconvened at 10.25 am.

12.3 Community Services Update Report

S Haberstock thanked Te Hā o Mātauranga and the Youth Council for arranging the Youth Awards.

The Kaikoura Medical Centre reported that 80% of residents have had their first dose of vaccination. Local agencies and the Kaikoura Medical Centre have been holding pandemic preparedness discussions on how to manage an outbreak of Covid-19 in the community. Covid-19 vaccinations can be checked by individuals on the Covid-19 Tracer App.

The Council acknowledged the Council staff who volunteered for the Super Saturday vaccination drive.

RESOLUTION

That Council receives this report.

Moved: Mayor C Mackle

Seconded: Cr N Pablecheque

CARRIED UNANIMOUSLY

The meeting adjourned at 10.29 am and reconvened at 10.49 am. The Meeting moved to Item 12.5 Planning Update Report under Matters for Information.

12.5 Planning Update Report

It was noted that 90% of resource consents are being outsourced due to staff shortages in the Planning Team.

A query was raised whether approval had been given prior to work being undertaken on the site in relation to the resource consent for the Kaikoura Business Park Limited. Council staff confirmed that no rules have been breached and owners are allowed to carry out excavation on their sites at their own risk. Draft conditions have been sent to the developer (i.e. the ultimate owner). The Council encouraged the developer to undertake submit a plan change for the proposed business park area.

RESOLUTION

THAT the Council receives this report.

Moved: Mayor C Mackle

Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

12.6 Building and Regulatory Update Report

The Regulatory Team are looking into after-hours support for dog control. The Chief Executive would circulate the themes on the recent six phone calls in relation to freedom camping.

RESOLUTION

THAT the Council receives this report.

Moved: Mayor C Mackle

Seconded: Cr L Bond

CARRIED UNANIMOUSLY

12.7 Destination Kaikoura Quarterly Update Report

RESOLUTION

THAT the Council receives this report.

Moved: Mayor C Mackle

Seconded: Cr N Pablecheque

CARRIED UNANIMOUSLY

The meeting moved back to Item 12.4 Mayoral Taskforce for Jobs Update – Verbal under Matters for Information.

12.4 Mayoral Taskforce for Jobs Update - Verbal

S Madden (MTFJ Employment Co-ordinator at Te Hā o Mātauranga joined the meeting at 11.12 am to provide a verbal update. He advised that 20 full-time employment opportunities have been filled

since July 2021. 67 driving lessons have been held with 11 people on a learner's license, 10 on restricted and one achieving their full license.

A first aid course was held in September 2021 and had 28 participants. Te Hā o Mātauranga will be holding a course on interview techniques on 29 October 2021. Some other upcoming courses being held are barista training and customer services.

RESOLUTION

THAT the Council receives this verbal update.

Moved: Mayor C Mackle
Seconded: Cr R Roche

CARRIED UNANIMOUSLY

S Madden left the meeting at 11.18 am.

12.8 Kaikoura Cycling Club Quarterly Update Report

The Council noted that Sports Tasman were arranging a presentation to Te Rūnanga o Kaikōura on the whale trail.

RESOLUTION

THAT the Council receives this report.

Moved: Mayor C Mackle
Seconded: Cr R Roche

CARRIED UNANIMOUSLY

12.9 Te Korowai Quarterly Update Report

The Council noted the newsletter received from Te Korowai.

RESOLUTION

THAT the Council receives this newsletter.

Moved: Cr L Bond
Seconded: Cr V Gulleford

CARRIED UNANIMOUSLY

12.10 Mayfair Arts and Culture Centre Quarterly Update Report

RESOLUTION

THAT the Council receives this report.

Moved: Cr D Millton
Seconded: Cr R Roche

CARRIED UNANIMOUSLY

12.11 Sports Tasman Quarterly Update Report

RESOLUTION

THAT the Council receives this report.

Moved: Mayor C Mackle
Seconded: Cr N Pablecheque

CARRIED UNANIMOUSLY

It was noted that Kate Finnerty, Communications Officer has resigned, and this is her last meeting. The Council acknowledged Kate for her incredible work.

12. NEXT MEETING

There being no further business, the meeting was declared closed at 11.27 pm.

CONFIRMED _____ Chairperson

_____ Date

UNCONFIRMED MINUTE

**COUNCIL ACTIONS AS AT 9 NOVEMBER 2021
OPEN ACTION ITEMS**

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
1	3 Waters reform – engagement with Te Rūnanga o Kaikōura	W Doughty	Ongoing	Report and feedback to DIA have been provided to the Runanga. Ongoing korero.
2	Quarterly progress reporting due from The Kaikōura Cycle Club, The Mayfair, Te Korowai, Destination Kaikōura and Sports Tasman	-	23 Feb 22 25 May 22 27 Jul 22	Raised at LTP deliberations. Organisations have been informed of the dates.
3	Shingle bed up Kowhai – address ownership / liability with ECAN and Water Zone Committee	B Makin	-	Raised at LTP deliberations. Raised with ECAN / Committee secretary 08/11/21 - to be discussed at next Water Zone Committee
4	Bike Link Crossing (Mill Road Railway)	W Doughty	01 Sep 21	CEO to follow up with Kiwirail
5	Comms to go out acknowledging volunteers and donations for EQ relief fund	W Doughty/ M Dickson	14 Nov 21	
6	Circulate the themes on the recent six phone calls in relation to freedom camping	W Doughty	30 Nov 21	

CLOSED ACTION ITEMS

	ACTION ITEM	ASSIGNED TO	DUE	STATUS
	Public Forum responses	W Doughty / B Makin	31 Oct 21	Completed – responses sent
	Quarterly progress reporting due from The Kaikōura Cycle Club, The Mayfair, Te Korowai, Destination Kaikōura and Sports Tasman	-	27 Oct 21	Completed – received reports and tabled to Council meeting
	Bore logs for old Waiau Toa river channel to be provided to Cr Millton if previously undertaken.	D Clibbery	31 Oct 21	Confirmed - No bore logs were previously undertaken.
	East Coast meeting to discuss future options	D Clibbery / W Doughty	Ongoing	Village Residents meeting conducted October 2021