

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON  
WEDNESDAY 27 MARCH 2024 AT 1.00 PM, TOTARA, COUNCIL CHAMBERS,  
96 WEST END, KAIKŌURA**

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

**IN ATTENDANCE:** W Doughty (Chief Executive Officer), P Kearney (Senior Manager Corporate Services), D Clibbery (Senior Manager Operations), S Poulsen (Finance Manager), B Makin (Executive Officer-Minutes)

**1. KARAKIA**

**2. APOLOGIES** Nil

**3. DECLARATIONS OF INTEREST** Nil

**4. PUBLIC FORUM** Nil

**5. FORMAL DEPUTATIONS** Nil

**6. ADJOURN TO WORKS & SERVICES COMMITTEE MEETING**

The meeting adjourned to the Works & Services Committee meeting at 1.01pm.

The meeting was reconvened at 1.23pm.

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**7. MINUTES TO BE CONFIRMED**

**7.1 Council extraordinary meeting minutes dated 14 February 2024**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Council extraordinary meeting held on 14 February 2024.*

Moved: Councillor L Bond

Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

**7.2 Council meeting minutes dated 28 February 2024**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Council meeting held on 28 February 2024.*

Moved: Councillor V Gulleford

Seconded: Councillor K Heays

**CARRIED UNANIMOUSLY**

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**8. REVIEW OF ACTION LIST**

The Action List was reviewed and noted by the Council.

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

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### 10. MATTERS FOR DECISION

#### 10.1 Long Term Plan 2024-2034 Public Consultation Document

P Kearney and S Poulsen joined the table to talk through the report and answer any questions from elected members. A paper on the changes to the consultation document and supporting documents was tabled at the meeting. The hearings and deliberations are scheduled for 15<sup>th</sup> and 16<sup>th</sup> May.

An amendment to page 19 was highlighted to Item c) where '10% in year two' should be '10% in year two to year four'.

It was agreed that a high-level summary/infographic would be produced on the effects of the rates on properties and include a reasoning for the deduction in the rural differential (**ACTION**).

It was clarified that the West End support development is not a specific key funding item and Better Off Funding was received for the West End toilets.

The Council acknowledged the staff and the wider team noting that between 40-50% of staff at Council have been involved in the LTP process.

#### RESOLUTION

- a) *Adopts the Consultation Document supporting the 2024-2034 Long-Term Plan for distribution to the community*
- b) *Approves the following documents for release to the public as part of the supporting information to the Long-Term Plan 2024-2034 Consultation Document:*
  - a) *Draft Infrastructure Strategy 2024-2054*
  - b) *Draft Financial Strategy*
  - c) *Draft Liability Management Policy (Incorporating the Liability Management Policy and Investment Policy)*
  - d) *Revenue and Financing Policy*
    - i. *Policy*
    - ii. *Step One Analysis*
    - iii. *Step Two Analysis*
  - e) *Draft Investment Policy*
  - f) *Draft Development Contributions Policy*
  - g) *Draft Rates Remissions and Postponement Policy*
  - h) *Draft Accounting Policy*
  - i) *Draft Forecasting Assumptions*
  - j) *Draft Significance and Engagement Policy*
  - k) *Performance Management Framework and Key Performance Indicators*
- c) *Notes that the Revenue and Financing Policy has already been adopted post the Rates Review completed in late 2023*
- d) *Notes that Audit will provide a final audit opinion following their final LTP review in late May/early June which will be presented to Council as part of the LTP 2024/2034 adoption*
- e) *Delegates to the Council's Chief Executive the authority and responsibility for agreeing minor editorial changes to the Consultation Document and supporting information prior to the documents being released for public consultation. A summary of any significant changes will be provided to Council*

Moved: Deputy Mayor J Howden

Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

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## **10.2 Marlborough Regional Forestry Sale of Carbon Credits**

A financial provision has been included in the draft LTP for the replacement strategy of the Norfolk Pines as they are reaching the end of their life, this is not a commitment to undertake work. A report detailing the replacement strategy would need to come to the Council for approval when required. It was clarified that Council will receive \$345,000 and \$172,500 from the share of the sale of carbon credits.

### **RESOLUTION**

*That the Council:*

- a) Receive this report, and*
- b) agree to sell \$345,000 worth of carbon credits (alongside the Marlborough District Council's sale of \$3.0 million worth of carbon credits), and*
- c) agree to enter into a forward sales agreement for \$172,500 of carbon credits (alongside the Marlborough District Council's sale of \$1.5 million worth of carbon credits).*

Moved: Councillor L Bond  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

The meeting moved to item 11.8 Kaikoura Youth Council Update Report.

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## **11.8 Kaikōura Youth Council Update Report**

The elected members were invited to attend the Event Planning training with Chris Martin on 3<sup>rd</sup> April. Kaikōura Youth Council members won scholarships to Auckland, this will focus on the National Youth Declaration that will go to local councils, Parliament and the United Nations. The Kaikoura Youth Council were thanked for their support with Sea Week.

### **RESOLUTION**

*THAT the Council receives this report for information.*

Moved: Councillor T Blunt  
Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

The meeting then moved back to Item 10.3 Proposed Management Approach – Private Building on Roads.

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## **10.3 Proposed Management Approach – Private Building on Roads**

D Clibbery explained that local authorities have powers under the Local Government Act and need guidance on how to use these powers/to manage issues of private buildings on road reserve. The 5 key principles were highlighted on page 105 and the proposed categories on page 106.

An error was highlighted on page 107 item b) where the date '1 April 2024' should be '26 March 2024'.

### **RESOLUTION**

- a) That Council adopts the approaches to the encroachment or occupation of road reserve by private buildings that are contained in section 4 of this report.*
- b) That Council staff prepare a more comprehensive guideline or policy document on the management of unformed legal roads in draft form for future consideration by Council.*

Moved: Councillor T Blunt  
Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

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## **11. MATTERS FOR INFORMATION**

### **11.1 Mayoral Verbal Update**

Mayor C Mackle, Deputy Mayor J Howden, Councillor V Gulleford and the Chief Executive Officer attended the Zones 5 & 6 Conference this month. Some of the speakers were Act representatives, National, New Zealand First, Dr Oliver Hartwich and Malcolm Alexander

Mayor C Mackle attended the North Canterbury Mayors Meeting. He thanked all those involved with the ECAN and KDC Councillors BBQ evening.

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### **11.2 Elected Member Verbal Updates**

#### Councillor V Gulleford

The District Licensing Committee issued 4 new manager's licenses and 4 new special licenses over the month. Councillor V Gulleford attended a webinar on alcohol's impact on amenity in neighbourhoods. Councillor V Gulleford was on the hearings panel for the Plan Change 4 business park hearings held on 25<sup>th</sup> and 26<sup>th</sup> March.

#### Councillor R Roche

Councillor R Roche attended the networker's meeting this month, the memorial seat unveiling for David Bedford held the morning of 27<sup>th</sup> March and Treaty Training, he also attended Waitangi this year.

#### Councillor L Bond

Councillor L Bond advised that the Opshop is celebrating its 10<sup>th</sup> year anniversary in October, the Mayfair is celebrating its 90<sup>th</sup> year starting this week, and Destination Kaikoura is celebrating its 10<sup>th</sup> year anniversary on 9<sup>th</sup> April. The Opshop are supporting four projects totalling approx. \$400,000.

Councillor L Bond attended the George Low Trust and Sport NZ Rural Travel Fund meetings this month and will be attending the Community Initiatives meeting next week.

#### Councillor J Diver

Councillor J Diver was also on the hearings panel for the Plan Change 4 business park hearings held on 25<sup>th</sup> and 26<sup>th</sup> March. The Sports Hub complex held its second meeting this month and will elect 7 board members, 2 board members must be from a sports club. It could take up to 2 years to get the Sports Hub operational.

The Pool Trust have advertised for 2-3 new board members.

#### Deputy Mayor J Howden

Deputy Mayor J Howden attended the Destination Kaikoura/KITI business plan meeting held this month.

#### Councillor K Heays

Councillor K Heays was involved with the quiz for Sea Week. He attended the Wakatu Quay Steering Group meeting, Canterbury Biodiversity Champions, and Climate Action Planning Reference Group meetings this month.

#### Councillor T Blunt

Councillor T Blunt joined ECAN Councillors on their field trip yesterday and the memorial seat unveiling for David Bedford this morning. He commented that David Bedford instigated changes relating to the way zone committees are funded and helped get Kaikoura a lot of funding. Councillor T Blunt thanked the Doughty family for hosting the KDC and ECAN Councillors BBQ evening. Good feedback was received from the ECAN Councillors.

## **RESOLUTION**

*That the verbal updates be received for information.*

Moved: Councillor R Roche

Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

The meeting adjourned at 2.35pm and reconvened at 2.55pm.

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### **11.3 CEO Monthly Report**

It was noted that once the remaining budget for the link pathway project is finalised there will be an opportunity to discuss with the community and stakeholders around add ons to the pathway. This could include collaborations around cultural narrative as well as other opportunities. An error was highlighted on page 109 where 'submissions closing on 19<sup>th</sup> April 2025', should be 'submissions closing on 19<sup>th</sup> April 2024'.

It was reported at the Chief Executive's Canterbury Forum that councils are seeing a rise in antisocial behaviour towards staff. Elected Members have been invited to an online session in April through Akona. Alison Moore has been appointed as the Emergency Management Officer and starts in April 2024. LGNZ fees are increasing this year and will include membership to the Akona learning platform.

#### **RESOLUTION**

*THAT the Council receives this report for information.*

Moved: Deputy Mayor J Howden

Seconded: Councillor K Heays

**CARRIED UNANIMOUSLY**

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### **11.4 Half-yearly Report to 31 December 2023**

Of note Community Services are achieving 100% of their performance targets. Good results were noted on roading, and good process is being made with the water performance measures.

#### **RESOLUTION**

*THAT the Council receives this report for information.*

Moved: Deputy Mayor J Howden

Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

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### **11.5 Community Services Team Update Report**

J Brown and S Haberstock joined the table. J Brown highlighted the process being made in the library with future growth and taking advantage of funding. The Library will be joining OverDrive in the next month. From 1<sup>st</sup> July 2024 most of the library collection is free, other than brand new books and toys.

S Haberstock is working with Te Whare Putea regarding the 7 units on Beach Road. A workshop will be held with the Council in April (*post meeting update now confirmed for June*) once Te Whare Putea have prepared a needs analysis report.

#### **RESOLUTION**

*THAT the Council receives this report for information.*

Moved: Councillor V Gulleford

Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

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### **11.6 Planning Update Report**

M Hoggard advised that a number of developers are suggesting that the Council allow other telecommunications services into the District other than fiber, such as Starlink.

## RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

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### 11.7 Building and Regulatory Update Report

J York highlighted the visitor accommodation details on page 149 and noted that if one building accommodates 5+ more people it would require a code of compliance and commercial rating. Funding has been received to continue covering the Freedom Camping Ambassador contract.

## RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

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## 12. RESOLUTION TO MOVE INTO COUNCIL PUBLIC EXCLUDED SESSION

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

- a) Public excluded council meeting minutes dated 28 February 2024
- b) Appointment of District Licensing Commissioner
- c) Hot Pools Lease Report
- d) Harbour Financial Matters – verbal 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), 6 and 7 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 excluding the public	Grounds of the Act under which this resolution is made
Public excluded council meeting minutes dated 28 February 2024	The minutes are being tabled for confirmation and include commercially sensitive information around harbour financial matters and solid waste contract variation	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Appointment of District Licensing Commissioner	To receive CV and discuss recommended candidate – the public are excluded for privacy reasons.	Section 7(2)(a) protect the privacy of natural persons.
Hot Pools Lease Report	To receive a report on the status of the current lease.	Section (7)(2)(g) maintain legal professional privilege.
Harbour Financial Matters – verbal update	Verbal update on subject previously brought to Council around ongoing negotiations which is commercially sensitive	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

\*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

*We do not wish to disclose communications with our solicitor at this stage.*


Moved: Deputy Mayor J Howden  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

The meeting moved into the Public Excluded Session at 3.37pm.  
The meeting moved out of the Public Excluded Session at 4.07pm.

**13. CLOSED OF MEETING**

There being no further business, the meeting was declared closed at 4.07pm.

CONFIRMED  Chairperson  
24 April 2024 Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**ACTIONS FROM COUNCIL MEETINGS  
AS AT 18 APRIL 2024**

**OPEN ACTION ITEMS**

	<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
1	<b><i>Carried Forward from previous Council:</i></b> KORI, Kaikōura Cycling Club, Kaikōura Red Cross Branch		April 2024 July 2024	Tabled to April Council meeting. Not received an update from Kaikoura Cycling Club.
2	<b><i>Quarterly Progress Reports from 1-Jul</i></b> Sports Tasman, Kaikōura Squash Club, A&P Association, Dark Sky Trust, Youth Council, Kaikōura Red Cross Branch		April 2024 July 2024	Tabled to April Council meeting
3	Arrange meeting with Local MP Office once New Government established – discuss Māori Wards, Freedom Camping funding, Audit costs	W Doughty / B Makin	Ongoing	Next meetings scheduled for 29 <sup>th</sup> April and 17 <sup>th</sup> June (in person).
4	Celebration with Governance Group when the detailed design is approved	W Doughty / B Makin	-	On hold – pending approval of detailed design.
5	Include monthly report on Better Off Funding	W Doughty	May 2024	To be provided in May Agenda

**CLOSED ACTION ITEMS**

	<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Report on water quality from Food & Health	J York/ B Apperley	March 2024	See update in works and services monthly report.
	Include high level summary/infographic – rate effects on properties/ with reasoning for the deduction in rural rate	W Doughty/ P Kearney	Asap	This has been completed.
	Clarify total amount of IAF funding spent/left to drawdown	P Kearney	April 2024	Included in CEO report – April 2024.
	Ongoing report on total spend of the transfer station	P Kearney	April 2024	Summary report provided to FARC 23 April 2024.