

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON  
WEDNESDAY 6 SEPTEMBER 2023 AT 9.00 AM, TOTARA, COUNCIL CHAMBERS,  
96 WEST END, KAIKŌURA**

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

**IN ATTENDANCE:** W Doughty (Chief Executive), P Kearney (Senior Manager Corporate Services),  
B Makin (Executive Officer-Minutes)

1. **KARAKIA**
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST Nil**
4. **PUBLIC FORUM**

9.01 am - T Howard

The public forum speaker spoke about the Clarence Bridge and expressed his views on the advice given to the Council by technical engineers. He commented that the river would be capable of moving boulders larger than the room and that the advice given won't be reliable long term, especially if the Alpine Fault goes. T Howard suggested that a swing bridge be installed at the original site, noting this would be a cheaper option and would have less ongoing maintenance costs. He commented that storms and severe weather could be expected once a decade rather than every 100 years.

5. **FORMAL DEPUTATIONS Nil**

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

The meeting adjourned to the Works & Services Committee meeting at 9.07 am.  
The meeting was reconvened at 9.31 am.

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7. **MINUTES TO BE CONFIRMED**

7.1 Council meeting minutes dated 26 July 2023

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Council meeting held on 26 July 2023.*

Moved: Deputy Mayor J Howden

Seconded: Councillor L Bond

**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**

Councillor T Blunt raised an item of urgent business to be discussed in the Public Excluded part of the meeting. The item had just come to his attention and was in relation to Clarence Bridge. The public are excluded due to commercial sensitivity reasons.

He also raised emergency water/ storm water and would provide further information as part of the Councillors verbal update.

#### **10. REPORT FROM THE CHAIR OF THE FINANCE, AUDIT AND RISK COMMITTEE**

Council Officers S Poulsen and P Kearney joined the table to answer questions from elected members. Deputy Mayor J Howden ran through the Chair's Report. The Committee had requested reporting back from Innovative Waste Kaikōura Limited on the performance reporting and requested that the full cost of projects that run over multiple financial years are included in the capex report.

The recommendation by the Committee to the Council on the 2022/2023 Audit Plan and Fees was put forward.

#### **RESOLUTION**

*The Council to consider the revised fee proposal provided for the annual report to be capped at \$137k, and for the CE to continue to negotiate with Audit NZ for the following two years increases for the Annual report, plus the LTP fees, KET & IWK.*

Moved: Deputy Mayor J Howden

Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

#### **10.1 Interim Finance Report to 30 June 2023**

#### **RESOLUTION**

*THAT the Council receives this report for information.*

Moved: Councillor T Blunt

Seconded: Councillor K Heays

**CARRIED UNANIMOUSLY**

#### **10.2 Quarterly Reports to 30 June 2023**

#### **RESOLUTION**

*THAT the cover report and the listed attachments be received.*

Moved: Mayor C Mackle

Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

#### **10.3 2022/2023 Audit Plan and Fees**

The Chief Executive Officer was acknowledged for his mahi on negotiating lower fees for the first year.

#### **RESOLUTION**

*THAT the report and listed attachments be received.*

Moved: Councillor J Diver

Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

#### **10.4 Risk Management Report**

#### **RESOLUTION**

*THAT the Council:*

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

Moved: Deputy Mayor J Howden  
Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

## **10.5 Internal Policies Reviewed**

### **RESOLUTION**

- 1. *THAT the Council receives this report.*
- 2. *THAT the Council approves the Fraud & Corruption Policy and Capitalisation Policy, as presented.*

Moved: Councillor L Bond  
Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

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## **11. MATTERS FOR DECISION**

### **11.1 Council Resolution on Electoral System**

P Kearney commented that the advantages and disadvantages to both electoral systems were outlined on page 114. He noted the point with regard to a member of the community requesting a poll if they are unhappy with the decision and the process and timings by which a poll can be requested. The outcome from the decision will be communicated to the public via Council website and social media.

### **RESOLUTION**

*THAT the Council approves either:*

- a) *Option 1: Remain with the status quo electoral system (First Past Post)*
- or*
- b) *Option 2: Change to the Single Transferable Vote electoral system*

Moved: Councillor L Bond  
Seconded: Councillor T Blunt

**MOTION LOST**

A discussion was held on the two options and the Council agreed that the current system was fairer and better suited for the community.

### **AMENDED RESOLUTION**

*THAT the Council approves Option 1: Remain with the status quo electoral system (First Past Post)*

Moved: Councillor J Diver  
Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

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### **11.2 Review of Signs Bylaw**

D Clibbery presented the report. The Signs Bylaw Review Working Group met on Monday, and the outcome of that was some changes to the initial draft revised bylaw. The most significant of which was the inclusion of a high-level cap on the area of signs on buildings. A memorandum was tabled at the meeting which sets out the two substantive changes to signs on buildings and free-standing signs.

It was proposed that the recommendation in the report is amended to replace item 1.a with the following: *'Setting of a limit on the permitted total areas of signs on buildings in mixed and business zones as a proportion of building face areas, at a significantly higher level than previously'*.

It was clarified that the total area of the free-standing signs does not include signs on the building face. The supermarket and ITM will be allowed to have larger signs. The report notes that their signs are measured at 3.5 m<sup>2</sup> and 2.3 m<sup>2</sup>. The proposal is to permit a total area of 10 m<sup>2</sup>. Council staff clarified that the sign at Caltex has a resource consent.

It was noted that there was general agreement from the working group around the draft bylaw, but not all the specific points. One of the group members was comfortable with the changes so long as proper enforcement of off-site signs is undertaken. The report sets out on page 122/123 the elimination of the Signs Permits. The next steps will be to bring the draft bylaw back to Council at the end of September to approve for public consultation.

#### **AMENDED RESOLUTION**

*THAT the Council approves in principle:*

1. *The inclusion of the following significant changes relative to the existing (2011) KDC Signs Bylaw in a revised draft bylaw to be presented to Council at its meeting of 27 September for approval for public consultation:*
  - a) *Setting of a limit on the permitted total areas of signs on buildings in mixed and business zones as a proportion of building face areas, at a significantly higher level than previously*
  - b) *Removal of minimum text sizes and maximum numbers of letter and words on signs on properties which share a boundary with the State Highway where the posted speed limit is 50km/hr or less.*
  - c) *No requirement for issue of Signs Permits.*
2. *The transitional arrangements described in this report, including the provision of limited existing use rights for certain types of signs.*

Moved: Deputy Mayor J Howden

Seconded: Councillor K Heays

**CARRIED UNANIMOUSLY**

D Clibbery and the Signs Bylaw Review Working Group were acknowledged for their work on the process.

The meeting was adjourned at 10.22 am and reconvened at 10.42 am.

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#### **11.3 Consultation on Draft Speed Management Plan**

Council Officers D Clibbery and J Prentice joined the table to present Item 11.3 and answer questions from elected members.

#### **RESOLUTION**

*THAT the Council approves the attached KDC Speed Management Consultation Draft Plan and the associated consultation advertisement subject to any agreed amendments.*

Moved: Councillor T Blunt

Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

The Council acknowledged J Prentice for his work and the presentation at an open Council workshop.

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#### **11.4 Draft Revenue & Financing Policy and approval of proposed changes for public consultation**

Council Officers S Poulsen and P Kearney joined the table to present Item 11.4 and answer questions from elected members.

S Poulsen highlighted an error on page 159 where the differential rate in the table for Harbour Rural and Town Centre Rural Rate should both be 0.25. This change will be made before the document goes out for public consultation (**ACTION**). The public information pack will include the effects on example properties.

It was agreed for S Poulsen to include the operational percentage of grants and subsidies for the Wakatu Quay Project in the table on page 163 (**ACTION**).

The transfer station is 100% general rates funded noting that there will be some return on dump fees which will be used to offset the loans for the capital expenditure.

It was noted that this has been a significant piece of work to date and one that was signalled in the LTP to complete this financial year. Elected members acknowledge the work to date of S Poulsen and P Jones.

#### **RESOLUTION**

*THAT the Council:*

- a) Receives this report, and*
- b) Approves the Draft Revenue & Financing Policy set out in Attachment A,*
- c) Approves the Step One Funding Needs Analysis, per Attachment B*
- d) Approves the Communications Plan set out in Attachment C*
- e) Notes that following approval the public consultation process is scheduled to commence on the 11th September.*

Moved: Deputy Mayor J Howden

Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

Councillor R Roche left the meeting at 11.00am.

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#### **11.5 Notify application on business park plan change provisions**

Council Officers M Hoggard and P Kearney joined the table to present Item 11.5 and noted that the Council's intention to have the site as 70% industrial zone and 30% light industrial zone has now been reflected in the proposed plan change. They highlighted that there will be some minor changes to the layout of Appendix 1 – Draft Plan Change Provisions. The definition of trade supplier was noted on page 200 (LIZ-R3). The Council and any Commissioners are required by law to discount any trade competition concerns when considered the application.

#### **RESOLUTION**

*THAT in respect of PC4 to the Kaikōura District Plan lodged by Kaikōura Business Park Limited 2021 Ltd, the Council resolves to:*

- (i) To accept the request for notification pursuant to Clause 25 (2)(b) of the RMA.*

Moved: Councillor L Bond

Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

The meeting then moved to Item 12.4 Youth Council Report

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#### **12.4 Youth Council Report**

The Youth Council presented their report and provided an update on the youth awards. 150 people attended the evening event to recognise youth achievements.

Rohan O'Neill-Stevens, Nelson Deputy Mayor visited Kaikōura and the Youth Council showed him Te Hā o Mātauranga and parts of the town.

The Council congratulated the Youth Council for the youth awards and were very pleased to be able to support one of the awards.

#### **RESOLUTION**

*THAT the Council receives this report for information.*

Moved: Councillor T Blunt

Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

Councillor T Blunt left the room at 11.26 am.

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## **12. MATTERS FOR INFORMATION**

### **12.1 Mayoral Verbal Update**

Mayor C Mackle had been away on annual leave. This month there was one open Council Workshop held for the representation review, followed by the Wakatu Quay public meeting.

Councillor T Blunt re-entered the room at 11.29 am.

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### **12.2 Elected Member Verbal Updates**

#### Councillor T Blunt

The Waterzone Committee had discussed the Stormwater Superhero Campaign and what other councils have in place (Christchurch, Waimate and Timaru). He is keen to explore options for funding.

Councillor T Blunt is working on options for households to obtain water tanks to use for emergencies.

#### Deputy Mayor J Howden

The Older Person's Working Group are meeting tomorrow. The survey has good statistics on options for housing. Council staff are looking at what funding is available through the Office for Seniors. The intention is to set up a trust. The group are looking into providing housing for all levels of care - dementia to aged care.

There is an open Council Workshop next week where the Chair and Deputy Chair of Kaikōura Information & Tourism will present the proposal to lease a portion of the Kaikōura iSite.

#### Councillor J Diver

Councillor J Diver and Councillor V Gulleford attended the Making Good Decisions course with WSP and are completing the post course assessment, once complete they will be at the level of a commissioner. He advised that other Councils use Deloitte for their audit at a cost of 2% rates.

#### Councillor L Bond

The Opshop sponsored the volunteer award at the Youth Awards. The volunteers are undertaking first aid training. Councillor L Bond celebrated their hard mahi and treated them to the Mayfair Theatre.

The Creative Community scheme will be meeting in September.

Councillor L Bond and Councillor R Roche attended treaty training on Saturday through other capacities.

### Councillor V Gulleford

Councillor V Gulleford advised that the Youth Awards list of winners is available on the Youth Council's website, Council staff would circulate the link **(ACTION)**.

Update on the District Licensing Committee is the upcoming event – The Hop.

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### **12.3 CEO Verbal Update**

Council staff in conjunction with Kainga ora and the developer are seeking additional funding from the IAF programme for the water supply at Ocean Ridge and an upgrade on Mt Fyffe Road. Open Council Workshops have been scheduled between now and Christmas and sessions will include the Long Term Plan. The Chief Executive Officer attended the Taituara Governance Symposium with the Senior Manager Corporate Services and Executive Officer to listen to a range of governance topics such as LGOIMA and Māori Wards. The new Communications Officer starts Monday 11 September.

He is continuing to work with the Nature Photography Society New Zealand for a memorial at Goose Bay.

### **RESOLUTION**

*THAT the Council receives the Chief Executive Officer's verbal update.*

Moved: Mayor C Mackle

Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

The meeting adjourned for break at 12.05 pm and reconvened at 12.35 pm.

Councillor R Roche rejoined the meeting at 12.35am

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### **13. 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 26 July 2023
- b) Next steps for the sale and purchase of land relating to the Old Council Building Site
- c) Harbour Financial Matters – verbal update
- d) Clarence Bridge – Matter of Urgent Business

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 26 July 2023	The minutes are being tabled for confirmation and include commercially sensitive information on the harbour financial matters	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)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Old Council Building Land	Report for decision on a formal offer for sale and purchase of land relating to the Old Council Building Site - contains commercially sensitive information	Section 7(2)(b) protect information where the making available of the information (i) would disclose a trade secret; or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the 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
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)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Clarence Bridge	Raised as a matter of urgent business by Councillor T Blunt and includes commercially sensitive information	Section (7)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities

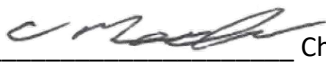
Moved: Mayor C Mackle  
 Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

The meeting moved into the Public Excluded Session at 12.35 pm.  
 The meeting moved out of the Public Excluded Session at 2.51 pm.

**14. CLOSED OF MEETING**

There being no further business, the meeting was declared closed at 2.51 pm.

CONFIRMED  Chairperson  
 27 September 2023 Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*



**ACTIONS FROM COUNCIL MEETINGS  
AS AT 11 SEPTEMBER 2023**

	<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
1	<b><i>Carried Forward from previous Council:</i></b> Progress Reports: KORI, Kaikōura Cycling Club, Kaikōura Dark Sky Trust, Mayfair, Kaikōura Red Cross Branch		October 2023 February 2024 April 2024 July 2024	
2	<b><i>Quarterly Progress Reports from 1-Jul</i></b> Mayfair, Lions Club, Takahanga Bowling Club, Te Ha, Miniature Rifle Club, Sports Tasman, Kaikōura Squash Club, A&P Association, Museum, Dark Sky Trust, Youth Council, Kaikōura Red Cross Branch		October 2023 February 2024 April 2024 July 2024	
3	Three hard copies of the rehoused District Plan were requested for elected members.	B Makin / M Hoggard	-	Appeal resolved. The team are arranging for copies to be printed.
4	Investigate joint harbour role – KDC/ECAN	W Doughty	Ongoing	
5	Signs Bylaw Review	D Clibbery	December 2023 lapses	In progress – report on Agenda.

**CLOSED ACTIONS**

	<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Include the operational percentage of grants and subsidies for the Wakatu Quay Project in the table on page 163 (Proposed Revenue & Financing Policy)	S Poulsen	asap	Confirmed – changes made
	Correct differential rate in the table on page 159 for Harbour Rural and Town Centre Rural Rate to 0.25	S Poulsen	asap	Confirmed – changes made
	The roading team to confirm that the location of the proposed raised crossing on Ludstone Rd ensures there is sufficient distance back from Churchill street for turning trucks	O Joensuu	July meeting	Confirmed – there was a discussion with the designers around the turning of trucks.
	Workshop date to be scheduled with regard to the National Policy Statement Indigenous Biodiversity	B Makin / M Hoggard	September	Confirmed - scheduled for 13 September.
	Circulate website to Youth Council awards	W Doughty/ B Makin	Asap	Completed – circulated