

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON  
WEDNESDAY 24 APRIL 2024 AT 9.00 AM, 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, 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**

9.01am S Lange & D Smith on behalf of Kaikōura Historical Society

The public forum speakers spoke to the Kaikōura Historical Society's application to the Discretionary Grants Fund which has requested \$25k to keep providing the services to the community (noting their role as custodians). S Lange highlighted that costs are increasing, and the income generated by visitors and memberships are not covering them. They have reduced costs by bringing payroll and cleaning in-house. The Committee are looking to reduce winter opening hours by 1 day a week and are in discussion with TeHa about increasing rental, they are not ruling out selling the facility on Ludstone Road. They asked the Council to consider a long-term targeted rate for the museum and commented that should the funding be approved it is effectively cost neutral to the rent the Museum pays the Council.

**5. FORMAL DEPUTATIONS** Nil

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

The meeting adjourned to the Works & Services Committee meeting at 9.12am.  
The meeting was reconvened at 9.33am.

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**7. MINUTES TO BE CONFIRMED**

**7.1 Council meeting minutes dated 27 March 2024**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Council meeting held on 27 March 2024.*

Moved: Councillor T Blunt

Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

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**8. REVIEW OF ACTION LIST**

The Action List was reviewed and noted.

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

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

S Poulsen and P Kearney joined the table to answer questions for clarification. It was confirmed that in-house finance training will be arranged for the Council in July.

### RESOLUTION

*That the Committee have received the reports and recommends that the Council approves the reports.*

Moved: Deputy Mayor J Howden

Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

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## 11. MATTERS FOR DECISION

### 11.1 Innovative Waste Kaikōura Ltd (IWK). Letter of Expectation and draft Statement of Intent

G Hughes and J Remihana from IWK joined the meeting.

It was clarified that Enviroschools was not set as a performance measure as the responsibility for delivery sits with ECan but funding is required if the initiative is to be widely supported in the District. This would need to come from a number of sources. Councillor K Heays strongly expressed his views that the paperwork doesn't highlight strongly enough the environmental focus towards waste disposal and that this should be listed as a high priority in those documents. G Hughes and J Remihana acknowledged the comment raised and would follow up with the IWK Board to look at incorporating this in the Statement of Intent. It was noted that the Waste Management and Minimisation Plan is up to review soon and that could be another avenue for enhancing the environment.

It was clarified that the performance measure relating to school visits per term is unachievable as authority to enter schools is outside the control of IWK. J Remihana suggested that a target of engaging with schools is more achievable.

It was agreed to check if Council need to approve the Statement of Intent once the IWK Board have adopted it (**ACTION**). P Kearney to provide formal feedback on the Draft SOI to IWK by 1<sup>st</sup> May 2024 (**ACTION**).

### RESOLUTION

*That the Council:*

- a) *Approves Kaikōura District Council Letter of Expectation to Innovative Waste Kaikōura Ltd. For 2024/2027.*
- b) *Receives the Innovative Waste Kaikōura Ltd. Draft Statement of Intent 2024/2027.*
- c) *Provides any further feedback on the draft Statement of Intent to Innovative Waste Kaikōura Ltd by no later than 1<sup>st</sup> May 2024.*

Moved: Deputy Mayor J Howden

Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

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### 11.2 Delegations Manual – Resource Management Act (RMA)

#### RESOLUTION

*That the Council:*

- a) *Adopts the changes to Part 5.3.40 of the Council Delegations Manual in respect of items relating to the RMA as per changes attached in Appendix 1*
- b) *Notes that a full version of how the entire RMA section would look should the proposed changes be adopted is attached at Appendix 2*

Moved: Councillor T Blunt

Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

The meeting adjourned at 10.37am and reconvened at 11.03am.

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### **11.3 Proposed New Toilet Facilities**

D Clibbery noted that once a contractual arrangement is in place the various funding streams will be locked in. The proposed new toilet at Churchill Park will be built next to the playground which is near power and sewage connections. The cosmetics on the proposed new West End toilets are similar to what has been included in the report.

### **RESOLUTION**

*That:*

- a) *The report be received.*
- b) *That staff confirm an order for the supply and installation of toilet blocks for West End, Mill Road and Churchill Park as described in this report, with an estimated total cost of \$893,050 + GST.*

Moved: Councillor K Heays

Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

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### **11.4 Discretionary Grants Applications 2024/2025**

The Council reviewed 22 applications received and agreed on the eligibility and sums to be funded through the Discretionary Grants Fund. Councillor V Gulleford had reviewed and included comments on eligibility and whether projects had received other funding. It was noted that successful applicants are required to provide quarterly progress reports and a completion report.

The following interests were declared relating to the applications:

- Councillor V Gulleford - Te Hā o Mātauranga and Kaikōura Historical Society Incorporated
- Councillor L Bond – Mayfair Arts & Culture and Moana Mark
- Councillor R Roche – Te Hā o Mātauranga and Te Whare Putea
- Councillor J Diver – Kaikōura Branch of NZ Red Cross
- Deputy Mayor J Howden – Kaikōura A&P Association
- Councillor K Heays - Takahanga Bowling Club
- Councillor T Blunt – Kaikōura A&P Association
- Mayor C Mackle – Lions Club of Kaikōura

It was agreed to workshop the criteria for next year's process; such as discuss capping the amount that can be requested through the Discretionary Grants Fund, and to discuss if any organisations should receive continued support through the annual plan (**ACTION**).

The Council considered eligibility based on the criteria, the importance of the community for each application and whether to fully fund to partially fund.

The following was agreed:

#### 1 - Mayfair Arts & Culture Centre Te Whare Toi o Kaikōura

Agreed to support and partially fund \$15,000 noting the approval was only for one year, and not for three years as per the application.

It was noted that the Mayfair receives funding via other avenues and the OpShop support their events.

#### 2 – Noriko Burra on behalf of Kaikōura Tennis

Not eligible as funding of \$25k has been allocated through the Better Off Fund for the project.

3 – Takahanga Bowling Club Inc

Agreed to support and partially fund \$4,000.

The Council discussed that insurance premiums would have increased due to the new turf and inflation.

4 - Kaikōura Bowling Club Inc

Agreed to support and partially fund \$2,500.

5 - Brooke Unger

Not eligible as supported through the Creative Communities grant and does not meet eligibility criteria of a not-for-profit organisation.

6 - Moana Mark

Agreed not to fund.

Noted that the application was for one student to conduct a survey on Sperm Whales.

7 - Kaikōura Croquet Club Inc

Agreed to support and partially fund \$1,500.

8 - Te Whare Putea Charitable Trust

Agreed not to fund.

Noted for feedback to the applicant that the budget didn't appear accurate, and the data was unclear making the application confusing to understand.

9 - Kaikōura Historical Society Incorporated

Agreed to support and partially fund \$22,500.

The Council discussed waiving rental for the Museum as the funding is effectively cost neutral but considering the impact this would have on rates, this was not approved. The Council did however agree to look at a targeted rate for next year's annual plan.

10 - Lions Club Kaikōura

Not eligible as funding has been allocated through the Better Off Fund to install lighting. The cost applied for will be covered by that funding.

11 - Kaikōura Miniature Rifle Club Inc

Agreed to support and partially fund \$2,000.

The Council noted that the heritage is internal artwork, and the facility can continue to run.

12 - Kaikōura Branch of New Zealand Red Cross

Agreed to support and fully fund \$3,500.

The Council noted that the applicant is funding half of the rental cost.

13 - Suburban Home and School Fundraising Parent Group

Not eligible as supported through the Community Initiatives grant.

14 - Kaikōura A&P Association

Agreed to support and partially fund \$5,000.

The Council noted that the Christchurch A&P show has been cancelled this year.

15 - Kaikōura Netball Centre

Agreed to support and partially fund \$1,500.

The Council discussed the gym hire fee and comment was raised that the High School shouldn't charge school aged children for the use of the gym. The Council recommended that the applicant apply to the George Low fund for equipment.

16 - Kaikōura Rugby Club – Takahanga Facility Project Team

Agreed to support and partially fund \$10,000.

The Council recommended that the applicant approach the OpShop to consider supporting.

17 - Tasman Regional Sports Trust

Agreed to support and partially fund \$17,500.

The Council noted that this may affect the FTE of the coordinator as is slightly under the requested amount. The Council continues to support providing office space.

18 - Kaikōura High School Alumni Working Group

Not eligible as supported through the Community Initiatives grant.

19 - Te Ha o Mātauranga

Agreed to support and fully fund \$10,000.

20 - Kaikōura Stage Craft

Not eligible as does not meet the eligibility criteria of a not-for-profit organisation.

The Council recommended that the applicants apply to the Creative Communities grant and ask the OpShop to consider supporting.

21 - Kaikōura Ocean Research Institute Inc (KORI)

Not eligible as supported through the Community Initiatives grant.

22 - Kaikōura Wildlife Centre Trust

Agreed to support and partially fund \$5,000.

The Council noted that the portacomms were going on ECan's land.

The Council agreed with the Chief Executive's decision not to waiver costs for resource consents or building consents as it's a user-pays service.

Overview of sectors supported:

Sports = \$39,000k

Heritage = \$27,500

Arts = \$18,500

Community = \$10,000

Environmental = \$5,000

**RESOLUTION**

*That the Council*

*a) receives this report; and*

*b) reviews all applications received and agrees eligible grants for Financial Year 2024/25 up to an overall funding total of \$100,000.*

Moved: Councillor T Blunt

Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

Meeting adjourned at 12.18pm and reconvened at 12.50pm.

## **12. MATTERS FOR INFORMATION**

### **12.1 Mayoral Verbal Update**

The Mayors Taskforce for Jobs (MTFJ) have asked all councils to work on increasing the visibility of the organisation such as signage. Mayor C Mackle was involved with the Adventure Race which had over 800 entries. He is now on the High School Board and enjoying the new role.

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

#### Councillor T Blunt

Councillor T Blunt attended his Daughter's barrister ceremony in Rotorua. He acknowledged Bin Kennedy for organising the Adventure Race and the use of her farm. It was suggested that the Council formally thank her (**ACTION**).

#### Councillor K Heays

Councillor K Heays has been involved with the Canterbury Joint Waste Committee and Regional Climate Change Partnership Plan. Included in the Agenda is a presentation from the Canterbury Joint Waste Committee. He also tabled to the meeting the draft Canterbury Regional Partnership Plan which will be presented to the Council by ECan at a workshop on 8<sup>th</sup> May.

#### Deputy Mayor J Howden

Deputy Mayor J Howden advised that Destination Kaikōura are in the middle of planning for the information centre (hub) and ensuring it is sustainable. The focus is on financial modelling without sales and being non-rate funded.

#### Councillor J Diver

Councillor J Diver noted that the PC4 hearings closed on Friday and decisions will be released within 15 days. The commissioner's report should be received by mid-May. He raised comments through the process as to whether the dark skies criteria met WorkSafe lighting requirements at the business park.

#### Councillor L Bond

Councillor L Bond attended the Long-Term Plan community consultation session at Kekerengu. Community Initiatives met this month and Destination Kaikōura celebrated their 10<sup>th</sup> year anniversary at the Sudima. She also attended the Ru Whenua Workshop Emergency Management on 26<sup>th</sup> April which ran scenarios of the Alpine Fault and emergency management activation for when it ruptures. The purpose of the exercise was to understand the risks and include them in local/regional scenario planning. The Chief Executive could circulate the link to the simulation if anyone was interested.

#### Councillor R Roche

Councillor R Roche attended the Networkers meeting. He was pleased the CSR he lodged was dealt with quickly by the team. Councillor R Roche was interested in looking further into the waste sector.

#### Councillor V Gulleford

The District Licensing Committee has processed 6 licenses: 2 on-licenses, 2 manager renewals and 2 new manager licenses. Councillor V Gulleford attended the meeting with the MTFJ and Mayor C Mackle. She also undertook the initial review of the Discretionary Grants applications.

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### **12.3 CEO Monthly Report**

The Dark Sky PC5 closed with 37 submissions. The Chief Executive congratulated the Building Team on the IANZ accreditation. It was noted that the Council's membership with LGNZ now includes Akona and recommends the elected members utilise it.

The Chief Executive is working with the H&S Committee on a process to start documenting incidents that involves abuse from the public towards staff, tenants and elected members.

## RESOLUTION

*THAT the Council receives this report for information.*

Moved: Councillor T Blunt  
Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

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### **12.4 Audit Report to the Council for the year ending 30 June 2023**

Council staff highlighted that the non-financial performance measures are progressing well. Audit fees are approximately 2% of the overall rates revenue. The Finance Team are working with PWC to include more automation in the process to reduce errors and allow more time for reviewing. The Rates Officer is reducing her hours, and a part-time role is being advertised to cover rates and finance administration.

## RESOLUTION

*That the Council receives this report for information.*

Moved: Councillor T Blunt  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

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### **12.5 Community Services Team Update Report**

S Haberstock and A Moore (new Emergency Management Officer) joined the table. A Moore introduced herself. It was clarified that there is approximately \$19k budget available in emergency management. Councillor J Diver advised that he is storing equipment for the Red Cross that may need a new home. It was noted that 20 applications have been received for the Customer Services Officer role that closes on Friday 26<sup>th</sup> April. Te Whare Putea are working with MSD to prepare a robust report of housing data and are scheduled to workshop this with the Council in June.

## RESOLUTION

*THAT the Council receives this report for information.*

Moved: Councillor T Blunt  
Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

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### **12.6 Planning Update Report**

Council staff are looking into Starlink and the provisions the District Plan currently has for physical connections. It was clarified that under the District Plan, properties in the rural zone are not required to have power connected whereas it is a requirement in the township. The Planning Team will schedule a Spatial Plan workshop in the upcoming months. It was clarified that Wolfbrook had changed some of the building design and depending on the scale of changes they may need to re-notify.

## RESOLUTION

*THAT the Council receives this report for information.*

Moved: Councillor V Gulleford  
Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

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## 12.7 Building and Regulatory Update Report

### RESOLUTION

*THAT the Council receives this report for information.*

Moved: Deputy Mayor J Howden

Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

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## 12.8 Destination Kaikōura Quarterly Report

### RESOLUTION

*THAT the Council receives this report for information.*

Moved: Councillor T Blunt

Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

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## 12.9 Wakatu Quay Quarterly Report

### RESOLUTION

*THAT the Council receives this report for information.*

Moved: Councillor R Roche

Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

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## 12.10 Discretionary Grants Progress/Completion Reports

Councillor V Gulleford wrote 1 of the reports and abstained.

### RESOLUTION

*THAT the Council receives these reports for information.*

Moved: Councillor L Bond

Seconded: Councillor R Roche

Abstain: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

The Chief Executive advised that 35 submissions have been received to date on the Long-Term Plan 2024-2034.

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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 27 March 2024
- b) Harbour Financial Matters – verbal update
- c) Report from the Chair of the Finance, Audit & Risk Committee Public Excluded Session

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 27 March 2024	The minutes are being tabled for confirmation. They include commercially sensitive information relating to harbour financial matters, private information relating to the appointment of a commissioner on the District Licensing Committee and legal information on the status of the hot pools current lease.	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) Section 7(2)(a) protect the privacy of natural persons. 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)
Report from the Chair of the Finance, Audit & Risk Committee Public Excluded Session	The report contains commercially sensitive information on 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)(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 want to reveal the details of those negotiations. Information will be made publicly available in due course.

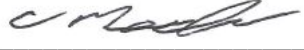
Moved: Mayor C Mackle  
 Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

The meeting moved into the Public Excluded Session at 1.52pm.  
 The meeting moved out of the Public Excluded Session at 2.25pm.

**14. CLOSED OF MEETING**

There being no further business, the meeting was declared closed at 2.25pm.

CONFIRMED  Chairperson  
 29 May 2024 Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**ACTIONS FROM COUNCIL MEETINGS  
AS AT 24 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> Kaikōura Cycling Club		July 2024	Not received an update from Kaikōura Cycling Club.
	<b><i>Quarterly Progress Reports from 1-Jul FY 24-25</i></b> Museum, Sports Tasman, Mayfair, Kaikōura Rugby Club – Takahanga Facility Project Team, TeHa, A&P Association, Wildlife Centre Trust, Takahanga Bowling Club, Kaikōura Red Cross Branch, Kaikōura Bowling Club, Miniature Rifle Club, Croquet Club, Netball Centre,	-	October 2024 February 2025 April 2025 July 2025	
2	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).
3	Celebration with Governance Group when the detailed design is approved	W Doughty / B Makin	-	On hold – pending approval of detailed design.
4	Include monthly report on Better Off Funding	W Doughty	May 2024	To be provided in May Agenda
5	It was agreed to check if Council need to approve the Statement of Intent once the IWK Board have adopted it	P Kearney	May 2024	
6	P Kearney to provide formal feedback on the Draft SOI to IWK by 1 <sup>st</sup> May 2024	P Kearney	1 <sup>st</sup> May 2024	
7	Workshop Discretionary Grants process and criteria for next year	W Doughty / B Makin	June 2024	Scheduled for June workshop.
8	Thank you letter to Bin Kennedy re Adventure Race	W Doughty / B Makin	June 2024	

**CLOSED ACTION ITEMS**

	<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	<b><i>Carried Forward from previous Council:</i></b> KORI, Kaikōura Red Cross Branch		April 2024 July 2024	Completion reports tabled to April Meeting.
	<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	Completion reports tabled to April Meeting.