

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON
WEDNESDAY 30 OCTOBER 2024 AT 9.00 AM, TOTARA, COUNCIL CHAMBERS,
96 WEST END, KAIKŌURA**

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

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

1. KARAKIA

2. APOLOGIES

Apologies were received for Mayor C Mackle and the acknowledgement of the passing of his Mother.

Moved: Councillor V Gulleford

Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

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 9.02 am.

The meeting was reconvened at 9.17 am.

7. MINUTES TO BE CONFIRMED

7.1 Council meeting minutes dated 25 September 2024

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Council meeting held on 25 September 2024, subject to amendments:*
 - *Page 8 – amendment from ‘Councillor K Heays attended the Kaikōura Hop event at the weekend’ to ‘Councillor K Heays reported that the Kaikōura Hop event was well attended’.*
 - *Page 9 – amendment from ‘C Heays’ to ‘Councillor K Heays.’*

Moved: Councillor L Bond

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

8. REVIEW OF ACTION LIST

The Action List was reviewed and noted.

- Response to public forum speaker J Ward – further comment on the Trotting Club to be sent to the speaker.
- West End toilets workplan – this was circulated by email and is on track to be completed by end of November.
- Discretionary grant quarterly report for Cycle Club - not received the report for the FY 23-24 therefore removed from open action items and recorded on the discretionary grant accountability tracker.

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

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

Noted that there is no Chairs report to be tabled to the meeting. P Kearney provided verbal updates on the reports discussed at the Finance, Audit & Risk Committee.

10.1.1 Finance Report to 30 September 2024

RESOLUTION

It is recommended that the Council receives this report for information.

Moved: Councillor R Roche

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

10.1.2 Quarterly Reports to 30 September 2024

A discussion was held around cruise ship fees and the tender facilities at the wharfs which require upgrading to a higher standard. A separate meeting will be held between the Senior Manager Operations, Chief Executive, Councillor K Heays and Councillor L Bond regarding this (**ACTION**).

RESOLUTION

It is recommended that the cover report and the listed attachments be received.

Moved: Deputy Mayor J Howden

Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

10.1.3 Risk Management Report

RESOLUTION

It is recommended that the Council receives this report.

Moved: Deputy Mayor J Howden

Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

11. MATTERS FOR DECISION

11.1 Adoption of the Annual Report to 30 June 2024

Dereck Ollsson from Audit New Zealand joined the meeting remotely to provide an update on the Annual Report to 30 June 2024. Of note, the Annual Report is unqualified for the current year however audit need to express an opinion on both the current and prior year (which was qualified). He highlighted the progress made with reporting on performance measures which had increased from 74% last year to 98% this year. He thanked KDC Management & staff for their cooperation with a successful audit & outcome.

Council staff highlighted the changes made since the report and tabled these changes to the meeting.

RESOLUTION

THAT the Council:

a) *Receives this report for information*

b) *Adopts the Annual Report to 30 June 2024*

Moved: Councillor L Bond
Seconded: Councillor T Blunt

MOTION LOST

It was highlighted that Te Whare Putea do not manage the 16 pensioner units (page 118 Social Services under Economic) and this amendment would need to be made. The Council amended the recommendation to include the tabled amendments.

AMENDED RESOLUTION

THAT the Council:

- a) *Receives this report for information*
- b) *Adopts the Annual Report to 30 June 2024, subject to the tabled amendments*

Moved: Councillor T Blunt
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

11.2 Adoption of Plan Change 5 to the Kaikōura District Plan (Dark Sky)

Councillor J Diver did not agree with the rules around security lighting commenting that residents should be able to protect their properties. He queried how the Council would manage the external light spill from internal lights in shops and ATMs on West End. Council staff advised that residents could instal shields on their security lights to meet the threshold of responsible lighting and that new ATMs or security cameras would require resource consents. Existing premises would not be subject to the new District Plan rules but will need to comply once they refit existing lighting.

The Council Officer put forward an amendment to include Clause 10 in recommendation 2.2.

AMENDED RESOLUTION

- 2.1 *This report be received by Council.*
- 2.2 *That Council approve Plan Change 5 (Kaikōura Dark Sky) pursuant to Clause 10 & 17(1) Schedule 1 of the Resource Management Act 1991.*
- 2.3 *That Council agrees, provided no appeals are received, that pursuant to Clause 17(3) Schedule 1 of the Resource Management Act 1991 that Council affix the seal of the Kaikōura District Council (KDC) on 19th December, the date at which the Plan Change becomes operative.*

Moved: Councillor R Roche
Seconded: Councillor L Bond

Against: Councillor J Diver
Abstain: Councillor V Gulleford

CARRIED

The meeting adjourned at 10.48 am and reconvened at 11.07 am.

11.3 Draft Reserve Management Plan for South Bay Forest Reserve

The Play New Zealand Advocates presented their ideas around play possibilities at a workshop on 25 September 2024. The focus is to enable active passive recreation at the reserve. There are several archaeological sites at the reserve and Iwi are to be consulted regarding any potential structures or developments.

KDC has been working with LINZ in regard to the hydro -parcel of land. LINZ are happy that it could fall under accretion rules and therefore fall under KDC land. However, a formal process would need to be started to complete the paperwork from LINZ.

The consultation for the reserve management plan will be run at the same time as the next two that are currently being drafted potentially in the new year.

RESOLUTION

THAT:

- a) *The Council endorses the Draft Reserve Management Plan for the South Bay Forest Reserve be advertised for consultation/feedback from the public.*

Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

11.4 Economic Development Reset

It was noted that the blank pages in the presentation are a PDF glitch as there is information in the presentation, this will be recirculated (**ACTION**). It was highlighted that the stakeholders should include fishing and aquaculture.

RESOLUTION

- *That Council receives this report for information.*
- *That Council endorse Staff progressing Economic Development in a phased and staged approach.*

Moved: Councillor L Bond

Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

12. MATTERS FOR INFORMATION

12.1 Mayoral Verbal Update Nil

13.2 Elected Member Verbal Updates

Councillor R Roche

Councillor R Roche attended the Water Zone Committee workshop last week.

He has been speaking to PM Stuart Smith around having practical driving tests in Kaikoura.

Councillor V Gulleford

Councillor V Gulleford advised that one special license is unresolved for an organisation as the applicant was not able to give a clear description for it to be considered an event for a special license.

Councillor L Bond

The first cruise ship was in Kaikoura this weekend, this is a resident ship that selects ports to visit each year.

The OpShop supported the kitchen at the Scout Hall and the multiuse courts.

Councillor J Diver Nil

Councillor K Heays

Councillor K Heays advised that he has started the position with the Harbour Master which also involves the safety of embarking cruise ship passengers.

Councillor T Blunt

Councillor T Blunt received positive feedback from rural ratepayers on the condition of the roads.

Deputy Mayor J Howden

Deputy Mayor J Howden advised that the Aging Well Group are looking into land available for Abbey Field, the preference is for it to be accessible/close to town amenities. However, there is a community van service available.

12.3 CEO Monthly Report

The Chief Executive advised that since the report was published the date for the South Bay Forestry harvest has been confirmed. The cultural induction will be on 5th November for preparation of the skid site and then the works will commence from 11th November. Communications have gone out to that effect.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor R Roche

Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

12.4 Community Services Team Update Report

The Community Courts are on track for completion by Christmas 2024.

A Moore provided a verbal update on the powers of response to emergency management, period of transition and powers that can be transferred into recovery. Elected Members are welcome to drop into Exercise Pandora, but not altogether to allow the EOC to be able to function.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

12.5 Planning Update Report

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor L Bond

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

12.6 District Plan Review

RESOLUTION

That Council notes the direction of the District Plan rolling review as set out in this report given minor changes from the District Plan direction approved by Council in 2021.

Moved: Councillor T Blunt

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

The meeting adjourned at 12.41 pm and reconvened at 1.01 pm.

The meeting moved to Item 12.8 IWK Quarterly Report.

12.8 IWK Quarterly Report

IWK are looking at the current constitution and will present this at a workshop.

IWK were congratulated on their reporting.

RESOLUTION

It is recommended that:

a) The Council receives this report for information.

b) The Council gives feedback on the report and any future requirements/amendments

Moved: Deputy Mayor J Howden

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

12.7 Building and Regulatory Update Report

The report includes the resource consent monitoring of the Sudima and a fuller report can be provided. Typo's were identified on the dashboard in the spelling of 'Managers Certificate'.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden

Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

12.9 Destination Kaikoura Quarterly Report

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

12.10 Discretionary Grants Quarterly Reports

RESOLUTION

THAT the Council receives these reports for information.

Moved: Councillor L Bond

Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

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 25 September 2024
- b) Harbour Financial Matters – verbal update
- c) Waiau Toa Clarence Valley Access Project – verbal update
- d) 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 25 September 2024	The minutes are being tabled for confirmation and include commercially sensitive information relating to harbour financial matters, Māori land parcels and private information on the independent member of the Finance, Audit & Risk Committee	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.
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)
Waiau Toa Clarence Valley Access Project – verbal update	Verbal update following the report to the Council on 25 September 2024 relating to project costs that are commercially sensitive.	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 Chairs report contains information presented to the Committee on insurance renewal options that include insurance premiums/quotes. This information is commercially sensitive.	Section (7)(2)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information

*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:

Harbour Financial Update: We do not want to reveal the details of those negotiations. Information will be made publicly available in due course.

Waiau Toa / Clarence River Access Update: Publishing the information in the public would be detrimental to the negotiation ability of KDC.

Moved: Deputy Mayor J Howden
 Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

The meeting moved into the Public Excluded Session at 1.22 pm.
 The meeting moved out of the Public Excluded Session at 2.20 pm.

14. CLOSED OF MEETING

There being no further business, the meeting was declared closed at 2.20 pm.

CONFIRMED  Chairperson
 Date 11/12/2024
 THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

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

OPEN ACTION ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
1	<i>Quarterly Progress Reports from 1-Jul FY 24-25</i> 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	Report tabled to October 2024 meeting.
2	Response to Public Forum speakers – July meeting	W Doughty / P Kearney	Ongoing	Responses sent. Following up further to J Ward on Trotting Club.

CLOSED ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
	Circulate workplan for West End toilets to elected members	O Joensuu	October 24	Circulated workplan.
	Discussion around cruise ship tender facilities at the wharfs	D Clibbery / W Doughty	Asap	Meeting held 30/10/2024 and referred to Operations Team.