



HURUNUI
District Council

Hurunui Tourism Board

AGENDA

FOR AN ORDINARY MEETING TO BE HELD ON:

MONDAY 13 AUGUST 2018
COMMENCING AT 1 PM

Hurunui Council Chambers, Carters Road, Amberley

Community partnership in growth and wellbeing.

HURUNUI TOURISM BOARD

Committee Membership:

Janice Fredric (Chairperson)
Mayor Dalley
Cr Marie Black
Cr Dick Davison
Cr Jason Fletcher
Geoff Shier - Waipara Valley North Canterbury
Winegrowers Inc. Rep.
Christian Chester - Hanmer Springs Business
Association Rep.
Grant Lilly – Hanmer Springs Thermal Pools and
Spa Management Committee Rep.

Quorum: not less than 5 members

Secretary Maree Hare

Significance Consideration

(Guidelines from Hurunui District Council's 'Significance and Engagement Policy')

The Council, in considering each matter, must be:

- a. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decisions.
- b. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Questions

- a. Does the Council have sufficient information about the issue, proposal, decisions or other matter?
- b. Does the issue, proposal, decisions or other matter:
 - Affect all or a large portion of the community in a far-reaching way?
 - Have a potential impact or consequence on the affected persons (being a number of persons) that is substantial?
 - Have financial implications on the Council's resources that would be substantial?
 - Generate (or would be expected to generate) a high degree of controversy?
 - Have any impact on Council's capacity to undertake its statutory responsibilities?
 - Fail to flow logically or consequentially from a decision in the Council's Long Term Plan?

Evaluation

Council officers preparing these reports will have regard to Council's policy on significance. Councillors will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless the Council explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

HURUNUI TOURISM BOARD

MONDAY 13 AUGUST 2018 AT 1PM

COUNCIL CHAMBERS, CARTERS ROAD, AMBERLEY

1 pm	Meeting begins
3 pm	Afternoon Tea

ITEM	ORDER OF BUSINESS	Significance	Pages
	Health and Safety briefing – in the event of an emergency vacate the room via the marked Exits and assemble in the south car park outside the St John rooms.		
	Apologies Announced Urgent Business Conflict of Interest Declarations		
1.	Minutes – Minutes of the June 2018 meeting		2 - 7
2.	Decision Items - there are no decision items for this meeting		
3.	Discussion Items: 3.1 The Hurunui Story – verbal report		
4.	Information Items: 4.1 Correspondence 4.2 Marketing Report 4.3 Financial Report 4.4 Tourism Statistics 4.5 Website Statistics 4.6 Tourism Development Update 4.7 Action Sheet 4.8 Council Updates 4.9 Forward Plan 4.10 Delegate's Reports - <ul style="list-style-type: none"> • Hanmer Springs Business Association • Hanmer Springs Thermal Pools and Spa • Waipara Valley North Canterbury Winegrowers Inc 	Low Low Low Low Low Low Low Low Low	8 – 9 10 – 13 14 – 15 16 – 22 23 – 26 27 – 28 29 30 – 39 40
5.	Urgent Business:		
	The next meeting will be Tuesday 16 October		

HURUNUI DISTRICT COUNCIL MINUTES



Meeting	Hurunui Tourism Board
Time and Date	1 pm, Monday 11 June, 2018
Venue	Hanmer Retreat, Hanmer Springs
Agenda	http://www.hurunui.govt.nz/your-council/meeting-calendar/

Health and Safety briefing	Those present were advised of the emergency exits from the building and the gathering area outside the building.
Members Present	Janice Fredric (Chairperson), Mayor Dalley, Councillor Dick Davison, Geoff Shier, and Christian Chester
In Attendance	Hamish Dobbie (CEO) Graeme Abbot (General Manager Hanmer Springs Thermal Pools and Spa and Tourism Development Manager), Shane Adcock (Marketing Manager) Vanessa Nelmes (Tourism Marketing Officer) and Maree Hare (Board Secretary) Part meeting: Stephanie Chinn (Policy Planner), Heather Kimber (CDHB) and Cheryl Ford (Cancer Society)
Apologies	Grant Lilley, Cr J Fletcher. Cr Marie Black (Leave already granted) THAT THE APOLOGIES BE ACCEPTED. Chair CARRIED
Conflict of Interest Declarations	There were no declarations of Conflict of Interest.
Urgent Business	<ul style="list-style-type: none"> • Policing of the Targeted Tourism Rate
Minutes	THAT THE MINUTES OF THE HURUNUI TOURISM BOARD MEETING HELD ON 9 APRIL 2018 BE CONFIRMED WITH THE CORRECTION TO THE NAME OF THE NORTH CANTERBURY WINE AND FOOD FESTIVAL ON PAGE 6. Shier/Davison CARRIED

1. DECISION ITEM

1.2 Options for updating District Information Boards

The Report from the Tourism Marketing Officer provided options for the conversion of one information board site to include a digital screen.

The report advised that the firm CSG have visited the Amberley site and recommended two digital signs for consideration. CSG advised that a 55 inch screen could go between each of the steel legs on the structure and noted that power and Wi-Fi are available. Lease and purchase options for two types of screens for the sign were provided and the report also advised of other costs. An updated cost analysis was tabled at the meeting.

The meeting considered the report and noted the following –

- The price of just under \$4000 for the installation of the units is an estimate.
- The difference between the two options is that the Samsung OMD requires a weather tight enclosure and the Samsung OHF requires only a basic enclosure.
- If the Care Pack is purchased any problems will be deal with by the provider otherwise officers would have to deal directly with Samsung which may not be appropriate.
- Noted that there are several variables possible for listing on the Board e.g. one business and one event or one event or two businesses etc. as well as weather updates, road closure notification or a map of the district. The back side of the digital board would have generic information which would not change however it was noted that in time it may be possible to have both sides of the board digitalised.
- The figures provided in the report are based on a single side screen for a 36 month period.
- The meeting noted that the proposal is a prototype and there is no budget for this project. The tabled report advised that if there were 2 advertisers every week paying \$150 per week the yearly income would be \$15,600.
- The cost of replacing all seven Boards in the district last time was \$35,000 to \$40,000.
- The options to Lease or purchase were considered and it was suggested because this is a prototype and a lease option has a guarantee the lease option is preferable. The meeting also noted that technology will have improved in three years time when the lease expires.
- The meeting noted that there is no budget for this project but agreed that the funding can come from Reserves initially however the intention would be that the advertising would cover the costs. The possibility of Sponsorship was also noted.

THAT THE HURUNUI TOURISM BOARD TAKES UP A LEASE OF THE SAMSUNG DIGITAL DISPLAY LEASE OHF MODEL FOR A THREE YEAR TERM AND THAT ADVERTISING BE PURSUED TO COVER THE COSTS. INITIAL COSTS WILL COME FROM RESERVES.

Chester/Shier

CARRIED

The Chair queried later in the meeting if the Information Boards are covered by the Council Insurance and the Officer agreed to follow this up.

**2.1 Hurunui
Tourism Board
Submission to
the
Christchurch
City Council
Long Term Plan**

The report from the Board Secretary provided the submission made by the Tourism Board to the Christchurch City Council Long Term Plan. It was noted that because the Submission process fell between Board meeting dates the submission was approved by the Board via email and now needs to be formally ratified.

THAT THE TOURISM BOARD RATIFIES THE SUBMISSION MADE TO THE CHRISTCHURCH CITY COUNCIL 2018 – 2018 LONG TERM PLAN.

Shier/ Davison

CARRIED

2. DISCUSSION ITEMS

**2.1 Proposed
Hanmer
Smokefree
precinct**

The report from the Policy Planner advised of the process undertaken to develop a smokefree precinct within Hanmer Springs township and representatives from the Cancer Society, and Community & Public Health, and the Canterbury District Health Board presented the proposal to the meeting seeking feedback from the members.

The meeting noted the following –

- The town (Hanmer Springs) belongs to the residents and the presenters advised that they had consulted with the Hanmer Springs Community Board once and are to give the presentation to the June meeting of the Board.
- The Hanmer Springs Business Association have also been involved with the process.
- One problem is policing the smokefree zone and it was agreed that good signage and communication is critical.
- The effect of this proposal on Tourism was queried and it was noted this is hard to quantify and it was suggested that a six month trial would be appropriate.
- It was suggested that a designated smoking area could be put in place and then possibly phased out

**2.2 Hurunui
Trails Trust
funding**

A letter from Cr Jason Fletcher Chair and Trustee of the Hurunui Trails Trust was provided for discussion by the Board. The letter thanked the Board for providing bridging funding to fund a coordinator for the Trust and advised that the Trust has now received funding from the Rata Foundation towards this however the funds cannot be used for retrospective costs. The letter also advised that a submission to the Council Long Term Plan for \$30,000 was

favourably received but is subject to approval by Council.

The meeting considered the letter and noted the following –

- The Chair read out the resolution passed by the Board in December regarding the bridging finance as a reminder to the meeting.
- The Council Long Term Plan funding alluded to in the correspondence was queried and it was noted that if this is confirmed by Council on June 28 it will not be available until July 1 and there is also some uncertainty if this funding could be back dated.
- Noted that the financial report records payments are still being made to the HTT for the coordinator and should have stopped from May 1 when the Rata funding was available. The Marketing Manager agreed to investigate this.
- The meeting agreed that providing the funding to retain the coordinator has been well worthwhile, however the funding must be repaid. The Chair and Marketing Manager agreed to respond to the letter from the Hurunui Trails Trust.

3. INFORMATION ITEMS

3.1 Correspondence Inwards – Christchurch Airport thanking Hurunui Tourism for support over the past five years.

It was agreed that the Development Manager writes to Christchurch Airport thanking them for their recent financial support.

3.2 Marketing Activity Report

The report from the Tourism Marketing Officer provided the marketing activity for April 2018 to early June 2018 for the information of the Board.

The Officer spoke to her report and the following points were noted -

- Some local businesses were supported to attend TRENZ in May and the Marketing Manager reported that the event was very successful with positive feedback received.
 - The Marketing Manager updated the meeting on the Ocean Alpine Sea joint venture and in response to a question advised that this venture will not have its own website.
-

3.3 Financial Report

The report from the Manager Support Services provided the Financial Report for the year ending April 2018.

- It was noted that the year to date column for Operating revenue does not appear to be correct and the Marketing Manager agreed to check on this.
- The Marketing Manager advised that he is confident the full year forecast is correct but noted that there is one caveat in the forecast spending in the Development area.

3.4 Tourism Statistics

The report from the Marketing Manager provided the tourism statistics for the Industry, Region and Hanmer Springs

The meeting considered the report and noted the following –

- The March stats. are not strong at 8.65% due to when Easter fell however the results are still pleasing.
- In response to a query the Marketing Manager noted that the growth is still happening but the visitors are not spending. It was agreed that this indicates the importance of the Development Manager role.

3.5 Website Statistics

The report from the Tourism Marketing Officer provided the website statistics for the IQE March 2018.

The meeting considered the report and noted the following –

- The website is performing pretty well overall with an increase in users and sessions.
- The officer advised that she is happy to see what is happening and this is possibly due to the online digital campaign this year.

3.6 Tourism Development Update

The report from the Tourism Development Manager provided an update on Tourism Development in the Hurunui.

The meeting considered the report and noted the following –

- Walking – The Kaikoura to Hanmer Springs Great Walk remains a live proposal but it was noted that the Minister is less than enthusiastic.
- Cycling – an application for funding has been made for a feasibility study for the Wheels for Waipara.
- The Development Manager gave a short presentation on the International Dark Sky Association advising that he is doing some evaluation on this project and will report back to the Board on progress.

The meeting adjourned at 3.20 for afternoon tea and resumed at 3.40

3.7 Action Sheet

The Action Sheet was provided for the information of the Board.

3.8 Council Updates

Updates from recent Council meetings were provided for the information of the Board.

3.9 Tourism Board Forward Plan

The Forward Plan was provided for the information of the meeting.

THAT ALL OF THE ABOVE REPORTS BE RECEIVED.

Shier/Davison

CARRIED

3.10 Delegates Reports

- Hanmer Springs Business Association – C Chester advised that the Business Association are currently working on a Strategy. He advised that business has been quite strong with the summer stats. consistent until the end of April. May stats. had dropped off as usual.
- Hanmer Springs Thermal Pools and Spa – G Abbot advised that the May was quieter than hoped however Queens Birthday was on a par with last year. He noted that this is a quiet time of the year and advised that there will be new products released for summer.
- Waipara Valley North Canterbury Winegrowers Inc. – G Shier reported that the name of the group is about to be changed with the merger with Canterbury Winegrowers.

The website for the newly merged entity has been launched and is a substantial improvement.

The next event is Taste North Canterbury which will be held in Christchurch in the Spring.

4. URGENT BUSINESS

5.1 Policing of the Targeted Tourism Rate

The Chair noted that the Board would be keen for the policing of commercial users paying the Targeted Tourism Rate and the CEO replied that there would be a cost to this.

The meeting ended at 3.56 pm

The next meeting will be on August 13 at Amberley.

HURUNUI DISTRICT COUNCIL
MEETING REPORT



SECRETARY REPORT COVER

To: Hurunui Tourism Board

Date: 13 August 2018

Correspondence

Executive Summary Outward correspondence attached for the Board's information.

Appendices

- Enterprise North Canterbury

Report Cover
Prepared by:

Maree Hare

Maree Hare

Committee Secretary



20th June 2018

Heather Warwick
Chief Executive
Enterprise North Canterbury

Dear Heather

On behalf of the Hurunui Tourism Board I write in support of the "Wheels to Waipara" cycle trail.

We are of the view that the experience which will essentially link the city of Christchurch to the Hurunui will help the development of the Waipara and greater Hurunui region.

Products like the cycle trail will help reach Tourism New Zealand's goal of developing regional dispersal of international visitors. The ride starting in Cathedral Square and meandering its way through built up areas to our coastlines ending in the Waipara Valley is unique. It represents an opportunity to engage with both international and domestic tourists, showing them a slice of New Zealand that guarantees them interaction with our local people, food and landscape.

The Hurunui presently enjoys a wide variety of cycle experiences and our view is that the Wheels to Waipara cycle trail will add significantly to that portfolio.

We look forward to the establishment of the route and playing our part in the growth of cycle tourism in New Zealand. As a board we will assist the program come to life.

Kind regards

A handwritten signature in blue ink, appearing to read "Graeme Abbot". The signature is stylized and fluid.

Graeme Abbot
Product Development Manager
Hurunui Tourism

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Hurunui Tourism Board
Report Prepared by: Vanessa Nelmes, Tourism Marketing Officer
Date: 13 August 2018
Significance Level: Low

Marketing Activity Report

Recommendation THAT THE INFORMATION BE RECEIVED.

Executive Summary The marketing activity report for July is provided for the information of the Hurunui Tourism Board.

Selling The Destination

Collaboration

Membership and Joint Ventures

SOUTH (CIAL): SOUTH is once again working with Tourism NZ on a consumer campaign into the eastern seaboard of Australia, which will run from September to November. This will be complemented by visits to Brisbane and Perth for consumer travel shows in October. Hurunui Tourism is featured in one of the South Island journeys being promoted.

Touring Route Development:

Alpine Pacific Touring Route (APT) – www.alpinepacific.nz

The committee is meeting 14 August to discuss the new financial year activities, review the recent social media campaign and future development of the touring route.

Ocean Alpine Sea (OAS) – An MOU has been signed between Hurunui Tourism, Destination Kaikoura and Tourism West Coast. Next steps are to look at budgets and possible promotional opportunities.

Digital

Website: The review of our website is underway and the timetable indicates that the new site will be launched early December. Meanwhile content continues to be updated on a regular basis, but no substantial changes are planned for the website. QE statistics are available as a separate report.

Instagram account: @hurunuidistrict

As at 31/07/18 we have 1073 followers and have posted 375 times.

When reviewing the Instagram statistics we've had 19,054 'likes' across all of our posts.

The most popular post continues to be the aerial shot taken of the Hanmer Forest (151 likes), posted 7 May 2018.



Collateral

OVG: 60,000 copies of the 2017-18 OVG were printed. Display contracts are being renewed with i-SITEs as they fall due. Current stock levels: 5,920 copies are available which is 9.87% of the total print run.

Selling has started for the 2018-19 OVG. We are expecting to have the guide in circulation by early October.

Community maps: Currently working on the second round of changes for the Cheviot map, next step is numbering the listings.

Communications

Stakeholder Newsletters: the monthly stakeholder newsletters continue to receive a good opening rate however for the last 6 newsletters the average open rate has increased from 42.93% to 43.81%.

Stakeholder Survey: this year's survey has started; close off date for replies is 9 September.

District Visits:

- 25 July - Amberley Farmers Market
- 30 July - attended the Cheviot Promotions Group meeting

Media Results:

June/July

Blogger – Susie Williams: 'Weekend at Hanmer'

<https://www.susiewilliams.co.nz/single-post/2018/06/03/Weekend-at-Hanmer>

Essence Magazine: 'a town like Hanmer' feature.

North Canterbury News – 'truffle festival' and 'craft beer to enjoy a truffle twist'.

Trade

Trade Shows: next TRENZ is May 2019 in Rotorua.

Famils:

Media			
Date	Who	Reach	Organised by
8 June	Annette Tan	Wine & Dine 154k per issue; Singapore Tatler circulation 17,500 per month; Channel NewsAsia Online 6 million UVP	TNZ
22 June	Social Influencers	'Sandy Brinsdon IG @theafterworkphotographer 1767; Billy Nunweek IG @billynunweek 12.7k; Nathan James IG @adventuresftsouth 653; Benny Mabazza IG@bennymabazza 2832; Ryan Wilkes YouTube 3037 subscribers, IG @tpltraveled 995; Elora Harre IG @elorahh 20.3k; Dave Risdon YouTube 450 subscribers, IG @qualityantics 1317; Gerald Lim IG @geraldlimnz 1994	CNZ
13 July	Claire Smith	Motorhomes, Caravans and Destinations Magazine	CNZ iSITE
15-17 July	Fiona Terry	Australia & NZ Magazine (UK)	Hurunui Tourism
4-6 August	Susie Williams	Your Marlborough Magazine	Hurunui Tourism

Trade			
Date	Who	Organised by	Visited
1-5	XperieNZ (ITO famil)		Hanmer Springs
21 – 23 June	AirNZ NTIA Awards Winner, Rochelle Bird (2 pax)		Christchurch, Hurunui

Advertising

AA Publications: 2019 advertising has been placed, and includes:

- ¼ page advert Christchurch & Canterbury Guide
- Full back cover Christchurch & Canterbury Guide
- ½ page advert NZ Cycle Trail Guide (now in circulation)
- Share 2 pages NZ Walking Guide with Hanmer Springs Thermal Pools
- Website listings

Domestic Digital Initiative: The winter campaign is currently underway and due to finish the week commencing Monday 20 August.

Conference & Meetings

Attend MEETINGS and Convene South: MEETINGS attendance completed. Convene South: 25 September 2018 in Christchurch.

Recently we completed a DLE brochure that outlines options for having a conference in the Hurunui and a A5 booklet has been produced for 'brides-to-be' as part of our collateral when we attend wedding shows.

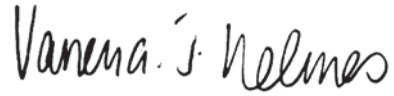
In-Market

Consumer shows: no shows have been attended recently.

Significance Consideration

This report is of low significance because it is an update on the activities in yearly marketing plan that has been approved by the Hurunui Tourism Board.

**Report Prepared
by:**



Vanessa Nelmes
Tourism Marketing Officer

**Report Reviewed
by:**



Shane Adcock
Marketing Manager

**Officer in
Attendance:**

The Tourism Marketing Officer will be in attendance to speak to this report.

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Hurunui Tourism Board
Report Prepared by: Jason Beck (Manager Support Services)
Date: 13 August 2018
Significance Level: Low

Financial Report to April 2018

Recommendation THAT THE INFORMATION BE RECEIVED.

Executive Summary The financial report to June 2018 is attached. The Board is responsible for managing its own budget.

Appendices

- Financial Report to June 2018.

Report Prepared by: Jason Beck
 Manager Support Services

Hurunui Tourism Board Financial Report for the Twelve Months to 30 June 2018

	<u>Full Year</u> <u>Actual</u>	<u>Full Year</u> <u>Budget</u>	<u>Full Year</u> <u>Variance</u>	
OPERATING STATEMENT				
Operating Revenue				
Targeted Tourism Rate	228,542	223,508	5,034	
Allocation from Hanmer Springs Thermal Pools & Spa	54,084	54,080	4	
Third party revenue	5,075	0	5,075	
Website	3,198	0	3,198	
Total Operating Income	290,899	277,588	13,311	
Less Operating Expenditure				
<u>Fixed Costs</u>				
Wages & Salaries	58,992	59,313	(321)	
Marketing Consultancy Costs (HSTP&S)	30,000	30,000	0	
Travelling Expenses	657	687	(30)	
Other Board Expenses	1,626	0	1,626	
	91,275	90,000	1,275	
<u>Developing the Destination</u>				
Tourism Growth Package	14,170	30,000	(15,830)	
Event Development	6,127	5,000	1,127	
Hurunui Trails Trust	8,177	0	8,177	
	28,474	35,000	(6,526)	
<u>Selling the Destination</u>				
Collaboration	23,770	35,000	(11,230)	1
Digital	14,454	20,000	(5,546)	2
Collateral	22,604	40,000	(17,396)	3
Communications	18,555	15,000	3,555	
Trade	8,280	18,000	(9,720)	4
Advertising	35,423	44,000	(8,577)	5
Conferences and meetings	8,247	10,000	(1,753)	
In-market	8,383	5,000	3,383	
	139,716	187,000	(47,284)	
Total Operating Expenditure	259,465	312,000	(46,009)	
Net Surplus/(Deficit) for period	31,434	(34,412)	59,320	
CAPITAL STATEMENT				
Opening Balance	103,400	103,400	0	
Surplus/(Deficit) for period	31,434	(34,412)	65,846	
Closing Balance	134,834	68,988	65,846	

Notes

- 1 Timing of invoices; APT invoice in next FY
- 2 Some web development held back due to website revamp
- 3 More revenue and lower costs for OVG
- 4 Over-estimate of famils in the region
- 5 Domestic Digital Winter Campaign now starting in July, not June

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Hurunui Tourism Board
Report Prepared by: Shane Adcock, Marketing Manager
Date: 13 August 2018
Significance Level: Low

Tourism Statistics

Recommendation THAT THE INFORMATION BE RECEIVED.

Executive Summary This report contains tourism statistics for the following:

Industry

- International Visitor Arrivals

Region

- Regional Tourism Estimates (RTEs)
- Commercial Accommodation Monitor

Hanmer Springs

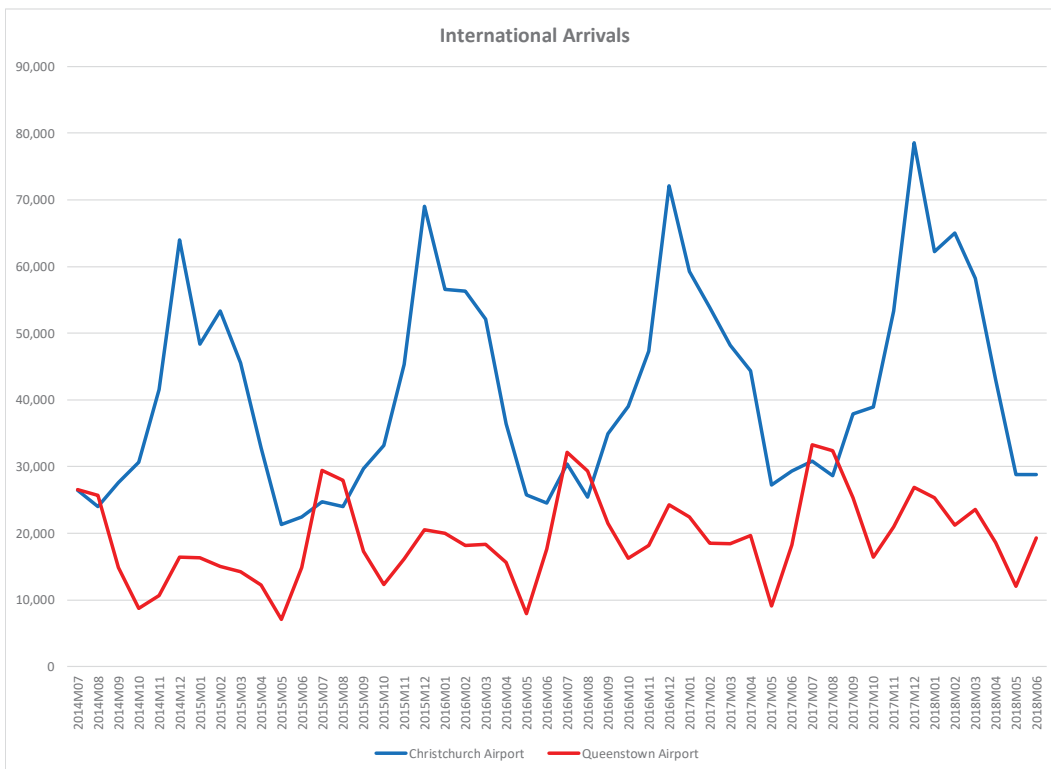
- Thermal Pools Origins of customers
- Hanmer Springs commercial Holiday Homes

RTEs for year-end June estimate growth at 4.7% for year-end June 2018 vs year-end June 2017, to \$167.1 million. This growth is below the national average of 8.5%. Please see the table on the third page of this report for a summary of RTE growth (as measured for the KPI) during FY2018.

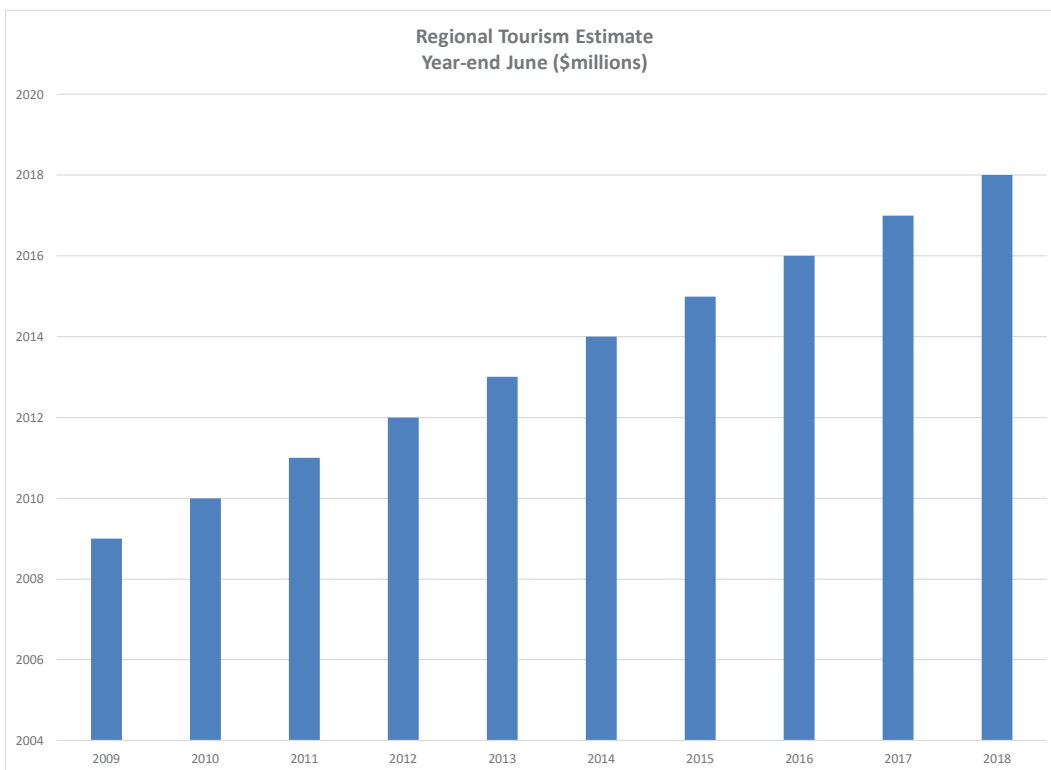
Hurunui Tourism is not meeting the KPI of increase in guest nights with an increase of 3.0% (YTD May 2018). This growth is lower than the national average of 3.4%.

Whilst there appears to be growth from all markets (in terms of the RTEs and CAM statistics), the number of International visitors through Hanmer Springs Thermal Pools & Spa has slowed; likewise, despite good domestic growth, the commercial holiday homes market has plateaued.

Industry



Region





Year End	Hurunui \$m	% growth vs previous year		KPI
		Hurunui	National Avg	
Jul-17	164.0	9.9%		
Aug-17	165.3	10.8%	7.0%	Yes
Sep-17	165.6	10.1%	6.0%	Yes
Oct-17	166.2	9.6%		
Nov-17	162.9	9.6%	5.5%	Yes
Dec-17				
Jan-18	163.9	8.1%	7.0%	Yes
Feb-18				
Mar-18	167.7	8.6%	9.0%	No
Apr-18	166.7	5.9%		
May-18	167.0	5.3%		
Jun-18	167.1	4.7%	8.5%	No

KPI: Increase visitor expenditure by more than the national average. YE Mar 18 vs YE Mar 17:



National average = 8.5%

Hurunui performance = 4.7%

District Guest Nights (Commercial Accommodation Monitor)						(YTD May 2018)
Year	Hurunui					
	Domestic		International		Total	
YE June 2012	251,591		95,519		347,110	
YE June 2013	233,975	-7.0%	99,406	4.1%	333,381	-4.0%
YE June 2014	250,704	7.1%	85,180	-14.3%	335,884	0.8%
YE June 2015	266,160	6.2%	88,900	4.4%	355,060	5.7%
YE June 2016	273,556	2.8%	99,075	11.4%	372,634	4.9%
YE June 2017	255,663	-6.5%	118,069	19.2%	373,731	0.3%
YTD 2016-2017	240,591		112,368		352,958	
YTD 2017-2018	242,133	0.6%	121,244	7.9%	363,377	3.0%
Year	Combined Canterbury RTOs					
	Domestic		International		Total	
YE June 2012	2,408,960		1,507,986		3,916,942	
YE June 2013	2,420,130	0.5%	1,660,376	10.1%	4,080,504	4.2%
YE June 2014	2,532,919	4.7%	1,820,776	9.7%	4,353,694	6.7%
YE June 2015	2,590,660	2.3%	2,049,696	12.6%	4,640,356	6.6%
YE June 2016	2,646,291	2.1%	2,255,572	10.0%	4,901,864	5.6%
YE June 2017	2,512,327	-5.1%	2,359,784	4.6%	4,872,109	-0.6%
YTD 2016-2017	2,342,274		2,243,999		4,586,271	
YTD 2017-2018	2,464,052	5.2%	2,341,347	4.3%	4,805,402	4.8%

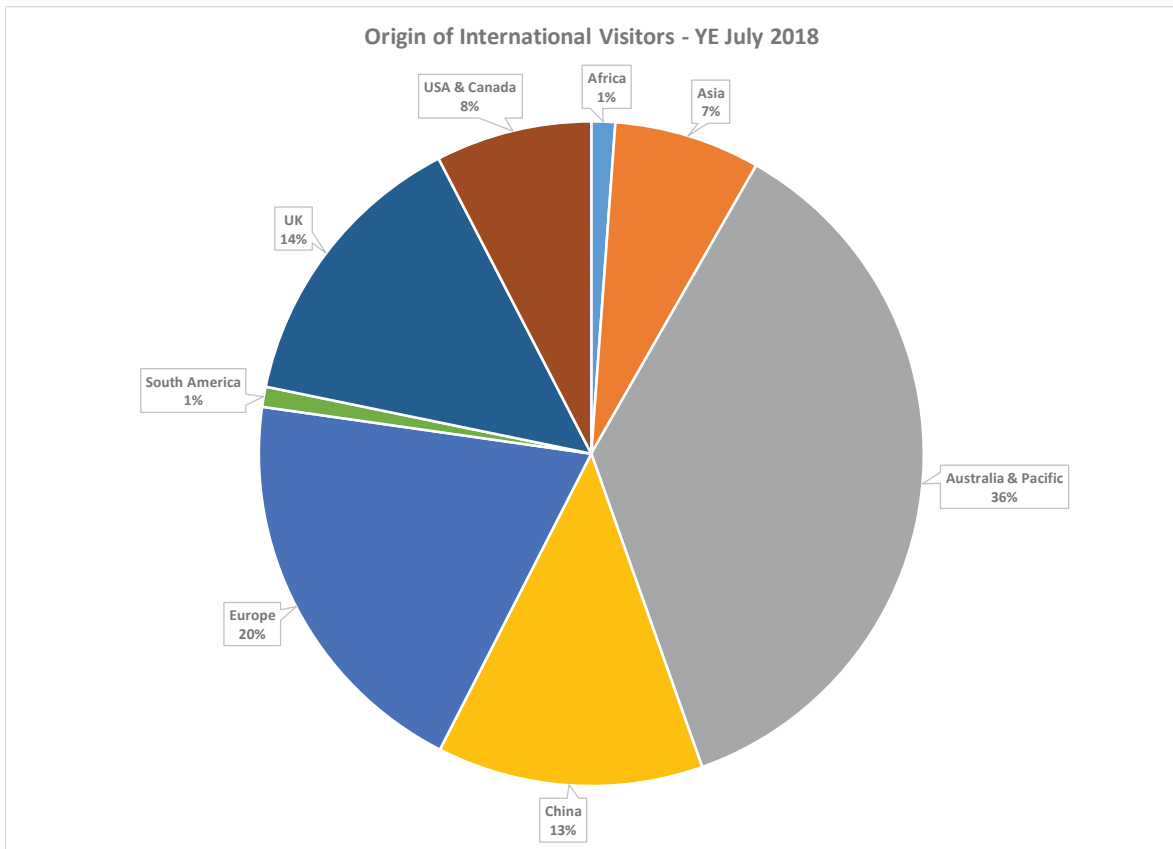
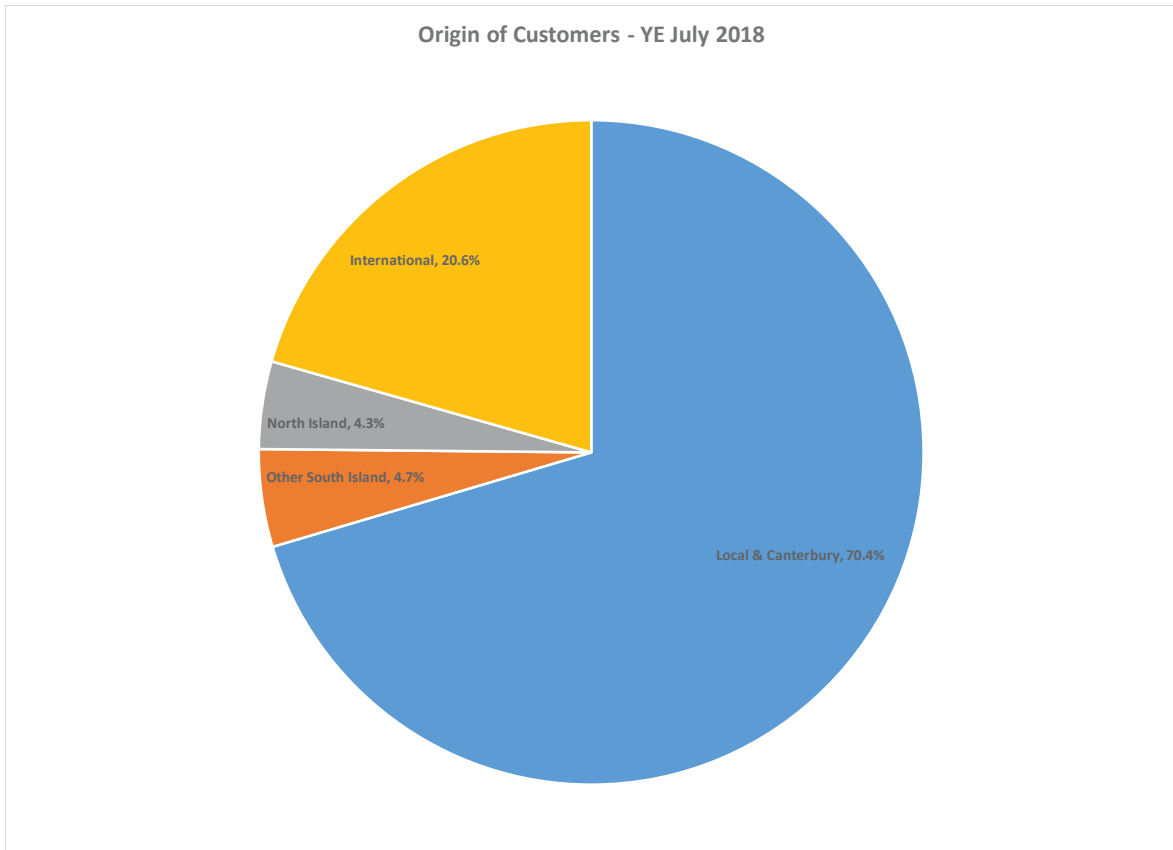
KPI: Increase guest nights by more than the national average:

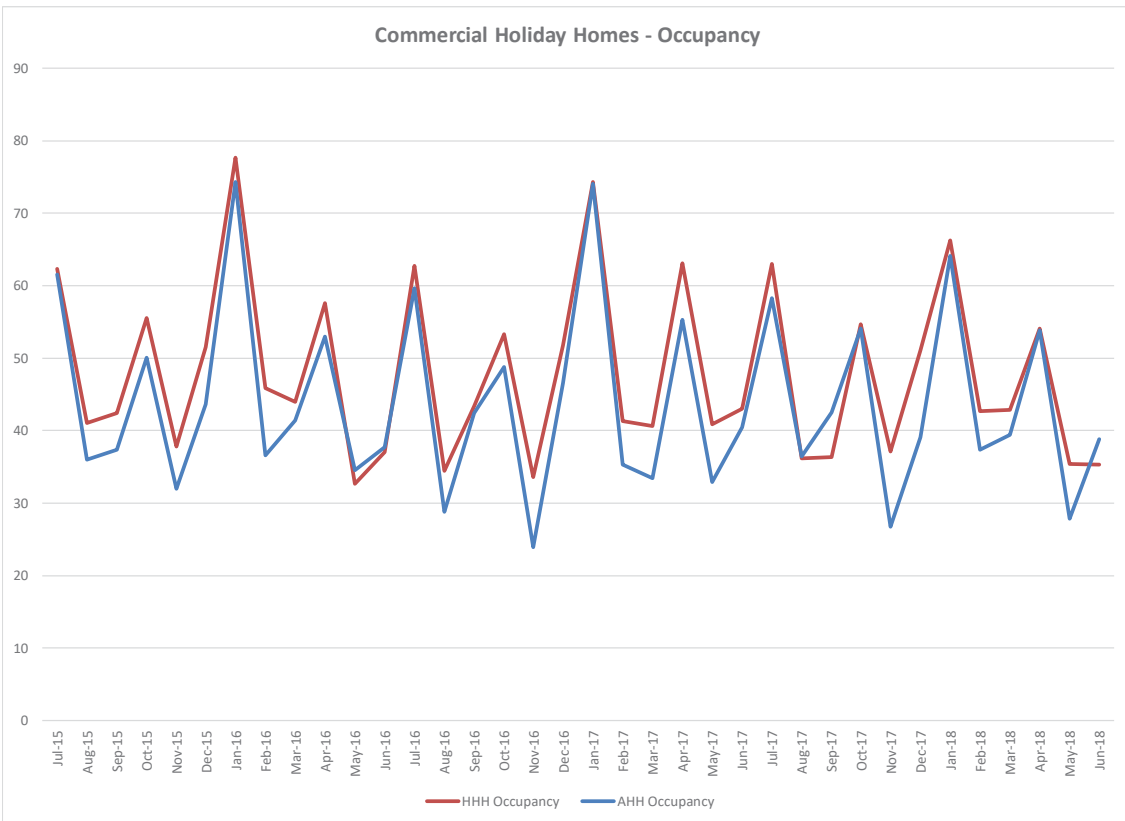
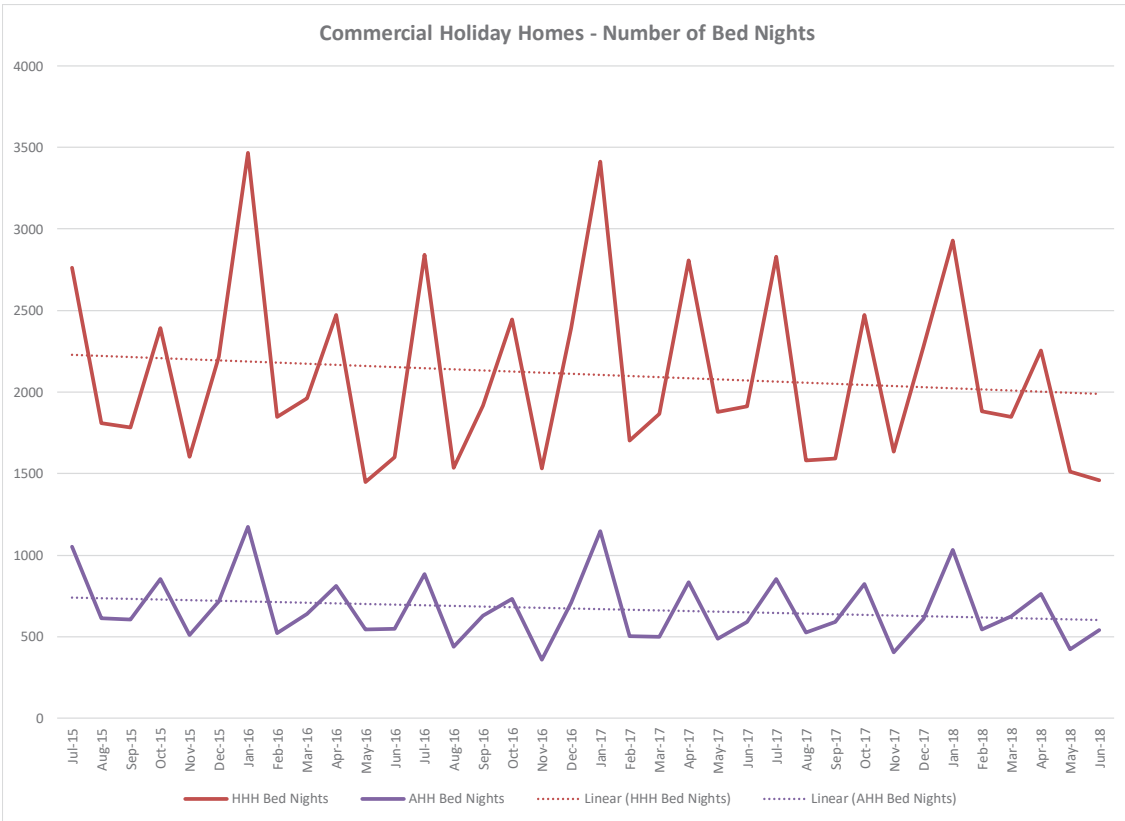


National average (YTD Mar 2018) = 3.4%

Hurunui performance (YTD May 2018) = 3.0%

Hanmer Springs





Report Prepared by:



Shane Adcock
Marketing Manager

Report Reviewed by:



Graeme Abbot
General Manager, Hanmer Springs Thermal Pools & Spa

Officer in Attendance: The report author will be in attendance to speak to this report.

HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Hurunui Tourism Board
Report Prepared by Vanessa Nelmes, Tourism Marketing Officer
Date: 13 August 2018
Significance Level: Low

Website Statistics QE June 2018

Recommendation THAT THE INFORMATION BE RECEIVED.

Executive Summary Website statistics for the QE June 2018 are provided for the information of the Hurunui Tourism Board.

Overview For the QE June 2018 the reporting areas have shown slight improvement or a small decrease compared to the same period in 2017:

- Overall sessions are up 1.01% (21,332 vs. 21,119)
- Users are down 2.9% (16,842 vs. 17,327)
- Page views are up 2.68% (40,758 vs. 39,693)
- Pages/Sessions are up 1.66% (1.91 vs. 1.88)
- Ave Session Duration up 5.97% (1.40mins vs. 1.34mins)

As an overall picture, using visitors (users) and average time on site, users spent a total of 951.01 hours on our website for QE June 2018 compared to 886.47 hours for QE June 2017.

When reviewing the locations of our users the important markets it showed that Australia has had a small increase (2.5%) and the UK has had good growth (21.86%) and our domestic visitor's growth is 9.52%.

Domestic visitor breakdown – top 3

- Christchurch up 10.86% (8,565 vs. 7,726)
- Auckland up 5.78% (2,580 vs. 2,439)
- Wellington down 12% (924 vs. 1,050)

Suspected spam from Russia & Nigeria has been taken out of these QE results.

There have been 324 visits to operator listings to the QE June 2018; this is a decrease of 25.69%.

Appendices Audience Overview Report QE June 2018.

Significance Consideration This report is of low significance because it is an update our website activity.

Vanessa J. Nelmes

Report Prepared by: Vanessa Nelmes
Tourism Marketing Officer

Shane Adcock

Report Reviewed by: Shane Adcock
Marketing Manager

Officer in Attendance: The Tourism Marketing Officer will be in attendance to speak to her report.

Audience Overview without Russia

All Users
 +0.03% Sessions

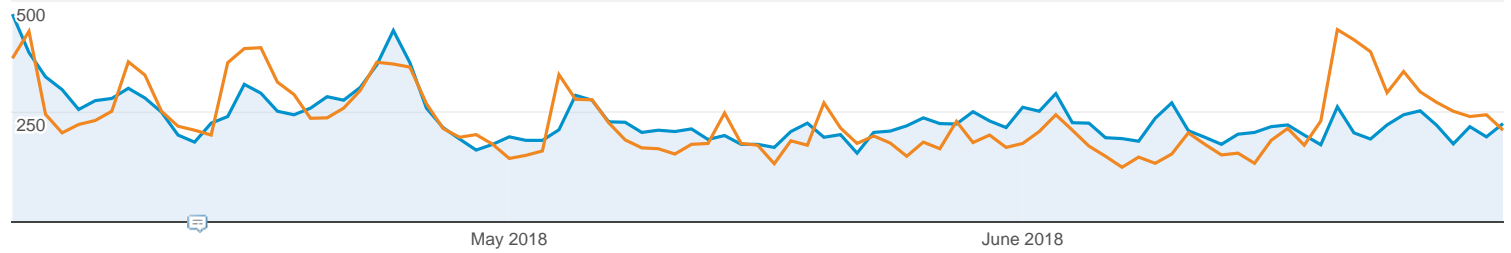
Apr 1, 2018 - Jun 30, 2018
 Compare to: Apr 1, 2017 - Jun 30, 2017

Agenda Report

Metric Group

Apr 1, 2018 - Jun 30, 2018: ● Sessions

Apr 1, 2017 - Jun 30, 2017: ● Sessions



Country	Sessions	Users	Pageviews	Pages / Session	Avg. Session Duration	Bounce Rate	% New Sessions
	1.01% 21,332 vs 21,119	2.90% 16,824 vs 17,327	2.68% 40,758 vs 39,693	1.66% 1.91 vs 1.88	5.97% 00:01:40 vs 00:01:34	2.19% 65.94% vs 67.41%	4.86% 74.64% vs 78.45%
1. New Zealand							
Apr 1, 2018 - Jun 30, 2018	18,733 (87.82%)	14,580 (86.32%)	36,106 (88.59%)	1.93	00:01:43	64.99%	72.91%
Apr 1, 2017 - Jun 30, 2017	17,105 (80.99%)	13,511 (78.09%)	33,553 (84.53%)	1.96	00:01:43	63.62%	74.95%
% Change	9.52%	7.91%	7.61%	-1.74%	-0.17%	2.15%	-2.72%
2. Australia							
Apr 1, 2018 - Jun 30, 2018	1,026 (4.81%)	903 (5.35%)	2,020 (4.96%)	1.97	00:01:39	67.45%	86.74%
Apr 1, 2017 - Jun 30, 2017	1,001 (4.74%)	879 (5.08%)	2,105 (5.30%)	2.10	00:01:48	67.63%	86.21%
% Change	2.50%	2.73%	-4.04%	-6.38%	-7.62%	-0.27%	0.62%
3. United States							
Apr 1, 2018 - Jun 30, 2018	361 (1.69%)	339 (2.01%)	521 (1.28%)	1.44	00:00:48	82.27%	91.41%
Apr 1, 2017 - Jun 30, 2017	2,142 (10.14%)	2,130 (12.31%)	2,303 (5.80%)	1.08	00:00:11	97.11%	99.30%
% Change	-83.15%	-84.08%	-77.38%	34.23%	322.07%	-15.28%	-7.94%
4. United Kingdom							
Apr 1, 2018 - Jun 30, 2018	262 (1.23%)	229 (1.36%)	431 (1.06%)	1.65	00:01:01	71.37%	83.59%
Apr 1, 2017 - Jun 30, 2017	215 (1.02%)	196 (1.13%)	423 (1.07%)	1.97	00:01:48	69.77%	86.05%
% Change	21.86%	16.84%	1.89%	-16.39%	-42.91%	2.30%	-2.86%
5. France							
Apr 1, 2018 - Jun 30, 2018	157 (0.74%)	138 (0.82%)	177 (0.43%)	1.13	00:00:17	90.45%	86.62%
Apr 1, 2017 - Jun 30, 2017	19 (0.09%)	18 (0.10%)	24 (0.06%)	1.26	00:00:45	78.95%	94.74%
% Change	726.32%	666.67%	637.50%	-10.75%	-61.64%	14.56%	-8.56%
6. Singapore							

Apr 1, 2018 - Jun 30, 2018	108 (0.51%)	91 (0.54%)	188 (0.46%)	1.74	00:01:13	69.44%	82.41%
Apr 1, 2017 - Jun 30, 2017	107 (0.51%)	89 (0.51%)	26340 (0.86%)	3.18	00:02:42	53.27%	82.24%
% Change	0.93%	2.25%	-44.71%	-45.22%	-55.26%	30.36%	0.20%
7. Germany							
Apr 1, 2018 - Jun 30, 2018	71 (0.33%)	62 (0.37%)	139 (0.34%)	1.96	00:01:04	67.61%	85.92%
Apr 1, 2017 - Jun 30, 2017	31 (0.15%)	27 (0.16%)	67 (0.17%)	2.16	00:01:41	67.74%	87.10%
% Change	129.03%	129.63%	107.46%	-9.42%	-36.82%	-0.20%	-1.36%
8. Canada							
Apr 1, 2018 - Jun 30, 2018	53 (0.25%)	52 (0.31%)	85 (0.21%)	1.60	00:00:35	75.47%	96.23%
Apr 1, 2017 - Jun 30, 2017	43 (0.20%)	40 (0.23%)	59 (0.15%)	1.37	00:01:45	72.09%	88.37%
% Change	23.26%	30.00%	44.07%	16.89%	-66.67%	4.69%	8.89%
9. India							
Apr 1, 2018 - Jun 30, 2018	39 (0.18%)	34 (0.20%)	60 (0.15%)	1.54	00:01:18	61.54%	87.18%
Apr 1, 2017 - Jun 30, 2017	47 (0.22%)	40 (0.23%)	91 (0.23%)	1.94	00:01:03	65.96%	82.98%
% Change	-17.02%	-15.00%	-34.07%	-20.54%	23.39%	-6.70%	5.06%
10. Malaysia							
Apr 1, 2018 - Jun 30, 2018	39 (0.18%)	35 (0.21%)	56 (0.14%)	1.44	00:00:58	79.49%	84.62%
Apr 1, 2017 - Jun 30, 2017	32 (0.15%)	30 (0.17%)	47 (0.12%)	1.47	00:00:31	75.00%	87.50%
% Change	21.88%	16.67%	19.15%	-2.24%	90.09%	5.98%	-3.30%

Rows 1 - 10 of 108


HURUNUI DISTRICT COUNCIL MEETING REPORT



To: Hurunui Tourism Board
Report Prepared by: Graeme Abbot, Tourism Development Manager
Date: 13 August 2018
Significance Level: Low

Tourism Development Update

Recommendation	THAT THE INFORMATION BE RECEIVED.
Executive Summary	The tourism development report for June and July is attached for the information of the Hurunui Tourism Board.
Wine Tourism	No progress made in this area over the last period.
Walking	<p>Currently developing a product that has the potential to be replicated across the Hurunui.</p> <p>Awaiting an update regarding the Kaikoura to Hanmer Springs great walk proposal. Meeting with Winston Grey – 14th August.</p> <p>On-going dialogue with DOC. Met with Kingsley Timpson early August.</p>
Cycling	<p>The Wheels to Waipara feasibility funding application has been lodged for Provincial Growth Fund financing.</p> <p>Attended Hurunui Trails Trust meeting.</p> <p>Ongoing dialogue with DOC and NZ Cycle Trails over St James ride.</p>
District Wide Promotion of Cycling	As part of the review of the HSTPS platform of websites provision is being made for a district wide cycle platform.
Events	<p>A meet with Hurunui Garden Festival to discuss:</p> <ul style="list-style-type: none"> • Database marketing • Managing ticketing • Support • HTB attended three meetings
The Big Country	<ul style="list-style-type: none"> • Ongoing dialogue with DOC continuing. • Awaiting Hurunui Story. • Product being developed.
Homestay Farmstay	No progress has been made in this sector.
Regional Development	Hurunui Story research and workshops completed. Next step is to have dialogue with the communities. This will lead to the bringing together of

	<p>potential interested parties who wish to engage with the region.</p> <p>Product development of a new product that could be 'franchised' is in progress.</p>
2050 Programme	No progress made in this area.
Cruise Conference	Meeting scheduled with Hassle Free Tours for August.
Queen Mary Hospital	<p>Scoping project for 'utilisations' of the QMH site at mid-point.</p> <p>Engaged with HDC Old Soldiers project.</p>
New Entrants	Four opportunities presently working in progress.
Existing Business	<p>HSTPS Summer 19 Development Plan.</p> <p>Hanmer Springs Top 10 Holiday Park investment programme.</p>
Iwi	Meeting scheduled for Iwi engagement 14 August.
Significance Consideration	This report is of low significance because it is an update on the activities of the Destination Development Plan which has been approved by the Hurunui Tourism Board.
	
Report Prepared by:	Graeme Abbot Tourism Development Manager
Officer in Attendance:	The report author will be in attendance to speak to this report.

Hurunui Tourism Board Action Sheet

Item	Action Required	Actioned By/Manager	Status of Action
1	Investigate the Insurance cover for the Information Boards	Vanessa	Yes the Boards are covered by Council Insurance. The Excess is \$5,000.
2	Investigate payments being made to the HTT Coordinator since 1 May	Shane	To update Board at the meeting
3	Respond to the HTT letter re funding.	Shane and Janice	To update Board at the meeting
4	Write to Christchurch Airport thanking them for their support recently	Graeme	
5	Check out the Year to date Operating expenses in the Financial Report	Shane	To update Board at the meeting.
6	Hurunui Trails Trust to report to June, October, and February meetings	Cr Fletcher	

HURUNUI DISTRICT COUNCIL MEETING REPORT



SECRETARY REPORT COVER

To: Hurunui Tourism Board

Date: 13 August 2018

Council Updates

Executive Summary Brief updates from recent Council meetings are provided for the information of the Tourism Board as requested.

Appendices

- Council updates 31 May, 28 June and 26 July 2018

A handwritten signature in black ink that reads "Maree Hare".

**Report Cover
Prepared by:**

Maree Hare
Committee Secretary

Council Meeting Update – 31 May 2018

Below is a brief summary of the reports and discussions from the 31 May 2018 Council meeting in Hanmer Springs. The meeting agenda can be viewed on the Council website at the link below: <http://www.hurunui.govt.nz/your-council/meeting-calendar/> (scroll between months and click on the relevant meeting to access agendas.)

Approval of the Proposed Hurunui District Plan

The District Plan is required to be reviewed every ten years. The District Plan Review started in 2011 and the last stage of the review process is now complete, which is the resolution of appeals. Council approval was sought of the Proposed Hurunui District Plan, which comprises the October 2016 decision; minor corrections and the appeal resolutions; and that the plan becomes operative from 21 June 2018. The 2003 Plan will become inoperative at that date.

The Council approved the proposed Hurunui District Plan, pursuant to schedule 1, clause 17 of the Resource Management Act (RMA) 1991 and resolved to effect this approval by affixing the seal of the Hurunui District Council to the plan. The Council resolved to make the plan operative from 21 June 2018, pursuant to schedule 1, clause 20 of the RMA. The Council also resolved that the Manager Regulatory Services be authorised to undertake the remainder of the statutory notification processes required under the RMA.

The Council thanked the Manager Regulatory Services and her team for their excellent work and guidance provided to councillors throughout this long and complex process.

Long Term Plan Submissions Hearings Decisions

The report outlined the decisions the Council made during the two-day Long Term Plan (LTP) submissions hearings meeting on 15 and 16 May 2018. As a result of some of the decisions made, there were corresponding changes to the LTP. The final LTP will be presented to the Council for adoption at its 28 June Council meeting. Audit New Zealand will be auditing the final LTP in the week beginning 11 June and will be paying particular attention to changes as the result of the submission process.

The Council confirmed the changes to the LTP budgets as a result of the decisions made to the submissions, as detailed in the agenda report. The Council also approved the rate increase strategy for the LTP as detailed in scenario 3 in the report.

Representation Model for Consultation

The Council participated in a workshop on 24 April 2018 to consider feedback from the representation proposals promoted to the public in March. Agreement was reached at the workshop on a preferred proposal, which was presented for consideration. The proposal was:

- 3 wards
 - East Ward – combines the current Cheviot and Glenmark Wards
 - West Ward – combines the current Amuri-Hurunui and Hanmer Springs Wards
 - South Ward – same as the current Amberley Ward
- 10 councillors
 - 2 for the East Ward
 - 4 for the West Ward
 - 4 for the South Ward
- 1 community board
 - 1 in Hanmer Springs covering the same boundary as it does currently
 - 5 members plus councillor representation from the West Ward
- 5 community committees
 - Retain the current ward committee structure for Amuri, Hurunui, Glenmark, Cheviot and Amberley and rename them so that all are named ‘community’ committees instead of ‘ward’ committees. No changes to membership.

The Council adopted the proposed representation model, Statement of Proposal and Summary, as detailed in the report and as tabled, subject to minor amendments noted in the meeting.

Proposed Backflow Prevention Policy – Approval for Consultation

The Council is proposing to manage the risk of backflow to its water supply network with a Backflow Prevention Policy. This is so that the Council will be compliant with its Water Safety Plans and the risks of backflow to public health can be minimised in a manner approved under the Health (Drinking Water) Amendment Act 2007. A report was presented to the February 2018 Infrastructure Committee meeting seeking approval of a proposed policy and it was left to lie on the table until further workshops had occurred. Following those workshops, the proposed policy was presented to the 24 May Infrastructure Committee meeting and an additional section related to swimming pools was added. The Committee then made a recommendation to the Council that the proposed policy be approved for consultation.

The Council approved the proposed Backflow Prevention Policy for consultation and adopted the Statement of Proposal and Summary of Information in accordance with section 83 of the Local Government Act 2002. The Council agreed that the consultation be carried out at the same time as consultation on the proposed Three Waters Services Bylaw and Policy, provided the guidance documents have been developed and circulated to councillors prior to this. The Council gave the Chief Executive Officer authorisation to make minor drafting, editing and/or layout amendments to the consultation documents prior to final printing and publication, if necessary.

Proposed Three Waters Services Bylaw & Proposed Three Waters Services Policy – Approval of Consultation Period

The Council approved the Proposed Three Waters Services Bylaw and Proposed Three Waters Services Policy for consultation at its 23 November 2017 Council meeting. At the same meeting it was explained that the issues of backflow prevention and stormwater and land drainage would be workshopped with the Infrastructure Working Group, which has occurred. A report was presented to the May 2018 Infrastructure Committee meeting giving updates on these workshops. Officers made a minor change to the proposed policy as a result of the workshops, but did not make any changes to the proposed bylaw. The full background on the development of the bylaw and an analysis of what the bylaw and policy contain was set out in the report for the 16 November 2017 Infrastructure Committee meeting. The Infrastructure Committee recommended to the Council that the Proposed Three Waters Services Bylaw and Policy be approved for consultation.

The Council approved a minor change to the proposed Three Waters Services Policy as a result of the Infrastructure Working Group sessions on backflow prevention and noted that no changes have been made to the proposed Three Waters Services Bylaw. The Council adopted the Statement of Proposal and Summary of Information for public consultation in accordance with section 83 of the Local Government Act 2002. The Council approved the consultation period to run from early July 2018 for two months, provided the guidance documents have been developed and circulated to councillors prior to this. The Council noted that officers are planning to consult on the proposed Backflow Prevention Policy at the same time as the bylaw consultation is undertaken. The Council gave the Chief Executive Officer authorisation to make minor drafting, editing and/or layout amendments to the consultation documents prior to final printing and publication, if necessary.

Notification of the Proposed Freedom Camping Bylaw

The Proposed Freedom Camping Bylaw 2017 was notified in September 2017 and 25 submissions were received. A revised Statement of Proposal and Summary of Information were prepared and discussed at the Regulatory Committee on 17 May 2018. Freedom camping is permitted in all local authority areas unless it is prohibited or restricted by a freedom camping bylaw. Councils are not required to have a bylaw, however the bylaw provides the legal mechanism for enforcement. The submissions received addressed a range of issues including irresponsible disposal of waste, the need for adequate enforcement and the appropriateness of freedom camping at a range of different sites. To prohibit or restrict freedom camping at a site, the Council must be satisfied that the bylaw meets the necessary tests under section 11(2) of the Freedom Camping Act 2011. The s11(2) analysis prepared for the initial consultation did not provide sufficient detail to respond to the concerns raised by the submitters. The analysis had since been completed in more detail and was discussed at

all community board/ward committee meetings in February / March 2018. The relevant changes were included as part of the proposed bylaw.

The Council adopted the Statement of Proposal including the proposed Freedom Camping Bylaw (with maps included as part of the bylaw) and Summary of Information for public consultation. The Council approved the proposed amendments to the Reserves Management Plan for inclusion in the Statement of Proposal in accordance with the Council's discretion under section 41(9) of the Reserves Act 1977. It also authorised the Chief Executive Officer to make minor drafting, editing and/or layout amendments to the consultation documents prior to public consultation, if necessary.

Notification of the Dog Control Policy and Dog Control Bylaw

Bylaws are required to be reviewed every ten years under the Local Government Act 2002. The Dog Control Bylaw 2008 and accompanying Dog Control Policy are being reviewed. This was discussed at the Regulatory Committee on 17 May 2018. The Dog Control Act 1996 is the primary legislative instrument for managing dogs. It seeks to do this in two ways: to provide a range of requirements for dog owners and councils that apply across the country; and to provide the tools for local councils to manage issues specific to their district. The Act requires all councils to have a policy on dogs and enables councils to make bylaws to enforce the policy. The Council's Dog Control Policy 2008 and Dog Control Bylaw 2008 are pivotal for managing dogs in the district and set out: areas where dogs are prohibited, required to be controlled on-leash or able to be exercised off-leash; local requirements for menacing and dangerous dogs; a fee structure; and how the Council will work with dog owners.

The Council adopted the Statement of Proposal including the proposed Dog Control Policy, Dog Control Bylaw and Summary of Information, for public consultation. It authorised the Chief Executive Officer to make minor drafting, editing and/or layout amendments to the consultation documents prior to public consultation if necessary.

Proposed Sale of Cheviot Doctor's House

The Cheviot Ward Committee consulted the community on options in relation to the potential sale of the Cheviot doctor's house property at 33 McQueens Road, Cheviot. After considering the feedback the Committee resolved to recommend to the Council that the Cheviot doctor's house property be deemed surplus and sold, with the sale proceeds to be used to offset the debt on the Cheviot medical centre. The Council deemed the Cheviot doctor's house property surplus and delegated to the Chief Executive Officer to sell at a price that he determines to be appropriate. The Council agreed that the sale proceeds be used to offset the debt on the Cheviot medical centre.

Hanmer Springs Rogerson Intake – Gabion Wall

In February 2018, much of the country experienced a storm brought by Cyclone Gita. The storm introduced unprecedented volumes of water in the headwaters of the Rogerson River, which flooded the river and overwhelmed the gabion structure at the water intake, collapsing it. The gabion structure protects the intake water pipes and chamber. Failing to carry out the works in the short term puts the intake pipework at risk from further floods. To remediate the structure unbudgeted funds are required. The Council approved the expenditure of unbudgeted funds to repair the gabion wall at the Rogerson River intake.

LED Street Lighting Replacement Programme

The Hurunui District has an ageing street lighting network which is predominantly made up of High Pressure Sodium (HPS) luminaires which are nearing the end of their service life. This has resulted in an increase in fault repairs, which is likely to escalate further without significant investment. The use of Light Emitting Diodes (LED) luminaires have become more popular, as they offer a wide range of financial, operational and social benefits demonstrated both in New Zealand and around the world. The New Zealand Transport Agency (NZTA) has worked alongside other road controlling authorities to develop increased LED product approval methodologies and introduced additional funding in the National Land Transport Programme (NLTP) to allow councils to begin retrofitting these ageing lights. Officers are proposing that they begin retrofitting 873 out of the current 1085 fittings,

beginning with residential road lighting, which would bring the best financial payback before moving to the other main road lighting stock. Present Value Analysis of the entire network shows a potential combined cost saving of \$32,013 per annum, which provides an indicative payback period just after year two. It was therefore recommended that the entire network be replaced with LED luminaires as a 'one for one' basis.

The Council approved part funding (debt fund the local share of \$72,193.80) of the LED street lighting retrofitting proposal, with the balance of the total costs funded by NZTA, with all works to be completed before the end of the 2020/21 financial year.

Nomination of RCPHO Representative

The Rural Canterbury Primary Health Organisation (RCPHO) invited the Council to nominate representatives for their consideration to join the RCPHO Board. The Council advertised for expressions of interest and a Council-appointed selection panel has interviewed suitable candidates. Three applications were received. The Council noted that the appointment process needed further clarification, which Mayor Dalley would follow up on. The Council agreed to endorse the recommendations of the Council-appointed selection panel, to represent the Hurunui district for consideration by the RCPHO board, once further clarification was provided.

The remaining agenda items were deferred until the next meeting. These were:

- Communication Strategy
- Approval of Water Liaison Committee Members
- Hurunui-Waiiau Zone Committee Update
- Reports from Committees

Councillors Tour

Following the meeting, the Council conducted a tour of Hanmer Springs where they received briefings on a variety of local projects and issues.

Council Meeting Update – 28 June 2018

Below is a brief summary of the reports and discussions from the 28 June 2018 Council meeting. The meeting agenda can be viewed on the Council website at the link below:

<http://www.hurunui.govt.nz/your-council/meeting-calendar/> (scroll between months and click on the relevant meeting to access agendas.)

Precedence of Business

The following items were left to lie on the table at previous meetings and were required under Standing Orders to be dealt with by the Council first.

- **Potential Purchase of Hurunui Water Project Shares (deferred from the 17 May 2018 meeting)**
The Council agreed that the report “Potential Purchase of Hurunui Water Project Shares” continue to lie on the table.
- **Communication Strategy (deferred from the 31 May 2018 meeting)**
The Council agreed that the report “Communication Strategy” be deferred until after a councillors workshop on this matter on 5 July 2018.
- **Approval of Water Liaison Committee Members (deferred from the 31 May 2018 meeting)**
The Council agreed that the report be dealt with as it appears in the agenda for this meeting.

Adoption of the Long Term Plan 2018-28

The Council has been developing its Long Term Plan (LTP) over the past nine months. A consultation document was developed as the primary consultation tool for the LTP and submissions were invited in April and May 2018. The Council heard and deliberated on the submissions received on 15 and 16 May and confirmed its decisions at its meeting on 31 May 2018.

The Council has a statutory requirement to review its LTP each three years. The report explained the final step in the review process and that the Council is required to finalise its LTP by the end of June 2018. The LTP would take effect from 1 July 2018. The final LTP reflects all of the decisions the Council made after considering submissions on the draft plan’s proposals. There were two further items to allow for that were considered by the Council at its 31 May 2018 meeting after the Council endorsed the decisions of the submissions hearing and set the rate increase strategy:

- The cost for the Gabion Wall for the Hanmer Springs Rogerson Intake of an estimated \$45,540, to be funded from savings derived from other Water Budgets for the 2017-18 year, so there will be no direct effect on the LTP as a result.
- The proposed cost of \$481,292 for the purchase and installation of LED Street Lights was split between the 2017-18 and 2018-19 years and the New Zealand Transport Agency (NZTA) subsidies of 85% allowed for also. The resulting Local Share of \$72,193.80 will be funded through Internal Debt and repaid over the life of the ten year plan. There is no change to the rate increase and the Capital Statement for Roading is now forecast to end the ten years at a balance of \$5,174,827 of funds on hand.

The Local Government Act requires the Council to note its intended deficit and resolve that it is a prudent approach to take. This resolution should precede the adoption of the Long Term Plan and an amended deficit figure to that provided in the agenda report was circulated. The Council resolved that as it is budgeting to record an operating deficit of \$262,998 for the 2018-2019 year, that it is financially prudent to do so, pursuant to section 101(1) of the Local Government Act 2002.

The Council adopted its Long Term Plan 2018-2028 as circulated, subject to the inclusion of the changes tabled by officers and discussed in the meeting.

The Council noted that officers had done an enormous amount of work on the LTP and expressed its appreciation of their excellent work.

Setting of Rates for 2018-19

Under the Local Government (Rating) Act 2002, the Council is required to resolve to set rates for the forthcoming year. The Council approved the rates level in approving the Funding Impact Statement, which formed part of the Annual Plan. Appendix A to the agenda report scheduled the rates resolution. Pursuant to section 23 of the Local Government (Rating) Act, the Council passed the rates resolution as detailed in the amended Appendix A tabled at the meeting, with changes agreed in the meeting.

Policy for Rates Remissions for Earthquake-Affected Properties

As a result of the Hurunui-Kaikoura Earthquakes, the Council adopted an interim rates remission policy that covered the period from 14 November 2016 through to the end of the 2016-17 rating year. The policy was extended for a further year. There are still a number of properties that have the Section 124 notice applied to them and as a result, the policy will need to be extended for a further period. The previous policy allowed for a 100% remission for the period that the dwelling was uninhabitable. It is proposed for the 2018-19 year that the value of the damaged improvements be deducted from the Capital Value and the rates be recalculated on that basis. In addition, if the property is assessed as dangerous or insanitary, then the property owner will not be receiving services for Water, Sewer or Refuse Collection and as a result, the services rates should be remitted as well. The Council adopted the attached Rates Remission Policy on Properties Affected by the Hurunui-Kaikoura Earthquake.

Adoption of Fees and Charges 2018-19

Each year, the Council's fees and charges are reviewed and publicised so that the public can provide feedback or submissions on the revised fees. The amended fees and charges were presented to the Council to adopt for the 2018-19 year. Very few submissions were received in relation to the fees and charges. All residents of the Council's social housing stock were visited in person by the Council's Property Manager and three of those residents submitted, with two being in support of the increased rents and one commented that the Council needed to take care with increases, as it did have an impact on those who relied on a small fixed income. The Hurunui Community Committee requested that the Scout Den hire increase from \$25.00 to \$30.00.

The Council adopted the Fees and Charges schedule for 2018-19, subject to a minor correction noted in the meeting.

Approval of Water Liaison Committee Members

The Council approved the individual members of the Water Liaison Committee, who are appointed as representatives of various bodies, as detailed in the table below. The Council approved two representatives of the Waimakariri District Council as an exception to the committee's approved membership.

Organisation/Group	Representative
Amberley/Ashley Water Advisory Group (WAG)	Michael Ward
Amuri Plains WAG	Andrew Wright
Cheviot Ward Committee	Don Anderson
Culverden Township WAG	Shane Boyd
Hurunui Rural WAG (Water Liaison Committee Chair)	Keith Berry
Glenmark Ward Committee	Geoff Taylor
Hanmer Springs Community Board	Mary Holloway
Infrastructure Committee Chair	Vince Daly
Hurunui Community Committee	Pete Black (<i>Karen Armstrong as alternate</i>)
Mayor	Winton Dalley
Waiau Rural WAG (Chair)	Bob Kingscote
Waiau Township WAG (Chair)	Jim Wood
Waimakariri District Councillor	Paul Williams
Waimakariri District Council Representative #2	Chris Prickett

Partial Road Stopping and Legalisation – Hanmer Springs

An application was received from Monteath Family Trust Limited at 355 Woodbank Road and New Zealand Property Trust Nominees Limited at 163 Woodbank Road to stop the unformed legal road that traverses their properties. The report was to seek the Council's approval to this request and for officers to start the road stopping and legalisation process.

The Council approved the stopping and subsequent sale of the portion of unformed legal road that traverses the properties owned by New Zealand Rural Property Trust Nominees Limited at 163 Woodbank Road, Hanmer Springs and Monteath Family Trust at 355 Woodbank Road, as identified in map A attached to the agenda report. The Council resolved that any road stopped be amalgamated with the title of the adjoining property. The Council instructed officers to proceed with the road stopping and legalisation process, any subsequent sale of the land and to sell the land at valuation or within a price range that the Chief Executive Officer determines to be appropriate.

Revocation of Fire Prevention Bylaw

The Fire and Emergency Management Act 2017 shifted the Rural Fire responsibilities previously held by the Council to Fire and Emergency New Zealand (FENZ). The Fire Prevention Bylaw 2014 was the regulatory mechanism the Council used to fulfil its requirements. With the introduction of the Act, the bylaw has been superseded and is now redundant. Prior to revoking a bylaw, the Council is required to consult FENZ; a summary of this consultation was provided to the Regulatory Committee meeting on 14 June 2018. The Council may revoke the bylaw by making a resolution to do so and giving public notice of the decision. The Council revoked the Fire Prevention Bylaw 2014.

Approval of Youth Council Member

Bradley White from Waikari was put forward as a new Youth Council representative due to the resignation of a previous member. In accordance with the Youth Council Terms of Reference and Delegations, the Council approved Bradley White as a member of the Youth Council for 2018.

Earthquake Infrastructure Recovery, Water and Sewage – Update

The Council received an update on the Earthquake Recovery progress for water and sewage. A supporting oral update was provided at the meeting. In summary the following was noted:

- Condition Assessments of below-ground damaged water and sewer assets are still underway.
- Various on-going above-ground and below-ground repairs are currently underway and other repairs are currently still in planning stage for imminent repair.
- Negotiations with the above-ground insurer were finalised and payment received by the Council.
- Negotiations with the below-ground insurers (Local Authorities Protection Programme (LAPP) and Crown) are still underway, with a drive to provide supporting evidence of infrastructure damage sustained.

Insurance Renewals for 2018-19

The Council's current insurance policies are due to expire on 30 June 2018 and Management is in the process of renewing the policies for the 2018-19 year. This report was previously tabled at the Finance, Audit and Risk Committee meeting on 21 June 2018, however the final proposal was not available for that meeting. The Council received the information regarding the insurance renewals.

Hurunui-Waiiau Zone Committee Update

The Council received an update on the recent activity of the Hurunui-Waiiau Zone Committee.

Reports from Committees

The Council received the reports from the May and June meetings of the Public Services, Regulatory, Finance, Audit & Risk and Infrastructure Committees.

Council Meeting Update – 26 July 2018

Below is a brief summary of the reports and discussions from the 26 July 2018 Council meeting. The meeting agenda can be viewed on the Council website at the link below:

<http://www.hurunui.govt.nz/your-council/meeting-calendar/> (scroll between months and click on the relevant meeting to access agendas.)

Precedence of Business: Potential Purchase of Hurunui Water Project Shares (deferred from the 17 May 2018 meeting)

This item was left to lie on the table at the previous meeting and was required under Standing Orders to be dealt with by the Council first. The Council resolved that the report “Potential Purchase of Hurunui Water Project shares” continue to lie on the table. The Council agreed that the information and advice collected at this stage by the Chief Executive Officer, as requested at the 17 May 2018 Council meeting, be separately circulated to councillors now.

Hanmer Springs and Gore Bay Alcohol Ban Bylaw 2011

The Hanmer Springs and Gore Bay Alcohol Ban Bylaw 2011 is required to be reviewed before 18 December 2018, as a result of the Local Government (Alcohol Reform) Amendment Act 2012 which introduced changes for bylaws made under section 147(2) of the Local Government Act 2002 (LGA). The LGA gives the Council authority to control the consumption and possession of alcohol in public places and it can create ongoing alcohol bans or ban alcohol for one-off special events in public places. The aim of the bylaw is to control the consumption of alcohol in those situations where the Council is concerned that the possession of alcohol may result in disorderly behaviour and criminal offending. As the name of the bylaw suggests, it only applies to Hanmer Springs Township and Gore Bay Township and only from 7.00pm on New Year’s Eve until 7.00am the following day.

The Council determined that in regards to the Hanmer Springs and Gore Bay Alcohol Ban Bylaw 2018: a bylaw is the most appropriate way of addressing the perceived problem; the bylaw is the most appropriate form of bylaw and does not give rise to any implications under the New Zealand Bill of Rights Act 1990; the bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990; the bylaw can be justified as a reasonable limitation on people's rights and freedoms; a high level of crime or disorder (being crime or disorder made worse by alcohol consumption in the area concerned) is likely to arise in the area to which the bylaw is intended to apply, if the bylaw is not made, and the bylaw is appropriate and proportionate in the light of that likely crime or disorder.

The Council adopted the Statement of Proposal for public consultation as attached to the agenda report.

Council’s External Communication Strategy

A new strategy has been developed for communication and was presented to the Council for adoption. The Council has never previously had a communication strategy. Communication is one of the five focus areas in the Council’s Strategy adopted in 2017 and the Communication Strategy is one of the various actions and activities that have taken place to boost the Council’s communication as the result this focus. The Council adopted the External Communication Strategy, as attached to the agenda report and subject to the changes agreed in the meeting.

Replacement of two quad bikes with side by side ATVs

To address multiple health and safety conditions (for safety of the worker and security to the water supply) the Council is working with a more team-oriented focus. The current quad bikes are able to carry only one person and a limited amount of equipment. Side-by-side ATVs have the advantage of dual seating, rollover protection, seat belts, load carrying ability and greater towing capacity. The recommendation was that ATVs replace the quad bikes.

The Council agreed to the proposal in the agenda report and included an amendment that the Chief Executive Officer be delegated authority to replace the fleet of three quad bikes with side-by-side ATVs, which will include the replacement of a trailer.

Draft Freedom Camping Bylaw Submissions Hearings and Decisions

At the close of the submission period on 2 July 2018, 18 submissions were received. Two late submissions were received and it was recommended that one be accepted. Six submitters requested to be heard. The key concerns raised by submitters were grouped into 11 broad categories: National issues; Intent of the Freedom Camping Act; Social impact; Waste; Traffic; Economic impact or benefits; Hanmer Springs; Restrictions; Enforcement; Mapping; and Communication and signage. The submitters heard at the Council meeting were:

- New Zealand Motor Caravan Association
- Ross and Claudine Barnes
- The St James Premium Accommodation Ltd & The Hanmer Springs Accommodation Providers Group
- Jane Demeter
- Don Putan.

The Council agreed to accept the late submission of Jane Demeter but did not accept the very late submission of the Hanmer Springs Business Association. The Council heard the submitters present at the meeting and agreed it had considered and given due weight to all submissions received on the proposal. The Council agreed to make the Freedom Camping Bylaw, including the recommended changes agreed at the meeting.

Resident Ratepayer Satisfaction Survey

Most years the Council undertakes a resident ratepayer satisfaction survey. This year's survey was undertaken in June 2018 and the findings discussed in the report. The information was received.

Remuneration Authority Correspondence – June 2018

The Council was provided with recent correspondence from the Remuneration Authority outlining the remuneration setting process for Local Authority Elected Members to be implemented post the 2019 elections. The Council received the information.

Christmas and New Year Closure Dates

This year, the statutory holidays fall on a Tuesday and Wednesday in respect to Christmas Day, Boxing Day, New Year's Day, and 2 January. The Council offices and outlying libraries and service centres will be closed as follows:

Amberley Council Office:

- *close from 3pm on Monday, 24 December*
- *return to normal hours from Thursday 3 January 2019*

Amberley Library, Hanmer Springs and Cheviot service centres/libraries:

- *close at 3pm on Monday, 24 December*
- *closed on statutory holidays*
- *return to normal hours from Thursday 3 January 2019*

Hawarden Library and Amuri service centre/library:

- *closed from Monday, 24 December*
- *return to normal school holiday hours from Monday, 7 January 2019*

Council staff will take annual leave for the three 'normal' days in between Christmas and New Year. As in previous years, staff will be on call to provide essential services and emergency backup. Call Care, the Council's answer service, will continue to take all calls to the Council throughout this period. Customers will dial the usual Council phone numbers or email addresses for service.

Hurunui-Waiiau Zone Committee Update

The Council received an update on the recent activity of the Hurunui-Waiiau Zone Committee.

Reports from Committees

The Council received the reports from the Public Services Committee on 12 July 2018 and the Finance, Audit & Risk and Infrastructure Committees, which met on 19 July 2018.

Committee Name	HURUNUI TOURISM BOARD
Type of Committee	Council Subcommittee
Subordinate to	Public Services Committee
Subordinate Committees	None
Legislative basis	Committee reconstituted by the Council as per Schedule 7, Section 30 (1) (A), LGA 2002. Committee delegated powers by the Council as per Schedule 7, Section 32, LGA 2002.
Membership	<ul style="list-style-type: none"> • The Mayor • Three councillors (3) one of which is to be a member (but not the Chairperson) of the Public Services Committee. • Independent members (5) made up of: <ul style="list-style-type: none"> ○ Member of the Hanmer Springs Thermal Pools & Spa Management Committee. ○ Member of the Waipara Valley North Canterbury Winegrowers Inc. ○ Member of the Hanmer Springs Business Association. ○ Two (2) independent members.
Delegations	<ul style="list-style-type: none"> • Destination marketing and destination management of the Hurunui district. • Utilise the resources and capabilities already in place in the form of the Marketing Manager, Hanmer Springs Thermal Pools and Spa, and existing advertising agency arrangements servicing the Hanmer Springs Thermal Pools and Spa, and the Hurunui i-site, in agreement with the Hanmer Springs Thermal Pools and Spa Management Committee. • Oversee the expenditure of targeted tourism rate funds in promotion of the Hurunui district. • Marketing associated development of business, activities, services and communities. • Collaborate with and utilise the resources of Enterprise North Canterbury with regard to regional development and business capability to boost tourism opportunities.
Limits to Delegations	<p>Matters that cannot be delegated by the Council include:</p> <ul style="list-style-type: none"> • the power to make a rate. • the power to make a bylaw. • the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan. • the power to adopt a long-term plan, annual plan, annual report or strategic plan. • the power to appoint a chief executive. • the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement. • the power to adopt a remuneration and employment policy.

Council Resolutions

THAT THE COUNCIL CONFIRMS THE RECONSTITUTION OF THE HURUNUI TOURISM BOARD AS A SUBCOMMITTEE OF THE PUBLIC SERVICES COMMITTEE.

THAT THE COUNCIL DETERMINES THE COUNCIL MEMBERSHIP ON THE HURUNUI TOURISM BOARD BEING THE MAYOR AND COUNCILLORS MARIE BLACK, DICK DAVISON AND JASON FLETCHER.

THAT THE COUNCIL DELEGATES THE POWER TO ACT IN THE ABOVE AREAS TO THE HURUNUI TOURISM BOARD.

Significance and Public Engagement Consideration

(Guidelines from Hurunui District Council's 'Significance and Engagement' Policy)

The Council, in considering each matter, must be:

- a. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decisions.
- b. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Questions

- a. Does the Council have sufficient information about the issue, proposal, decisions or other matter?
- b. Does the issue, proposal, decisions or other matter:
 - Affect all or a large portion of the community in a far-reaching way?
 - Have a potential impact or consequence on the affected persons (being a number of persons) that is substantial?
 - Have financial implications on the Council's resources that would be substantial?
 - Generate (or would be expected to generate) a high degree of controversy?
 - Have any impact on Council's capacity to undertake its statutory responsibilities?
 - Fail to flow logically or consequentially from a decision in the Council's Long Term Plan?

Significance Evaluation

Council officers preparing these reports will have regard to Council's policy on significance. Councillors will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless the Council explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Engagement Consideration

Council officers preparing these reports will also have regard to appropriate public engagement according to the level of significance. Officers will use the Engagement Spectrum shown in the table below alongside the Significance and Engagement Policy to help identify and recommend the engagement level.

Engagement Spectrum				
Inform	Consult	Involve	Collaborate	Empower
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision making in the hands of the public